



Northshore Technical Community College
2025-2026 Catalog

General Information	3
Student Handbook	5
Student Government Association (SGA)	6
Student Responsibilities	42
Institutional Accreditation	50
Governance	50
All Programs	51
All Courses	128

General Information

This section of the Academic Catalog provides general information about the college within the following sub-categories:

Statements and Disclaimers:

The provisions of this catalog do not constitute a contract between the technical community college, hereafter referred to as NTCC, 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 NTCC Livingston Campus change at any time without notice. All courses, programs, and activities described in this catalog and handbook 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 and handbook to reflect changes in board policies, occupational and licensure requirements, and other changes related to the quality of the program. Mode of course delivery is subject to change based on response to emergency disruptions.

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

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

Equal Opportunity Statement

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:

NTCC is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, or disability. All students have equal rights to counseling and training. The following person has been designated to handle inquiries regarding these non-discrimination policies:

Northshore Technical Community College, Title IX Coordinator

Dr. Frank Fudesco, Dean of Students

Phone: 985-545-1239

Email: frankfudesco@northshorecollege.edu

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

Message from the Chancellor

Message from the Chancellor

Let me be the first to welcome you to Northshore Technical Community College! For over 90 years, NTCC has served the greater Northshore region by offering workforce education and transfer opportunities culminating in specialized industry-based certifications, technical diplomas, and associate degrees in-demand occupations, positioning our graduates to be competitive in today's dynamic and rapidly changing economy. Accredited by the Southern Association of Colleges Schools Commission on Colleges (SACSCOC), transfer opportunities abound for students with strategically designed university transfer pathways to colleges and universities. We have uniquely talented and dedicated faculty, staff, and administrators to help you be successful.

Our NTCC community is inclusive and diverse. Our students inspire us every day! We serve adult education, first-generation college students, returning students, career changers, and working adults. In addition, we serve high school students enrolled through our dual enrollment programs who are getting a head start on the college experience. Our diversity is a point of pride for us. I am proud of the culture of innovation and collaboration at



Chancellor Jim Carlson

NTCC as we have developed a reputation for excellence in a friendly and accepting environment. We welcome you to join the “Gator” family and look forward to sharing that special moment with you when you walk across the stage at graduation and Build YOUR Future.

Jim Carlson, Ed.D.
Chancellor

[General Information](#)

Mission, Vision & Values

Mission

Northshore Technical Community College is committed to providing quality workforce training and transfer opportunities by awarding associate degrees, technical diplomas, and certificates to students seeking a competitive edge in today's global economy.

Vision:

In keeping with the vision of the Louisiana Community and Technical College System, Northshore Technical Community College

- Produces knowledgeable, skilled, and confident citizens ready for the future, ready for the workplace, and ready to continue learning.
- Delivers rapid, flexible, and innovative solutions to changing workforce needs.

Values:

At Northshore Technical Community College, we value:

- **Student Success** – We seek to address student needs and interests to help students stay connected to their education and career goals. Through high-quality instruction, continuous learning, and individualized support, we provide students with the competitive edge needed for today’s global economy. We seek to foster a culturally conscious, non-discriminatory, and equal opportunity environment that recognizes and appreciates the similarities and differences of the students, faculty, staff, and communities we serve.
- **Community Synergy** - We seek to foster partnerships and relationships within the college and communities we serve to advance our mission.
- **Communication** – We commit to effective systems of internal and external communication focused on transparency and shared governance to realize a pathway to prosperity for all stakeholders of the college.
- **Integrity** – We uphold our mission and values through our commitment to decision-making that is moral, just, fair, honest, and trustworthy.

General Information

Additional Links

[About NTCC](#)

[Campuses & Locations](#)

[Governance & Accreditation](#)

[Admissions](#)

[Records and Registration](#)

[Tuition and Fees](#)

[Financial Aid](#)

Student Handbook

It is a great pleasure for me to serve as your Provost and Vice Chancellor of Academic & Student Affairs. The faculty, staff, and administration at Northshore Technical Community College (NTCC) are truly invested in your success and we are thrilled you have decided to become a part of the NTCC Gator family. This student handbook will serve as a guide to help you navigate the policies and regulations at NTCC. It provides you with procedures for various processes and highlights resources that will be beneficial to you during your time at NTCC. Dr. Frank Fudesco, Dean of Students, and the Student Affairs Division is here to meet the needs of our NTCC community. Please do not hesitate to contact the student affairs team on your campus if you have any questions about the policies and procedures outlined in this handbook. We desire that you become active and involved at NTCC and we hope that your time with us is memorable and beneficial. Welcome to the Gator Family!

Daniel Roberts, PhD

Provost and Vice Chancellor of Academic & Student Affairs

As a student at Northshore Technical Community College, you have a crucial role in the college community. You are a beneficiary of the experiences and contributions made by those who have paved the way before you, and it is your responsibility to actively shape the identity and direction of NTCC today. Most importantly, you are a key caretaker of NTCC’s future, influencing how it evolves and grows. Together, we are not just changing lives; we are forging futures.

Dr. Frank Fudesco, NTCC Dean of Students

Equal Opportunity Statement

NTCC is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, or disability. All students have equal rights to counseling and training. The following person has been designated to handle inquiries regarding these nondiscrimination policies:

Frank Fudesco, Ed.D.

Dean of Students & Title IX Coordinator

Phone: (985) 545-1239

Email: frankfudesco@northshorecollege.edu

Student Handbook

Student Government Association (SGA)

Northshore Technical Community College has established a Student Government Association (SGA) to represent the student body at each campus. The SGA is officially recognized and approved by the Chancellor and serves as a vital link between students and the College administration.

Each campus-based SGA will be assigned one or more advisors who serve as liaisons between the student leadership and the College. These advisors are designated by the Dean of Campus Administration, with the approval of the Dean of Students, to ensure effective support, guidance, and alignment with institutional goals and policies.

The Role of SGA Advisors

Based on Northshore Technical Community College's (NTCC) policies and procedures, the following job duties are essential for advising and supervising Student Government Association (SGA) Senators,

These duties ensure that the SGA works effectively, aligns with NTCC's mission, and provides valuable experiences for student leaders.

Advisory Responsibilities

1. **Liaison Between SGA and Administration:** Serve as the primary link between the SGA and NTCC administration, ensuring effective communication and alignment with institutional goals.
2. **Guidance on Governance:** Provide advice on parliamentary procedures, bylaws, and institutional policies to ensure SGA operations follow NTCC standards.
3. **Leadership Development:** Mentor Senators in leadership skills, ethical governance, and decision-making processes.
4. **Policy Interpretation:** Clarify institutional policies and their implications for SGA activities, ensuring alignment with NTCC's mission.
5. **Meeting Oversight:** Attend all formal SGA meetings, especially those involving officer elections, event approvals, or financial decisions, to ensure adherence to policies and procedures.
6. **Election Process Support:** Supervise and coordinate SGA officer elections each spring semester, ensuring fairness and transparency.

Supervisory Responsibilities

1. **Attendance & Participation Monitoring:** Track Senator engagement in meetings and events, promoting active participation.
2. **Accountability & Compliance:** Ensure Senators fulfill their duties as outlined in the SGA Constitution and NTCC policies.
3. **Project Oversight:** Monitor SGA initiatives to ensure they align with NTCC's mission and policies.
4. **Financial Supervision:** Oversee the preparation and management of the SGA budget, ensuring proper use of student activity fees.
5. **Training & Orientation:** Provide onboarding and continuous development opportunities for Senators to enhance their effectiveness.
6. **Event Support:** Guide Senators in planning and executing events, ensuring compliance with NTCC policies and procedures.

The Campus SGA Advisor(s) in charge of the elected Senators on each campus has overall responsibility for ensuring that the Student Government Association is administered per the Board of Regents (BOR), Council of Student Body Presidents (COSBP) Constitution, policies of the Louisiana Community and Technical College System (LCTCS) Board of Supervisors, and the guidelines of this memorandum. This policy and procedures memorandum applies to the Student Government Association (SGA) on the Campuses of Northshore Technical Community College and on any campuses that may be developed in the future.

Mission Statement

The mission of the Student Government Association (SGA) at Northshore Technical Community College (NTCC) is to serve as the voice of the student body by advocating for student interests and enhancing the overall college experience through meaningful co-curricular programming. The SGA is committed to fostering student development, promoting social and recreational engagement, encouraging active participation in self-governance, and supporting the pursuit of academic excellence.

NTCC recognizes the value of a vibrant and engaged Student Government Association and strongly encourages student involvement. In alignment with this commitment, and with the approval of the LCTCS Board of Supervisors and a vote of the student body, NTCC has established both a student self-assessment fee and a student activity fee, assessed during the fall, spring, and summer terms as part of student registration costs.

As an officially recognized campus organization, the SGA operates under the oversight of the College. All SGA activities and functions must adhere to the policies of the LCTCS Board of Supervisors and comply with the statutory requirements of the State of Louisiana. Accordingly, appropriate procedures and internal controls are implemented to ensure that SGA operations are conducted with integrity, transparency, and accountability.

Membership

All students of NTCC who pay self-assessed and student activity fees are members of the SGA. This membership permits students to participate in student-sponsored activities and other benefits financed by self-assessed fees and student activity fees.

Election of Officers

Campus Senators: Each spring semester, the Student Government Association (SGA) Senators per campus will be elected based on the student enrollment per campus.

- Florida Parishes Campus... 2 Senators

- Livingston Campus2 Senators
- Sullivan Campus.....3 Senators
- Hammond Campus4 Senators
- Lacombe Campus4 Senators

Senators shall be elected at large by the campus student body through either electronic or written ballots, facilitated by the SGA advisor on each campus and the Dean of Students.

Duties of Senators:

1. Serve on at least one (1) SGA committee.
2. Allocate a minimum of 6 hours per week to fulfill the office duties.
3. Sponsor activities and projects of interest to students.
4. Recommend Committee(s) if deemed necessary.
5. Recruit volunteers for campus events.
6. Communicate student issues to the advisor and campus Dean.
7. Performs other duties as needed.

Collegewide SGA

The college-wide SGA shall be responsible for reviewing and deciding upon issues and concerns affecting students at all campuses. It shall consist of the elected campus Senators and their appointed advisors and the collegewide SGA advisor. The advisor of the Advisory Board shall be the Dean of Student Affairs or designee. The advisor shall attend Advisory Board meetings and participate. However, the advisor shall not count towards quorum and may not vote, make motions, or second motions.

Officers: Each spring semester, five (5) Officers will be elected for the College at large. The Officers of the SGA shall consist of a President, Vice President, Treasurer, Secretary, and Parliamentarian. Officers shall be elected through either electronic or written ballots from the elected Senators representing the campuses. This election will be overseen by the SGA advisor on each campus and the Dean of Student Affairs.

Duties of Officers:

A. President

1. Act as the Chief Executive Officer of the SGA.
2. Chair meetings of the Executive Board.
3. Serve as a student representative and/or appoint a designee when requested by the administration.
4. Verify expenditures with the SGA treasurer.
5. Responsible for establishing the calendar of events for the school-wide SGA.
6. Performs other duties as needed.

B. Vice President

1. Chair meetings of the Executive Board in the absence of the President.
2. Assume the role of the President in the event of a vacancy.
3. Responsible for informing the Senators of information about the SGA.
4. Performs other duties as needed.

C. Secretary

1. Executes the duties of the Treasurer in his/her absence.
2. Maintain accurate records of the SGA proceedings.

3. Prepare a proposed agenda for SGA and Executive Board meetings.
4. Maintain the SGA's official membership roll and call the roll when necessary.
5. Document absences and report them to the body for necessary action.
6. Make official minutes and records accessible to members, administration, and the Student Body upon request.
7. Performs other duties as needed.

D. Treasurer

1. Executes the duties of the Vice President in his/her absence.
2. Maintain records of financial transactions.
3. Develop and present budget proposals for general SGA meetings.
4. Supervise the distribution of funds and provide financial reports at each regular SGA meeting.
5. Performs other duties as needed.

E. Parliamentarian

1. Executes the duties of the Secretary in his/her absence.
2. Advise meeting chairpersons on proper conduct by the SGA's chosen parliamentary authority.
3. Educate members on parliamentary procedure practices.
4. Prepare meeting rooms for SGA gatherings.
5. Performs other duties as needed.

Meetings

Regular meetings of the SGA shall be held monthly at a time specified by the President unless otherwise decided by the membership.

At least five (5) annual meetings shall be conducted in person. The technology used for the electronic meetings shall allow the members full access and full participation in all meetings. The number of people responding to a call for any meeting must meet or exceed the quorum of more than half the members.

Compensation of Officers

- A waiver of in-state tuition, exclusive of self-assessed fees, will be granted for the fall and spring semesters to elected Officers and Senators.
- Tuition waivers will not exceed the costs equivalent to fifteen (15) full-time students and will remain effective for the respective terms of office.
- Receipt of tuition waivers by the listed SGA officers is contingent upon the performance of assigned duties and tasks.

Eligibility Criteria for SGA Office Candidacy and Election

To run for SGA Office and be elected, students must:

- Be enrolled in and maintain at least 9 credit hours.
- Maintain good academic standing.
- Possess a minimum GPA of 2.50 at the time of election and, as per LCTCS Policy #2.005, maintain satisfactory academic progress throughout their term of office.
- Executive Officers (President, Vice President, Secretary, Treasurer, and Parliamentarian) must be degree-seeking and may not serve as officers for more than two consecutive academic years.

Budget Cycle and Calendar of Events

- During the spring semester, SGA representatives on each campus, under the supervision of SGA advisors, will prepare the SGA calendar of events for the next academic year and the annual budget to support these activities.
- The proposed budget, utilizing the College's budget forms, will undergo review by the Dean of Campus Administration overseeing the SGA on each campus before presentation to the Dean of Student Affairs and the Director of Accounting/Designee.
- The annual budget development is established by a vote of the student body during the SGA monthly meeting. Details of the current budget allocations of funds are provided in the college policy.
- Following approval of the SGA budget, the SGA calendar of events for the subsequent academic year will be submitted for inclusion in the campus planning calendar.

Functions

- SGA Minutes and Approvals should be completed at least two weeks before a planned event.
- This request will be initiated by the SGA representatives and Campus Advisor, and presented to the Dean of Campus Administration in charge of the SGA on the campus, the Dean of Students, and the Restricted Funds Accountant for final approval.
- When alcoholic beverages are served, the Chancellor or his/her designee will grant final approval.

Procurements

General Provision: All financial transactions must follow College and State of Louisiana rules and regulations.

Professional Services Contracts

- If the SGA function or activity requires the expenditure of funds for professional, consulting, or personal services (hiring a band, for example), a Contract for Professional, Personal, or Consulting Services must be completed and processed under current college policy regarding the use of Professional Services Contracts.
- It is noted that the Chancellor and the Vice Chancellor of Finance and Administration are the final approval authority, and their signatures must be obtained before the contract can be entered into.
- The SGA must submit a professional services contract at least ten days in advance of performance (or services rendered) for approval.

Payment of SGA Contractors

- Each person or group performing services under a Professional Services Contract must submit an invoice covering the services rendered.
- The invoice must include the social security or employer identification number and the address of the person or the group.
- The SGA Advisor will certify that the services were furnished as indicated on the invoice.
- The contractor's invoice with this certification must be submitted to the Finance Office for payment. Additional forms may be necessary for payment.

Travel

- All travel must be authorized through the College's normal professional leave and travel authorization request process.
- Each request must be submitted at least two weeks before the conference or activity.

Printing and Photocopying Requests

Requests for printing and photocopying for all Student Government Associations must be approved by the respective SGA advisor in addition to the appropriate signature authorities and proofing channels, as deemed by the College's established policies and procedures on photocopying and printing.

Inventory of SGA Equipment

- All property procured by or assigned to the SGA is property of NTCC and will be tagged with a State of Louisiana identification tag and included on the College's master inventory file.
- Before the end of each spring semester, the SGA Advisor on each campus will obtain from the College's Property Control Officer the official list of all property assigned to that SGA Office. The incoming SGA representatives, under the supervision of the SGA Advisor, will conduct a physical inventory of all property assigned to the SGA office.
- Upon verification of the SGA inventory, the outgoing SGA representatives will sign for release of and the incoming representatives will sign to assume responsibility for this property.

Financial Records

- The Finance Office is responsible for maintaining a separate SGA account for self-assessment fees and Student Activity Fees used to finance SGA activities and all SGA expenditures for the main campus and all branch campuses.
- At the end of each fiscal year, all unexpended monies will be available and will carry over into the next fiscal year.
- The Finance Office will provide a Quarterly Statement of Income and Expenditures to the Dean of Campus Administration in charge of the SGA on each campus, with a copy to the Dean of Student Affairs.
- Any funds raised through an SGA-sponsored event should be deposited in the NTCC's bank account. These funds will be held for the exclusive use of the SGA.

Student Handbook

Code of Conduct

Overview

Student conduct in an academic environment is critical to maintaining a positive and productive learning environment. Such conduct is typically guided by a set of expectations and rules that promote respect, integrity, and fairness, both in-person and online. Here are some key aspects of student conduct fitting for an academic setting.

The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of Northshore Technical Community College and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event, or learn in an environment that is clean, quiet, and conducive to study is prohibited. The College reserves the right to request the withdrawal of any student who refuses to adhere to the institution's standards.

For this section, a "student" is defined as any individual who is enrolled in in-person or online courses at the College, whether on a full-time or part-time basis. This definition also includes individuals who withdraw from the College during the conduct process, those who are not currently enrolled but maintain a continuing academic relationship with the College, and those who have applied for admission or readmission.

NTCC Policies and Regulations Governing Student Conduct and Due Process

1. Acknowledges students' rights and responsibilities, including the right to take private legal action for violations of due process rights.
2. Provides for due process, which includes notification of any violations of the college's non-academic rules or policies, as well as the disciplinary proceedings or charges that will follow. This notice shall include, but is not limited to, each section of the college's rules or policies that the student or student organization is alleged to have violated, along with any evidence the institution used and collected in making the charge. Due process also includes an opportunity to be heard in disciplinary matters, including the right to appeal.
3. Additionally, it provides for the appeal of the college's decision in disciplinary matters to the Louisiana Community and Technical College System (LCTCS) Office after all due process procedures at the college level have been exhausted, under the procedures stated below.

Disciplinary Procedures for Student Misconduct

All disciplinary sanctions fall under the direction of the Dean of Students. When a student is confronted with a possible violation of rules that requires disciplinary action, the student will be given a notice, either oral or in writing, directing them to appear before the Assistant Director of Student Services/Student Success Coach at a specified date and time. Failure to appear is a violation of the Student Code of Conduct and will result in further sanctions. The Assistant Director of Student Services/Student Success Coach will determine the circumstances of an alleged violation by investigating the report of the violation and interviewing the implicated student and other potentially involved parties, including the complainant. If it is determined that no violation has occurred or if there is an insufficient amount of evidence to meet the preponderance of evidence standard, the allegations will be dismissed. If it is determined that the preponderance of evidence standard is met, the student will be sanctioned. All sanctions must be approved by the Dean of Students. Sanctioned students have the right to appeal the decision of the college. The student must submit their appeal within 5 business days of receipt of the sanction letter to the Dean of Students.

Procedure for Failure to Comply with Disciplinary Sanctions

Any disciplinary action taken against a student enrolled at Northshore Technical Community College may result in levying against that student any one of several disciplinary sanctions as listed in the Student Handbook under the Student Code of Conduct section. Whenever disciplinary sanctions are levied against a student, he/she is expected to fully comply. Any student who does not fully comply with his/her disciplinary sanctions is subject to one or more of the following consequences:

1. Immediate dismissal from Northshore Technical Community College.
2. Prohibited from re-enrolling in Northshore Technical Community College.
3. Having all college records placed on hold.

The purpose of this policy is to ensure that students are accountable and responsible for their decisions and actions to promote civility and ethical behavior among Northshore Technical Community College students and to sensitize students to the fact that every decision carries a consequence.

Sanctions Against Misconduct

The Dean of Students, Dean of Campus Administration, or Divisional Deans may impose misconduct sanctions. The following penalties may be imposed singularly or in combination upon individuals, groups, or organizations:

1. Administer a verbal or written warning to the student.
2. Require the student to attend personal counseling/coaching sessions.

3. Impose disciplinary probation for a definite period with the condition that future violations may result in disciplinary suspension.
4. Prohibit a student from representing the college, on or off campus, in any recognized college-sponsored event.
5. Withhold an official transcript or degree.
6. Prohibit readmission.
7. Require restitution, whether monetary or through specific duties, such as reimbursement for damage(s) to or misappropriation of college, student, or employee property.
8. Expel or suspend a student from Northshore Technical Community College.
9. Withdraw a student from all currently enrolled coursework without a refund of tuition and fees. Educational sanctions may include work assignments, essays, community service, behavioral contracts, administrative referrals, letters of apology, and other related educational assignments. No student who has been suspended from the college shall be permitted on the college campus during the period of suspension without prior written approval from the appropriate college administrator, who may convene the appeals committee for consideration/consultation of the matter.
10. Impose other sanctions as outlined in the departmental handbook for specific programs, including but not limited to: Health Sciences and Automotive.
11. Limit access to and/or prohibit students from certain areas of the campus.
12. Administer other sanctions as per the discretion of the Dean of Students or Dean of Campus Administration.

Failure to meet the requirements of any notice by a college official may result in action being taken by the Dean of Students, apart from action for the alleged violation. Failure to appear is a violation of the Code of Conduct and will result in further sanctions, and a hold will remain on the student's enrollment pending student cooperation. Once informed of the allegations against the student, they may choose not to dispute and will be sanctioned appropriately. If the student chooses to dispute the allegations, the Assistant Director of Student Services/Student Success Coach will determine the circumstances of an alleged violation by investigating the facts and interviewing the implicated student and other potentially involved parties, including the complainant. The Assistant Director of Student Services/Student Success Coach will then communicate the findings with the Dean of Campus Administration and Campus Security. If it is determined that no violation has occurred or if there is an insufficient amount of evidence to meet the preponderance of evidence standard, the allegations will be dismissed. If it is determined that a violation has occurred, the student will be sanctioned appropriately. All sanctions are approved by the Dean of Students. Sanctioned students have the right to appeal the decision of the college per the Disciplinary Appeal Procedures.

NOTE: In cases where a student receives a sanction of probation, suspension, or expulsion, a copy of the confirmation letter received by the student may be forwarded to the parent or guardian of the student in conjunction with the Buckley Amendment and compliance with FERPA guidelines.

Student Code of Conduct in Special Programs

Certain programs, such as Workforce and Adult Education, as well as instructional areas (e.g., Health Sciences, Automotive, etc.), will require additional standards of conduct and may involve additional requirements for admissions and sanctions against student misconduct. The request for appeal of any instructional programmatic decisions must be made through the program director and his/her supervisor. The students in these programs will

be required to abide by both the Northshore Technical Community College Student Handbook and the program-specific Student Handbook. When there is conflict, the Northshore Technical Community College Student Handbook supersedes the program handbook.

Authorized Disciplinary Action

The following actions are available to college administrative personnel to deal with repeated or serious violations of the Student Code of Conduct or college policies. Actions may be taken at the level deemed appropriate, depending on the seriousness of the violation and the record of the student. Please take notice that an incident of misconduct may involve more than one violation and may result in action being taken at various levels of the college administration (college violation and programmatic violation). Action at one level regarding a particular violation does not preclude action being taken at another level regarding other violations arising from the same incident.

1. *Written Warning* is an official notice to the student that their past behavior does not follow college expectations; it is educational, but also forms a basis for more severe action in case of further violations.
2. *Restitution* may be assessed in cases where property damage has occurred or a fine exists for a specific action. Financial action may involve a replacement or repair charge, a punitive charge or a combination.
3. *Restrictions and Suspension of Activities* are actions that restrict or prohibit a student's use of College facilities or services; prohibit participation in extracurricular activities; and/or terminate college employment. Actions may include, but are not limited to:
 1. No participation in student organizations.
 2. No use of certain college facilities, such as student lounge areas;
 3. No participation in college activities.
 4. Termination or refusal of college employment.
4. *Revocation of Scholarships* will occur when students receiving foundation scholarships are restricted from continuing to receive that assistance.
5. *A behavioral Contract of Referral* would require the student to enter into a binding contract to structure their activities and behavior to change that behavior to eliminate the need for further disciplinary action. Referral to other resources for assistance, either on or off campus, may also be required for the student to remain enrolled and/or on campus. Referral may be separate or part of a behavioral contract. Community service requirements may be part of any contract.
6. *Disciplinary Probation* usually involves any or all of the actions listed in sections 1 through 5. This is used only when the student's actions and past behavior, or doubt of their ability to act responsibly and to successfully adjust to a college environment, are noted. Failure to abide by these restrictions and conditions will result in suspension. This action normally is in effect for at least one regular academic semester.
7. *Suspension* is used when other attempts to change behavior have failed. This involves suspension from enrollment and presence on campus at any time. This action will be in effect for at least one long semester and may constitute permanent severance from the college. The length of the suspension will be determined by the seriousness of the actions and the possibility of future problems with the student.
8. *Interim Suspension* is used when a student's presence poses a continuing danger to people or property or an ongoing threat of disruption to the academic process. The student may be immediately removed from the college. In such incidents, a notice of hearing to the student will follow for resolution of the matter as soon as is practical.

Student Conduct Leading to Lifetime Ban from All NTCC Campuses:

1. *Possession of Firearms (except as allowed by La. R.S. 14:95.2 and any applicable law):* This includes any gunpowder-based devices, projectile-firing devices, and all types of air rifles.

2. *Terroristic Threats: Any form of terroristic threats, including threats involving bombs, chemicals, or biological agents.*

Applying for Reinstatement

When considering the reinstatement of a previously banned student, the college may evaluate:

1. *The time elapsed since the conduct occurred,*
2. *Steps taken by the individual to rehabilitate their character,*
3. *The nature and severity of the conduct,*
4. *Character references.*

Standard of Evidence

"**Clear and convincing evidence**" is an intermediate standard between preponderance of the evidence and proof beyond a reasonable doubt. To prove a fact by clear and convincing evidence means to demonstrate that the existence of that fact is much more probable than its non-existence.

Off-Campus Conduct

When a student is alleged to have violated Northshore Technical Community College's Code of Student Conduct by an offense committed off the college premises, the College reserves the right to investigate and adjudicate. All students enrolled in NTCC should clearly understand that the college is expressly concerned with student conduct both on and off campus. Northshore Technical Community College expects the behavior of its students, at all times and in all settings, to be guided by the same standards that define acceptable forms of student conduct. To this end, any student enrolled at NTCC who is found in violation of the Code of Student Conduct or state or federal laws, even in an off-campus setting, is subject to administrative disciplinary procedures that could result in one or a combination of several disciplinary sanctions as listed in the Student Handbook.

Based on the reasonable belief that a student has been involved in conduct off-campus incompatible with the college's function as an educational institution or with the mission of Northshore Technical Community College, the Dean of Students, at his/her discretion, may invoke the disciplinary process.

Harassment/Sexual Harassment, Intimidation, and Bullying

Northshore Technical Community College will not condone any form of harassment, intimidation, or bullying in the college setting and will take appropriate corrective, disciplinary, and remedial action in response to such determined incidents. *(Title IX and Power-Based Violence)*

Harassment consists of unwelcomed conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental condition or disability, veteran status, citizenship status, or other protected group status. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.
- The conduct has the purpose or effect of harming the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

For further clarification, harassment/sexual harassment includes, but is not limited to:

- Making unsolicited written, verbal, visual, or physical contact with sexual overtones. Some examples are epithets, derogatory comments or slurs of a sexual nature, impeding or blocking movements, or any physical interference with normal work; derogatory posters, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment!)
- Within the work environment, engaging in explicit or implicit coercive sexual behavior that controls, influences, or affects the career, salary, and/or work environment or any other term or condition of employment; within the education environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades and/or learning environment of the student.
- Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting that a probationary period will be exploited. Within the educational environment, either suggesting or withholding grades earned or deserved, suggesting that a scholarship recommendation or college application will be denied.
- Offering favors or educational or employment benefits, such as grades or promotion, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendation, reclassification, etc., in exchange for sexual favors.

In addition, Northshore Technical Community College defines “intimidation and bullying in the college setting” as the following: any gesture or written, verbal, or physical act, or any use of electronic communication that:

1. is motivated by an actual or perceived discriminating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical, or sensory disability, or any other distinguishing characteristic, and
2. a reasonable person should know, under the circumstances, that the acts(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
3. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly, civil, and safe operation of the institution and/or the learning environment.

Complaints of harassment or bullying may be reported to the following:

- Dean of Students
- Campus Security
- Campus Deans
- Any faculty or staff

Examples of Student Misconduct/Unacceptable Behavior

Students are responsible for knowing and obeying the college rules, as well as local, state, and federal laws. Consistent with U.S. Department of Education Title IX standards, the Violence Against Women Reauthorization Act of 2013 and the Campus SaVE Act, Northshore Technical Community College uses a preponderance of evidence standard to determine whether a code violation is more likely than not to have occurred.

A student who violates these rules, whether on or off campus, will be subject to adjudication and potential disciplinary action following the College's Due Process. Disciplinary action may result in suspension from Northshore Technical Community College and additional, independent action from civil authorities, such as local, state, or federal law enforcement agencies.

Specific examples of misconduct in which students may be subject to disciplinary action include, but are not limited to, the following:

1. Committing a criminal act under federal, state, or municipal law, or supporting or assisting with the violation of any of those laws on or off campus.
2. Violating any college policy, procedure, rule, or regulation.
3. Failure to identify oneself to a college official upon request or falsifying one's identity to an officer of the law.
4. Failing to obey, or lying to, a college official or officer of the law who is performing his/her duties.
5. Obstructing an investigation (e.g., falsifying a report of an incident).
6. Participating in repetitive offenses and/or failing to fulfill all probationary requirements.
7. Misusing any fire equipment or other life-safety equipment on or off college property.
8. Use or possession of ammunition, firearms, or other weapons, including, but not limited to, guns, BB guns, bows, arrows, knives, brass knuckles, or other devices used as a weapon or ammunition on or off college property.
9. Behaving in a manner that significantly endangers the health or safety of other people, including members of the college community and visitors on or off campus. This includes, but is not limited to, **hazing or voluntarily submitting to hazing** or any participation or support thereof. **Hazing is classified as a felony.** **Hazing** refers to any intentional, knowing, or reckless act committed by a person, either individually or in collaboration with others, against another individual or individuals, regardless of whether these individuals are willing to participate.
10. Stealing, destroying, defacing, damaging, or misusing college property or property belonging to others, and/or participating as an accessory in such activity.
11. Infliction, threat, or inciting bodily harm while on or off college property:
 1. infliction of bodily harm upon any person;
 2. any act that contributes to the risk of bodily harm to a person, and which includes but is not limited to physical or sexual assaults or threats thereof.
12. Using, possessing, or distributing intoxicating beverages or substances, such as but not limited to alcohol, K-2, Spice Genie, or excessive quantities of DXM, in any college building or facility, or other public area or supporting or assisting with such possession, including paraphernalia thereof (e.g., empty alcohol containers, empty pill or DXM/liquid containers).
13. Use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited in college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, or college-owned buildings.
14. Gambling in any form, including but not limited to on looking or conspiring on or off college property.

15. Illegal possession, use, sale, manufacture or distribution of any quantity, whether usable or not, of any drug, narcotic or controlled substance. Drug paraphernalia of any type, including bongs, clips, pipes, residue, seeds, a smoke-filled room or any other items used in the preparation or consumption of illegal drugs, is prohibited. Knowingly remaining within the presence of narcotics, controlled substances, or drug paraphernalia is strictly prohibited; supporting or assisting with such possession is also prohibited.

Medical Marijuana

Northshore Technical Community College (NTCC) is committed to providing a safe and healthy learning environment for all students, faculty, and staff. In alignment with federal laws and the college's commitment to keeping a drug-free campus, the possession of medical marijuana is strictly prohibited on all college properties and during college-sponsored activities, regardless of the legality of medical marijuana use in the state. This applies to all students, faculty, staff, and visitors on college premises and at all events and activities organized or sponsored by Northshore Technical Community College (NTCC). For questions, please contact the Dean of Students.

16. Forging, altering or misusing any college or other documents, forms, records or identification cards.
17. Possession of or setting off any explosive devices, fireworks or flammable liquid or object on college property.
18. Failing to respond to an official summons from an administrative officer of the college within the time indicated.
19. Harassing, bullying, intimidation, or stalking made either in person or by telephone, writing or computer.
20. Hate crime – Intentionally selects a person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
21. Any act that contributes to the sexual harassment, discrimination, or assault of another person on or off campus. This includes intimate partner or domestic/dating violence or harassment.
22. Involvement in any act or statement that provides a terroristic threat made in person, on paper, by phone or through other electronic means that contributes to or suggests endangerment toward a person(s) and/or to the physical property of others, including but not limited to that of Northshore Technical Community College.
23. Obstructing or disrupting any college activity, including teaching, research, social activities, and public service functions.
24. Engaging in any obscene, profane, slanderous, reckless, destructive or unlawful course of conduct.
25. Bribery, forgery, alteration, misuse of college documents, records or identification as well as misuse and/or abuse of services such as financial assistance, arranged accommodations/modifications and academic assistance provided by the college.
26. Creating a nuisance with noise through talking, yelling, singing, playing a musical instrument, stereo, radio or through other means in a way that is sufficiently loud enough to disturb other members of the college community.
27. Theft, copyright infringement or other abuse of computer time. This includes, but is not limited to: unauthorized entry into a file, to use, read or change the contents, or for any other purpose; unauthorized transfer of a file, or use of another individual's identification and password; use of computing facilities or equipment to send, receive or transport obscene, abusive or pornographic messages or images.

28. Creating a disturbance or distraction through appearance, physical gestures or by wearing or possessing inappropriate clothing, jewelry, bandannas, body decorations or other items in possession deemed extreme or gang-related, and inappropriate for the educational environment.
29. Engaging in academic dishonesty as defined under the Academic Conduct and Academic Dishonesty policies.
30. Participating in illegal or unsanctioned solicitation on or off the premises of Northshore Technical Community College.
31. Loitering or participating in any unapproved, unsanctioned physical presence within a facility or property boundaries of which are owned, maintained, operated, or utilized by Northshore Technical Community College.
32. Harboring or in possession of unapproved animals on campus.
33. Engaging in an off-campus offense.

Due Process and Timeframe

Every LCTCS institution must establish a disciplinary procedure as directed by the Board of Supervisors for the Louisiana Community and Technical College System.

Any student accused of violating the Code of Student Conduct should have the right to expect consistent and fair procedures for resolving their situation. Further, NTCC disciplinary procedures afford the accused student the express presumption of innocence and set forth that he/she may not be deemed guilty of the violation until he/she formally acknowledges responsibility or the conclusion of a hearing where the institution has established proven every element of the alleged violation necessary to constitute guilt by clear and convincing evidence.

Northshore Technical Community College's Dean of Students oversees all student discipline procedures as well as any judicial appeal processes involving student complaints. A reasonably prompt time frame is maintained for all procedures and varies between one week and thirty days, with extensions dependent on such factors as the number of witnesses or participants, the involvement of court or criminal proceedings, subsequent findings or additional incidents, and the nature and extent of such incident(s).

With a primary concern for student safety and from the start of the adjudication process and consistent with Title IX standards, both the complainant and the accused are protected against retaliatory harassment, may receive tentative immunity for concurrent lesser offenses, may file a criminal complaint against the other student, and may receive counseling as needed. Before an initial hearing, the completion of the adjudication process, or an appeals hearing, if it is decided that the accused student has behaved in a manner that significantly endangers the health and safety of the community college and/or the educational process, the student may be removed from housing and/or the campus until such times as a scheduled hearing is conducted.

Furthermore, all student-based disciplinary decisions made may be appealed. These requests should be submitted to the Dean of Students, who will then schedule an appeal hearing with the Disciplinary Appeals Committee. The student will receive notification of the appeal results within three business days following the appeal hearing.

Lastly, the student shall have the right to appeal the college's decision in disciplinary matters to the Louisiana Community and Technical College System (LCTCS) Office after all due process procedures at the college level are exhausted

The following procedure was developed by NTCC:

Reporting of Incidents

- All reports of student misconduct shall be made in writing to the Campus Dean at the campus where the incident occurred within 5 days of when the incident occurred.

- The Campus Dean shall interview and obtain written statements from all parties involved in the incident and witnesses to the alleged incident.
- The Campus Dean shall determine if a violation of the Student Judicial Code has taken place based on the allegation. If an alleged violation is determined to have been committed, the campus **Behavioral Intervention Team (BIT)**: Campus Dean, Student Services, and Campus Security) will convene to discuss a recommendation/sanction for the case. If it is determined that a sanction is warranted, the Assistant Director of Student Affairs/Student Success Coach will compose a sanction letter, and this letter will be forwarded to the Dean of Students for review.
- If the Dean of Students concurs with the findings, the Dean of Students will meet with the student to issue the sanction letter and go over the next steps. If the student is not willing to meet in person, the letter will be mailed to the student's mailing address.

Behavioral Intervention Team (BIT)

A **Behavioral Intervention Team (BIT)** is a group of professionals on each NTCC campus tasked with identifying, assessing, and responding to students who display behaviors of concern that may pose a threat to themselves or others. The team's goal is to address mental health, safety, and well-being proactively, ensuring the campus remains a supportive and secure environment.

The overall goals of your B.I.T. should include:

- **Prevent harm** to individuals or the campus community by addressing potential risks early.
- **Provide support** for students in crisis by connecting them with resources.
- **Promote safety** on campus by reducing incidents of violence, self-harm, or other dangerous behaviors.
- **Maintain a healthy campus environment** where students feel safe, supported, and able to thrive academically and personally.

Immediate Action

Incidents where a disciplinary contract is needed.

- The student will be advised of the decision and of the conditions of the contract. If the student concurs, the proposed contract shall be imposed and the proceedings terminated. A copy of the contract will be placed in the student disciplinary files of the Dean of Students.

Incidents handled through the Resolution Conference

- If the Conduct Officer determines that the alleged misconduct requires disciplinary action of minor nature, a Resolution Conference will be held with the student within five working days of the determination. If a resolution is reached, both parties will sign a resolution statement to that effect.
- If the student declines to accept the decision, the student may file a written request for a hearing before the **Student Discipline Committee** within five working days of the meeting.

Incidents referred to the Student Discipline Appeals Committee

- If the incident cannot be resolved through the resolution conference process, the student will be referred to the college Student Discipline Committee.
- If the Dean of Students thinks that the matter should be heard by the **Student Discipline Committee**, the Dean of Students will inform the student that a notice of the hearing will be forthcoming.

Student Status Pending Final Action by a Student Discipline Appeals Committee

Pending action on charges, the status of the accused student shall not be altered nor his/her right to be present on campus and attend classes suspended, except for reasons relating to his/her physical or emotional safety and well-being or when it is deemed necessary for the protection of the safety of other students, faculty, and/or property. In such an event, the Assistant Director of Student Affairs/Student Success Coach Coordinator in consultation with the Dean of Students will decide if an interim suspension is warranted. The student will have the right to be present at the hearing.

Student Discipline Appeals Committee Members

The Student Discipline Committee will be comprised of a minimum of five individuals appointed by the Provost and Vice Chancellor of Academic & Student Affairs. The composition of the Committee is to include faculty, students, and administrators. The committee shall consist of the campus B.I.T. and the following:

1. Student Services representative. (preferably a counseling department unclassified staff member)
2. Faculty representative from the student's major area.
3. Neutral faculty member.
4. Student representative

Disciplinary Sanctions

Disciplinary Warning (Verbal or Written): indicates that further violation of regulations will result in more severe disciplinary action.

Disciplinary Probation: indicates that further violations may result in suspension.

Restitution: reimbursement for damage to, or misappropriation of property.

Suspension of Rights and Privileges: an elastic penalty. The Committee may impose limitations or requirements to fit the particular case.

Failing Grade: may be assigned to a student for a course in which the student was found guilty of academic dishonesty.

Suspension: the student is suspended for a specified period of time and may submit a request of re-entry once this period expires. Students may also have to fulfill special requirements set forth by the Student Discipline Appeals Committee before re-entry to NTCC.

Expulsion: a student is expelled from NTCC and may never return to NTCC.

Disciplinary Appeal Procedures

After an original decision is rendered the student (and the victim in a sexual assault incident) shall be given a letter stating the charge(s), sanction(s), and the procedure if the student chooses to appeal. If the sanctioned student (and the victim in a sexual assault incident) wishes to appeal the decision, the appeal must be received in writing to the Dean of Students no later than 4:00 p.m. within five business days.

The Dean of Students will determine if the appeal letter has merit. The student will be notified within five business days whether or not their appeal has been granted. If the appeal is granted, the Dean of Students will convene the appeals committee, facilitate the hearing, and prepare all supporting information for the appeals committee. Failure to comply with the applied sanctions pending the outcome of the disciplinary appeal may result in further sanctions.

The appeals procedure is a process that takes place in a college setting and serves as a community of individuals working together for the benefit of the student and the College environment. Within this framework, the institution embodies the laws of the nation and state but maintains the authority to govern itself. As such, it produces its format for adjudicating differences, using the laws of the land as guidelines.

These appeal procedures serve to provide due process in principle and in fact. In practice, the procedures are not viewed or intended to be courts; rather, they are procedures with hearings to air differences and seek solutions within the expectations of the academic community.

In light of these principles, individuals may have witnesses for the Appeals Board to interview. In addition, if Northshore Technical Community College utilizes an attorney to present the case, the student shall have a similar right to utilize an attorney. Representation by legal counsel is not required, but may be permitted. Any student who is accused of a violation of the disciplinary or conduct rules *that carries a potential penalty of suspension of ten or more days, deferred suspension, or expulsion* has the right to be represented, at the student's expense, by an attorney or a non-attorney advocate who may "fully participate" (make opening and closing statements, examine and cross-examine witnesses, and provide the alleged victim or accused with support, guidance, and advice) during any disciplinary proceeding or during any other procedure adopted and used by that college to address an alleged violation of the college's **non-academic rules or policies**. This right applies to both the student who has been accused of the violation and the student who is the alleged victim, if applicable. Should the student plan to have an attorney present, the institution must be informed no less than 48 hours before the appeal hearing.

Standard of Evidence

"Clear and convincing evidence" is an intermediate standard between preponderance of the evidence and proof beyond a reasonable doubt. To prove a fact by clear and convincing evidence means to demonstrate that the existence of that fact is much more probable than its non-existence.

Appeal Hearing

Only the student, legal counsel (if approved), and a representative of the college may be present during the appeal hearing. Any witness testifying will appear before the committee only while testifying. The committee will render a final recommendation to the Dean of Students that:

1. The original decision be upheld; or
2. The original decision be reversed; or
3. The severity of the decision or sanction may be modified (increased or decreased).

At the conclusion of the hearing, a letter will be given to the student within three business days and should state the decision of the committee, and the stipulations, such as a timeframe for vacating the campus, and/or instructions for processing the proper withdrawal papers, length of time for any probation, and any restrictions.

The decision of the disciplinary appeals committee is final and cannot be appealed at the college level.

Listed below are additional guidelines for the appeal process.

1. An opportunity will be provided for the accused to present his/her own case and to present other evidence in support of the case.
2. The right to hear evidence and to ask questions of witnesses, through Northshore Technical Community College staff, must be allowed.
3. Northshore Technical Community College has the burden of proving its case by a preponderance of the evidence. The preponderance of evidence means proof that leads a reasonable person to find the facts at issue are more likely to have occurred than not.

4. A determination of the facts will be based only on the evidence presented.
5. A student may not be compelled to testify on his/her own behalf if the student chooses not to testify. If the student does testify, he/she may be fully, indirectly, cross-examined.
6. After hearing all the evidence, the committee shall determine by a majority vote, or if a hearing officer is used instead of a committee (as with the sanction of probation), the hearing officer shall determine if the student violated the policy. The committee by majority vote shall recommend or assess the appropriate penalty.

In addition to the statements from the appeals board, the right to make a record of the hearing at an individual's own expense should be preserved. Northshore Technical Community College will provide a recording of the proceeding by electronic means, or by notes or minutes taken by an impartial recording secretary. The record will be retained by the institution for a period of three years. Notification to administrators, staff, and instructors may be distributed to indicate that the student has been removed from classes if the student's suspension is upheld by the appeal process.

The above constitutes the minimum constitutionally mandated due process. In addition to these guaranteed rights, the following will be Northshore Technical Community College's practice to ensure fairness in serious disciplinary offenses:

1. The right to appeal to a higher authority within the institution.
2. The right to cross-examine witnesses, not directly, but through the appeal committee chair.
3. The right to have counsel at a hearing, not to participate, but to advise.

Student Leaders

NTCC is committed to upholding and instilling in all students the highest standards of academic, personal, professional, and social integrity. However, student leaders, by virtue of their post, are considered to be role models within the college community and must therefore at all times exhibit behavior, on and off campus, that aligns with the college's mission and its student code of conduct. For purposes of this policy, student leaders include: student government officials (SGA), student organization leaders, honor society leaders, and other official student leadership roles recognized by the college.

Student Dress and Appearance Code

The primary purpose of Northshore Technical Community College is to provide students with an education. College officials consider this activity second to none in its importance and believe it should be so regarded by the students. Thus, a mature attitude should be demonstrated by the dress and appearance of the students while attending classes or engaging in other programs or functions on campus. The student is expected to maintain the same standards of dress and personal grooming on campus and during online instruction that would ordinarily be maintained by those engaged in other serious activities and employment. Obvious violations of these standards may be subject to disciplinary action.

Academic Dishonesty

An essential rule in every class at NTCC 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 act of deception by a student who misrepresents his mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include copying or allowing someone else to copy the work of another student; using a textbook or other material during an examination; collaborating during an academic exercise or giving or receiving information; and using specially prepared materials during an academic exercise, such as notes or formula lists.

Plagiarism

Plagiarism is the inclusion of someone else's actual words or paraphrases, ideas, or data into one's own work without acknowledging the original source. The included material must have appropriate citations such as footnotes or quotation marks and identification of the sources, published or unpublished, copyrighted or not copyrighted.

Collusion

Collusion is defined as the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the scholastic dishonesty rules. Example: Using another person's computer jump drive despite instructions to the contrary or without authority to do so.

Academic Misconduct

Academic Misconduct is the actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples include stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise; selling, bribing or giving away all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, "drop form," or other official academic records of the College which would alter grades; and breaking in and/or entering a building or office for the purpose of changing a grade or tampering in any way with grades or examinations.

Accessory to Acts of Academic Dishonesty

Accessory to Acts of Academic Dishonesty is the act of facilitating, supporting, or conspiring with another student to commit any form of academic dishonesty.

Falsification/Fabrication

Falsification/Fabrication is the intentional use of invented information or the falsification of research findings with the intent to deceive. Examples include citation of information not obtained from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one's own any academic exercise prepared totally or in part for/by another; taking a test for another student or permitting another student to take a test for oneself; submitting work previously used for credit in another course without express permission of the Instructor; and falsifying information on official school documents such as application, financial aid, and/or scholarship forms.

Falsification of Records

All students must be aware of the importance of supplying correct information on college applications, records, etc. Students should also notify Student Affairs if personal information changes during their enrollment. Students participating in any financial aid program must inform Student Affairs of any changes in circumstances that may alter their eligibility for such financial aid. Falsification of student records may result in dismissal.

Practical Nursing student records are supplied to the State Board of Practical Nurse Examiners. Pharmacy Technician student records are supplied to the Louisiana Board of Pharmacy. All student records must be true and correct to the best of the student's knowledge. Any falsification of these records will result in the student being penalized at the discretion of the Dean of Campus Administration and/or program regulating boards.

Attendance Policy

Class attendance is the responsibility of the student. All students must be officially enrolled in any course that they attend. It is expected that students attend all classes and be on time. If an absence occurs, it is the responsibility of the student to make up examinations, obtain lecture notes, and otherwise compensate for what may have been missed. Students who stop attending class and do not officially drop, withdraw, or resign from the college may receive a grade of "F" for all coursework missed. Absences affect performance in this course and do not reflect well on participation. The instructor reserves the right to drop a student from the course if the student exceeds 10 percent of the total attendance for the course. No student may substitute the attendance of another student.

Student Behavior/Classroom Decorum

Students are encouraged to discuss, inquire, and express during class. Classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Students are required to turn off all cell phones or similar electronic devices (or place them on silent mode) before coming into the classroom. The instructor reserves the right to assign no credit for work on that day if a student talks or texts on a cell phone or similar electronic device. The classroom is not a place for children, and students are not to bring their family members into the classroom. Acceptable classroom behavior is expected in the classroom and during online instruction/exams.

Communication Policy

My.NorthshoreCollege.Edu is the official student email communication within Northshore Technical Community College. Therefore, the College has the right to send communications to students via their College email address and the right to expect that those communications will be received and read in a timely fashion. Every student is assigned a My.NorthshoreCollege.Edu. Students can redirect their College email address to an outside email provider. However, the College is not responsible for handling outside email providers, and redirecting their College email address does not absolve a student from their responsibilities associated with communication sent to their official College email address.

Copyright Policy

Unless a student has obtained permission from the copyright holder, it is a violation of Copyright Law to print or copy a chapter of a textbook that you did not purchase.

Disability Code

If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with Student Affairs. No accommodations are granted without documentation authorized by Student Affairs.

Firearms Policy

Carrying a firearm or dangerous weapon as defined in R.S. 14:2 by a student or non-student on college property, at a college-sponsored function, or in a firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon on one's person at any time while on a college campus, in college transportation, or at any college-sponsored function in a specifically designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within 1,000 feet of any college campus. A zero-tolerance policy applies.

1. Whoever commits the crime of carrying a firearm, whether by a student or nonstudent, on school property or in a firearm-free zone shall be imprisoned at hard labor for not more than five years.
2. Lack of knowledge that the prohibited act occurred on or within 1,000 feet of the school shall not be a defense.
3. School officials shall notify all students and parents of the impact of this legislation and shall post notices of the impact of this section at each major point of entry to the school. These notices shall be maintained as permanent notices.
4. If a student is detained by the Dean of Campus Administration or other school official for violation of this section or the Dean of Campus Administration or other school official confiscates or seizes a firearm or concealed weapon from a student while upon school property, school function, or on a school bus, the Dean of Campus Administration or other school official in charge at the time of the detention or seizure shall immediately report the detention or seizure to the police department or sheriff's department where the school is located and shall deliver any firearm or weapon seized to that agency.
5. It is unlawful for any person to cover, remove, deface, alter, or destroy any sign or other marking identifying a firearm-free zone as provided in this section.

Grievance Policy

Student grievance, as used in this policy, refers to non-academic and non-financial complaints of students against employees of Northshore Technical Community College. It does not include grade appeals, academic status appeals, admission appeals, student discipline appeals, financial aid appeals, refund appeals, and all other matters that are within the jurisdiction of other committees of the institution.

The procedures contained in this policy are to be followed for all complaints and/or grievances, as defined above, which are filed against employees of the college. NTCC is committed to affording all students, including distance education students, the opportunity for accessibility and due process during the student grievance process. To ensure this, at each step of the process an available distance option will be provided when necessary, i.e. video conferencing for hearings involving online students.

Purpose

To publish NTCC's policy for affording students a process for addressing non-academic and non-financial grievances that students might have against employees of the College.

Definitions

1. **Grievance:** Grievance, as used in this policy, refers to non-academic and non-financial complaints of students against employees of NTCC. It does NOT include: grade appeals, academic status appeals, admission appeals, student discipline appeals, financial aid appeals, refund appeals, traffic citation appeals, or any other matters that are within the jurisdiction of other committees of the institution.
2. **Complainant:** Complainant refers to the student making a complaint or filing a grievance.

3. **Respondent:** Respondent refers to the employee against whom a complaint or grievance has been filed.

Mediation Procedures

- **General Provisions**

Timeframe: Unless the respondent is a faculty member in whose class the student is currently enrolled, a student who wishes to make a complaint under these procedures, must be within ten (10) days of the alleged event.

Complaint Options: The student has two options within the given timeframe:

- Request an appointment with the Campus Dean (or designee) or
- Compose a Written Student Complaint and submit it to the Campus Dean (or designee).

Meeting with the Campus Dean: Within five (5) days of the student requesting an appointment or the Campus Dean (or designee) receiving a Written Student Complaint, the Campus Dean (or designee) meets with the complainant to discuss the alleged incident.

Determining of Violation: If in the opinion of the Campus Dean (or designee), no violation of college policy has occurred, the Campus Dean (or designee) so informs the student and makes a written record of the discussion he/she had with the complainant. The complainant may accept the decision of the Campus Dean (or designee) or file a formal grievance using the procedures outlined below.

Possible Violation: If the Campus Dean (or designee) finds that a violation of college policy might have occurred, the Campus Dean (or designee) has two options:

1. Offer a Mediation Conference during which the complainant has an opportunity to discuss his/her complaint with the respondent, the respondent's supervisor, and the Campus Dean (or designee). [The Campus Dean (or designee) may serve as both the supervisor and mediator.]; or investigate the alleged incident and provide feedback to the complainant without holding a mediation conference;
2. if the incident is deemed to be a potentially serious violation of college policy, inform the complainant that she/he has the option of filing a formal grievance following the procedures outlined below.

- **Mediation Conference**

Purpose: A Mediation Conference provides an opportunity for the complainant, respondent, respondent's supervisor, and Campus Dean (or designee) to discuss and attempt to resolve the alleged incident without a Grievance Hearing.

Scheduling: When the Campus Dean (or designee) has found that a violation might have occurred, and the respondent has accepted the offer of a Mediation Conference, the Campus Dean (or designee) establishes a day, time, and location for the conference. He/she notifies, in writing, the complainant, respondent, and respondent's supervisor of the day, time, and location of the conference.

Documentation: The Campus Dean (or designee) provides the respondent and her/his supervisor with a copy of the Student's written complaint, completed by the complainant, five (5) days prior to the Mediation Conference.

If the respondent chooses not to attend the Mediation Conference, the Campus (or designee), the Campus Dean (or designee) informs the complainant that she/he has the option of filing a formal grievance following the procedures outlined below.

Response: If the respondent chooses to attend the Mediation Conference and chooses to respond in writing, the respondent uses the Response to Student Grievance Form.

Resolution: If the respondent chooses to attend the Mediation Conference, and the complaint is resolved to the satisfaction of the complainant, the Campus Dean (or designee) documents the outcome and forwards all documentation to the Dean of Students to be filed.

Unresolved Complaint: If during the Mediation Conference, the complaint cannot be resolved to the satisfaction of the complainant, the Campus (or designee) informs the complainant that he/she has the option of filing a formal grievance following the procedures outlined below.

- **Mediation without a Conference**

Similar Procedures: The Campus Dean (or designee) follows the same procedures (and corresponding timeline) as outlined above for a Mediation Conference, but will not hold a face-to-face conference between the complainant and respondent.

Complaint Handling: In these situations, the complainant must provide a Written Student Complaint, and the respondent is strongly encouraged to respond to the complaint in writing. If the complaint cannot be resolved to the satisfaction of the complainant, the Campus Dean (or designee) informs the complainant that she/he has the option of filing a formal grievance following the procedures outlined below.

Grievances

Referral to Student Grievance Committee, if under Section 4 preceding:

1. The Campus Dean (or designee) has found that a serious violation of college policy might have occurred;
2. Or if the complainant has chosen to bypass mediation;
3. or if the respondent has chosen not to attend a scheduled mediation conference; or
4. or if a complainant is not satisfied with the outcome of a mediation conference;
5. If the complainant has completed and returned a Student Grievance Form within five (5) days of 1 through 4 above to the Campus Dean, then the grievance is referred to the Dean of Students to be submitted to the Grievance Committee.

Before forwarding the Student Grievance Form to the Student Grievance Committee, the Dean of Student Affairs attempts to gather any information relevant to the alleged violation of college policy. Together with the Written Student Complaint (if any) and the Student Grievance Form, the Dean of Student Affairs forwards this information to the committee. This information might include:

1. notes from interviews the Campus Dean (or designee) conducted with the complainant, respondent, respondent's supervisor, or witnesses (if any);
2. notes from any mediation conference conducted as described in the Previous Section.
3. a summary of other complaints, grievances, or incidents, on file, found to have merit, against the respondent (if any);
4. a summary of any on-file administrative charges of similar behavior, found to have merit, against the respondent (if any);
5. if the respondent chooses to provide it, his/her written response on the Response to Student Grievance, and any accompanying documentation.

Only complaints, grievances, incidents, charges that were (at the time of the incident or submission of Written Student Complaint) discussed by the respondent's supervisor or Campus Dean (or designee) with the respondent and which were either acknowledged to have happened by the respondent or found to have occurred through the grievance process may be given to the committee.

Hearing

1. Location. All hearings are handled on the campus/site where the alleged violation occurred, regardless of the home campus/site of the complainant(s) or respondent(s), or at the Main Campus in Lacombe. Incidents occurring at NTCC sites where no full-time faculty/staff are housed are to be handled at the closest physical campus location.
2. Scheduling. The Dean of Student Affairs, along with the grievance committee, schedules a hearing within ten (10) days of receiving the Student Grievance Form.
3. Notification. Immediately, the Dean of Students, in writing, notifies the complainant, respondent, respondent's supervisor, and the Campus Dean of the day, time, and location of the hearing.
4. Procedures. To protect the rights of all those who might appear before the grievance committee and to provide the respondent with a fair hearing, the following procedures are followed:
 1. The complainant and respondent are provided written notice of the hearing at least 72 hours in advance;
 2. All five appointed members of the committee must be present at the hearing; however, in the event an emergency prohibits the committee member from attending, the Dean of Student Affairs names a replacement.
 3. Except in cases of unavoidable emergency, if the complainant does not appear or does not request a postponement in advance, the grievance is nullified.
 4. Except in cases of unavoidable emergency, if the respondent does not appear, the hearing will proceed;
 5. The complainant and respondent are provided the opportunity to testify if they so desire.
 6. The complainant and respondent are provided the opportunity to present the testimony, either in writing or orally, of any competent witnesses who have personal knowledge of the grievance;
 7. In an advisory capacity only, the complainant and respondent are permitted to have a representative attend the hearing (The representative may not speak to or ask questions of any member of the committee or anyone appearing before it); and
 8. Both the complainant and respondent (if they choose to attend the hearing) are permitted to be present during all testimony heard by the committee.

Findings

After hearing from all of those who appear and offer relevant testimony, the committee excuses all but its members and retires to consider the grievance. It makes a decision based on the relevant written and oral evidence presented. If the committee finds the grievance has merit, it recommends an appropriate punishment.

Within five (5) days of the hearing's conclusion, the chair of the committee provides, in writing, the Dean of Student Affairs with the committee's findings and recommendations (if any).

The Dean of Student Affairs, within five (5) days of receiving the committee's findings, communicates, in writing, her/his disposition to all parties to the grievance and the committee members.

A copy of the committee's findings and the Dean of Students' ruling is filed in the Student Complaint/Grievance Files maintained by the Dean of Student Affairs.

Appeals

The final appeal in grievance cases, at the college level, is to the grievance committee. If the complainant or respondent wishes to appeal the ruling of the Grievance Committee, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the ruling.

Within five (5) days of receiving the appeal, the Chancellor notifies, in writing, all parties to the grievance, the committee members, and the Dean of Students of her/his ruling on the appeal.

A copy of the Chancellor's ruling is filed in the Student Complaint/Grievance Files maintained by the Dean of Students.

Composition of Student Grievance Committee

The Student Grievance Committee is responsible for making policy recommendations regarding student grievances and for ensuring that consistency in the interpretation of these guidelines is maintained at all hearings. Each year the Executive Leadership team appoints the Student Grievance Committee, which consists of a pool of three faculty, two unclassified staff, and one student appointed from each of the following campuses/sites: Sullivan Campus, Florida Parishes Campus, Hammond Area Campus, Southeastern Instructional Service Center, and Lacombe Campus (a total of 10 committee members). The Chair is appointed by the Executive Leadership team and serves as a voting member of the committee.

For each hearing, the Dean of Student Affairs appoints five members of the Committee, including the Chair, with two members from the campus/site where the alleged violation occurred. All five appointed members of the committee must be present at the hearing; however, in the event an emergency prohibits the committee member from attending, the Dean of Student Affairs names a replacement.

A committee member may recuse himself/herself from a particular hearing if the committee member feels there might be a conflict of interest in the particular case. In the event a member recuses himself/herself, a replacement, for that hearing, is named by the Dean of Student Affairs.

Sanctions

Student Sanctions: A student may be required to sign/conform to a behavioral contract, placed on probation, suspended from the College, or expelled from the College.

1. **Behavioral Contract.** A Behavioral Contract is a written agreement that specifies the behavioral expectations that the student is required to follow. A behavioral contract may include, but is not limited to, periodic counseling with a specified staff member, performance of specified assignments, and abstaining from further occurrences of the type that gave rise to the complaint.
2. **Probation.** Probation is the loss of privileges, possible loss of employment in the case of students who are employed by the College, campus restrictions, or special restrictions under which a student may remain in college. A record of the proceedings which led to the sanction is kept on file in the Office of the Dean of Student Affairs for a minimum of six (6) months and a maximum of three (3) years. Since probation does not become a part of the permanent record, it is not reported on the official academic transcript. However, if transfer forms require a listing of disciplinary actions, it is reported.
3. **Suspension.** Suspension is separation from the College for either a specified period or an indefinite period of time. In either case, the student who wishes to return must apply for readmission, and if the student is accepted, he/she may return with either full or curtailed privileges. Since the student must reapply, a record of the suspension is kept in the student's official file in the Registrar's Office and on the applicant's file in the Admissions Office until such time the student is readmitted. When the student is readmitted,

the record is kept for a maximum of three (3) years. The notation, Disciplinary Suspension, is placed on the student's official academic transcript. This notation is removed after the suspension has expired. However, if transfer forms require a listing of disciplinary action, it is reported.

4. **Expulsion.** Expulsion is permanent dismissal from the College without the privilege of readmission. Expulsion may include the revocation of any or all academic credits earned at the College. Expulsion becomes a permanent part of a student's official academic transcript. Records of the proceedings resulting in expulsion remain permanently on file in the Office of the Dean of Students.

Employee Sanctions: If sanctions are warranted, the Dean of Students forwards his/her recommendations to the Director of Human Resources and the appropriate Dean within five (5) days. Among measures, the Dean of Student Affairs might recommend:

- a written reprimand;
- suspension with pay;
- suspension without pay;
- demotion;
- removal of tenure; and/or
- termination.

If the final recommendation involves termination, revocation of tenure, or separation, additional due process procedures are required and initiated by the College HR department.

Timeline for Procedures

Mediation

1. Within ten (10) days of the alleged incident, a student must either:
 1. request an appointment with the Dean of Student Affairs (or designee); or
 2. complete a Written Student Complaint and provide that report to the Campus Dean (or designee).
2. Within five (5) days of the student's requesting an appointment or filing a Written Student Complaint, the Campus Dean (or designee) meets with the complainant to discuss the alleged incident.
3. Within ten (10) days of meeting with the complainant, if the Campus Dean (or designee) has found that a violation of college policy might have occurred and the complainant accepts the offer of a mediation conference, the mediation conference will be scheduled.
4. At least five (5) days before holding a mediation conference, the Campus Dean (or designee) notifies, in writing, the complainant, respondent, and respondent's supervisor of the day, time, and location for the conference and provides the respondent and her/his supervisor with a copy of the Student Complaint, completed by the complainant.

If, at the time of the alleged incident, the respondent is a faculty member in whose class the student is enrolled, the complainant has until ten (10) days following the official end of that semester to provide a Written Student Complaint to the Campus Dean (or designee) or meet with the Campus Dean (or designee) to discuss the incident.

Grievance

1. If the complainant rejects mediation, the complainant must file a Student Grievance Form within five (5) days of meeting with the Campus Dean (or designee).
 - If the Campus Dean (or designee) has found that no violation of college policy has occurred and the complainant wishes to proceed with the grievance, the complainant must file a Student Grievance Form within five (5) days of the Campus Dean's (or designee's) finding.

- If a mediation conference is held and the respondent fails to appear, the complainant has five (5) days to file a Student Grievance Form.
- If a mediation conference is held and the complainant is not satisfied with the results of the mediation conference, the complainant has five (5) days to file a Student Grievance Form.
- Within five (5) days of receiving a Student Grievance Form, the Dean of Students refers the grievance to the Student Grievance Committee.
- Within ten (10) days of receiving the Student Grievance Form and accompanying documents, the Dean of Students and the Student Grievance Committee schedule a hearing.
- In writing, at least three (3) days in advance of the hearing, the Dean of Students notifies the complainant, respondent, respondent's supervisor, and the Campus Dean of the day, time, and location of the hearing.
- Within five (5) days of the hearing's conclusion, the chair of the grievance committee notifies, in writing, the Dean of Student Affairs of the committee's findings and recommended punishment (if any).
- The Dean of Student Affairs communicates, in writing, his/her disposition to all parties to the grievance, the committee members, and the Chancellor within five (5) days of receiving the committee's findings.

Appeal

If the complainant or respondent wishes to appeal the ruling of the Dean of Student Affairs, the complainant or respondent must file his/her appeal, in writing, with the Chancellor within five (5) days of being notified of the Dean of Students' ruling.

1. Within five (5) days of receiving the appeal, the Chancellor will notify, in writing, all parties to the grievance, the committee members, and the Dean of Student Affairs of her/his ruling on the appeal.

Note: Only grievances, incidents, and charges that were (at the time of the incident or incident report) discussed by the respondent's supervisor or Dean of Campus Administration with the respondent and which were either acknowledged to have happened by the respondent or found to have occurred through the grievance process may be given to the committee. Cases where the grievance is not settled at the institutional level may be reported to NTCC's system office, the Louisiana Community & Technical College System:

Louisiana Community & Technical College System
265 South Foster Drive
Baton Rouge, LA 70806
Telephone: (225) 922-2800

Anti-Bullying Policy

Recognizing and addressing bullying is paramount to ensuring a safe and healthy campus environment that is conducive to learning and that protects the rights of individuals. Northshore Technical Community College defines "bullying" as severe or repeated use by one or more individuals of written, verbal, or electronic communication, or a physical act or gesture, or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, may infringe on a person's rights, and/ or may disrupt the campus environment.

Any individual who believes that he/she is the subject of bullying or who has knowledge of bullying behavior should immediately report such conduct to Student Services personnel, faculty, staff, or Campus Security personnel. Complaints of bullying will be investigated promptly and in as impartial and confidential manner as possible. Retaliation against any individual reporting such conduct will not be tolerated.

Any individual who is found, after appropriate investigation, to have participated in bullying is subject to disciplinary action per the institution's current policies, which govern faculty, staff, and students.

Complaints of bullying may be reported to the following:

- Dean of Students: (985) 545-1239
- Assistant Directors of Student Affairs
- Student Success Coaches
- Campus Deans
- Campus Security
- Any faculty or staff

Campus Safety and Hazing Policy

The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) and Northshore Technical Community College (NTCC) are committed to providing a supportive educational environment free from hazing, one that promotes the mental and physical well-being, safety, and respect for oneself and others among its students. To maintain safety and under Louisiana Revised Statute 17:1801.1, 14:40.8, 14.502, mandatory Acts 635, 637, and 640, as well as the Board of Regents' Uniform Policy on Hazing Prevention and LCTCS Policy #2.003, hazing in any form is prohibited at NTCC for all students who participate in the institution's activities and organizations. Please review the entire [Campus Safety and Hazing Policy](#).

Policy and awareness information: <https://www.lctcs.edu/student-governance/judicial>

Campus Free Expression Policy

Northshore Technical Community College (NTCC) deems the free and open inquiry into all matters fundamental to the mission of higher education and is committed to the preservation of the lawful, free expression of ideas at all of its campuses, subject only to reasonable time, place, and manner restrictions. All campuses of NTCC shall allow and protect non-commercial expressive activities by students, administrators, faculty members, staff members, and guests, following all applicable laws and the campus free expression policy. Please review the entire [Campus Free Expression Policy](#) for more details about protected and unprotected speech.

Student Judicial Code

Northshore Technical Community College has the legal right and moral obligation to establish rules for academic and personal conduct and to deny admission to applicants or continued enrollment to students who do not meet/maintain these standards identified as "responsibilities," as well as other rules of the College and its programs. Counseling and/or sanctions will be imposed on students or student organizations that are found in violation of these standards. The NTCC reserves the right to review any action taken by civil or judicial authorities regarding any Northshore Technical Community College student or student organization. All students admitted to the College accept the responsibility to conform to all NTCC policies and regulations.

The College will make every reasonable effort to make the policies and regulations available. Each student is responsible for becoming familiar with and abiding by them. All student disciplinary procedures follow the policy of the Board of Supervisors for the Louisiana Community and Technical College System.

Purpose

The basic philosophy of the policies and procedures in the Student Judicial Code is one of education and fair, prompt resolution of problems. The focus of the Code is on the growth and development of the individual student by encouraging self-control, by publishing clear behavioral guidelines (rules and regulations), and by fostering the rights and privileges of others. Regardless of how a case is processed, the goals are the same: to redirect the behavior of the student into acceptable patterns and to protect the rights of all students and the entire College.

There exists a fundamental difference between the nature of the Student Judicial Code and that of criminal law. The Code is not intended to resemble the policies or procedures of the criminal justice system. Rather, it involves a closed, informal hearing. The rules of criminal law are neither required nor necessary to achieve the educational goal of the Student Judicial Code. NTCC is a multicultural community composed of diverse students, faculty, and staff. NTCC will not tolerate harassment of any person or group of persons based on sex, race, color, religion, age, national origin, disability, sexual orientation, or marital or veteran status. Each member of the College is held accountable to this standard, which is strongly reflected in this Code.

Student Rights

To preserve and guarantee students of NTCC those conditions indispensable to the full achievement of the objectives of higher education in a free democratic society, the College holds the following rights essential to the development of students as individuals and to the fulfillment of their responsibilities as members of society:

- The right of every person to be considered for admission to NTCC without regard to race, color, sex, age, disability, national origin, religious or political beliefs, sexual orientation, or marital or veteran status.
- The right to form and participate in campus, college, local, national, or international organizations for intellectual, religious, social, political, economic, or cultural purposes when such organizations do not infringe upon the rights of others.
- The right individually or in association with others to engage freely in off-campus activities, provided they do not claim to represent the College.
- The right to form and maintain democratic student governance.
- The right to use campus facilities, provided the facilities are used for the purpose contracted, subject to the approval of the appropriate college official.
- The right of students to invite and hear speakers of their choice, subject to the approval of the appropriate College official.
- The right to address concerns in course scheduling, curriculum, or faculty through proper channels.
- The right to due process in all disciplinary matters and the right to appeal to the proper authority or committee.

Student Handbook

Student Technology Fee

NTCC assesses a Student Technology Fee of five dollars per student credit hour.

Authorized by RS 17:3351.1, the Technology fee is charged to support the implementation, replacement, improvement, and expansion of technologies that enhance student life and learning.

Student Handbook

TECHNOLOGY RESOURCES STATEMENT

Definitions:

“**Technology Resources**” shall be defined as including all NTCC-owned and/or licensed information technology, Technology, and related resources, which include computers, printers, and related hardware, licensed software, communications, Internet access, and all other related resources.

“**User**” shall be defined as any person who utilizes Technology Resources.

User Responsibilities:

Each User is strictly responsible for adhering to the highest standards of ethical, responsible, and considerate uses of Technology Resources and for avoiding those uses prohibited by law or other directives.

Student Handbook

Student Grievance Policy

Student Grievance Policy Statement

Purpose:

To publish NTCC’s policy for affording students a process for addressing non-academic and non-financial grievances that students might have against employees of the College.

A *student grievance*, as used in this policy, refers specifically to non-academic and non-financial complaints filed by students against Northshore Technical Community College (NTCC) employees. This policy does **not** apply to the following types of appeals or complaints, which are addressed through separate institutional procedures:

- Grade appeals
- Academic status appeals
- Admission appeals
- Student disciplinary appeals
- Financial aid appeals
- Refund appeals
- Any other matters governed by distinct college committees or processes

Scope and Procedure

The procedures outlined in this policy are to be followed for all qualifying grievances, as defined above, involving complaints against NTCC employees. Students must adhere to the established steps to ensure timely and proper resolution.

NTCC is committed to providing all students—regardless of instructional modality—equal access to the grievance process and to upholding principles of fairness and due process. To ensure accessibility, a virtual option (e.g., video conferencing) will be made available at each stage of the grievance process, when necessary, particularly for students enrolled in online or distance education courses.

Definitions

Grievance

Grievance, as used in this policy, refers to non-academic and non-financial complaints of students against employees of NTCC. It does not include grade appeals, academic status appeals, admission appeals, student discipline appeals, financial aid appeals, refund appeals, traffic citation appeals, or any other matters that are within the jurisdiction of other committees of the institution.

Complainant

An individual who is alleged to be the victim of conduct that could constitute sexual harassment or other grievable offenses.

Respondent

An individual is alleged to be the perpetrator of conduct that could constitute sexual harassment under Title IX or other grievable offenses.

Sexual Harassment

Conduct based on sex that satisfies one or more of the following criteria:

1. An employee of the institution conditioning the provision of an aid, benefit, or service to the recipient on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; and/or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Supportive Measures

Supportive Measures are non-disciplinary, non-punitive, and individualized services offered, as appropriate and reasonably available, at no cost to either party. These measures may be implemented before or after the filing of a Formal Complaint, or even in situations where no Formal Complaint has been filed.

The purpose of Supportive Measures is to restore or preserve equal access to the College's educational programs or activities without placing an undue burden on the other party. These measures are also designed to ensure the safety of all parties, maintain the integrity of the educational environment, and prevent the recurrence of sexual harassment.

Examples of Supportive Measures include, but are not limited to:

- Counseling services
- Extensions of academic deadlines or other course-related adjustments
- Modifications to work or class schedules
- Campus escort services
- Mutual restrictions on contact between the parties
- Changes in work or housing locations
- Leaves of absence
- Increased security or monitoring of specific campus areas
- Other similar accommodations as deemed appropriate

Supportive Measures are determined on a case-by-case basis and will be implemented in a manner that respects the rights and needs of all individuals involved.

Mediation Procedures

General Provisions, Informal Resolution

Unless the respondent is a faculty member in whose class the student is currently enrolled, a student who wishes to make a complaint under these procedures must, within ten (10) days of the alleged event, either:

- (1) request an appointment with the Campus Dean (or designee) or
- (2) compose a Written Student Complaint and submit it to the Campus Dean (or designee).

Within five (5) days of the student requesting an appointment or the Campus Dean (or designee) receiving a Written Student Complaint, the Campus Dean (or designee) meets with the complainant to discuss the alleged incident. If in the opinion of the Campus Dean (or designee), no violation of college policy has occurred, the Campus Dean (or designee) so informs the student and makes a written record of the discussion he/she had with the complainant. The complainant may accept the decision of the Campus Dean (or designee) or file a formal grievance using the procedures outlined in Section 5.

If the Campus Dean (or designee) finds that a violation of college policy might have occurred, the Campus Dean (or designee):

Offers to:

- Hold a Mediation Conference during which the complainant has an opportunity to discuss his/her complaint with the respondent, the respondent's supervisor, and the Campus Dean (or designee). [The Campus Dean (or designee) may serve as both the supervisor and mediator.]; or
- Investigate the alleged incident and provide feedback to the complainant without holding a mediation conference.

If the incident is deemed to be a potentially serious violation of college policy, the Campus Dean (or designee) informs the complainant that she/he has the option of filing a formal grievance following procedures outlined in Section 5.

Mediation Conference

A Mediation Conference provides an opportunity for the complainant, respondent, respondent's supervisor, and Campus Dean (or designee) to discuss and attempt to resolve the alleged incident without a Grievance Hearing. When the Campus Dean (or designee) has found that a violation might have occurred, and the respondent has accepted the offer of a Mediation Conference, the Campus Dean (or designee) establishes a day, time, and location for the conference. He/she notifies, in writing, the complainant, respondent, and respondent's supervisor of the day, time, and location of the conference. In addition, the Campus Dean (or designee) provides the respondent and her/his supervisor with a copy of the student's written complaint, completed by the complainant, five (5) days before the Mediation Conference.

If the respondent chooses not to attend the Mediation Conference, the Campus Dean (or designee) informs the complainant that she/he can file a formal grievance following procedures outlined in Section 5.

If the respondent chooses to attend the Mediation Conference and chooses to respond in writing, the respondent uses the Response to Student Grievance Form. If the respondent chooses to attend the Mediation Conference, and the complaint is resolved to the satisfaction of the complainant, the Campus Dean (or designee) documents the outcome and forwards all documentation to the **Dean of Students** to be filed.

If during the Mediation Conference, the complaint cannot be resolved to the satisfaction of the complainant, the Campus Dean (or designee) informs the complainant that he/she has the option of filing a formal grievance following the procedures outlined in Section 5.

Mediation without a Conference

The Campus Dean (or designee) follows the same procedures (and corresponding timeline) as outlined above for a Mediation Conference, but will not hold a face-to-face conference between the complainant and respondent. In these situations, the complainant must provide a Written Student Complaint, and the respondent is strongly encouraged to respond to the complaint in writing. If the complaint cannot be resolved to the satisfaction of the complainant, the Campus Dean (or designee) informs the complainant that she/he has the option of filing a formal grievance following procedures outlined in Section 5.

INFORMAL RESOLUTION

At any time before reaching a determination regarding responsibility, the institution may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. An institution may not offer an informal resolution process unless a Formal Complaint is filed. An institution may not require the parties to participate in an informal resolution process and will not require them to waive their rights to a Title IX Formal Grievance process. (§106.45(b)(9).)

Grievances, Formal Process

Referral to Student Grievance Committee if under Section 4 preceding:

1. The Campus Dean (or designee) has found that a serious violation of college policy might have occurred;
2. Or if the complainant has chosen to bypass mediation;
3. or if the respondent has chosen not to attend a scheduled mediation conference; or
4. or if a complainant is not satisfied with the outcome of a mediation conference;
5. If the complainant has completed and returned a Student Grievance Form within five (5) days of 1 through 4 above to the Campus Dean, then the grievance is referred to the Dean of Students to be submitted to the Grievance Committee.

Before forwarding the Student Grievance Form to the Student Grievance Committee, the Dean of Students attempts to gather any information relevant to the alleged violation of college policy. Together with the Written Student Complaint (if any) and the Student Grievance Form, the Dean of Students forwards this information to the committee. This information might include:

- notes from interviews the Campus Dean (or designee) conducted with the complainant, respondent, respondent's supervisor, or witnesses (if any);
- notes from any mediation conference conducted as described in Section 4B.
- a summary of other complaints, grievances, or incidents, on file, found to have merit*, against the respondent (if any);
- a summary of any on-file administrative charges of similar behavior, found to have merit*, against the respondent (if any);
- If the respondent chooses to provide it, his/her written response on the Response to Student Grievance, and any accompanying documentation.

*Note: Only complaints, grievances, incidents, charges that were (at the time of the incident or submission of Written Student Complaint) discussed by the respondent's supervisor or Campus Dean (or designee) with the respondent and which were either acknowledged to have happened by the respondent or found to have occurred through the grievance process may be given to the committee.

Hearing

Location. All hearings are handled on the campus/site where the alleged violation occurred, regardless of the home campus/site of the complainant(s) or respondent(s). Incidents occurring at NTCC sites where no full-time faculty/staff are housed are to be handled at the closest physical campus location.

Scheduling. The Dean of Students, along with the grievance committee schedules a hearing within ten (10) days of receiving the Student Grievance Form.

Notification. Immediately, the Dean of Students, in writing, notifies the complainant, respondent, respondent's supervisor, and the Campus Dean of the day, time, and location of the hearing.

Procedures

To protect the rights of all those who might appear before the grievance committee and to provide the respondent with a fair hearing, the following procedures are followed:

- The complainant and respondent are provided written notice of the hearing at least 72 hours in advance;
- All five appointed members of the committee must be present at the hearing; however, in the event an emergency prohibits the committee member from attending, the Dean of Students names a replacement.
- Except in cases of unavoidable emergency, if the complainant does not appear or does not request a postponement in advance, the grievance is nullified.
- Except in cases of unavoidable emergency, if the respondent does not appear, the hearing will proceed;
- The complainant and respondent are provided the opportunity to testify if they so desire.
- The complainant and respondent are provided the opportunity to present the testimony, either in writing or orally, of any competent witnesses who have personal knowledge of the grievance;
- In an advisory capacity only, the complainant and respondent are permitted to have a representative attend the hearing (The representative may not speak to or ask questions of any member of the committee or anyone appearing before it); and
- Both the complainant and respondent (if they choose to attend the hearing) are permitted to be present during all testimony heard by the committee.

Findings

After hearing from all of those who appear and offer relevant testimony, the committee excuses all but its members and retires to consider the grievance. It makes a decision based on the relevant written and oral evidence presented. If the committee finds the grievance has merit, it recommends an appropriate punishment.

Within five (5) days of the hearing's conclusion, the chair of the committee provides, in writing, the Dean of Students the committee's findings and recommendations (if any).

The Dean of Students, within five (5) days of receiving the committee's findings, communicates, in writing, her/his disposition to all parties to the grievance and the committee members.

A copy of the committee's findings and the Dean of Students' ruling is filed in the Student Complaint/Grievance Files maintained by the Dean of Students.

Appeals

The final appeal in grievance cases, at the college level, is to the Chancellor. If the complainant or respondent wishes to appeal the ruling of the Dean of Students, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the Dean of Students' ruling.

Within five (5) days of receiving the appeal, the Chancellor notifies, in writing, all parties to the grievance, the committee members, and the Dean of Students of her/his ruling on the appeal

A copy of the Chancellor's ruling is filed in the Student Complaint/Grievance Files maintained by the Dean of Students.

Composition of Student Grievance Committee

The Student Grievance Committee is responsible for making policy recommendations regarding student grievances and for ensuring that consistency in interpretation of these guidelines is maintained at all hearings.

Each year the Provost/Vice Chancellor of Academic Affairs appoints the Student Grievance Committee, which consists of a pool of three faculty, two unclassified staff, and one student appointed from each of the following campuses/sites: Sullivan Campus, Florida Parishes Campus, Hammond Area Campus, Livingston Campus, and Lacombe Campus (a total of 10 committee members). The Chair is appointed by the Vice Chancellor of Academic and the Provost and serves as a voting member of the committee.

For each hearing, the Dean of Students appoints five members of the Committee, including the Chair, with two members from the campus/site where the alleged violation occurred. All five appointed members of the committee must be present at the hearing; however, in the event an emergency prohibits the committee member from attending, the Dean of Students names a replacement.

A committee member may recuse himself/herself from a particular hearing if the committee member feels there might be a conflict of interest in the particular case. In the event a member recuses himself/herself, a replacement, for that hearing, is named by the Dean of Students.

Sanctions

Student Sanctions

- A student may be required to sign/conform to a behavioral contract, placed on probation, suspended from the College, or expelled from the College.
- Behavioral Contract. A Behavioral Contract is a written agreement that specifies the behavioral expectations that the student is required to follow. A behavioral contract may include, but is not limited to, periodic counseling with a specified staff member, performance of specified assignments, and abstaining from further occurrences of the type that gave rise to the complaint.
- Probation. Probation is the loss of privileges, possible loss of employment in the case of students who are employed by the College, campus restrictions, or special restrictions under which a student may remain in college. A record of the proceedings that led to the sanction is kept on file in the Office of the Dean of Students for a minimum of six (6) months and a maximum of three (3) years. Since probation does not become a part of the permanent record, it is not reported on the official academic transcript. However, if transfer forms require a listing of disciplinary actions, it is reported.
- Suspension. Suspension is separation from the College for either a specified period or an indefinite period. In either case, the student who wishes to return must apply for readmission, and if the student is accepted, he/she may return with either full or curtailed privileges. Since the student must reapply, a record of the suspension is kept in the student's official file in the Registrar's Office and on the applicant's file in the Admissions Office until such time the student is readmitted. When the student is readmitted, the record is kept for a maximum of three (3) years. The notation, Disciplinary Suspension, is placed on the student's official academic transcript. This notation is removed after the suspension has expired. However, if transfer forms require a listing of disciplinary action, it is reported.

- **Expulsion.** Expulsion is permanent dismissal from the College without the privilege of readmission. Expulsion may include the revocation of any or all academic credits earned at the College. Expulsion becomes a permanent part of a student's official academic transcript. Records of the proceedings resulting in expulsion remain permanently on file in the Office of the Dean of Students.

Employee Sanctions

If sanctions are warranted, the Dean of Students forwards his/her recommendation to the Director of Human Resources and the appropriate Vice Chancellor within five (5) days. Among the measures the Dean of Students might recommend are:

- a written reprimand;
- suspension with pay;
- suspension without pay;
- demotion;
- removal of tenure; and/or
- termination.

If the final recommendation involves termination, revocation of tenure, or separation, additional due process procedures are required and initiated by the College HR department.

Timeline for Procedures

Mediation

1. Within ten (10) days of the alleged incident*, a student must either:
 - request an appointment with the Dean of Students (or designee); or
 - Complete a Written Student Complaint and provide that report to the Campus Dean (or designee).
2. Within five (5) days of the student's requesting an appointment or filing a Written Student Complaint, the Campus Dean (or designee) meets with the complainant to discuss the alleged incident.
3. Within ten (10) days of meeting with the complainant, if the Campus Dean (or designee) has found that a violation of college policy might have occurred and the complainant accepts the offer of a mediation conference, the mediation conference will be scheduled.
4. At least five (5) days before holding a mediation conference, the Campus Dean (or designee) notifies, in writing, the complainant, respondent, and respondent's supervisor of the day, time, and location for the conference and provides the respondent and her/his supervisor with a copy of the Student Complaint, completed by the complainant.

* Note: If, at the time of the alleged incident, the respondent is a faculty member in whose class the student is enrolled, the complainant has until ten (10) days following the official end of that semester to provide a Written Student Complaint to the Campus Dean (or designee) or meet with the Campus Dean (or designee) to discuss the incident.

Grievance

If the complainant rejects mediation, the complainant must file a Student Grievance Form within five (5) days of meeting with the Campus Dean (or designee).

- If under Section 9A, the Campus Dean (or designee) has found that no violation of college policy has occurred and the complainant wishes to proceed with the grievance, the complainant must file a Student Grievance Form within five (5) days of the Campus Dean's (or designee's) finding.
- If a mediation conference is held and the respondent fails to appear, the complainant has five (5) days to file a Student Grievance Form.
- If a mediation conference is held and the complainant is not satisfied with the results of the mediation conference, the complainant has five (5) days to file a Student Grievance Form.
- Within five (5) days of receiving a Student Grievance Form, the Dean of Students the grievance to the Student Grievance Committee.
- Within ten (10) days of receiving the Student Grievance Form and accompanying documents, the Dean of Students and Student Grievance Committee schedule a hearing.
- In writing, at least three (3) days in advance of the hearing, the Dean of Students notifies the complainant, respondent, respondent's supervisor, and the Campus Dean of the day, time, and location of the hearing.
- Within five (5) days of the hearing's conclusion, the chair of the grievance committee notifies, in writing, the Dean of Students of the committee's findings and recommended punishment (if any).
- The Dean of Students communicates, in writing, his/her disposition to all parties to the grievance, the committee members, and the Chancellor within five (5) days of receiving the committee's findings.

Appeal

If the complainant or respondent wishes to appeal the ruling of the Dean of Students, the complainant or respondent must file his/her appeal, in writing, with the Chancellor within five (5) days of being notified of the Dean of Students' ruling.

Within five (5) days of receiving the appeal, the Chancellor will notify, in writing, all parties to the grievance, the committee members, and the Dean of Students of her/his ruling on the appeal.

Student Handbook

Student Responsibilities

It is the responsibility of every student to conduct him/herself in a manner fitting an academic environment. In most cases, the exercise of good sense and judgment prevails. As an NTCC student, you are expected to demonstrate a strong commitment to your academic, professional, and personal growth, both on and off campus.

Campus and Community Involvement

- **Respect College Policies:** Follow the rules and guidelines established by the college, including attendance, conduct, and use of resources.
- **Be a Responsible Member of the Community:** Participate in community service, charity events, or other outreach activities that help build a positive reputation for the college and your field.
- **Take Care of Campus Facilities:** Use college equipment, labs, and resources responsibly, and report any damages or issues promptly.

Financial Responsibility

- **Manage Your Finances:** Stay on top of tuition fees, book purchases, and other college-related expenses. Explore financial aid options and maintain a budget to avoid financial stress.

- **Be Aware of Scholarships and Grants:** Regularly check for scholarship opportunities and apply as necessary to reduce the financial burden.

Communication Skills

- **Communicate Professionally:** Use clear, respectful, and professional language when interacting with instructors, peers, and industry professionals. Effective communication is key, whether in emails, group work, or presentations.
- **Respond Promptly:** Acknowledge and respond to emails, messages, or requests from instructors, classmates, and staff promptly.
- **Advocate for Yourself:** If you have concerns or need adjustments, communicate with faculty or administration to resolve issues effectively and professionally.

Academic Responsibilities

- **Attend Classes Regularly:** Maintain consistent attendance to ensure full understanding of course material and active participation.
- **Complete Assignments on Time:** Submit all homework, projects, and lab work by the given deadlines to demonstrate your proficiency.
- **Prepare for Exams:** Study regularly, review materials, and seek clarification from instructors when needed to perform well in assessments.
- **Engage in Class Discussions:** Actively participate in lectures, ask questions, and collaborate with classmates to foster a productive learning environment.
- **Demonstrate Academic Integrity:** Avoid plagiarism, cheating, or any form of dishonesty. Ensure that all submitted work is your own.
- **Remember the importance of academic honesty in a digital space.** Integrity matters, and with online testing, there is a corresponding responsibility.
- **Seek Help When Needed:** If you struggle with course material, seek assistance from instructors, tutors, or academic advisors.
- **Stay Organized:** Keep track of assignments, deadlines, and study schedules using planners, calendars, or digital tools.

Code of Conduct

The following acts are contrary to acceptable conduct. Any student who commits or attempts to commit any acts such as, but not limited to, the following will be subject to disciplinary proceedings:

- Intentional obstruction or disruption of teaching, research, administration, disciplinary procedure, or other authorized college event.
- Unauthorized entry into or unauthorized occupation of any college facility.
- Physical abuse or threat thereof against any person on campus or at any college-authorized event, or other conduct which threatens or endangers the health and safety of any such person.
- Theft or damage to personal property or to the property of the College.
- Intentional interference with the right of access to College facilities or with any lawful right of any person on the campus.
- Setting a fire on campus without proper authority.
- Unauthorized use or possession of firearms, ammunition, or other dangerous weapons, substances, or materials on the campus.
- Academic dishonesty, such as cheating or plagiarism.

- Knowingly furnishing false information to the College.
- Forgery, alteration, or misuse of college documents, records, or identification;
- Use, possession, or distribution of narcotic or dangerous drugs such as marijuana, medical marijuana, hallucinogens, and other drugs that are not prescribed or expressly permitted by law.
- Failure to comply with the directives of Campus officials and law enforcement officers acting in the performance of their duties, or to identify oneself to these officers when requested to do so.
- Conduct that adversely affects the student's suitability as a member of the academic community (such as drunkenness, use of profanity, or disorderly conduct).
- Aiding or inciting others to commit any act set forth above.
- Smoking or vaping in any College facility or on college property.
- Gambling in any form on college property.
- Use or possession of any alcoholic beverage on campus except at functions as approved by the Chancellor.
- Misuse or Abuse of Computer Equipment, Programs, or Data -
 - Unauthorized use of computing resources or use of computing resources for unauthorized purposes is prohibited. This may include but is not limited to such activities as accessing or copying programs, records, or data belonging to the College or another user without permission; attempting to breach the security of another user's account or depriving another user of access to the College's computing resources; knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks; using the College's computing resources for personal or financial gain; allowing non-college personnel access to college computing resources; displaying obscene, lewd, or sexually harassing images or text in use of college computing services; transporting copies of College programs, records, or data to another person or computer site without written authorization; attempting to destroy or modify programs, records or data belonging to the College or another user.

Technology Use and Online Learning Responsibilities

- Use Technology Appropriately: Ensure that your use of computers, software, and digital resources aligns with academic standards and ethical guidelines.
- Engage in Online Courses Actively: If enrolled in virtual or hybrid classes, attend sessions, complete online discussions, and submit assignments by the deadlines.
- Maintain Cybersecurity Practices: Protect your personal and academic information by following security protocols, using strong passwords, and avoiding unauthorized software.
- Familiarize yourself with your testing platform, navigation skills, and basic digital literacy before starting assignments and testing.

Live-Work Policy

As part of their training, students may be involved in actual “live-work” projects in which competency skills are taught. The College maintains this policy for work done under this premise:

- Work is limited to the property of students, College employees, civic enterprises, and charitable organizations.
- Work requests must be approved by the instructor, who will assign a student to the project and note competencies/courses of instruction to be addressed.
- The Dean of Campus Administration must approve the request.
- All costs involved in the work (parts, supplies, etc.) must be borne and provided by persons requesting the work.

- The student performing the work, the instructor supervising the work, or the College will not be liable for losses that might occur in connection with the work.
- Work Order Request forms are available in the Administrative Office and/or from the program instructor.

Parking and Traffic Policy

Northshore Technical Community College will provide adequate parking spaces for all students, faculty, staff, and visitors. NTCC will also provide adequate handicapped parking and enforce its proper use.

Regulations

- Vehicles are to yield to pedestrians at all times. Parking permits are required at all times.
- All students, faculty, staff, and visitors on campus must register for an NTCC parking permit and learn to obey traffic and parking regulations.
- All vehicles on campus must comply with all city ordinances and state laws relating to motor vehicles for the NTCC parking permit to be valid.
- Specialty or oversized vehicles may only park in specially designated areas by special arrangement with the NTCC campus.
- NTCC parking permits must be visibly placed on the vehicle's rearview mirror.
- All lost or stolen NTCC parking permits must be reported immediately.
- NTCC parking permits may not be transferred to another individual who is not entitled to it.
- Operating or parking a vehicle on campus without a properly displayed permit will result in the issuance of a citation. Any vehicle receiving three or more citations can be towed at the owner's expense.
- Parking hours are 7:00 am to 10:00 pm Monday through Friday.
- A visitor to campus is defined as a person who is not affiliated with the NTCC as an employee or student. This definition excludes those persons, including spouses and family members, who operate a vehicle on campus for the benefit or convenience of any employee or student. A visitor who receives a ticket must contact the phone number on the ticket.
- Loading zones are designated by signs. These locations are closed to parking except by authorized vehicles at all times. Except for commercial vehicles making deliveries and authorized NTCC vehicles, no one may legally operate or park a vehicle in a loading zone without special permission from the NTCC campus. Flashers must be on at all times when parked in loading zones.
- Parking on a red curb is prohibited at all times. Any vehicle parked, stopped, or standing at any time by a red curb will be ticketed and/or towed.
- Parking at yellow curbs, on or over yellow lines, or at blue curbs, curb cuts, and ramps reserved for the use of wheelchairs is prohibited at all times, to ensure pedestrian and vehicular safety by providing better visibility. Any vehicle parked, stopped, or standing at a blue curb, cut-out, or ramp will be ticketed and/or towed.
- Only students or employees who have a handicapped/disabled automobile license plate or placard will be eligible for a handicapped parking space. A student may be eligible for special medical parking if she or he has a temporary medical problem that affects walking. This temporary medical permit may be issued after obtaining appropriate certification from a physician and a temporary medical permit for a stated period. Students needing any additional information about medical parking should contact the NTCC campus.
- All parking rules are in effect during special events unless authorized by an NTCC official. Some areas may be designated as temporary special event parking.

Violations

Traffic and parking violations on campus will result in the issuance of a traffic citation, towing of the vehicle, and/or banning the individual from operating a vehicle on campus.

Citations are written for violations of the NTCC traffic and parking regulations that are not violations of state law, including the following:

- Failure to obtain a permit from the NTCC office and to properly display this permit on a vehicle parked on campus. Receipt of three or more unregistered tickets for failure to park with a properly displayed permit can result in that vehicle being towed and the individual being banned from operating a vehicle on campus until all outstanding fines are paid.
- Parking, stopping, or standing in a space reserved for the handicapped/disabled or at a curb cut or ramp marked blue or signed for wheelchairs.
- Parking outside of an individual's designated zone, as indicated on the permit.
- Obtaining a permit by fraud or using a permit for other than its authorized purpose.
- Parking, stopping, or standing in a fire lane marked with a red curb or storage of a motor vehicle that would cause NTCC to violate the Fire Marshal regulations, parking in such a way as to create a hazard or restrict normal vehicular traffic or parking, e.g., parking in the travel portion of a street or the travel lane of a parking lot or an entrance to a parking lot, parking in a service drive not marked for parking, parking in a loading zone, at any place marked "tow away," at a yellow curb or area, in a reserved space, marked "no parking."
- Driving or parking on the lawn, sidewalk, grass areas, or any other area not marked or authorized for motor vehicle parking.
- Failure to park evenly between lines or parking more than one foot from the header or curb.
- Occupying more than one parking space.
- Careless driving, e.g., speeding, backing into a traffic sign, light pole, etc.
- Any hazardous parking or operation of a vehicle not specifically listed as an NTCC citation.

Fines

Citations for violating NTCC regulations are subject to the following:

- All violations result in a \$5.00 fine per violation.
- All violations are subject to vehicle tow.
- All violations are subject to student grades being withheld.
- All violations are subject to a ban from driving on NTCC property.

Vehicle Ban

Flagrant violations of the NTCC regulations may result in a vehicle ban, which is the loss of the privilege to operate a vehicle on an NTCC campus. A vehicle ban can be issued based on the following:

- Any combination of the NTCC citations totaling three or more, with the duration of the ban to be determined by the facts of each case. Once an individual is banned, the total number of unpaid fines must be paid to have the ban lifted.
- Failure to give the correct information to an NTCC campus.

Appeals

Any appeal must be made promptly to the Dean of Campus Administration during normal business hours. Appeals of tows made after the vehicle has been released must be made on the next business day. NTCC citations may be appealed through the NTCC hearing process, provided that such appeals are filed in writing with the NTCC office within seven calendar days. Failure to file an appeal within the time frame will result in the loss of the right to appeal.

Bicycles

Regulations have been established to provide for the orderly movement and parking of bicycles on campus. In using bicycles on campus, the rights and safety of others should be considered at all times.

- Bicycle riders are subject to the same rules as motor vehicle operators and should ride on the left side of the street, obey all traffic signs, and give hand signals.
- Bicycles will not be ridden on sidewalks and lawns.
- Bicycles will be parked in bicycle racks or in other designated parking areas.
- Bicycles may not be operated or parked inside buildings, on sidewalks, in passageways to buildings, in any location impeding pedestrian and vehicular movement, or in such a way to create a hazard.
- Bicycles will be chained only to bicycle racks.
- Persons violating bicycle regulations will be ticketed and fined. Severe violations may result in the bicycle being impounded.

NTCC is not responsible for theft or vandalism in NTCC parking lots; students, faculty, staff, and visitors are urged to lock their vehicles at all times while parked on campus.

Student Records and Data

The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), ensures students access to their educational records maintained by the College, Region, or technical college campuses and prohibits the release of personally identifiable information from these records without the student's permission, except as specified by law. Only parties with the right to receive educational records under this policy and identified as such shall be entitled to receive the information.

A student is any individual for whom the College maintains an educational record; the term does not extend to a person who applies for admission until he/she has attended the College.

An individual claiming a student as his/her dependent shall provide to Student Affairs an affidavit satisfactorily stating that the student whose records are requested is a dependent of the affiant, as defined by Section 152 of the Internal Revenue Code of 1954. At the College's discretion, a copy of the IRS Form 1040 may be appropriate. Parents of dependent students have the same rights to access as do students, as noted above.

Educational Records

Records are those records directly related to a student and are maintained by the College or a party acting for the College. The term does not include:

- Records of faculty members, deans, directors, or other College personnel that are in the sole possession of the maker and are not accessible to or revealed to any other individual except a temporary substitute for the maker of the record;
- Records of physicians, psychologists, and other professional persons who provide professional services to the student, which are part of the program of instruction of the program area and which are not disclosed to anyone without the student's consent;
- Records containing only information relating to a person after that person was no longer a student of the College or the campus.

Personally Identifiable Data

This information is that which, when associated with an educational record, allows the record to be identified with a specific person. This information includes:

- The name of the student, the student's parent or other family member, and the address of the student or the student's family.
- A personal identifier, such as a Social Security number or student number.
- A list of personal characteristics that would make the student's identity easily traceable or other information that would make the student's identity easily traceable.

Directory Data

This information is available to the public or specified sectors, and may or may not be published in the Student Directory or other publications. Directory information is defined as follows:

- Student's name, local address, and telephone number
- Student's home address
- Student's email address
- Date/place of student's birth
- Student's major field of study/classification
- Dates of the student's attendance
- Degrees, awards, and honors received by the student
- The most recent or previous educational institution attended by the student

Student Request to Withhold Release of Information

Students who wish to withhold any information in these categories should complete a form available in Student Affairs by the seventh class day in any semester and indicate which items should not be considered directory information. The hold will remain in effect until the student requests that it be lifted. Only currently enrolled students may place a hold on the release of directory information. To gain access to their educational records, students must submit a written request that identifies, as precisely as possible, the record(s) the students wish to inspect, or students must provide adequate personal identification to Student Affairs.

Search and Seizure

Lockers and desks are the property of Northshore Technical Community College (NTCC) and are made available to students as a convenience to support their educational experience. As College property, lockers and desks are subject to search at any time upon the reasonable belief of the Dean of Campus Administration that they may contain items prohibited on campus.

Similarly, the use of toolboxes and the operation of motor vehicles on campus are privileges extended to students. These privileges are granted with the understanding that students consent to a search of their toolboxes or motor vehicles by College administration, if there is reason to believe they may contain prohibited materials.

This policy is intended to maintain a safe and secure learning environment and applies to contraband items, including, but not limited to, weapons, illegal drugs or substances, alcoholic beverages, and other items not permitted on campus. If deemed necessary by the Dean of Campus Administration, local law enforcement authorities may be involved in the search process.

Sexual Harassment Definition and Policy

By definition, sexual harassment is any uninvited, non-reciprocal behavior that highlights a person's sexuality over their role as a worker. On this campus, the risk of sexual harassment exists among students, faculty, and staff. The goal is to establish and enforce policies that create a workplace where everyone is treated fairly and can perform their duties in a safe, non-threatening environment.

All training programs are open to members of either sex without regard to the traditional sexual identification associated with the occupation. Students are encouraged to consider enrollment in non-traditional training programs.

Anyone who believes they have a reason to file a sexual harassment complaint against another member of the college community should meet with the Dean of Students within seven days of the incident and receive the Title IX/Power-Based Violence Policy regarding harassment. Sexual harassment complaints will be handled according to the procedures in the policy. Please visit our NTCC Power-Based Violence Statement.

Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator:

Northshore Technical Community College, Title IX Coordinator

Dr. Frank Fudesco, Dean of Students

Phone: 985-545-1239

Email: frankfudesco@northshorecollege.edu

Substance Abuse and Drug-Free Policy

Northshore Technical Community College strictly adheres to the "Student Drug-Free School Policy for Technical College System" established by the LCTCS Board of Supervisors. NTCC assumes that students have developed mature behavior patterns, positive attitudes, and acceptable conduct conducive to this environment. Therefore, we are committed to maintaining a safe and healthy college free from the influence of substance abuse. As a result, each facility has been designated a Drug/Alcohol-Free Zone. In addition, NTCC complies with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Institute and Communities Act Amendment of 1989.

Each new student is given the following information during new student orientation:

- NTCC's policy of maintaining a drug-free workplace and campus.
- Statement that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on campus property or as part of any of its activities.
- Description of health risks associated with the use of illicit drugs and the abuse of alcohol.
- Listing of area rehabilitation, treatment, and counseling services.
- A clear statement that the College will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law) and a description of those sanctions, up to and including expulsion or termination of employment/student status, and referral for prosecution, for violations of the standards of conduct (a disciplinary sanction may include the completion of an appropriate rehabilitation program).

Weapons on Campus

Except for duly authorized law enforcement officers, carrying a firearm or dangerous weapon by anyone on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful, and violators shall be subject to criminal charges and campus discipline. Zero tolerance policy applies on each campus within NTCC.

Visitors

Visitors are welcome and are invited to visit the college. Each visitor must sign in with the administrative office before touring the college or visiting classes. A visitor's pass will be issued and returned at the end of the visit. Visitors must adhere to safety policies. Since classes are in progress, visitors should make childcare arrangements for small children.

Institutional Accreditation

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



- [View our Institution Details from the Southern Association of College and Schools Commission on Colleges \(SACSCOC\)](#)

Program Specific Accreditations

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

- The **Air Conditioning and Refrigeration** programs at the Hammond Area Campus and Sullivan Campus are accredited by **Heating, Ventilation, and Air Conditioning (HVAC) Excellence**.
 - The **Automotive Technology** program at the Florida Parishes Campus and the Rayburn Correctional Center is accredited by the **National Institute for Automotive Service Excellence (ASE)**.
 - The **Diesel Powered Equipment Technology** program at the Sullivan Campus is accredited by the **National Institute For Automotive Service Excellence (ASE)**.
 - The **Pharmacy Technician** program is accredited by the **American Society of Health Systems Pharmacists (ASHSP)**.
 - The **Practical Nursing** program is accredited by **Louisiana State Board Practical Nursing Examiners (LSBPNE)**
 - The **Veterinary Technology** program is accredited by the **American Veterinary Medical Association (AVMA)**.
- Louisiana Community and Technical College System (LCTCS)

Governance

Louisiana Community and Technical College System (LCTCS)

NTCC is governed by the Louisiana Community & Technical College System Board of Supervisors. The LCTCS Board is composed of members appointed by the Governor with consent of the Senate, two from each of the seven congressional districts with one at-large member. Each member serves overlapping six-year terms, and the Board is constitutionally required to be representative of the state's population by race and gender to ensure diversity.

There are two student members – one elected by and from membership of a council composed of the student body presidents of the community colleges and one student elected by and from the membership of a council composed of student body presidents of each of the seven technical colleges under the supervision and management of the LCTCS Board. Each student member serves a one-year term.

More information about the LCTCS Board of Supervisors can be found at the following webpage: <https://www.lctcs.edu/board/index>.

College Administration

In October 2023, Dr. Jim Carlson was appointed Chancellor of Northshore Technical Community College. Learn more about Dr. Carlson and his administrative team members on the following webpage: [Link to NTCC Administration webpage](#).

Governance & Accreditation

Catalog Links

[About NTCC](#)

[Campuses and History](#)

[Governance & Accreditation](#)

[Admissions](#)

[Records and Registration](#)

[Tuition and Fees](#)

[Financial Aid](#)

All Programs

Louisiana Transfer Program (Associate of Arts)

Program Overview

Program Title

Louisiana Transfer Program (Associate of Arts)

Mission

The Louisiana Transfer (LT) Degree Program is designed to provide students with an opportunity to complete the first 60 hours of course work toward a baccalaureate degree at a 2-year or community college.

College Division

Division of Academics

Program Admissions Requirements

Louisiana Transfer Degree graduates are eligible to enter a 4-year Louisiana public university as a junior, with all 60 (non-developmental) credits transferring to

the receiving university. The Transfer Degree Guarantee (TDG) refers to a guaranteed and easy transfer for students from a 2-year community college to a public university in Louisiana.

Students may complete either an Associate of Arts (AALT) or Associate of Science (ASLT), depending on their interests and aspirations for further study and a bachelor's degree. It is the student's responsibility to choose courses that will maximize preparation for the university major, so it is important for students to do some research and seek advice when designing their LT degree. Each degree consists of a 39-hour General Education block and 21-hours of additional course work related to the prospective major.

Outcome

Communicate effectively by use of composition through writing and speaking and comprehension through reading and listening.

Outcome

Construct problem-solving strategies to model, interpret, and (or) communicate solutions to mathematical problems.

Outcome

Integrate concepts of the scientific nature of the world and the role of behavioral and natural sciences as it pertains to health and well-being.

Outcome

Examine significant ideas and achievements in literature, art, music, and media in order to evaluate the impact these forms of expression have in today's world.

Outcome

Analyze the diversity of the human experience through the practical applications of social, historical, cultural, economic, and political systems and apply to current events and in professional settings.

Outcome

Distinguish and apply credible sources of knowledge utilizing information literacy and research skills.

Campuses

Southeastern Site, Lacombe Campus, Livingston Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The highest exit point in the Louisiana Transfer Degree program is the Associate of Arts (AALT) or the Associate of Science (ASLT). The following criteria must be satisfied towards the completion of the ASLT or ASLT:

		HOURS
General Education Requirements		39
NTCC 1100 *		3
Electives		18
Degree Total		60

* NTCC 1100 is not required for transfer or readmitted NTCC students with 30 hours or more. Those students will replace NTCC 1100 with 3 hours of free electives.

General Education Requirements

The following criteria must be satisfied towards completion of General Education Requirements

CODE	TITLE	HOURS
English Composition		6
Complete 6 hours; 2 Courses (Note: Cannot apply both ENGL 1015 and 1015A)		
Elective Options:		
<u>ENGL1015 English Composition I</u>	English Composition I	3
<u>ENGL1025 English Composition II</u>	English Composition II	3

CODE	TITLE	HOURS
Mathematics		6
Complete 6 hours; 2 Courses (Note: Cannot apply both MATH 1005 and MATH 1015 nor both MATH 1500 and 1500A)		
Elective Options:		
<u>MATH1001 Applied Algebra</u>	Applied Algebra	3
<u>MATH1005 College Algebra Fundamentals</u>	College Algebra Fundamentals	3
<u>MATH1015 College Algebra</u>	College Algebra	3
<u>MATH 1200</u>	Contemporary Math	3
<u>MATH1500 Finite Math</u>	Finite Math	3
<u>MATH1620 Plane Trigonometry</u>	Plane Trigonometry	3
<u>MATH1650 Pre-Calculus with Trigonometry</u>	Pre-Calculus with Trigonometry	5
<u>MATH2000 Calculus</u>	Calculus	5
<u>MATH2410 Elementary Statistics</u>	Elementary Statistics	3

CODE	TITLE	HOURS
Natural Sciences		9
Complete 9 hours: 3 Courses (including approved two-course sequence & biological/physical area mix)		
Biological Science Electives:		
<u>BIOL1010</u> Introduction to Biology I	Introduction to Biology I	3
<u>BIOL1020</u> Introduction To Biology II	Introduction To Biology II	3
<u>BIOL1100 Gen Biology I (Science Major)</u>	Gen Biology I (Science Major)	3
<u>BIOL1110</u> Environmental Biology	Environmental Biology	3
<u>BIOL1200 Gen Biology II (Science Major)</u>	Gen Biology II (Science Major)	3
<u>BIOL2200 Human Anatomy & Physiology I</u>	Human Anatomy & Physiology I	3
<u>BIOL2230 Medical Microbiology</u>	Medical Microbiology	3
<u>BIOL2300 Human Anatomy & Physiology II</u>	Human Anatomy & Physiology II	3
Physical Science Electives:		
<u>CHEM1010 Gen Chemistry I NonScience Mjr</u>	Gen Chemistry I Non-Science Major	3
<u>GEOL1010 Physical Geology</u>	Physical Geology	3
<u>GEOL1020 Historical Geology</u>	Historical Geology	3

CODE	TITLE	HOURS
<u>PHYS1010 Elementary Physics</u>	Elementary Physics	3

CODE	TITLE	HOURS
Humanities		9
Complete 9 hours; 3 Courses (including at least one English Literature course)		
Elective Options:		
<u>ENGL2010 British Literature</u>	British Literature	3
<u>ENGL2020 American Literature</u>	American Literature	3
<u>ENGL2030 World Literature</u>	World Literature	3
<u>HIST1010 Western Civilization I</u>	Western Civilization I	3
<u>HIST1020 Western Civilization II</u>	Western Civilization II	3
<u>HIST1500 World Hist Perspective of Oil</u>	World Hist Perspective of Oil	3
<u>HIST2010 American History</u>	American History	3
<u>HIST2020 American History II</u>	American History II	3
<u>HIST2100 History of Louisiana</u>	History of Louisiana	3
<u>HMAN2015 Humanities for Leaders</u>	Humanities for Leaders	3
Additional Approved Electives: The following courses can be used as an additional elective for this category only if one of the above courses is also completed.		
<u>FREN1010 Elementary French I</u>	Elementary French I	3
<u>FREN 1020</u>	Elementary French II	3

CODE	TITLE	HOURS
<u>SPAN1010 Elementary Spanish I</u>	Elementary Spanish I	3
<u>SPAN1020 Elementary Spanish II</u>	Elementary Spanish II	3
<u>SPCH1015 Introduction to Speaking</u>	Introduction to Speaking	3
<u>SPCH1025 Intro to Interpersonal Com</u>	Intro to Interpersonal Com	3

CODE	TITLE	HOURS
Social Behavioral Sciences		6
Complete 6 hours; 2 Courses (including 1 at Sophomore Level - 2XXX)		
Elective Options:		
<u>ECON2010</u> <u>Principles of</u> <u>Macroeconomics</u>	Principles of Macroeconomics	3
<u>ECON2020</u> <u>Principles of</u> <u>Microeconomics</u>	Principles of Microeconomics	3
<u>POLI2010</u> <u>Introduction to</u> <u>American Gover</u>	Introduction to American Gover	3
<u>POLI2020 State &</u> <u>Local Politics</u>	State & Local Politics	3
<u>PSYC1500 Psy of</u> <u>Addict</u> <u>Behave&Sub Abuse</u>	Psychology of Addict Behavior & Substance Abuse	3
<u>PSYC2015</u> <u>Introduction To</u> <u>Psychology</u>	Introduction To Psychology	3
<u>PSYC2040</u> <u>Developmental</u> <u>Psychology</u>	Developmental Psychology	3
<u>PSYC2100 Social</u> <u>Psychology</u>	Social Psychology	3
<u>SOCL2015</u> <u>Introduction to</u> <u>Sociology</u>	Introduction to Sociology	3
<u>SOCL2120 Social</u> <u>Problems</u>	Social Problems	3
<u>SOCL2220</u> <u>Marriage and</u> <u>Family</u>	Marriage and Family	3

CODE	TITLE	HOURS
<u>SOCL2420</u> <u>Stratification and</u> <u>Inequality</u>	Stratification and Inequality	3
Additional Approved Electives The following courses can be used as an additional elective for this category only if one of the above courses is also completed.		
<u>CRMJ1110 Intro to</u> <u>Criminal Justice</u>	Intro to Criminal Justice	3
<u>CRMJ1120</u> <u>Introduction to</u> <u>Corrections</u>	Introduction to Corrections	3
<u>CRMJ1220 Police</u> <u>Systems and</u> <u>Practices</u>	Police Systems and Practices	3
<u>CRMJ1330</u> <u>Introduction to</u> <u>Criminal Law</u>	Introduction to Criminal Law	3
<u>CRMJ1340</u> <u>Deviance</u>	Deviance	3
<u>CRMJ1410</u> <u>Juvenile Justice</u>	Juvenile Justice	3
<u>CRMJ1420 Judicial</u> <u>Process</u>	Judicial Process	3

CODE	TITLE	HOURS
Fine Arts		3
Complete 3 hours; 1 Course		
Elective Options:		
<u>ARTS1010 Survey of World Art History I</u>	Survey of World Art History I	3
<u>ARTS1020 Survey of World Art History II</u>	Survey of World Art History II	3
<u>MUSC1010 Music Appreciation</u>	Music Appreciation	3
<u>THEA1010 Introduction To Theatre</u>	Introduction To Theatre	3

Electives:

The 18 credit hours of electives should be chosen in consultation with an advisor to align with your anticipated major upon transfer to a four-year university.

Associate of Arts Louisiana Transfer (AALT) Degree

To complete the Associate of Arts Louisiana Transfer (AALT) Degree, elective options must satisfy the following criteria:

- 9 hours must be from any of the following categories: Fine Arts, Humanities, Social Behavioral Sciences
- Remaining 9 should be selected in consultation with advisor based on transfer plan

Associate of Science Louisiana Transfer (ASLT) Degree

To complete the Associate of Science Louisiana Transfer (ASLT) Degree, elective options must satisfy the following criteria:

- 9 hours must be from any of the following categories: Mathematics, Natural Sciences

- Remaining 9 should be selected in consultation with advisor based on transfer plan

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Program Code

AALT-AALT

Information Systems Tech

Program Overview

Program Title

Information Systems Tech

Mission

The mission of the Information Systems Technology Program is to provide skilled employees who contribute to the economic development of their communities and fulfill local and global workforce needs.

College Division

Division of Technical Studies

Outcome

Identify and install computer components.

Outcome

Troubleshoot personal computer issues using appropriate techniques and procedures.

Outcome

Install, configure, and maintain an operating system.

Outcome

Design and troubleshoot local area and wide area networks.

Outcome

Design and deploy secure and robust applications utilizing cloud computing technologies.

Campuses

Hammond Area Campus, Lacombe Campus, Livingston Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The highest exit point in the Information Systems Technology program is the Associate of Applied Science. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Information Systems Technology:

	HOURS
General Education Core	15
<u>English Composition Elective</u>	
<u>Math Elective</u>	
<u>Natural Science Elective</u>	
<u>Behavioral Science Elective</u>	
<u>Humanities Elective</u>	
Technical Diploma Total	45
Degree Total	60

Technical Diploma in Information Technology

The following criteria must be satisfied towards the completion of the Technical Diploma:

	HOURS
Required Courses	15
Certificate of Technical Studies in Foundations in Information Technology	30
Technical Diploma Total	45

Required Courses:

CODE	TITLE	HOURS
<u>INTE2115 Advanced Client/Server</u>	Advanced Client/Server	3
<u>INTE2350 Advanced Networking</u>	Advanced Networking	3
<u>INTE2950 Advanced Cloud Computing</u>	Advanced Cloud Computing	3
<u>INTE2975 Internship/Job Seeking Skills</u>	Internship/Job Seeking Skills	3
<u>INTE2995 Special Projects III</u>	Special Projects III	3
Total Hours		15

Certificate of Technical Studies in Foundations in Information Technology

CODE	TITLE	HOURS
<u>INTE1050 Intro to Information Tech.</u>	Intro to Information Tech.	3
<u>INTE1150 PC Hardware & Software Lab</u>	PC Hardware & Software Lab	3
<u>INTE1210 Introduction to Programming</u>	Introduction to Programming	3
<u>INTE1850 Intro to Linux</u>	Intro to Linux	3
<u>INTE1950 Intro to Cloud Computing</u>	Intro to Cloud Computing	3
<u>INTE2015 Fundamentals of Client/Server</u>	Fundamentals of Client/Server	3
<u>INTE2150 Networking I</u>	Networking I	3
<u>INTE2250 Networking II</u>	Networking II	3
<u>INTE2830 Cabling Infrastructure</u>	Cabling Infrastructure	3
<u>INTE2545 Network Security</u>	Network Security: Ethical Hack	3
Certificate of Technical Studies Total		30

Additional Exit Points:

Career and Technical Certificate in Networking:

CODE	TITLE	HOURS
<u>INTE2150 Networking I</u>	Networking I	3
<u>INTE2250 Networking II</u>	Networking II	3
Career and Technical Certificate Total		6

Career and Technical Certificate in IT Support:

CODE	TITLE	HOURS
<u>INTE1050 Intro to Information Tech.</u>	Intro to Information Tech.	3
<u>INTE1150 PC Hardware & Software Lab</u>	PC Hardware & Software Lab	3
Career and Technical Certificate Total		6

Career and Technical Certificate in Cybersecurity Support:

CODE	TITLE	HOURS
<u>INTE2350 Advanced Networking</u>	Advanced Networking	3
<u>INTE2545 Network Security</u>	Network Security: Ethical Hack	3
Career and Technical Certificate Total		6

Career and Technical Certificate in Fiber Optics Support:

CODE	TITLE	HOURS
<u>INTE2015 Fundamentals of Client/Server</u>	Fundamentals of Client/Server	3
<u>INTE2830 Cabling Infrastructure</u>	Cabling Infrastructure	3
Career and Technical Certificate Total		6

Career and Technical Certificate in Cloud Computing Support:

CODE	TITLE	HOURS
<u>INTE1950 Intro to Cloud Computing</u>	Intro to Cloud Computing	3
<u>INTE2950 Advanced Cloud Computing</u>	Advanced Cloud Computing	3
Career and Technical Certificate Total		6

Career and Technical Certificate in Linux Systems Support:

CODE	TITLE	HOURS
<u>INTE1210 Introduction to Programming</u>	Introduction to Programming	3
<u>INTE1850 Intro to Linux</u>	Intro to Linux	3
Career and Technical Certificate Total		6

Career and Technical Certificate in Servers Support:

CODE	TITLE	HOURS
<u>INTE2115 Advanced Client/Server</u>	Advanced Client/Server	3
<u>INTE2975 Internship/Job Seeking Skills</u>	Internship/Job Seeking Skills	3
Career and Technical Certificate Total		6

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Information Systems Technology program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code

AAS-INSY

Technical Studies Program

Program Overview

Program Title

Technical Studies Program

Mission

The Associate of Applied Science (AAS) in Technical Studies is designed to provide students an opportunity to earn an associate degree in areas in which the college does not offer specialized degree programs. All students will complete fifteen credit hours of general education courses. The program is not designed for transfer, but it is designed to prepare students for immediate employment.

College Division

Division of Technical Studies

Program Admissions Requirements

The goals of the Technical Studies program are as follows: (1) to enable students to acquire occupational competencies in a specific technical education field along with basic general education competencies, (2) to enable students to develop unique career goals and marketable skills for the workplace in the chosen field, and (3) to provide students an opportunity to transfer the general education courses to a variety of baccalaureate degree programs offered by public senior institutions in the state of Louisiana.

Outcome

Communicate effectively by use of composition through writing and speaking and comprehension through reading and listening.

Outcome

Construct problem-solving strategies to model, interpret, and (or) communicate solutions to mathematical problems.

Outcome

Integrate concepts of the scientific nature of the world and the role of behavioral and natural sciences as it pertains to health and well-being.

Outcome

Examine significant ideas and achievements in literature, art, music, and media in order to evaluate the impact these forms of expression have in today's world.

Outcome

Analyze the diversity of the human experience through the practical applications of social, historical, cultural, economic, and political systems and apply to current events and in professional settings

Outcome

Distinguish and apply credible sources of knowledge utilizing information literacy and research skills.

Campuses

Florida Parishes Campus, Hammond Area Campus, Lacombe Campus, Livingston Campus, Sullivan Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The highest exit point in the Technical Studies program is the Associate of Applied Science in Technical Studies.

The following criteria must be satisfied towards the completion of the Associate of Applied Science in Technical Studies:

	HOURS
General Education Core	15
<u>English Composition Elective</u>	
<u>Math Elective</u>	
<u>Natural Science Elective</u>	
<u>Behavioral Science Elective</u>	
<u>Humanities Elective</u>	
Technical Diploma Total*	45
Degree Total	60

Technical Diploma*

In addition to the General Education Core, students must complete a Technical Diploma within one of NTCC's programs of study.

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Information Systems Technology program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code
AAS-TNST

Veterinary Technology Program

Program Overview

Program Title
Veterinary Technology Program

Mission
The mission of the Veterinary Technology Program is to serve the veterinary profession and the public by providing superior veterinary technology instruction that incorporates cutting edge technology and hands-on opportunities for students in an innovative learning environment.

College Division
Division of Health Sciences & Nursing

Program Admissions Requirements

Program Outcomes Data:

NTCC three-year average VTNE pass rate (January 1, 2022 – December 31, 2024):

- Number of first-time candidates that have taken the VTNE: 20
- Three-year VTNE pass percentage: 35%

Outcome
Perform accurate patient assessments, diagnostics, and clinical techniques as prescribed by a veterinarian appropriate to the species and condition.

Outcome
Facilitate veterinary operations through effective and professional communication with clients and facility personnel.

Outcome
Apply proper animal handling skills to safely evaluate patients and deliver prescribed treatments and medication.

Outcome

Administer prescribed medication based on appropriate dosage and side-effects within scope of practice.

Outcome

Employ effective surgical and anesthetic technician skills in support of the veterinarian.

Campuses

Florida Parishes Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The highest exit point in the Veterinary Technology program is the Associate of Applied Science in Veterinary Technology. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Veterinary Technology:

	HOURS
General Education Core	18
<u>English Composition Elective</u>	
<u>Math Elective</u>	
<u>BIOL1010 Introduction to Biology I or equivalent</u>	
<u>Behavioral Science Elective</u>	
<u>Humanities Elective</u>	
<u>SPCH1015 Introduction to Speaking or SPCH1025 Intro to Interpersonal Com</u>	
Required Courses	26
Certificate of Technical Studies in Veterinary Assistant	25
Degree Total	69

Required Courses

The following criteria must be satisfied towards completion of the Associate of Applied Science in Veterinary Technology:

CODE	TITLE	HOURS
<u>VETT2102</u> Pharmacology For Vet Tech	Pharmacology for Vet Technology	3
<u>VETT2103</u> Animal Nursing II	Animal Nursing II	3
<u>VETT2109</u> Clinical Pathology Lab for VTs	Clinical Pathology Lab for VTs	1
<u>VETT 2111</u>	Clinical Pathology I for VTs	2
<u>VETT2204</u> Surgical Nursing with Lab	Surgical Nursing with Lab	3
<u>VETT 2209</u>	Anesthesia & Analgesia	3
<u>VETT 2210</u>	Small Animal Medicine	2
<u>VETT 2211</u>	Clinical Pathology II for VTs	2
<u>VETT2300</u> Externship II	Externship II	2
<u>VETT 2302</u>	Large Animal Medicine	2
<u>VETT 2303</u>	Animal Dentistry	2
<u>VETT2991</u> Special Projects I	Special Projects I	1
Total Hours		26

Certificate of Technical Studies (CTS) in Veterinary Assistant

The following criteria must be satisfied towards completion of the Certificate of Technical Studies in Veterinary Assistant:

CODE	TITLE	HOURS
<u>VETA1101</u> Intro to Veterinary Technology	Intro to Veterinary Technology	1
<u>VETA1102</u> Vet Office&Hospital Procedures	Vet Office & Hospital Procedures	2
<u>VETA1103</u> Animal Care & Handling	Animal Care & Handling	2
<u>VETA1104</u> Veterinary Medical Terminology	Veterinary Medical Terminology	2
<u>VETA 1109</u>	Animal Anatomy & Physiology	3
<u>VETA 1110</u>	Animal Anatomy Physiology Lab	1
<u>VETA1203</u> Avian & Exotic Medicine	Avian & Exotic Medicine	2
<u>VETA1204</u> Animal Nursing I	Animal Nursing I	3
<u>VETA1207</u> Parasitology for Vet Techs	Parasitology for Vet Techs	2
<u>VETA1209</u> Parasitology Lab for Vet Techs	Parasitology Lab for Vet Techs	1
<u>VETA1302</u> Lab Animal Medicine	Lab Animal Medicine	2
<u>VETA 1311</u>	Externship I	2
<u>VETT2110</u> Imaging For Vet Technicians	Imaging for Vet Technicians	2
Certificate of Technical Studies Total		25

Special Comments:

- Anticipated program length for completion of highest-level exit point is 2 years.

- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Veterinary Technology program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code

AAS-VETA

General Studies Program

Program Overview

Program Title

General Studies Program

Mission

The General Studies program is designed to provide either a stand-alone 2-year General Studies degree or a general education transferable path onward to a 4-year degree.

College Division

Division of Academics

Program Admissions Requirements

In either format, the purpose of our General Studies Program is to provide a solid, cross-disciplinary foundation in both knowledge and skills to prepare students to be more well-rounded individuals as they navigate their communities and the society around them.

The Associate of General Studies (AGS) degree consists of 30 required credits in specific general education courses. The remaining 30 credits are electives which should be selected with consideration of your ultimate educational goal.

Outcome

Communicate effectively by use of composition through writing and speaking and comprehension through reading and listening.

Outcome

Construct problem-solving strategies to model, interpret, and (or) communicate solutions to mathematical problems.

Outcome

Integrate concepts of the scientific nature of the world and the role of behavioral and natural sciences as it pertains to health and well-being.

Outcome

Examine significant ideas and achievements in literature, art, music, and media in order to evaluate the impact these forms of expression have in today’s world.

Outcome

Analyze the diversity of the human experience through the practical applications of social, historical, cultural, economic, and political systems and apply to current events and in professional settings.

Outcome

Distinguish and apply credible sources of knowledge utilizing information literacy and research skills.

Campuses

Southeastern Site, Florida Parishes Campus, Hammond Area Campus, Lacombe Campus, Livingston Campus, Sullivan Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The highest exit point in the General Studies program is the Associate of General Studies. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards the completion of the Associate of General Studies:

		HOURS
Certificate of General Studies		30
General Education Core		
General Education Electives		
Electives (see below)		27
NTCC 1100 *		3
Degree Total		60

* NTCC 1100 is not required for transfer or readmitted NTCC students with 30 hours or more. Those students will replace NTCC 1100 with 3 hours of free electives.

Certificate of General Studies

The following criteria must be satisfied towards completion of the Certificate of General Studies:

	HOURS
General Education Core	15
<u>English Composition Elective</u>	
<u>Math Elective</u>	
<u>Natural Science Elective</u>	
<u>Behavioral Science Elective</u>	
<u>Humanities Elective</u>	
General Education Electives	15
<u>English Composition Elective (3 hours)</u>	
<u>Fine Arts Elective (3 hours)</u>	
<u>Behavioral Science Elective (3 hours)</u>	
<u>Natural Science Elective (3 hours)</u>	
Certificate Total	30

Elective Courses (required towards completion of AGS):

The Associate of General Studies (AGS) degree consists of 30 required credits in specific general education courses identified above in the Certificate of General Studies. The remaining 30 degree credits are electives that should be selected with consideration of your ultimate educational goal. Any credit-bearing college-level course is applicable towards the elective course section of the AGS. Students should carefully choose electives collaboratively with an academic advisor.

If your ultimate goal is to transfer to a university, you are encouraged to review the NTCC [University Transfer Pathways](#) webpage for additional guidance on transferable courses and for information related to transfer agreements between NTCC and other universities.

Students who do not have a primary goal of university transfer or who are interested in developing a skillset in a health sciences or technical studies field should consider completing a Certificate of Technical Studies option within one of our many programs of study.

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Program Code

AGS-GENN

Louisiana Transfer Program (Associate of Science)

Program Overview

Program Title

Louisiana Transfer Program (Associate of Science)

Mission

The Louisiana Transfer (LT) Degree Program is designed to provide students with an opportunity to complete the first 60 hours of course work toward a baccalaureate degree at a 2-year or community college.

College Division

Division of Academics

Program Admissions Requirements

Louisiana Transfer Degree graduates are eligible to enter a 4-year Louisiana public university as a junior, with all 60 (non-developmental) credits transferring to the receiving university. The Transfer Degree Guarantee (TDG) refers to a guaranteed and easy transfer for students from a 2-year community college to a public university in Louisiana.

Students may complete either an Associate of Arts (AALT) or Associate of Science (ASLT), depending on their interests and aspirations for further study and a bachelor's degree. It is the student's responsibility to choose courses that will maximize preparation for the university major, so it is important for students to do

some research and seek advice when designing their LT degree. Each degree consists of a 39-hour General Education block and 21-hours of additional course work related to the prospective major.

Outcome

Communicate effectively by use of composition through writing and speaking and comprehension through reading and listening.

Outcome

Construct problem-solving strategies to model, interpret, and (or) communicate solutions to mathematical problems.

Outcome

Integrate concepts of the scientific nature of the world and the role of behavioral and natural sciences as it pertains to health and well-being.

Outcome

Examine significant ideas and achievements in literature, art, music, and media in order to evaluate the impact these forms of expression have in today's world.

Outcome

Analyze the diversity of the human experience through the practical applications of social, historical, cultural, economic, and political systems and apply to current events and in professional settings.

Outcome

Distinguish and apply credible sources of knowledge utilizing information literacy and research skills.

Campuses

Southeastern Site, Lacombe Campus, Livingston Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The highest exit point in the Louisiana Transfer Degree program is the Associate of Arts (AALT) or the Associate of Science (ASLT). The following criteria must be satisfied towards the completion of the ASLT or ASLT:

	HOURS
General Education Requirements	39
NTCC 1100 *	3
Electives	18
Degree Total	60

* NTCC 1100 is not required for transfer or readmitted NTCC students with 30 hours or more. Those students will replace NTCC 1100 with 3 hours of free electives.

General Education Requirements

The following criteria must be satisfied towards completion of General Education Requirements

CODE	TITLE	HOURS
English Composition		6
Complete 6 hours; 2 Courses (Note: Cannot apply both ENGL 1015 and 1015A)		
Elective Options:		
<u>ENGL1015 English Composition I</u>	English Composition I	3
<u>ENGL1025 English Composition II</u>	English Composition II	3

CODE	TITLE	HOURS
Mathematics		6
Complete 6 hours; 2 Courses (Note: Cannot apply both MATH 1005 and MATH 1015 nor both MATH 1500 and 1500A)		
Elective Options:		
<u>MATH1001 Applied Algebra</u>	Applied Algebra	3
<u>MATH1005 College Algebra Fundamentals</u>	College Algebra Fundamentals	3
<u>MATH1015 College Algebra</u>	College Algebra	3
<u>MATH 1200</u>	Contemporary Math	3
<u>MATH1500 Finite Math</u>	Finite Math	3
<u>MATH1620 Plane Trigonometry</u>	Plane Trigonometry	3
<u>MATH1650 Pre-Calculus with Trigonometry</u>	Pre-Calculus with Trigonometry	5
<u>MATH2000 Calculus</u>	Calculus	5
<u>MATH2410 Elementary Statistics</u>	Elementary Statistics	3

CODE	TITLE	HOURS
Natural Sciences		9
Complete 9 hours: 3 Courses (including approved two-course sequence & biological/physical area mix)		
Biological Science Electives:		
<u>BIOL1010</u> <u>Introduction to Biology I</u>	Introduction to Biology I	3
<u>BIOL1020</u> <u>Introduction To Biology II</u>	Introduction To Biology II	3
<u>BIOL1100 Gen Biology I (Science Major)</u>	Gen Biology I (Science Major)	3
<u>BIOL1110</u> <u>Environmental Biology</u>	Environmental Biology	3
<u>BIOL1200 Gen Biology II (Science Major)</u>	Gen Biology II (Science Major)	3
<u>BIOL2200 Human Anatomy & Physiology I</u>	Human Anatomy & Physiology I	3
<u>BIOL2230 Medical Microbiology</u>	Medical Microbiology	3
<u>BIOL2300 Human Anatomy & Physiology II</u>	Human Anatomy & Physiology II	3
Physical Science Electives:		
<u>CHEM1010 Gen Chemistry I NonScience Mjr</u>	Gen Chemistry I Non-Science Major	3
<u>GEOL1010 Physical Geology</u>	Physical Geology	3
<u>GEOL1020 Historical Geology</u>	Historical Geology	3

CODE	TITLE	HOURS
<u>PHYS1010 Elementary Physics</u>	Elementary Physics	3

CODE	TITLE	HOURS
Humanities		9
Complete 9 hours; 3 Courses (including at least one English Literature course)		
Elective Options:		
<u>ENGL2010 British Literature</u>	British Literature	3
<u>ENGL2020 American Literature</u>	American Literature	3
<u>ENGL2030 World Literature</u>	World Literature	3
<u>HIST1010 Western Civilization I</u>	Western Civilization I	3
<u>HIST1020 Western Civilization II</u>	Western Civilization II	3
<u>HIST1500 World Hist Perspective of Oil</u>	World Hist Perspective of Oil	3
<u>HIST2010 American History</u>	American History	3
<u>HIST2020 American History II</u>	American History II	3
<u>HIST2100 History of Louisiana</u>	History of Louisiana	3
<u>HMAN2015 Humanities for Leaders</u>	Humanities for Leaders	3
Additional Approved Electives: The following courses can be used as an additional elective for this category only if one of the above courses is also completed.		
<u>FREN1010 Elementary French I</u>	Elementary French I	3
<u>FREN 1020</u>	Elementary French II	3

CODE	TITLE	HOURS
<u>SPAN1010 Elementary Spanish I</u>	Elementary Spanish I	3
<u>SPAN1020 Elementary Spanish II</u>	Elementary Spanish II	3
<u>SPCH1015 Introduction to Speaking</u>	Introduction to Speaking	3
<u>SPCH1025 Intro to Interpersonal Com</u>	Intro to Interpersonal Com	3

CODE	TITLE	HOURS
Social Behavioral Sciences		6
Complete 6 hours; 2 Courses (including 1 at Sophomore Level - 2XXX)		
Elective Options:		
<u>ECON2010</u> <u>Principles of</u> <u>Macroeconomics</u>	Principles of Macroeconomics	3
<u>ECON2020</u> <u>Principles of</u> <u>Microeconomics</u>	Principles of Microeconomics	3
<u>POLI2010</u> <u>Introduction to</u> <u>American Gover</u>	Introduction to American Gover	3
<u>POLI2020 State &</u> <u>Local Politics</u>	State & Local Politics	3
<u>PSYC1500 Psy of</u> <u>Addict</u> <u>Behave&Sub Abuse</u>	Psychology of Addict Behavior & Substance Abuse	3
<u>PSYC2015</u> <u>Introduction To</u> <u>Psychology</u>	Introduction To Psychology	3
<u>PSYC2040</u> <u>Developmental</u> <u>Psychology</u>	Developmental Psychology	3
<u>PSYC2100 Social</u> <u>Psychology</u>	Social Psychology	3
<u>SOCL2015</u> <u>Introduction to</u> <u>Sociology</u>	Introduction to Sociology	3
<u>SOCL2120 Social</u> <u>Problems</u>	Social Problems	3
<u>SOCL2220</u> <u>Marriage and</u> <u>Family</u>	Marriage and Family	3

CODE	TITLE	HOURS
<u>SOCL2420</u> <u>Stratification and</u> <u>Inequality</u>	Stratification and Inequality	3
Additional Approved Electives The following courses can be used as an additional elective for this category only if one of the above courses is also completed.		
<u>CRMJ1110 Intro to</u> <u>Criminal Justice</u>	Intro to Criminal Justice	3
<u>CRMJ1120</u> <u>Introduction to</u> <u>Corrections</u>	Introduction to Corrections	3
<u>CRMJ1220 Police</u> <u>Systems and</u> <u>Practices</u>	Police Systems and Practices	3
<u>CRMJ1330</u> <u>Introduction to</u> <u>Criminal Law</u>	Introduction to Criminal Law	3
<u>CRMJ1340</u> <u>Deviance</u>	Deviance	3
<u>CRMJ1410</u> <u>Juvenile Justice</u>	Juvenile Justice	3
<u>CRMJ1420 Judicial</u> <u>Process</u>	Judicial Process	3

CODE	TITLE	HOURS
Fine Arts		3
Complete 3 hours; 1 Course		
Elective Options:		
<u>ARTS1010 Survey of World Art History I</u>	Survey of World Art History I	3
<u>ARTS1020 Survey of World Art History II</u>	Survey of World Art History II	3
<u>MUSC1010 Music Appreciation</u>	Music Appreciation	3
<u>THEA1010 Introduction To Theatre</u>	Introduction To Theatre	3

Electives:

The 18 credit hours of electives should be chosen in consultation with an advisor to align with your anticipated major upon transfer to a four-year university.

Associate of Arts Louisiana Transfer (AALT) Degree

To complete the Associate of Arts Louisiana Transfer (AALT) Degree, elective options must satisfy the following criteria:

- 9 hours must be from any of the following categories: Fine Arts, Humanities, Social Behavioral Sciences
- Remaining 9 should be selected in consultation with advisor based on transfer plan

Associate of Science Louisiana Transfer (ASLT) Degree

To complete the Associate of Science Louisiana Transfer (ASLT) Degree, elective options must satisfy the following criteria:

- 9 hours must be from any of the following categories: Mathematics, Natural Sciences

- Remaining 9 should be selected in consultation with advisor based on transfer plan

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Program Code
ASLT-ASLT

Registered Nursing (RN) Program

Program Overview

Program Title

Registered Nursing (RN) Program

Mission

It is the mission of Northshore Technical Community College ASN program to prepare exceptional, compassionate, and knowledgeable registered nurses with the ability to deliver evidence-based care to individuals, families, and diverse groups in our community. Graduates will be eligible to write the National Council Licensure Exam for R.N. (NCLEX-RN) and be prepared to enter the workforce as a registered nurse generalist, and/or begin transfer course work to a Baccalaureate of Science in Nursing (SBN) program.

College Division

Division of Health Sciences & Nursing

Program Admissions Requirements

The Registered Nursing (RN) Program is a limited enrollment program. Students must be admitted to Northshore Technical Community College prior to applying for acceptance into the Associate of Science in Nursing (ASN) program.

Visit the link below to learn more about the special admissions requirements and process:

- [ASN \(RN\) Program Application](#)
- [Application Information and Requirements](#)
- [RN ASN Program Information](#)

Outcome

Provide safe and effective patient-centered nursing care to populations served.

Outcome

Practice within the legal, ethical and professional scope of the registered nurse.

Outcome

Utilize evidence-based practice to guide clinical reasoning and decision making.

Outcome

Effectively communicate the health needs of populations served to interdisciplinary members.

Outcome

Integrate technology to enhance clinical decision-making for improved patient outcomes.

Campuses

Lacombe Campus, St. Tammany Academic Center

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards completion of the Associate of Science in Nursing:

CODE	TITLE	HOURS
Semester 1: <i>Note: Must apply for admissions to ASN Program before posted deadline*</i>		
<u>ENGL1015 English Composition I</u>	English Composition I	3
<u>MATH1015 College Algebra</u>	College Algebra	3
or <u>MATH1005 College Algebra Fundamentals</u>	College Algebra Fundamentals	
<u>BIOL2200 Human Anatomy & Physiology I</u>	Human Anatomy & Physiology I	3
<u>BIOL2215 Anatomy & Physiology LAB I</u>	Anatomy & Physiology LAB I	1
History Elective <u>HIST1010 Western Civilization I</u> , <u>HIST1020 Western Civilization II</u> , <u>HIST1500 World Hist Perspective of Oil</u> , <u>HIST2010 American History</u> , or <u>HIST2020 American History II</u>		3
Semester 2: Must be accepted into Registered Nursing (RN) Program (ASN) to register for nursing courses		
<u>ENGL1025 English Composition II</u>	English Composition II	3
<u>BIOL2300 Human Anatomy & Physiology II</u>	Human Anatomy & Physiology II	3
<u>BIOL2315 Anatomy & Physiology LAB II</u>	Anatomy & Physiology LAB II	1
<u>NURS 1105</u>	Nursing Fundamentals	3
<u>NURS 1115</u>	Application of Nursing Fundamentals	1
<u>NURS1120 Nursing Health Assessment</u>	Nursing Health Assessment	2

CODE	TITLE	HOURS
<u>NURS1130 Appl of Nursing Health Assessm</u>	Appl of Nursing Health Assessment	1
<u>NURS1150 Pharmacology Lab</u>	Pharmacology Lab	1
Semester 3		
<u>BIOL2230 Medical Microbiology</u>	Medical Microbiology	3
<u>BIOL2240 Medical Microbiology Lab</u>	Medical Microbiology Lab	1
<u>PSYC2040 Developmental Psychology</u>	Developmental Psychology	3
<u>NURS2200 Nursing Concepts I</u>	Nursing Concepts I	5
<u>NURS2210 Appl of Nursing Concepts I</u>	Appl of Nursing Concepts I	3
Semester 4		
<u>MATH2410 Elementary Statistics</u>	Elementary Statistics	3
<u>NURS2300 Nursing Concepts II</u>	Nursing Concepts II	5
<u>NURS2310 Appl of Nursing Concepts II</u>	Appl of Nursing Concepts II	5
Semester 5		
Fine Arts Elective <u>ARTS1010 Survey of World Art History I</u> or <u>ARTS1020 Survey of World Art History II</u> , <u>MUSC1010 Music Appreciation</u> , <u>THEA1010 Introduction To Theatre</u>		3
<u>NURS2400 Nursing Concepts III</u>	Nursing Concepts III	5
<u>NURS2410 Appl of Nursing Concepts III</u>	Appl of Nursing Concepts III	5

CODE	TITLE	HOURS
NURS2500 Nursing Capstone: Trans to Pro	Nursing Capstone: Trans to Pro	1
Degree Total		70

Special Comments:

- Anticipated program length for completion is 5 semesters.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Registered Nursing (RN) program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code

ASN-NURS

EMT Basic Program

Program Overview

Program Title

EMT Basic Program

Mission

The mission of the EMT-Basic program is to provide an interactive learning environment where students gain to confidence and skills needed to become competent EMTs.

College Division

Division of Health Sciences & Nursing

Outcome

Perform an appropriate patient assessment of the medically ill or physically injured patient in the prehospital setting.

Outcome

Obtain a differential diagnosis of the medically ill or physically injured patient utilizing an understanding of anatomy and physiology.

Outcome

Formulate an appropriate treatment plan to include appropriate interventions for the medically ill and physically injured patient in the prehospital setting and formulate an appropriate treatment plan to include administration of pharmacological medications for medically ill patients in the prehospital setting.

Campuses

High School Dual Enrollment Sites

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards the completion of the Career and Technical Certificate in EMT-Basic:

CODE	TITLE	HOURS
HEMS1200 Emergency Medical Tech I	Emergency Medical Tech I	3
HEMS1300 Emergency Medical Tech II	Emergency Medical Tech II	3
Career & Technical Certificate Total		6

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is one (1) semester (6mos).
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the EMT - Basic program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts?

Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code

CTC-EMBA

Supply Chain Mgmt & Logistics

Program Overview

Program Title

Supply Chain Mgmt & Logistics

Curriculum

Program Level

Undergraduate

Careers

Program Code

CTC-SCML

Paralegal Studies Program

Program Overview

Program Title

Paralegal Studies Program

Mission

The mission of the NTCC Paralegal Program is to prepare students for employment or promotional opportunities in the paralegal field and/or for the pursuit of advanced degrees in the legal field by preparing students to analyze complex legal issues, solve problems, conduct legal research, prepare legal documents, and conduct the day-to-day business operations in a legal office.

College Division

Division of Technical Studies

Outcome

Describe the role of a paralegal and demonstrate legal ethics within that role.

Outcome

Navigate federal, state, and administrative law court systems.

Outcome

Apply problem-solving skills in both substantive and procedural civil and criminal laws to the facts of a particular case.

Outcome

Conduct legal research and analyze statutes, regulations, and relevant case law.

Outcome

Analyze and assist in the preparation of basic legal documents including contracts, discovery requests/responses, and legal memorandum.

Campuses

Lacombe Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards completion of the Certificate of Technical Studies in Paralegal Studies:

CODE	TITLE	HOURS
<u>CRMJ1110 Intro to Criminal Justice</u>	Intro to Criminal Justice	3
<u>CRMJ1120 Introduction to Corrections</u>	Introduction to Corrections	3
<u>CRMJ1220 Police Systems and Practices</u>	Police Systems and Practices	3
<u>CRMJ1330 Introduction to Criminal Law</u>	Introduction to Criminal Law	3
<u>CRMJ1420 Judicial Process</u>	Judicial Process	3
<u>PARL1000 Intro to Paralegal Studies</u>	Intro to Paralegal Studies	3
<u>PARL1200 Civil Procedure & Litigation</u>	Civil Procedure & Litigation	3
<u>PARL1300 Tort Law for Paralegals</u>	Tort Law for Paralegals	3
<u>PARL1400 Family Law for Paralegals</u>	Family Law for Paralegals	3
<u>PARL1500 Business Law for Paralegals</u>	Business Law for Paralegals	3
<u>PARL2000 Legal Research and Writing</u>	Legal Research and Writing	3
<u>CSSK1000 College Success</u>	College Success	1
<u>CPTR1000 Introduction to Computers</u>	Introduction to Computers	2
<u>CPTR1002 Computer Lit. & Applications</u>	Computer Lit. & Applications	3
Certificate of Technical Studies Total		39

Additional Exit Points:

Associate of General Studies

The highest exit point in the Paralegal Studies program is the Associate of General Studies. The following criteria must be satisfied towards the completion of the Associate of General Studies:

	HOURS	
Certificate of General Studies	30	
Paralegal Studies Elective Courses*	30	
Degree Total	60	

*It is recommended that students complete the Certificate of Technical Studies in Paralegal Studies towards the 30 credit hours needed for completion of the Associate of General Studies.

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Paralegal Studies program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)

- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code

CTS-CJPS

Drafting Design Technician Program

Program Overview

Program Title

Drafting Design Technician Program

Mission

The mission of the Drafting and Design Technology Program is to provide career-focused technical education to students seeking high standards of knowledge and skills in all areas of professional drafting.

College Division

Division of Technical Sciences

Outcome

Construct free-hand sketches of images based on evaluation of three-dimensional objects.

Outcome

Prepare residential architecture drawings through application of diverse AutoCAD operations.

Outcome

Assemble complete drawings compiling multiple geometric axioms while producing graphics of medium-to-high technical complexity.

Outcome

Create animated three-dimensional models showing moving parts, assemblies, and machinery supported by mechanical design principles.

Outcome

Generate pipe system drawings through the use of three-dimensional software with appropriate design considerations (materials, standards, technologies, and operations).

Campuses

Lacombe Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards completion of the Certificate of Technical Studies:

CODE	TITLE	HOURS
<u>DRFT1101 Drafting Fundamentals</u>	Drafting Fundamentals	3
<u>DRFT1102 AutoCAD</u>	AutoCAD	3
<u>DRFT1104 Technical Drafting</u>	Technical Drafting	3
<u>DRFT1105 Materials & Manufacturing Tech</u>	Materials & Manufacturing Tech	3
<u>DRFT 1106</u>	Intro to Revit for Architecture	3
<u>DRFT1201 Architectural Drafting</u>	Architectural Drafting	3
<u>DRFT1202 Mechanical Design</u>	Mechanical Design	3
<u>DRFT1203 Parametric Modeling</u>	Parametric Modeling	3
<u>DRFT1204 Pipe Drafting</u>	Pipe Drafting	3
<u>DRFT1205 Capstone Project</u>	Capstone Project	3
Certificate of Technical Studies		30

Additional Exit Points:

Associate of General Studies

The highest exit point in the Drafting and Design Technology program is the Associate of General Studies. Multiple exit points exist for this program and are outlined below. The following criteria must be satisfied towards the completion of the Associate of General Studies:

	HOURS
Certificate of General Studies	30
Drafting & Design Technology Elective Courses*	30
Degree Total	60

*It is recommended that students complete the Certificate of Technical Studies in Drafting and Design Technician as the 30 credit hours needed for completion of the Associate of General Studies.

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 1 year.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Drafting & Design Technology program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)

- [Find more information about Career Services on our webpage.](#)

Program Code

CTS-DDTN

Electric Line Technician

Program Overview

Program Title

Electric Line Technician

Mission

The mission of the Electric Line Technology Program is to prepare individuals with safety and work skills needed to be highly productive on utility and construction company line crews.

College Division

Division of Technical Studies

Outcome

Properly inspect all climbing equipment.

Outcome

Safely climb wooden poles.

Outcome

Inspect, setup, and operate a digger derrick.

Outcome

Properly remove and replace distribution equipment.

Outcome

Properly perform pole top rescue in timely manner.

Campuses

Florida Parishes Campus, Sullivan Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards the completion of the Certificate of Technical Studies:

Required Courses:

CODE	TITLE	HOURS
ELLT1200 Introduction To Power Safety	Introduction to Power Safety	3
ELLT1210 Intro To The Power Industry	Intro to the Power Industry	3
ELLT1300 Electric Line Safety	Electric Line Safety	3
ELLT1310 Pole Climbing	Pole Climbing	4
ELLT1320 Line Equipment Operation	Line Equipment Operation	4
ELLT1410 A/C Phase Cable & Conductor	A/C Phase Cable & Conductor	3
ELLT1430 Distribution Line Maintenance	Distribution Line Maintenance	3
ELLT1530 System Protection	System Protection	2
Certificate of Technical Studies Total		25

Additional Exit Points:

Associate of General Studies

The highest exit point in this program is the Associate of General Studies. Multiple exit points exist for this program and are outlined below. The following criteria must be satisfied towards the completion of the Associate of General Studies:

	HOURS	
Certificate of General Studies	30	
Electric Line Elective Courses*	25	
Additional Electives	5	
Degree Total	60	

*It is recommended that students complete the Certificate of Technical Studies in Electric Line Technology towards electives needed for completion of the Associate of General Studies.

Career and Technical Certificate in Electric Line Crew Leader:

CODE	TITLE	HOURS
<u>ELLT1510 Live Line Work Clearanc/Switch</u>	Live Line Work Clearance/Switch	2
<u>ELLT1520 Three-Phase URD Systems</u>	Three-Phase URD Systems	2
<u>ELLT1530 System Protection</u>	System Protection	2
Career and Technical Certificate Total		6

Career and Technical Certificate in Electric Line Maintenance:

CODE	TITLE	HOURS
<u>ELLT1410 A/C Phase Cable & Conductor</u>	A/C Phase Cable & Conductor	3
<u>ELLT1430 Distribution Line Maintenance</u>	Distribution Line Maintenance	3
Career and Technical Certificate Total		6

Career and Technical Certificate in Electric Line Helper I:

CODE	TITLE	HOURS
<u>ELLT1300 Electric Line Safety</u>	Electric Line Safety	3
<u>ELLT1320 Line Equipment Operation</u>	Line Equipment Operation	4
Career and Technical Certificate Total		7

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Electric Line Technology program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)

- [Find more information about Career Services on our webpage.](#)

Program Code

CTS-ELLT

Medical Assistant Program

Program Overview

Program Title

Medical Assistant Program

Mission

The mission of the Medical Assistant Program is to offer a comprehensive, student-centered education designed to prepare the graduate for entry-level employment in a multitude of healthcare settings, national certification and to obtain knowledge and skills that serves as the foundation to build a successful career.

College Division

Division of Health Sciences & Nursing

Outcome

Evaluate parameters of vital signs for abnormal results to inform provider patient care.

Outcome

Administer medication based on appropriate dosage, side-effects, and the six rights of medication administration within scope of practice as appropriate.

Outcome

Establish relationships with patients and other healthcare team members through effective communication including documentation in the medical record and education of patients.

Outcome

Analyze an EKG strip for artifacts, errors, and abnormalities to inform the provider.

Outcome

Prepare a specimen sample for the laboratory through appropriate aseptic technique, draw order, and labeling/handling.

Campuses

Florida Parishes Campus, Hammond Area Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards completion of the Certificate of Technical Studies in Medical Assistant:

CODE	TITLE	HOURS
<u>MAST 1125</u>	Medical Assisting I	5
<u>MAST 1135</u>	Medical Assisting II	4
<u>MAST 1225</u>	Clinical Medical Assisting I	5
<u>MAST 1235</u>	Clinical Medical Assisting II	4
<u>MAST 2225</u>	Externship for Medical Asst	4
<u>MAST 1170</u>	Medical Terminology for MA	1
or <u>HMDT 1170</u>	Medical Terminology	
<u>HCOR 1205</u>	Basic Anatomy Struct and Function	2
<u>CPTR 1000</u>	Introduction to Computers	2
<u>MAST 1030</u>	Business English	3
Certificate of Technical Studies Total		30

Additional Exit Points:

Associate of General Studies

The highest exit point in the Medical Assistant program is the Associate of General Studies. The following criteria must be satisfied towards the completion of the Associate of General Studies:

	HOURS	
Certificate of General Studies	30	
Medical Assistant Elective Courses*	30	
Degree Total	60	

*It is recommended that students complete the Certificate of Technical Studies in Medical Assistant as the 30 credit hours needed for completion of the Associate of General Studies.

Career and Technical Certificate in MA Phlebotomy:

CODE	TITLE	HOURS
<u>MAST 1170</u>	Medical Terminology for MA	1
or <u>HMDT 1170</u>	Medical Terminology	
<u>HCOR 1205</u>	Basic Anatomy Struct and Function	2
<u>MAST 1225</u>	Clinical Medical Assisting I	5
Career and Technical Certificate Total		8

Career and Technical Certificate in MA EKG:

CODE	TITLE	HOURS
<u>MAST 1170</u>	Medical Terminology for MA	1
or <u>HMDT 1170</u>	Medical Terminology	
<u>HCOR 1205</u>	Basic Anatomy Struct and Function	2
<u>MAST 1235</u>	Clinical Medical Assisting II	4
Career and Technical Certificate Total		7

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 semesters (9 months).
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Medical Assistant program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts?
Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code
CTS-MDAC

Occupational Health & Safety

Program Overview

Program Title
Occupational Health & Safety

Curriculum

Program Level
Undergraduate

Careers

Program Code
CTS-OCHS

Patient Care Technician Program

Program Overview

Program Title
Patient Care Technician Program

Mission

The mission of the Patient Care Technician Program is to provide training and education in the fundamentals of patient care and basic nursing skills, basic venipuncture and electrocardiogram to meet current and future health needs.

College Division

Division of Health Sciences & Nursing

Program Admissions Requirements

Right to Review Instructions

Outcome

Evaluate vital signs, activities of daily living (ADLs), and review of systems to inform nursing team on patient care.

Outcome

Analyze an EKG strip for artifacts, errors, and abnormalities to inform the provider.

Outcome

Prepare a specimen sample for the laboratory through appropriate aseptic technique, draw order, and labeling/handling.

Outcome

Facilitate patient safety through adherence to regulatory and facility guidelines.

Outcome

Apply clinical skills towards scope of practice to foster optimal patient outcomes in coordination with team members.

Campuses

Florida Parishes Campus, Sullivan Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards the completion of the Certificate of Technical Studies in Patient Care Technician:

CODE	TITLE	HOURS
<u>HMDT 1170</u>	Medical Terminology	1
<u>HCOR 1113</u>	EKG Applications	2
<u>HCOR 1205</u>	Basic Anatomy Struct and Function	2
<u>HCOR 1211</u>	Nursing Assistant Fundamentals	4
<u>HCOR 1214</u>	Nursing Assistant Skills Application	1
<u>HCOR 1601</u>	Comm Techniques in Healthcare	3
<u>HCOR 1802</u>	Professional Transitions PCT	2
<u>HPHL 1013</u>	Phlebotomy	4
<u>HCOR 1210</u>	Adm Procedures Med Offices	3
<u>CPTR 1000</u>	Introduction to Computers	2
Certificate of Technical Studies Total		24

Additional Exit Points:

Associate of General Studies

The highest exit point in the Patient Care Technician program is the Associate of General Studies. The following criteria must be satisfied towards the completion of the Associate of General Studies:

	HOURS	
Certificate of General Studies	30	
Patient Care Technician Elective Courses*	24	
Additional Electives	6	
Degree Total	60	

*It is recommended that students complete the Certificate of Technical Studies in Patient Care Technician as the 30 credit hours needed for completion of the Associate of General Studies.

Career and Technical Certificate in Nurse Assistant:

CODE	TITLE	HOURS
HMDT 1170	Medical Terminology	1
HCOR 1211	Nursing Assistant Fundamentals	4
HCOR 1214	Nursing Assistant Skills Application	1
Career and Technical Certificate Total		6

Career and Technical Certificate in Phlebotomy Skills:

CODE	TITLE	HOURS
HMDT 1170	Medical Terminology	1
HCOR 1205	Basic Anatomy Struct and Function	2
HPL 1013	Phlebotomy	4
Career and Technical Certificate Total		7

Career and Technical Certificate in EKG Skills:

CODE	TITLE	HOURS
HCOR 1113	EKG Applications	2
HCOR 1601	Comm Techniques in Healthcare	3
HCOR 1802	Professional Transitions PCT	2
Career and Technical Certificate Total		7

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 Semesters (9mos)

- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Patient Care Technician program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts?

Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code

CTS-PACT

Pharmacy Technician Program

Program Overview

Program Title

Pharmacy Technician Program

Mission

The mission of the Pharmacy Technician program is to provide strong foundations in pharmaceutical knowledge, integration, and application in order to support pharmacists in the safe and efficient preparation of medications.

College Division

Division of Health Sciences & Nursing

Program Admissions Requirements

Program Outcomes Data

- PTCE 3-Year Pass Rate

Pioneer Rx Pharmacy Software

Northshore Technical Community College Pharmacy Technician Program partners with PioneerRx Pharmacy Software. PioneerRx enhances our curriculum with a hands-on approach to learning that simulates the functions and workflow of a pharmacy. By partnering with PioneerRx Pharmacy Software, our program allows students to learn in a real-world environment using the most installed software for independent pharmacies. Students enhance their clinical and functional skills by training in a pharmacy system that is innovative, robust, and feature-rich. For more information about the software, visit [PioneerRX.com](https://www.pioneerpharmacy.com).

Students will simulate prescription processing, which includes (but is not limited to):

- Entering new prescriptions
- Verifying patient information; including medication history, allergies, disease states, and drug interactions
- Entering new patients and providers to a database
- Entering insurance information
- Create labels for filling
- Simulation of adjudication of insurance

Outcome

Prepare prescriptions and medication orders for distribution (preparing, labeling and packaging) under the direct supervision of a licensed pharmacist.

Outcome

Calculate prescription or medication order dosage through application of pharmacy math.

Outcome

Apply effective verbal and non-verbal communication skills with a diverse set of patients, team members, and healthcare personnel to improve the pharmaceutical care of patients.

Outcome

Facilitate the prescription filling process in compliance with pharmacy laws, ethical standards and principles of patient confidentiality.

Outcome

Classify commonly used prescription and non-prescription drugs according to therapeutic class and indication.

Campuses

Hammond Area Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards completion of the Certificate of Technical Studies in Pharmacy Technician:

CODE	TITLE	HOURS
<u>HPHM 1200</u>	Pharmacy Tech Practice I	3
<u>HPHM 1405</u>	Fund. of Pharm. Tech Math	2
<u>HPHM 1505</u>	Pharm Tech Practice Lab I	2
<u>HPHM 1510</u>	Pharmacology I	2
<u>HPHM 1205</u>	Pharmacy Practice II	2
<u>HPHM 1515</u>	Pharmacology II	2
<u>HPHM 1525</u>	Pharmacy Practice Lab II	2
<u>HPHM 1605</u>	Pharmacy Practice Lab III	2
<u>HPHM 2005</u>	Professionalism for Pharm Tech	3
<u>HPHM 2125</u>	Pharm Tech Clinical Ext I	4
<u>HPHM 2130</u>	Pharmacy Clinical Ext. II	4
<u>HPHM 2135</u>	Pharmacy Clinical Ext III	4
<u>HPHM 2991</u>	Special Projects I	1
<u>HMDT 1170</u>	Medical Terminology	1
<u>CPTR 1000</u>	Introduction to Computers	2
<u>CSRV 1000</u>	Customer Service	3
<u>SPCH 1015</u>	Introduction to Speaking	3
Certificate of Technical Studies		42

Additional Exit Points:

Associate of General Studies

The highest exit point in the Pharmacy Technician program is the Associate of General Studies. The following criteria must be satisfied towards the completion of the Associate of General Studies:

	HOURS	
Certificate of General Studies	30	
Pharmacy Technician Elective Courses*	30	
Degree Total	60	

*It is recommended that students complete the Certificate of Technical Studies in Pharmacy Technician as the 30 credit hours needed for completion of the Associate of General Studies.

Career and Technical Certificate in Pharmacy Clerk:

CODE	TITLE	HOURS
<u>HPHM 1200</u>	Pharmacy Tech Practice I	3
<u>CSRV 1000</u>	Customer Service	3
Career and Technical Certificate Total		6

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 12 months (3 semesters).
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Pharmacy Technician program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts?
Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code

CTS-PHRC

Air Conditioning & Refrigeration Program

Program Overview

Program Title

Air Conditioning & Refrigeration Program

Mission

The mission of the Air Conditioning and Refrigeration Program is to provide specialized classroom instruction and practical shop experience to prepare individuals for employment as entry-level air conditioning and refrigeration technician.

College Division

Division of Technical Studies

Program Admissions Requirements

Outcome

Evaluation system performance using pressure and temperature measurements.

Outcome

Interpret technical drawings to determine system configuration and sequence of operation.

Outcome

Produce system performance analysis and present results.

Outcome

Detect faults in an operational system and present solutions.

Outcome

Facilitate service requests effectively and efficiently through a commitment to high standards of professionalism.

Campuses

Hammond Area Campus, Lacombe Campus, Sullivan Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards completion of the Technical Diploma in Air Conditioning and Refrigeration

	HOURS		
Required Courses	24		
Certificate of Technical Studies Concentrations:	22		
CTS - Commercial A/C			
CTS - Residential			
CTS - Commercial Refrigeration			
Technical Diploma Total	46		

Course options for completing the Program Core and Certificate of Technical Studies concentrations are listed below.

Required Courses:

Towards completion of the Technical Diploma, the required courses listed below must be completed, along with one of the Certificate of Technical Studies options identified below.

CODE	TITLE	HOURS
<u>HACR1150 HVAC Introduction</u>	HVAC Introduction	3
<u>HACR1160 Principles of Refrigeration I</u>	Principles of Refrigeration I	3
<u>HACR1170 Principles of Refrigeration II</u>	Principles of Refrigeration II	3
<u>HACR1180 Principle of Refrigeration III</u>	Principle of Refrigeration III	3
<u>HACR1210 Electrical Fundamentals</u>	Electrical Fundamentals	3
<u>HACR1220 Electrical Components</u>	Electrical Components	3
<u>HACR1230 Electric Motors</u>	Electric Motors	3
<u>HACR1240 Applied Elec & Troubleshooting</u>	Applied Elec & Troubleshooting	3
Total Hours		24

Certificate of Technical Studies:

Choose one of three Certificate of Technical Studies options listed below towards the completion of the Technical Diploma.

CTS in Commercial A/C:

CODE	TITLE	HOURS
<u>HACR2810</u> <u>Commercial Air Conditioning I</u>	Commercial Air Conditioning I	6
<u>HACR2820</u> <u>Commercial Air Cond Controls</u>	Commercial Air Conditioning Controls	7
<u>HACR2830</u> <u>Commercial Air Cond II</u>	Commercial Air Conditioning II	6
<u>HACR2997</u> <u>Practicum</u>	Practicum	3
Certificate of Technical Studies Total		22

-or- CTS in Commercial Refrigeration:

CODE	TITLE	HOURS
<u>HACR2910</u> <u>Commercial Refrigeration I</u>	Commercial Refrigeration I	6
<u>HACR2920</u> <u>Commercial Refrig Controls</u>	Commercial Refrigeration Controls	7
<u>HACR2930</u> <u>Commercial Refrigeration II</u>	Commercial Refrigeration II	6
<u>HACR2997</u> <u>Practicum</u>	Practicum	3
Certificate of Technical Studies Total		22

-or- CTS in Residential:

CODE	TITLE	HOURS
<u>HACR1410</u> <u>Domestic Refrigeration</u>	Domestic Refrigeration	2
<u>HACR1420</u> <u>Room Air Conditioners</u>	Room Air Conditioners	2
<u>HACR2510</u> <u>Residential Central Air Cond I</u>	Residential Central Air Conditioning I	3
<u>HACR2520</u> <u>Residential Air Cond II</u>	Residential Air Conditioning II	2
<u>HACR2530</u> <u>Residential System Design</u>	Residential System Design	2
<u>HACR2540</u> <u>Residential Heating I</u>	Residential Heating I	3
<u>HACR2550</u> <u>Residential Heating II</u>	Residential Heating II	3
<u>HACR2560</u> <u>Residential Heat Pumps</u>	Residential Heat Pumps	2
<u>HACR2997</u> <u>Practicum</u>	Practicum	3
Certificate of Technical Studies Total		22

Additional Exit Points

Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Air Conditioning and Refrigeration program is the Associate of Applied Science in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Air Conditioning and Refrigeration. Requirements for exit points and completion are outlined below.

GENERAL EDUCATION CORE	HOURS	
English Composition Elective	3	
Math Elective	3	
Natural Science Elective	3	
Behavioral Science Elective	3	
Humanities Elective	3	
Core Total	15	
Technical Diploma Total	46	
Degree Total	61	

Career and Technical Certificate (CTC) in HVAC Helper I

CODE	TITLE	HOURS
HACR1150 HVAC Introduction	HVAC Introduction	3
HACR1180 Principle of Refrigeration III	Principle of Refrigeration III	3
Career & Technical Certificate Total		6

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework

Careers

Career Information

Career Opportunities

To learn more about careers related to the Air Conditioning and Refrigeration program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts?

Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code
TD-ACRT

Automotive Technology Program

Program Overview

Program Title

Automotive Technology Program

Mission

The mission of the Automotive Technology program is to equip students with concepts, skills, and motivation to become successful students and eventually, competent technicians.

College Division

Division of Technical Studies

Outcome

Perform engine performance diagnostics with testing equipment commonly used in the industry.

Outcome

Operate tools and equipment commonly used in the automotive industry including hand tools, power tools, measuring equipment, and lifting equipment.

Outcome

Facilitate diagnosis and repair of ABS, disc brake, and drum brake systems.

Outcome

Conduct corrective action for steering and suspension concerns based on diagnosis.

Outcome

Diagnose and repair automotive HVAC Systems utilizing common industry tools.

Campuses

Florida Parishes Campus, Hammond Area Campus, Rayburn Correctional Center

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards completion of the Technical Diploma:

CODE	TITLE	HOURS
<u>AUTO 1101</u>	Intro To Technology & Service	3
<u>AUTO 1201</u>	Automatic Transmissions	4
<u>AUTO 1301</u>	Manual Transmissions	3
<u>AUTO 1401</u>	Suspension & Steering Systems	4
<u>AUTO 1501</u>	Brake Systems	4
<u>AUTO 1601</u>	Basic Electrical Fundamentals	5
<u>AUTO 1602</u>	Advance Electrical & Hybrid	5
<u>AUTO 1701</u>	Auto Heating& Air Conditioning	5
<u>AUTO 1801</u>	Engine Mech & Related Problems	2
<u>AUTO 1802</u>	Basic Engine Performance	3
<u>AUTO 1803</u>	Advance Engine Performance	8
Technical Diploma Total		46

Additional Exit Points

Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Automotive Technology program is the Associate of Applied Science in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Automotive Technician. Requirements for exit points and completion are outlined below.

GENERAL EDUCATION CORE	HOURS	
<u>English Composition Elective</u>	3	
<u>Math Elective</u>	3	
<u>Natural Science Elective</u>	3	
<u>Behavioral Science Elective</u>	3	
<u>Humanities Elective</u>	3	
Core Total	15	
Technical Diploma Total	46	
Degree Total	61	

Certificate of Technical Studies (CTS) in Engine Performance Technician:

CODE	TITLE	HOURS
<u>AUTO 1101</u>	Intro To Technology & Service	3
<u>AUTO 1601</u>	Basic Electrical Fundamentals	5
<u>AUTO 1602</u>	Advance Electrical & Hybrid	5
<u>AUTO 1801</u>	Engine Mech & Related Problems	2
<u>AUTO 1802</u>	Basic Engine Performance	3
<u>AUTO 1803</u>	Advance Engine Performance	8
Certificate of Technical Studies Total		26

Certificate of Technical Studies (CTS) in Electrical Technician:

CODE	TITLE	HOURS
<u>AUTO 1101</u>	Intro To Technology & Service	3
<u>AUTO 1401</u>	Suspension & Steering Systems	4
<u>AUTO 1501</u>	Brake Systems	4
<u>AUTO 1601</u>	Basic Electrical Fundamentals	5
<u>AUTO 1602</u>	Advance Electrical & Hybrid	5
<u>AUTO 1701</u>	Auto Heating & Air Conditioning	5
Certificate of Technical Studies Total		26

Career and Technical Certificate (CTC) in Alignment, Suspension & Steering Technology:

CODE	TITLE	HOURS
<u>AUTO 1401</u>	Suspension & Steering Systems	4
<u>AUTO 1602</u>	Advance Electrical & Hybrid	5
Career & Technical Certificate Total		9

Career and Technical Certificate (CTC) in Brake Systems:

CODE	TITLE	HOURS
<u>AUTO 1101</u>	Intro To Technology & Service	3
<u>AUTO 1501</u>	Brake Systems	4
Career & Technical Certificate Total		7

Career and Technical Certificate (CTC) in Electrical Systems Technician:

CODE	TITLE	HOURS
<u>AUTO 1601</u>	Basic Electrical Fundamentals	5
<u>AUTO 1602</u>	Advance Electrical & Hybrid	5
Career & Technical Certificate Total		10

Career and Technical Certificate (CTC) in Engine Performance & Diagnostic Tech:

CODE	TITLE	HOURS
AUTO 1802	Basic Engine Performance	3
AUTO 1803	Advance Engine Performance	8
Career & Technical Certificate Total		11

Career and Technical Certificate (CTC) in Transmissions and Power Trains Tech:

CODE	TITLE	HOURS
AUTO 1201	Automatic Transmissions	4
AUTO 1301	Manual Transmissions	3
Career & Technical Certificate Total		7

Special Comments:

- Anticipated program length for completion of highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Automotive Technology program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code
TD-AUTD

Building Technology Specialist Program

Program Overview

Program Title

Building Technology Specialist Program

Mission

The mission of the Building Technology Specialist Program is to provide students with a basic core of specialized instruction and shop experience to prepare them for employment in the building trades in a global economy.

College Division

Division of Technical Studies

Outcome

Estimate materials from a project blueprint utilizing construction mathematics.

Outcome

Wire and troubleshoot electrical circuits in residential buildings.

Outcome

Install and maintain plumbing systems utilizing appropriate equipment, materials, and techniques.

Outcome

Construct and install various styles of cabinetry with accuracy and workmanship.

Outcome

Construct and install common building structures utilizing basic concepts and applications of carpentry.

Campuses

Rayburn Correctional Center, Sullivan Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards completion of the Technical Diploma:

CODE	TITLE	HOURS
<u>BLDG 1110</u>	Introduction & Safety	1
<u>BLDG 1120</u>	Applied Building Technology Math	3
<u>BLDG 1130</u>	Communication & Emp Skills	2
<u>BLDG 1140</u>	Blueprint Reading	2
<u>BLDG 1150</u>	Hand/Power Tools	3
<u>BLDG 1210</u>	Carpentry	6
<u>BLDG 1220</u>	Masonry/Ceramic Tile	6
<u>BLDG 1310</u>	Electricity	6
<u>BLDG 1331</u>	Drywall	5
<u>BLDG 1410</u>	Plumbing I	6
<u>BLDG 1420</u>	Cabinetmaking	6
Technical Diploma Total		46

Additional Exit Points

Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Building Technology Specialist program is the Associate of Applied Science in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Building Technology Specialist. Requirements for exit points and completion are outlined below.

GENERAL EDUCATION CORE	HOURS	
<u>English Composition Elective</u>	3	
<u>Math Elective</u>	3	
<u>Natural Science Elective</u>	3	
<u>Behavioral Science Elective</u>	3	
<u>Humanities Elective</u>	3	
Core Total	15	
Technical Diploma Total	46	
Degree Total	61	

Certificate of Technical Studies (CTS) in Construction Specialist:

CODE	TITLE	HOURS
<u>BLDG 1110</u>	Introduction & Safety	1
<u>BLDG 1120</u>	Applied Building Technology Math	3
<u>BLDG 1130</u>	Communication & Emp Skills	2
<u>BLDG 1140</u>	Blueprint Reading	2
<u>BLDG 1150</u>	Hand/Power Tools	3
<u>BLDG 1210</u>	Carpentry	6
<u>BLDG 1220</u>	Masonry/Ceramic Tile	6
Certificate of Technical Studies Total		23

Certificate of Technical Studies (CTS) in Electrical A/C Specialist:

CODE	TITLE	HOURS
<u>BLDG 1110</u>	Introduction & Safety	1
<u>BLDG 1120</u>	Applied Building Technology Math	3
<u>BLDG 1130</u>	Communication & Emp Skills	2
<u>BLDG 1140</u>	Blueprint Reading	2
<u>BLDG 1150</u>	Hand/Power Tools	3
<u>BLDG 1310</u>	Electricity	6
<u>BLDG 1320</u>	A/C & Refrigeration	6
Certificate of Technical Studies Total		23

Career and Technical Certificate (CTC) in Plumbing Helper:

CODE	TITLE	HOURS
<u>BLDG 1410</u>	Plumbing I	6
Career & Technical Certificate Total		6

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Building Technology Specialist program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts?
Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code
TD-BLTD

Business Office Technology Program

Program Overview

Program Title
Business Office Technology Program

Mission
The mission of the Business Office Technology Program provides diverse students with opportunities to develop skills necessary to achieve successful business careers in a global environment or to proceed to advanced studies at a four-year university.

College Division
Division of Technical Studies

Outcome
Compose and modify electronic documents using computer applications that include the Microsoft Office Suite.

Outcome
Distinguish and select the use of generally accepted verbal and nonverbal formats to present factual data and analyses in a business office environment.

Outcome
Model and apply the use of business office procedures, professional administrative responsibilities, and customer service skills.

Outcome
Evaluate and determine principles of management, at various levels, in a business office environment.

Outcome
Assess and/or formulate basic financial math and accounting principles in a business office environment.

Campuses
Sullivan Campus

Curriculum
Program Level
Undergraduate

Free Form Requirements

The following criteria must be satisfied towards completion of the Technical Diploma:

	HOURS	
Required Courses	24	
Certificate of Technical Studies in Office Assistant Specialist	21	
Technical Diploma Total	45	

Required Courses:

CODE	TITLE	HOURS
<u>KYBD1010 Introductory Keyboarding</u>	Introductory Keyboarding	3
<u>CPTR1500 Introduction to Computers</u>	Introduction to Computers	3
or <u>CPTR1002 Computer Lit. & Applications</u>	Computer Lit. & Applications	
<u>KYBD1111 College Keyboarding</u>	College Keyboarding	3
<u>BUSN1100 Introduction To Business</u>	Introduction To Business	3
<u>CSRV1000 Customer Service</u>	Customer Service	3
<u>ACCT2100 Financial Accounting</u>	Financial Accounting	3
<u>BUSO 1000</u>	Business Communications	3
or <u>BUSN2100 Career Mgmt & Communication</u>	Career Management & Communication	
<u>BUSO 1010</u>	Business Math	3
Total Hours		24

Certificate of Technical Studies (CTS) in Office Assistant Specialist:

CODE	TITLE	HOURS
<u>BUSO1320 Introduction to Spreadsheets</u>	Introduction to Spreadsheets	3
<u>BUSO1310 Introduction to Database Mgmt.</u>	Introduction to Database Management	3
<u>BUSO1440 Basic Word Processing</u>	Basic Word Processing	3
<u>BUSO1650 Basic Desktop Publishing</u>	Basic Desktop Publishing	3
<u>BUSO2530 Office Procedures</u>	Office Procedures	3
<u>BUSO1100 Records and Information Mgmt</u>	Records and Information Management	3
Elective (<u>ACCT1010 Accounting Fundamentals</u> , <u>ACCT1500 Computerized Accounting</u> , <u>ACCT2100 Financial Accounting</u> , <u>ACCT2110</u> , <u>BUSO1420 Advanced Spreadsheets</u> , <u>BUSO1540 Advanced Word Processing</u> , <u>ECON2010 Principles of Macroeconomics</u> , <u>ECON2020 Principles of Microeconomics</u>)		3
Certificate of Technical Studies Total		21

Additional Exit Points:**Associate of Applied Science (AAS) in Technical Studies**

The highest exit point in the Business Office Administration program is the Associate of Applied Science in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Business Office Technology. Requirements for exit points and completion are outlined below.

GENERAL EDUCATION CORE	HOURS	
English Composition Elective	3	
Math Elective	3	
Natural Science Elective	3	
Behavioral Science Elective	3	
Humanities Elective	3	
Core Total	15	
Technical Diploma Total	45	
Degree Total	60	

Career and Technical Certificate (CTC) in General Clerk:

CODE	TITLE	HOURS
BUSN1100 Introduction To Business	Introduction To Business	3
CSR1000 Customer Service	Customer Service	3
Career & Technical Certificate Total		6

Special Comments:

- Anticipated program length for completion of highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Business Office Administration program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts?

Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code

TD-BOTD

Care & Development of Young Children Program

Program Overview

Program Title

Care & Development of Young Children Program

Mission

The mission of the Care and Development of Young Children Program is to prepare our students to implement developmentally appropriate practice, maintain strong family and community relationships, rely on appropriate assessment procedures when making decisions, continue to learn and practice effective early childhood education methods, and grow as early childhood professionals.

College Division

Division of Technical Studies

Outcome

Create a developmentally appropriate learning and curriculum-based activities for young children.

Outcome

Integrate ethical and professional standards towards establishing a supportive and responsive childcare environment.

Outcome

Develop a positive relationship with each child reflective of their characteristics, needs, and multiple interacting influences on child development.

Outcome

Facilitate effective learning and development through observation, documentation, and assessment strategies.

Outcome

Apply evidence-based practices to support the development of students with disabilities.

Campuses

Hammond Area Campus, Sullivan Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards completion of the Technical Diploma:

	HOURS	
Required Courses	23	
Certificate of Technical Studies (CTS) in Childcare Teacher	24	
Technical Diploma Total	47	

Required Courses:

CODE	TITLE	HOURS
<u>CDYC 1130</u>	Child Guidance and Behaviors	3
<u>CDYC 1230</u>	Family Relationships & Issues	3
<u>CDYC 1330</u>	Literature/Language Methods	3
<u>CDYC 1332</u>	Preschool Methods	3
<u>CDYC 1410</u>	Children With Special Needs	3
<u>CDYC 1420</u>	Organization & Administration	3
<u>CDYC 2211</u>	Practicum In CDYC	5
Total Hours		23

Certificate of Technical Studies (CTS) in Child Care Teacher:

CODE	TITLE	HOURS
<u>CDYC 1110</u>	Working With Young Children	3
<u>CDYC 1120</u>	Health, Safety & Nutrition	3
<u>CDYC 1151</u>	Observation/Participation Lab	3
<u>CDYC 1210</u>	Growth/Development of Young Children	3
<u>CDYC 1220</u>	Infant/Todd Care & Curriculum	3
<u>CDYC 1241</u>	Infant/Toddler Lab	3
<u>CDYC 1320</u>	Preschool Curriculum	3
<u>CDYC 1341</u>	Preschool Lab	3
Certificate of Technical Studies Total		24

Additional Exit Points:

Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Care and Development of Young Children program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Care and Development of Young Children. Requirements for exit points and completion are outlined below.

GENERAL EDUCATION CORE	HOURS	
<u>English Composition Elective</u>	3	
<u>Math Elective</u>	3	
<u>Natural Science Elective</u>	3	
<u>Behavioral Science Elective</u>	3	
<u>Humanities Elective</u>	3	
Core Total	15	
Technical Diploma Total	47	
Degree Total	62	

Career and Technical Certificate (CTC) in Infant, Toddler, and Preschool Care:

CODE	TITLE	HOURS
<u>CDYC 1110</u>	Working With Young Children	3
<u>CDYC 1210</u>	Growth/Development of Young Children	3
<u>CDYC 1320</u>	Preschool Curriculum	3
Career & Technical Certificate Total		9

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Care & Development of Young Children program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts?
Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code
TD-CDTD

Culinary Arts & Occupations Program

Program Overview

Program Title

Culinary Arts & Occupations Program

Mission

The Mission of the Culinary Arts & Occupations Program is to educate its students to become highly trained culinary professionals, through both theoretical and hands-on experiences, as well as supervised practical work experience in the fields of food service, culinary arts & hospitality industry.

College Division

Division of Technical Studies

Outcome

Structure a safe and sanitary environment in all areas of a kitchen.

Outcome

Apply management skills to establish efficient commercial kitchen operations (including purchasing, inventory, and front-of-the-house).

Outcome

Distinguish the international diversity, history, and evolution of the culinary arts and principles of food identification.

Outcome

Apply principles of efficient food preparation techniques within a commercial kitchen.

Outcome

Create regional dishes and meals using advanced skills and culinary knowledge.

Campuses

Florida Parishes Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards the completion of the Technical Diploma:

	HOURS	
Required Courses	12	
Certificate of Technical Studies in Entry-Level Line Cook	33	
Technical Diploma Total	45	

Required Courses:

CODE	TITLE	HOURS
<u>CULN 2420</u>	International Cuisine	2
<u>CULN 2540</u>	Internship Part I: Culinary Cafe	5
<u>CULN 2541</u>	Internship Part II: Culinary Cafe	5
Total Hours		12

Certificate of Technical Studies in Entry-Level Line Cook:

CODE	TITLE	HOURS
<u>CULN 1101</u>	Culinary History & Development	3
<u>CULN 1130</u>	Sanitation and Safety	2
<u>CULN 1140</u>	Introduction to Culinary Skill	3
<u>CULN 1170</u>	Essentials Dining Room Service	2
<u>CULN 1219</u>	Meat Identification & Fabricat	3
<u>CULN 1221</u>	Fruits, Veg, & Farinaceous Pro	3
<u>CULN 1222</u>	Stocks, Sauces & Soups	3
<u>CULN 1350</u>	Intro to Baking & Pastry	4
<u>CULN 1410</u>	Garde Manager	4
<u>CULN 1420</u>	Food, Bev, & Labor Cost Control	3
<u>CULN 2410</u>	Regional Cuisine	3
Certificate of Technical Studies Total		33

Additional Exit Points:

Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Culinary Arts and Occupations program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Culinary Arts and Occupations. Requirements for exit points and completion are outlined below.

GENERAL EDUCATION CORE	HOURS	
<u>English Composition Elective</u>	3	
<u>Math Elective</u>	3	
<u>Natural Science Elective</u>	3	
<u>Behavioral Science Elective</u>	3	
<u>Humanities Elective</u>	3	
Core Total	15	
Technical Diploma Total	45	
Degree Total	60	

Certificate of Technical Studies (CTS) in Production Cook:

CODE	TITLE	HOURS
<u>CULN 1101</u>	Culinary History & Development	3
<u>CULN 1130</u>	Sanitation and Safety	2
<u>CULN 1140</u>	Introduction to Culinary Skill	3
<u>CULN 1221</u>	Fruits, Veg, & Farinaceous Pro	3
<u>CULN 1219</u>	Meat Identification & Fabricat	3
<u>CULN 1222</u>	Stocks, Sauces & Soups	3
<u>CULN 1350</u>	Intro to Baking & Pastry	4
Certificate of Technical Studies Total		21

Career and Technical Certificate (CTC) in Entry Level Prep Cook:

CODE	TITLE	HOURS
<u>CULN 1101</u>	Culinary History & Development	3
<u>CULN 1130</u>	Sanitation and Safety	2
<u>CULN 1140</u>	Introduction to Culinary Skill	3
Career & Technical Certificate Total		8

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Culinary Arts & Occupations program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code
TD-CUTD

Diesel Power Equipment Technology Program

Program Overview

Program Title
Diesel Power Equipment Technology Program

Mission
The mission of the Diesel Power Equipment Technology Program is to provide specialized classroom instruction and practical shop experience to prepare individuals for employment as an entry-level diesel technician.

College Division
Division of Technical Studies

Outcome
Contribute to a safe work environment through the application of appropriate operational and safety practices.

Outcome
Repair engine-related problems leveraging engine systems knowledge.

Outcome
Troubleshoot wiring, charging, and starting problems through interpretation of schematics/data and application of common industry tools.

Outcome
Service mobile air-conditioning systems.

Outcome
Troubleshoot chassis, brakes, and suspension problems by evaluating computerized systems and interpreting fault codes.

Campuses
Sullivan Campus

Curriculum

Program Level
Undergraduate

Free Form Requirements
The following criteria must be satisfied towards completion of the Technical Diploma:

	HOURS	
Required Courses	26	
Certificate of Technical Studies in Diesel Equipment Technology	24	
Technical Diploma Total	50	

Required Courses:

CODE	TITLE	HOURS
<u>DPET 1310</u>	Introduction to Power Transmission	2
<u>DPET 1320</u>	Transmissions	3
<u>DPET 1330</u>	Differentials	2
<u>DPET 2110</u>	Basic Hydraulics	2
<u>DPET 2130</u>	Brakes	4
<u>DPET 2140</u>	Fundamentals of Steering	3
<u>DPET 2210</u>	Fundamentals of Suspension	3
<u>DPET 2220</u>	Air Conditioning	3
<u>DPET 2240</u>	Diesel Preventive Maintenance	4
Total Hours		26

Certificate of Technical Studies (CTS) in Diesel Engine Technician:

CODE	TITLE	HOURS
<u>DPET 1130</u>	Safety Skills, Intro Diesel Engines	4
<u>DPET 1140</u>	Engines I	3
<u>DPET 1141</u>	Engines II	3
<u>DPET 1231</u>	Diesel Engine Control Systems	3
<u>DPET 1210</u>	Basic Diesel Electrical System	4
<u>DPET 1220</u>	Advanced Diesel Electrical System	4
<u>DPET 1150</u>	General Engine Diagnostics	3
Certificate of Technical Studies Total		24

Additional Exit Points:**Associate of Applied Science (AAS) in Technical Studies**

The highest exit point in the Diesel Powered Equipment Technology program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Diesel Powered Equipment Technician. Requirements for exit points and completion are outlined below.

GENERAL EDUCATION CORE	HOURS	
<u>English Composition Elective</u>	3	
<u>Math Elective</u>	3	
<u>Natural Science Elective</u>	3	
<u>Behavioral Science Elective</u>	3	
<u>Humanities Elective</u>	3	
Core Total	15	
Technical Diploma Total	50	
Degree Total	65	

Career and Technical Certificate (CTC) in Diesel A/C Technician:

CODE	TITLE	HOURS
<u>DPET 1130</u>	Safety Skills, Intro Diesel Engines	4
<u>DPET 2220</u>	Air Conditioning	3
Career & Technical Certificate Total		7

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Diesel Powered Equipment Technology program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code

TD-DPET

Electrician Program

Program Overview

Program Title

Electrician Program

Mission

The mission of the Electrician Program is to provide a basic core of specialized instruction and practical shop experience, and students will be prepared for employment in electrical trades.

College Division

Division of Technical Studies

Outcome

Wire residential, commercial, and industrial structures utilizing appropriate methods and applications.

Outcome

Produce precise measurements and calculations related to electrical systems.

Outcome

Bend conduit to specification utilizing the appropriate technique.

Outcome

Draw, wire, and connect basic motor controls.

Outcome

Draw, wire, and connect multiple switching locations controlling luminaries.

Campuses

Hammond Area Campus, Lacombe Campus, Livingston Campus, Sullivan Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards the completion of the Technical Diploma:

	HOURS	
Required Courses	26	
Certificate of Technical Studies in Electrician Residential	20	
Technical Diploma Total	46	

Required Courses:

CODE	TITLE	HOURS
<u>ELEC1120 Basic Electricity and DC</u>	Basic Electricity and DC	5
<u>ELEC1340</u>	Commercial & Industrial Wiring II	3
<u>ELEC1240</u>	AC Theory	3
<u>ELEC1310</u>	Transformers	3
<u>ELEC1330 Motors and Generators</u>	Motors & Generators	3
<u>ELEC1440 Motor Controls</u>	Motor Controls	3
<u>ELEC1450</u>	Introduction to Electronics	3
<u>ELEC1460</u>	Introduction to Programmable Logic	3
Total Hours		26

Certificate of Technical Studies (CTS) in Electrician Residential:

CODE	TITLE	HOURS
<u>ELEC1110</u>	Technical Math for Electrician	3
<u>ELEC1130</u>	Residential Wiring I	5
<u>ELEC1230 National Electric Code</u>	National Electric Code	4
<u>ELEC1250</u>	Commercial & Industrial Wiring I	5
<u>ELEC1320</u>	Residential Wiring II	3
Certificate of Technical Studies Total		20

Additional Exit Points:**Associate of Applied Science (AAS) in Technical Studies**

The highest exit point in the Electrician program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Electrician. Requirements for exit points and completion are outlined below.

GENERAL EDUCATION CORE	HOURS	
<u>English Composition Elective</u>	3	
<u>Math Elective</u>	3	
<u>Natural Science Elective</u>	3	
<u>Behavioral Science Elective</u>	3	
<u>Humanities Elective</u>	3	
Core Total	15	
Technical Diploma Total	46	
Degree Total	63	

Career and Technical Certificate (CTC) in Control Helper:

CODE	TITLE	HOURS
<u>ELEC1330 Motors and Generators</u>	Motors & Generators	3
<u>ELEC1440 Motor Controls</u>	Motor Controls	3
Career & Technical Certificate Total		6

Career and Technical Certificate (CTC) in PLC Helper:

CODE	TITLE	HOURS
<u>ELEC1450</u>	Introduction to Electronics	3
<u>ELEC1460</u>	Introduction to Programmable Logic	3
Career & Technical Certificate Total		6

Career and Technical Certificate (CTC) in Residential Wiring Installation:

CODE	TITLE	HOURS
<u>ELEC1130</u>	Residential Wiring I	5
<u>ELEC1320</u>	Residential Wiring II	3
Career & Technical Certificate Total		8

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers**Career Information****Career Opportunities**

To learn more about careers related to the Electrician program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts?

Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code

TD-ELIN

Advanced Manufacturing Technology Program**Program Overview****Program Title**

Advanced Manufacturing Technology Program

Mission

The mission of the Advanced Manufacturing Technology program is to supply students with professional experiences, skills and knowledge to achieve excellence in advanced manufacturing careers.

College Division

Division of Technical Studies

Outcome

Install, configure and maintain mechatronics equipment including industrial sensors, motors, robots, fluid power systems and programmable logic controllers.

Outcome

Use precision measuring instruments and calculations to analyze electro-mechanical systems.

Outcome

Create and edit programs for industrial robots, programmable logic controllers and simulated automated systems.

Outcome

Follow the principles of Lean Manufacturing, Sustainability, Design for Manufacturing/ Assembly.

Outcome

Develop products for additive and subtractive manufacturing using a variety of software and hardware and complete quality checks.

Campuses

Lacombe Campus

Curriculum**Program Level**

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards the completion of the Technical Diploma:

Code	Title	Hours
<u>OCSH1100 Occupational Health and Safety</u>	Occupational Health & Safety	3
<u>IMTV1200 Basic Hydraulics</u>	Basic Hydraulics	3
<u>AMAM1200 Introduction to Robotics</u>	Introduction to Robotics	3
<u>SPCH1015 Introduction to Speaking or SPCH1025 Intro to Interpersonal Com</u>	Speech Elective	3
<u>ELEC1120 Basic Electricity and DC</u>	Basic Electricity & DC	5
<u>AMAM1300 Advanced Manufacturing I</u>	Advanced Manufacturing I	3
<u>ELEC1330 Motors and Generators</u>	Motors	3
<u>AMAM1400 Introduction to Mechatronics</u>	Introduction to Mechatronics	3
<u>ELEC1460 Intro to Programmable Logic</u>	Introduction to Programmable Logic (PLCs)	3
<u>AMAM2100 Programmable Logic Controls II</u>	PLCs II	3
<u>AMAM2200 Robotics II</u>	Robotics II	3
<u>AMAM2300 Advanced Manufacturing II</u>	Advanced Manufacturing II	4
<u>AMAM2400 Mechatronics II</u>	Mechatronics II	3

<u>INTE2975 Internship/Job Seeking Skills</u>	Internship/Job Seeking Skills	3
Technical Diploma Total		45

Additional Exit Points:

Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Advanced Manufacturing Technology program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Practical Nursing. Requirements for exit points and completion are outlined below.

General Education Core	Hours
<u>English Composition Elective</u>	3
<u>Math Elective</u>	3
<u>Natural Science Elective</u>	3
<u>Behavioral Science Elective</u>	3
<u>Humanities Elective</u>	3
Core Total	15
Technical Diploma Total	45
Degree Total	60

Careers

Career Information

Career Opportunities

To learn more about careers related to the Advanced Manufacturing Technology program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts?
Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code
TD-IMTA

Maritime Technology Program

Program Overview

Program Title
Maritime Technology Program

Mission
The mission of the Maritime Technology program is to provide students with foundational skills and competencies that will create and promote a sustainable employee base of individuals who are better prepared and trained for professional careers in the maritime industry.

College Division
Division of Technical Studies

Outcome
Construct knots and splice(s) in marlinespike seamanship as per United States Coast Guard requirements.

Outcome
Facilitate appropriate actions upon discovery of a shipboard fire.

Outcome
Differentiate light configurations on various types of vessels.

Outcome
Employ lifesaving appliances with proper usage.

Outcome
Analyze information in government publications as applicable to marine information.

Campuses
Lacombe Campus

Curriculum

Program Level
Undergraduate

Free Form Requirements
The following criteria must be satisfied towards the completion of the Technical Diploma:

	HOURS	
Required Courses	24	
Certificate of Technical Studies in Maritime Technology	21	
Technical Diploma Total	45	

Required Courses:

CODE	TITLE	HOURS
<u>IMTV 1100</u>	Basic Welding	3
<u>IMTV 1200</u>	Basic Hydraulics	3
<u>IMTV 1501</u>	Maritime Life	3
<u>IMTV1510 STCW - Basic Training</u>	STCW - Basic Training	3
<u>ELEC1120 Basic Electricity and DC</u>	Basic Electricity	5
<u>ELEC1230 National Electric Code</u>	National Electric Code	4
<u>SPCH1015 Introduction to Speaking</u>	Introduction to Speaking	3
or <u>SPCH1025 Intro to Interpersonal Com</u>	Intro to Interpersonal Com	
Total Hours		24

Certificate of Technical Studies (CTS) in Marine Transportation Technology:

CODE	TITLE	HOURS
<u>IMTV 1520</u>	Seamanship I	3
<u>IMTV2100 Marine Weather & Meteorology</u>	Marine Weather & Meteorology	3
<u>IMTV2110 Marine Hazardous Materials</u>	Marine Hazardous Materials	3
<u>IMTV2120 Introduction To Marine Safety</u>	Introduction To Marine Safety	3
<u>IMTV2130 Marine Elec Navigation & Radar</u>	Marine Elec Navigation & Radar	3
<u>IMTV2140 Intro Maritime Transportation</u>	Intro Maritime Transportation	3
<u>ELEC1330 Motors and Generators</u>	Motors & Generators	3
Certificate of Technical Studies Total		21

Additional Exit Points:**Associate of Applied Science (AAS) in Technical Studies**

The highest exit point in the Maritime Technology program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Maritime Technology. Requirements for exit points and completion are outlined below.

GENERAL EDUCATION CORE	HOURS	
English Composition Elective	3	
Math Elective	3	
Natural Science Elective	3	
Behavioral Science Elective	3	
Humanities Elective	3	
Core Total	15	
Technical Diploma Total	45	
Degree Total	61	

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Maritime Technology program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)

- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code

TD-IMTV

Machine Tool Technology Program

Program Overview

Program Title

Machine Tool Technology Program

Mission

The mission of the Machine Tool Technology Program is to prepare students to make parts from metals and plastics using lathes, mills, drill presses, grinders and hand tools for future employment in a global economy.

College Division

Division of Technical Studies

Outcome

Interpret drawings and blueprints to manufacture parts according to specifications.

Outcome

Construct precision parts using hand tools.

Outcome

Construct precision parts using a drill press.

Outcome

Construct precision parts using a lathe.

Outcome

Construct precision parts using a milling machine.

Campuses

Hammond Area Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards completion of the Technical Diploma:

CODE	TITLE	HOURS
<u>MTTC2110 Blueprint Reading</u>	Blueprint Reading	3
<u>MTTC2120 Introduction to Machine Tools</u>	Introduction to Machine Tools	6
<u>MTTC2210 Bench Work</u>	Bench Work	3
<u>MTTC2220 Forming and Shaping</u>	Forming and Shaping	3
<u>MTTC2230 Drill Press</u>	Drill Press	6
<u>MTTC2310 Basic Lathe I</u>	Basic Lathe I	4
<u>MTTC2320 Basic Lathe II</u>	Basic Lathe II	3
<u>MTTC2331 Advanced Lathe</u>	Advanced Lathe	4
<u>MTTC2410 Basic Mill I</u>	Basic Mill I	4
<u>MTTC2420 Basic Mill II</u>	Basic Mill II	3
<u>MTTC2431 Advanced Mill</u>	Advanced Mill	4
<u>MTTC2510 Precision Grinding</u>	Precision Grinding	2
Total Hours		45

Additional Exit Points:

Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Machine Tool Technology program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Machine Tool Technology. Requirements for exit points and completion are outlined below.

GENERAL EDUCATION CORE	HOURS	
<u>English Composition Elective</u>	3	
<u>Math Elective</u>	3	
<u>Natural Science Elective</u>	3	
<u>Behavioral Science Elective</u>	3	
<u>Humanities Elective</u>	3	
Core Total	15	
Technical Diploma Total	45	
Degree Total	60	

Certificate of Technical Studies (CTS) in Lathe Operator:

CODE	TITLE	HOURS
<u>MTTC2110 Blueprint Reading</u>	Blueprint Reading	3
<u>MTTC2120 Introduction to Machine Tools</u>	Introduction to Machine Tools	6
<u>MTTC2230 Drill Press</u>	Drill Press	6
<u>MTTC2310 Basic Lathe I</u>	Basic Lathe I	4
<u>MTTC2331 Advanced Lathe</u>	Advanced Lathe	4
Certificate of Technical Studies Total		23

Certificate of Technical Studies (CTS) in Mill Operator:

CODE	TITLE	HOURS
<u>MTTC2110 Blueprint Reading</u>	Blueprint Reading	3
<u>MTTC2120 Introduction to Machine Tools</u>	Introduction to Machine Tools	6
<u>MTTC2230 Drill Press</u>	Drill Press	6
<u>MTTC2410 Basic Mill I</u>	Basic Mill I	4
<u>MTTC2431 Advanced Mill</u>	Advanced Mill	4
Certificate of Technical Studies Total		23

Certificate of Technical Studies (CTS) in CNC Operator:

CODE	TITLE	HOURS
<u>MTTC2110 Blueprint Reading</u>	Blueprint Reading	3
<u>MTTC2120 Introduction to Machine Tools</u>	Introduction to Machine Tools	6
<u>MTTC2310 Basic Lathe I</u>	Basic Lathe I	4
<u>MTTC2410 Basic Mill I</u>	Basic Mill I	4
<u>MTTC2710 CNC</u>	CNC	6
Certificate of Technical Studies Total		23

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Machine Tool Technology program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code
TD-MTTD

Practical Nursing Program

Program Overview

Program Title
Practical Nursing Program

Mission

It is the mission of Northshore Technical Community College ASN program to prepare, compassionate, and knowledgeable registered nurses with the ability to deliver exceptional evidence-based care to individuals, families, and diverse groups in our community. With a foundation of integrity, professionalism, and innovation, our graduates are prepared to excel on the National Council Licensure Exam for R.N. (NCLEX-RN) and enter the workforce as a registered nurse generalist. Rooted in the college’s commitment to

excellence in workforce training and academic advancement, the program is dedicated to inspiring and empowering the next generation of registered nurses to lead in the evolving healthcare landscape and pursue advanced opportunities in nursing and beyond.

College Division
Division of Health Sciences & Nursing

Program Admissions Requirements
The Practical Nursing program is a limited enrollment and selective admissions program. Students must be admitted to the program to enroll.

Visit the link below to learn more about the special admissions requirements and process:

- [Practical Nursing Program Application](#)
- [Application Information and Requirements](#)

Outcome
Formulate holistic clinical judgments through critical application of nursing science and related theory.

Outcome
Facilitate a culture of compassionate patient care grounded in the highest of ethical standards.

Outcome
Synthesize data from all relevant sources, including technology, to perform appropriate patient care.

Outcome

Establish a therapeutic and professional nurse-patient relationship.

Outcome

Apply essential elements of the nursing process (assess, plan, implement and evaluate) to address individual patient needs.

Campuses

Florida Parishes Campus, Hammond Area Campus, Lacombe Campus, Livingston Campus, North Oaks Site, Sullivan Campus

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards completion of the Technical Diploma in Practical Nursing:

CODE	TITLE	HOURS
<u>HNUR1361 Pharmacology Applications</u>	Pharmacology Applications	2
<u>HNUR2110 PN Foundations & Perspectives</u>	PN Foundations & Perspectives	6
<u>HNUR2111 PN Foundations w/Geri Clinical</u>	PN Foundations w/ Geri Clinical	4
<u>HNUR2000 Anatomy,Phy.& Nutrition for PN</u>	Anatomy, Physiology & Nutrition for PN	4
<u>HNUR2210 Practical Nursing I</u>	Practical Nursing I	6
<u>HNUR2211 Practical Nursing I Clinical</u>	Practical Nursing I Clinical	4
<u>HNUR2310 Practical Nursing II</u>	Practical Nursing II	6
<u>HNUR 2311</u>	Practical Nursing II Clinical	4
<u>HNUR2410 Practical Nursing III</u>	Practical Nursing III	6
<u>HNUR 2411</u>	Practical Nursing III Clinical	4
<u>HNUR2611 IV Therapy</u>	IV Therapy	1
<u>HNUR2813 PN Leadership & Management</u>	PN Leadership & Management	2
<u>HMDT1170 Medical Terminology</u>	Medical Terminology	1
Technical Diploma Total		50

Additional Exit Points:

Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Practical Nursing program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Practical Nursing. Requirements for exit points and completion are outlined below.

GENERAL EDUCATION CORE	HOURS	
English Composition Elective	3	
Math Elective	3	
Natural Science Elective	3	
Behavioral Science Elective	3	
Humanities Elective	3	
Core Total	15	
Technical Diploma Total	50	
Degree Total	65	

Special Comments:

- Anticipated program length for the completion of the Technical Diploma is 18 months (4 semesters).
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers

Career Information

Career Opportunities

To learn more about careers related to the Practical Nursing program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)
- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code

TD-PNUR

Welding Program

Program Overview

Program Title

Welding Program

Mission

The mission of the Welding Program is to provide instruction and related hands-on experience in the world of cutting and welding technology.

College Division

Division of Technical Studies

Outcome

Integrate safety practices related to specific hazards/ environment and personal protective equipment (PPE) to ensure a safe and secure workspace.

Outcome

Structure a productive welding workspace through proper machine set-up, calibration, and material application.

Outcome

Produce quality welds according to specifications and position using the Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW) processes.

Outcome

Produce quality cuts according to specifications using Oxyfuel Cutting (OFC) and Plasma Arc Cutting (PAC) processes.

Outcome

Interpret technical information used on welding drawings and blueprints.

Curriculum

Program Level

Undergraduate

Free Form Requirements

The following criteria must be satisfied towards completion of the Technical Diploma:

	HOURS	
Required Courses	33	
Concentration Area:	12	
SMAW Process Core		
FCAW Process Core		
GTAW Process Core		
GMAW Process Core		
Technical Diploma Total	45	

Campuses

Florida Parishes Campus, Hammond Area Campus, Lacombe Campus, Livingston Campus, Rayburn Correctional Center, Sullivan Campus

Required Courses:

CODE	TITLE	HOURS
<u>WELD1110 Occupational Orient and Safety</u>	Occupational Orient and Safety	3
<u>WELD1120 Blueprint, Metal & Weld Sym</u>	Blueprint, Metal & Weld Sym	3
<u>WELD1130 Welding Inspection & Testing</u>	Welding Inspection & Testing	2
<u>WELD1210 Oxyfuel Systems</u>	Oxyfuel Systems	2
<u>WELD1310 Cutting Processes-CAC/PAC</u>	Cutting Processes-CAC/PAC	2
<u>WELD1410 SMAW - BASIC Beads</u>	SMAW - BASIC Beads	2
<u>WELD1411 SMAW - Fillet Weld</u>	SMAW - Fillet Weld	3
<u>WELD1412 SMAW V Grove BU/Gouge</u>	SMAW V Grove BU/Gouge	3
<u>WELD1420 SMAW - V - Groove Open</u>	SMAW - V - Groove Open	4
<u>WELD2110 FCAW - Basic Fillet Welds</u>	FCAW - Basic Fillet Welds	3
<u>WELD2210 GTAW - Basic Multi-Joint</u>	GTAW - Basic Multi-Joint	3
<u>WELD2310 GMAW - Basic Fillet Weld</u>	GMAW - Basic Fillet Weld	3
Total Hours		33

Concentration Area:

Choose one of the four Concentration Areas listed below towards completion of Technical Diploma.

SMAW Process Concentration:

CODE	TITLE	HOURS
<u>WELD1510 SMAW - PIPE 2G</u>	SMAW - PIPE 2G	4
<u>WELD1511 SMAW--Pipe 5G</u>	SMAW--Pipe 5G	4
<u>WELD1512 SMAW--Pipe 6G</u>	SMAW--Pipe 6G	4
Total Hours		12

FCAW Process Concentration:

CODE	TITLE	HOURS
<u>WELD2112 FCAW Pipe 5G</u>	FCAW Pipe 5G	4
<u>WELD2113 FCAW Pipe 2G</u>	FCAW Pipe 2G	4
<u>WELD2114 FCAW Pipe 6G</u>	FCAW Pipe 6G	4
Total Hours		12

GTAW Process Concentration:

CODE	TITLE	HOURS
<u>WELD2220 GTAW - PIPE 5G</u>	GTAW - PIPE 5G	4
<u>WELD2221 GTAW - PIPE 2G</u>	GTAW - PIPE 2G	4
<u>WELD2222 GTAW - PIPE 6G</u>	GTAW - PIPE 6G	4
Total Hours		12

GMAW Process Concentration:

CODE	TITLE	HOURS
<u>WELD2320 GMAW--Pipe 2G</u>	GMAW--Pipe 2G	4
<u>WELD2321 GMAW--Pipe 5G</u>	GMAW--Pipe 5G	4
<u>WELD2322 GMAW--6G</u>	GMAW--6G	4
Total Hours		12

Additional Exit Points:

Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Welding program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Welding. Requirements for exit points and completion are outlined below.

GENERAL EDUCATION CORE	HOURS	
<u>English Composition Elective</u>	3	
<u>Math Elective</u>	3	
<u>Natural Science Elective</u>	3	
<u>Behavioral Science Elective</u>	3	
<u>Humanities Elective</u>	3	
Core Total	15	
Technical Diploma Total	45	
Degree Total	60	

Certificate of Technical Studies in Arc Welder GTAW:

CODE	TITLE	HOURS
<u>WELD1110 Occupational Orient and Safety</u>	Occupational Orient and Safety	3
<u>WELD1210 Oxyfuel Systems</u>	Oxyfuel Systems	2
<u>WELD1310 Cutting Processes-CAC/PAC</u>	Cutting Processes-CAC/PAC	2
<u>WELD2210 GTAW - Basic Multi-Joint</u>	GTAW - Basic Multi-Joint	3
Welding Electives (GMAW Courses Only)		12
Certificate of Technical Studies Total		22

Certificate of Technical Studies in Arc Welder GMAW:

CODE	TITLE	HOURS
<u>WELD1110 Occupational Orient and Safety</u>	Occupational Orient and Safety	3
<u>WELD1210 Oxyfuel Systems</u>	Oxyfuel Systems	2
<u>WELD1310 Cutting Processes-CAC/PAC</u>	Cutting Processes-CAC/PAC	2
<u>WELD2310 GMAW - Basic Fillet Weld</u>	GMAW - Basic Fillet Weld	3
Welding Electives (GMAW Courses Only)		12
Certificate of Technical Studies Total		22

Certificate of Technical Studies in Arc Welder FCAW:

CODE	TITLE	HOURS
<u>WELD1110 Occupational Orient and Safety</u>	Occupational Orient and Safety	3
<u>WELD1210 Oxyfuel Systems</u>	Oxyfuel Systems	2
<u>WELD1310 Cutting Processes-CAC/PAC</u>	Cutting Processes-CAC/PAC	2
<u>WELD2110 FCAW - Basic Fillet Welds</u>	FCAW - Basic Fillet Welds	3
Welding Electives (FCAW Courses Only)		12
Certificate of Technical Studies Total		22

Certificate of Technical Studies in Arc Welder SMAW:

CODE	TITLE	HOURS
<u>WELD1110 Occupational Orient and Safety</u>	Occupational Orient and Safety	3
<u>WELD1210 Oxyfuel Systems</u>	Oxyfuel Systems	2
<u>WELD1310 Cutting Processes-CAC/PAC</u>	Cutting Processes-CAC/PAC	2
<u>WELD1410 SMAW - BASIC Beads</u>	SMAW - BASIC Beads	2
<u>WELD1420 SMAW - V - Groove Open</u>	SMAW - V - Groove Open	4
Welding Electives (SMAW Courses Only)		12
Certificate of Technical Studies Total		25

Certificate and Technical Certificate in Welder Fundamentals:

CODE	TITLE	HOURS
<u>WELD1410 SMAW - BASIC Beads</u>	SMAW - BASIC Beads	2
<u>WELD2110 FCAW - Basic Fillet Welds</u>	FCAW - Basic Fillet Welds	3
<u>WELD2310 GMAW - Basic Fillet Weld</u>	GMAW - Basic Fillet Weld	3
Career & Technical Certificate Total		8

Certificate and Technical Certificate in Welder Helper:

CODE	TITLE	HOURS
<u>WELD1110 Occupational Orient and Safety</u>	Occupational Orient and Safety	3
<u>WELD1210 Oxyfuel Systems</u>	Oxyfuel Systems	2
<u>WELD1310 Cutting Processes-CAC/PAC</u>	Cutting Processes-CAC/PAC	2
Career & Technical Certificate Total		7

Special Comments:

- Anticipated program length for the completion of the highest-level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Careers**Career Information****Career Opportunities**

To learn more about careers related to the Welding program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information](#)

Career Services Resources

Need help guiding your career planning efforts?
Review the resources below from the NTCC Career Services Office:

- [Get career suggestions based on your interests by completing our Career Assessment \(via Career Coach\)](#)

All Courses

ACCT1010 - Accounting Fundamentals

General

Course Subject Code	Course Number
ACCT	1010
Course Title	Credit
Accounting Fundamentals	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

- [Build your resume using Resume Builder \(via Career Coach\)](#)
- [Search and apply for jobs on Handshake](#)
- [Find more information about Career Services on our webpage.](#)

Program Code

TD-WLTD

Course Description

ACCT 1010 is designed to help students understand fundamental accounting concepts and principles, as well as to develop the capability to perform the basic accounting functions: the recognition, valuation, measurement and recording of the most common business transactions and the preparation of accounting statements.

Industry Based Certification Embedded Test

Free Form Requirements
Prerequisite(s): None

ACCT1500 - Computerized Accounting

General

Course Subject Code	Course Number
ACCT	1500
Course Title	Credit
Computerized Accounting	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Course Description

Students will learn how to set up a new company, manage bank account transactions, maintain customer, job, and vendor information, manage inventory, generate reports, and use the Company Snapshot window. Students will also create invoices and credit memos, write and print checks, add custom fields, set up budgets, and learn how to protect and back up their data.

Free Form Requirements

Prerequisite(s): ACCT 2100 or ACCT 1010

ACCT2100 - Financial Accounting

General

Course Subject Code
ACCT

Course Number
2100

Course Title
Financial Accounting

Credit
Hours:
3

Course Description

Financial accounting teaches the basic means of recording and reporting financial information in a business. This course addresses how accounting functions as an information development and communication system that supports economic decision making and provides value to entities and society. Students will discover the uses and limitations of financial statements and related information and apply analytical tools in making both business and financial decisions. Topics examined include those related to corporate financial position, operating results, cash flows, and financial strength.

controllers, kinematics, safety, troubleshooting, integration, mechanisms and gearing, imaging, and measurement. This course included NC3 certification: Fundamentals of Robotics.

Free Form Requirements

Prerequisite(s): None

AMAM1300 - Advanced Manufacturing I

General

Course Subject Code	Course Number
AMAM	1300
Course Title	Credit
Advanced Manufacturing I	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

This course introduces students to Advanced Manufacturing with an emphasis on Industry 4.0, Precision Measuring Instruments (PMI) and an introduction to smart factory equipment.

AMAM1400 - Introduction to Mechatronics

General

Course Subject Code	Course Number
AMAM	1400
Course Title	Credit
Introduction to Mechatronics	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

This course covers the installation, use, maintenance, and troubleshooting of mechanical drive components and systems. It also covers an introduction to mechatronics, which combines mechanical, electrical, and control hardware and software. During this course, students will progress through projects and certifications in NC3 Introduction to Mechatronics and Fundamentals Mechanical Systems.

AMAM2100 - Programmable Logic Controls II

General

Course Subject Code	Course Number
AMAM	2100
Course Title	Credit
Programmable Logic Controls II	Hours: 3

Contact Hours

Contact Hours:
3

Billing Hours

Billing Hours
Min:
3

Lecture Hours

Lecture Hours
Min:
1

Lab Hours

Lab Hours
Min:
2

Course Description

This course continues from PLC1 with advanced applications of PLC's using a smart factory industrial-grade training system. Emphasis will be on designing and troubleshooting electro-pneumatic and control circuits with solenoid-actuated valves, interacting with input and output devices (sensors, switches LEDs, pumps and motors), and communication/data collection from networked devices. During this course, students will progress through projects in NC3 Applied PLCs (Siemens and Allen-Bradley) certifications.

Free Form Requirements

PREREQUISITES

Course Number 1460, Subject Code ELEC, Level UG, Grade UG [Concurrent]

AMAM2200 - Robotics II

General

Course Subject Code	Course Number
AMAM	2200
Course Title	Credit
Robotics II	Hours: 3

Contact Hours

Contact Hours:
3

Billing Hours

Billing Hours
Min:
3

				Contact Hours	
				Contact	
				Hours:	
				4	
				Billing Hours	
				Billing	
				Hours	
				Min:	
				4	
				Lecture Hours	
				Lecture	
				Hours	
				Min:	
				1	

Course Description

This course provides further exploration of industrial robot operations, programming and automation for multitasking applications, teaching robots in complex assembly environments, sensors, vision, payloads, motion control and factory integration principles. During this course students complete the requirements for NC3 Applied Robotics, which includes programming and troubleshooting a robot assembly workcell.

Free Form Requirements

PREREQUISITES

Course Number 1200, Subject Code AMAM, Level UG, Grade UG [Concurrent]

AMAM2300 - Advanced Manufacturing II

General

Course Subject Code	Course Number
AMAM	2300
Course Title	Credit
Advanced Manufacturing II	Hours:
	4

Course Description

This course introduces students to Advanced Manufacturing with an emphasis on applied Industry 4.0, lean manufacturing and the industrial internet of things (IIoT) including laser cutting, additive manufacturing (3D printing), rapid prototyping with desktop CNC milling, precision measuring instruments (continued), product ID and data analytics.

Free Form Requirements

PREREQUISITES

Course Number 1300, Subject Code AMAM, Level UG, Grade UG [Concurrent]

AMAM2400 - Mechatronics II

General

Course Subject Code	Course Number
AMAM	2400

Course Title Mechatronics II	Credit Hours: 3
Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours Min:	3
Lecture Hours	
Lecture Hours Min:	1
Lab Hours	
Lab Hours Min:	2

Course Description

This course covers the installation, use, maintenance and troubleshooting of industrial sensors, industrial motor control circuits and applications of mechanical systems. During this course, students will progress through projects in NC3 Fundamentals of Sensor Technology; Applied Motor Control; and Applied Mechanical Systems certification.

Free Form Requirements

PREREQUISITES

Course Number 1400, Subject Code AMAM, Level UG, Grade UG [Concurrent]; AND Course Number 1120, Subject Code ELEC, Level UG, Grade UG [Concurrent]; AND Course Number 1330, Subject Code ELEC, Level

UG, Grade UG [Concurrent]

ARTS1000 - Basic Drawing

General

Course Subject Code ARTS	Course Number 1000
Course Title Basic Drawing	Credit Hours: 3

Contact Hours

Contact Hours:	3
-----------------------	---

Billing Hours

Billing Hours Min:	3
---------------------------	---

Lecture Hours

Lecture Hours Min:	1
---------------------------	---

Lab Hours

Lab Hours Min:	2
-----------------------	---

Course Description

This course is an introduction to the material, skills, and techniques of the drawing process. Completion of this course will help with the development of

observational skills, visual organization, motor skills, and problem-solving skills. Six hours of studio per week. Not counted as a Fine Arts elective.

ARTS1005 - Beginning Painting

General

Course Subject Code	Course Number
ARTS	1005
Course Title	Credit
Beginning Painting	Hours:
	3
	Contact Hours
	Contact
	Hours:
	3
	Billing Hours
	Billing
	Hours
	Min:
	3
	Lecture Hours
	Lecture
	Hours
	Min:
	1
	Lab Hours
	Lab
	Hours
	Min:
	2

Course Description

This course introduces students to classical and contemporary painting, techniques and concepts. Painting from still-life, landscapes, self-portrait, and life models from observation will be geared towards realism, but various other styles could be explored. Color theory, compositional structure, visual perception, and critical thinking skills will be

emphasized. Acrylic will be the primary medium for this class. Six hours of studio per week. Not counted as a Fine Arts elective.

ARTS1010 - Survey of World Art History I

General

Course Subject Code	Course Number
ARTS	1010
Course Title	Credit
Survey of World Art History I	Hours:
	3
	Contact Hours
	Contact
	Hours:
	3
	Billing Hours
	Billing
	Hours
	Min:
	3
	Lecture Hours
	Lecture
	Hours
	Min:
	3
	Lab Hours
	Lab
	Hours
	Min:
	0

Course Description

This course is the chronological study of the visual arts from the Pre-historic to the Pre-Renaissance and introduces the origins and the historical development of art including sculpture, painting, and architecture. Additionally, we will look at the various geographic, economic, cultural, social, and religious aspects which influence its appearance.

Free Form Requirements

Prerequisite(s): None

ARTS1020 - Survey of World Art History II

General

Course Subject Code	Course Number
ARTS	1020
Course Title	Credit
Survey of World Art History II	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Course Description

This course is the chronological study of the visual arts from Pre-Renaissance to Modern eras and introduces the origins and historical development of art including sculpture, painting, and architecture. Additionally, we will look at the various geographic, economic, cultural, social, and religious aspects which influence its appearance. Included in this study are the various mediums and processes incorporated in creating works of art with more emphases on the individual artist.

Free Form Requirements

Prerequisite(s): None

AUTO1101 - Intro To Technology & Service

General

Course Subject Code	Course Number
AUTO	1101
Course Title	Credit
Intro To Technology & Service	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Billing Hours

Billing
Hours
Min:
4

Lab Hours

Lab
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
4

Course Description

An introductory course in shop operations, customer relations, flat rate manuals, safety, organizational design, pay structure, equipment, tools, and basic operational theories. Topics include the proper use of hand tools, measuring instruments, equipment; service procedures for lubrication, batteries, the cooling system, wheels and tires.

AUTO1201 - Automatic Transmissions

General

Course Subject Code	Course Number
AUTO	1201
Course Title	Credit
Automatic Transmissions	Hours: 4

Contact Hours

Contact
Hours:
4

Course Description

A comprehensive course that teaches the procedures for removal, disassembly, reassembly, and reinstallation of automatic transmissions and transaxles. Topics include transmission rebuilding with emphasis on in-service automobile repair including the repair of torque converters and oil pump assemblies.

Industry Based Certification Embedded

A-2 Automatic Transmission

Free Form Requirements

Prerequisite(s): None

AUTO1301 - Manual Transmissions

General

Course Subject Code	Course Number
AUTO	1301
Course Title	Credit
Manual Transmissions	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours	
Billing Hours	
Min:	
3	
Lab Hours	
Lab Hours	
Min:	
3	

Course Description

A comprehensive course on standard transmissions, drive lines and differentials. Topics include automotive drive shafts, universal joints, axles, differentials, bearings and deals, and standard shift transmissions.

Industry Based Certification Embedded

A-3 Manual Transmission

Free Form Requirements

Prerequisite(s): None

AUTO1401 - Suspension & Steering Systems

General

Course Subject Code	Course Number
AUTO	1401
Course Title	Credit
Suspension & Steering Systems	Hours:
	4

Contact Hours	
Contact Hours:	
4	

Billing Hours	
Billing Hours	
Min:	
4	
Lab Hours	
Lab Hours	
Min:	
4	

Course Description

A comprehensive study of suspension systems with emphasis on wheel alignment and suspension rebuilding. Topics include principles of geometry necessary to understand the procedures and methods for diagnosis and alignment of steering systems and servicing automotive tire and wheel assemblies including rotating, balancing, and repair.

Industry Based Certification Embedded

A-4 Steering/Suspension

Free Form Requirements

Prerequisite(s): None

AUTO1501 - Brake Systems

General

Course Subject Code	Course Number
AUTO	1501
Course Title	Credit
Brake Systems	Hours:
	4

Contact Hours	
Contact Hours:	
4	

Billing Hours

Billing
Hours
Min:
4

Lab Hours

Lab
Hours
Min:
4

Course Description

A comprehensive course in types of braking systems and their service requirements. Topics include teaching the principles of physics as related to fluid pressures and hydraulics, machine turning of brake drums and rotors, system operation, diagnosis, adjustment, testing, replacement, and repair procedures.

Industry Based Certification Embedded
A-5 Brakes

Free Form Requirements
Prerequisite(s): None

AUTO1601 - Basic Electrical Fundamentals

General

Course Subject Code	Course Number
AUTO	1601
Course Title	Credit
Basic Electrical Fundamentals	Hours: 5

Contact Hours

Contact
Hours:
5

Billing Hours

Billing
Hours
Min:
5

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
4

Course Description

An introductory course in the basic concepts in D.C. and A.C. automotive electricity. Topics include Ohm's Law, series and parallel circuits, Kirchhoff's Voltage and Current Laws, Thevenin's equivalent circuits, and A.C. power generation.

Industry Based Certification Embedded
A-6 Electrical

Free Form Requirements
Prerequisite(s): None

AUTO1602 - Advance Electrical & Hybrid

General

Course Subject Code	Course Number
AUTO	1602
Course Title	Credit
Advance Electrical & Hybrid	Hours: 5

Contact Hours

Contact
Hours:
5

Billing Hours

Billing
Hours
Min:
5

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
4

Course Description

This is a continuation of AUTO 1601. Topics include semiconductor devices with emphasis on the junction diode, the bipolar transistor, and the field effect transistor; electro-mechanical devices, specifically the operation and fault diagnosis and repair of self-rectifying D.C. generators; cranking motors; mechanical and electrical testing equipment used to diagnose malfunctions of the ignition systems and to determine the general condition of the engine.

Industry Based Certification Embedded

L-3 Light Duty Hybrid Electric Vehicle Specialist

Free Form Requirements

Co-requisite(s): AUTO 1601

AUTO1701 - Auto Heating& Air Conditioning

General

Course Subject Code	Course Number
AUTO	1701
Course Title	Credit
Auto Heating& Air Conditioning	Hours: 5

Contact Hours

Contact
Hours:
5

Billing Hours

Billing
Hours
Min:
5

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
4

Course Description

A comprehensive course on the principles of operation and service techniques applied to automobile heating and air conditioning systems. Topics include components, testing, diagnosing, charting, and repair practices.

Industry Based Certification Embedded
A-7 Heating/Air Conditioning

Free Form Requirements
Prerequisite(s): None

AUTO1801 - Engine Mech & Related Problems

General

Course Subject Code	Course Number
AUTO	1801
Course Title	Credit
Engine Mech & Related Problems	Hours: 2

Contact Hours
Contact Hours: 2

Billing Hours
Billing Hours Min: 2

Lecture Hours
Lecture Hours Min: 1

Lab Hours
Lab Hours Min: 1

Course Description
A comprehensive course in the operational theory of internal combustion engines. Topics include engine rebuilding, mechanical diagnosis, and failure analysis.

Industry Based Certification Embedded
A-1 Engine Repair

Free Form Requirements
Prerequisite(s): None

AUTO1802 - Basic Engine Performance

General

Course Subject Code	Course Number
AUTO	1802
Course Title	Credit
Basic Engine Performance	Hours: 3

Contact Hours
Contact Hours: 3

Billing Hours
Billing Hours Min: 3

Lecture Hours
Lecture Hours Min: 1

Lab Hours

Lab
Hours
Min:
2

Course Description

A basic engine performance course that teaches the procedures and methods necessary to diagnose and repair computerized engine controls by retrieving and storing diagnostics codes. Topics include the various types of ignition systems in use today.

AUTO1803 - Advance Engine Performance

General

Course Subject Code	Course Number
AUTO	1803
Course Title	Credit
Advance Engine Performance	Hours: 8

Contact Hours

Contact
Hours:
8

Billing Hours

Billing
Hours
Min:
8

Lab Hours

Lab
Hours
Min:
8

Course Description

A comprehensive course in the procedures and methods necessary to diagnose and repair fuel supply and fuel delivery systems. Topics include intake and exhaust systems, emissions controls systems, mechanical timing devices, and cooling system components.

Free Form Requirements

PREREQUISITES

Course Number 1802, Subject Code AUTO, Level UG, Grade UG [Concurrent]

AUTO2991 - Special Projects I

General

Course Subject Code	Course Number
AUTO	2991
Course Title	Credit
Special Projects I	Hours: 1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

Course Title

Special Projects III

Credit

Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
3

General

Course Subject Code	Course Number
AUTO	2993

Course Title	Credit
Special Projects II	Hours: 2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
2

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

AUTO2996 - Special Projects, IV

General

Course Subject Code	Course Number
AUTO	2996

Course Title	Credit
Special Projects, IV	Hours: 3

Contact Hours

Contact
Hours:
3

AUTO2995 - Special Projects III

General

Course Subject Code	Course Number
AUTO	2995

		Lecture Hours
		Lecture
		Hours
		Min:
		1
Billing Hours		
Billing		
Hours		
Min:		
3		
Lecture Hours		
Lecture		
Hours		
Min:		
3		
		Course Description
		A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation. Dean of Technical Education approval required.

Course Description
A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

AUTO2997 - Special Projects V

General

Course Subject Code	Course Number
AUTO	2997
Course Title	Credit
Special Projects V	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

AUTO2998 - Practicum

General

Course Subject Code	Course Number
AUTO	2998
Course Title	Credit
Practicum	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
3

Course Description

A practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in practicum do not receive compensation.

Free Form Requirements

Prerequisite(s): None

AUTO2999 - Cooperative Education

General

Course Subject Code	Course Number
AUTO	2999
Course Title	Credit Hours:
Cooperative Education	3

Contact Hours

Contact Hours:
3

Billing Hours

Billing Hours Min:
3

Lab Hours

Lab Hours Min:
3

Course Description

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. Dean of Technical Education approval required.

BIOL1010 - Introduction to Biology I

General

Course Subject Code	Course Number
BIOL	1010
Course Title	Credit Hours:
Introduction to Biology I	3

Contact Hours

Contact Hours:
3

Billing Hours

Billing Hours Min:
3

Lecture Hours

Lecture Hours Min:
3

Course Description

Broad biological principles for non-science majors: scientific method, biological molecules, basics of biochemistry, basics of prokaryotic and eukaryotic cell structure and function, basics of molecular biology and genetics, and introductory evolution .

BIOL1015 - General Biology I Lab

General

Course Subject Code	Course Number
BIOL	1015

Course Title	Credit
General Biology I Lab	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

Laboratory exercises for studying the principles of biology from the cellular level including biochemistry, cell biology, molecular biology, and genetics. Two hours of laboratory per week. A Laboratory fee is required for this course.

Free Form Requirements

Co-requisite(s): BIOL 1010 or BIOL 1100

BIOL1020 - Introduction To Biology II

General

Course Subject Code	Course Number
BIOL	1020

Course Title	Credit
Introduction To Biology II	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

BIOL 1020 is designed to cover broad biological principles for non-science majors. This course touches on the classification of bacteria, archaea, fungi, protista, plantae and animalia. Other topics demonstrate fundamentals of community biology, ecosystem biology, population biology and conservation biology.

Free Form Requirements

PREREQUISITES

Course Number 1010, Subject Code BIOL, Level UG, Grade UG [Concurrent]; OR Course Number 1100, Subject Code BIOL, Level UG, Grade UG [Concurrent]

BIOL1025 - General Biology Lab II

General

Course Subject Code	Course Number
BIOL	1025
Course Title	Credit
General Biology Lab II	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

Laboratory exercises for systematically studying laboratory safety practices, hierarchical classification, mechanisms of evolution, prokaryotic cell structure and function, characteristics of eukaryotic organisms including protists, fungi, plants, invertebrates, vertebrates, and ecology.

Free Form Requirements

Co-requisite(s): BIOL 1020 or BIOL 1200

BIOL1100 - Gen Biology I (Science Major)

General

Course Subject Code	Course Number
BIOL	1100
Course Title	Credit
Gen Biology I (Science Major)	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

Principles of biology from the cellular level including biochemistry, cell biology, metabolism, photosynthesis, molecular biology, and genetics. This course is designed for students planning to major in biology or related discipline.

Free Form Requirements

PREREQUISITES

Course Number 1015, Subject Code ENGL, Level CE, Grade CE [Concurrent]; OR Course Number 1015A, Subject Code ENGL, Level CE, Grade CE [Concurrent]

BIOL1110 - Environmental Biology

General

Course Subject Code	Course Number
BIOL	1110

Course Title	Credit
Environmental Biology	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course will provide students the opportunity to learn about human interactions and the effects of those interactions on the natural environment. Topics include population ecology and human demography, nonrenewable and renewable energy, air quality and pollution, climate change, nutrient cycles, water quality, and environmental policies.

Free Form Requirements

Prerequisite(s): None

BIOL1200 - Gen Biology II (Science Major)

General

Course Subject Code	Course Number
BIOL	1200

Course Title	Credit
Gen Biology II (Science Major)	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

BIOL 1200 is designed for students planning to major in biology or other related disciplines. This course covers the details of evolution, speciation and systematics. This course covers the details of evolution, speciation and systematics. This course is a systematic study of the structure, function, ecology and relationships of organisms. This course touches on the classification of bacteria, archaea, fungi, protista, plantae, and animalia. Other topics include animal behavior, population biology and ecosystems.

Free Form Requirements

PREREQUISITES

Course Number 1100, Subject Code BIOL, Level UG,

Grade UG [Concurrent]

BIOL2200 - Human Anatomy & Physiology I

General

Course Subject Code	Course Number
BIOL	2200
Course Title	Credit
Human Anatomy & Physiology I	Hours:
	3
	Contact Hours
	Contact
	Hours:
	3
	Billing Hours
	Billing
	Hours
	Min:
	3
	Lecture Hours
	Lecture
	Hours
	Min:
	3

Course Description

A course designed to teach the structure and function of the systems of the human body, diagnostic procedures used to identify disorders and diseases of the body, and selected disorders and diseases. Topics covered include anatomical terminology and the structure and function of molecules, cells, tissues, and the integumentary, skeletal, muscular, and nervous systems.

Free Form Requirements

PREREQUISITES

Course Number 1100, Subject Code BIOL, Level UG,

Grade UG [Concurrent]; AND Course Number 1015, Subject Code BIOL, Level UG, Grade UG [Concurrent]; AND Course Number 2215, Subject Code BIOL, Level UG, Grade UG [Concurrent]

BIOL2215 - Anatomy & Physiology LAB I

General

Course Subject Code	Course Number
BIOL	2215
Course Title	Credit
Anatomy & Physiology LAB I	Hours:
	1
	Contact Hours
	Contact
	Hours:
	1
	Billing Hours
	Billing
	Hours
	Min:
	1
	Lab Hours
	Lab
	Hours
	Min:
	1

Course Description

A course designed to utilize a series of laboratory exercises to illustrate the course material in BIOL 2200. This course includes anatomical and physiological studies of the integumentary, skeletal, muscular, and nervous systems, as well as special senses, anatomical terminology and dissections.

Free Form Requirements

PREREQUISITES

Course Number 2200, Subject Code BIOL, Level UG,
Grade UG [Concurrent]

BIOL2230 - Medical Microbiology

General

Course Subject Code	Course Number
BIOL	2230
Course Title	Credit
Medical Microbiology	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course is designed primarily for students majoring in nursing or an allied health field. Topics include detailed prokaryotic cell structure and function, microbial metabolism, a survey of microorganisms including bacteria, fungi, algae, protozoans and helminths, and viral structure and function. Students are introduced to microbial growth and genetics, biotechnology, diseases, and the role of microbes in certain organ systems.

Free Form Requirements

PREREQUISITES

(Course Number 1100, Subject Code BIOL, Level UG, Grade UG); AND (Course Number 0099, Subject Code MATH, Level UG, Grade UG; OR Course Number 1005, Subject Code MATH, Level UG, Grade UG; OR Course Number 1015, Subject Code MATH, Level UG, Grade UG; OR Course Number 1015A, Subject Code MATH, Level UG, Grade UG; OR Test Code A02, Test Score 19; OR Test Code ACQA, Test Score 250; OR Test Code AP04, Test Score 045); AND (Course Number 0099, Subject Code ENGL, Level UG, Grade UG; OR Course Number 1015, Subject Code ENGL, Level UG, Grade UG; OR Course Number 1015A, Subject Code ENGL, Level UG, Grade UG; OR Test Code A01, Test Score 18; OR Test Code ACWR, Test Score 250; OR Test Code AP02, Test Score 086)

BIOL2240 - Medical Microbiology Lab

General

Course Subject Code	Course Number
BIOL	2240
Course Title	Credit
Medical Microbiology Lab	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
1

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Course Description

Laboratory exercises are designed to illustrate the material studied in BIOL 2230 for students majoring in biology, biotechnology, nursing and certain allied health and technical fields. Topics include bacterial cell type identification using staining procedures (i.e. gram, spore an acid-fast stains), biochemical testing, food microbiology and microbial growth methods. This course focuses on diagnostic identification and research procedures for clinical microbiology.

Free Form Requirements

PREREQUISITES

Course Number 2230, Subject Code BIOL, Level UG, Grade UG [Concurrent]; AND Course Number 1015, Subject Code BIOL, Level UG, Grade UG [Concurrent]

BIOL2300 - Human Anatomy & Physiology II

General

Course Subject Code	Course Number
BIOL	2300
Course Title	Credit
Human Anatomy & Physiology II	Hours: 3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

A course designed to teach the structure and function of the systems of the human body, diagnostic procedures used to identify disorders and diseases of the body, and selected disorders and diseases. Topics covered include the structure and function of the endocrine, cardiovascular, digestive, reproductive, respiratory, lymphatic, urinary, and excretory systems energy & metabolism as well as water and ion homeostasis.

Free Form Requirements

PREREQUISITES

Course Number 2200, Subject Code BIOL, Level UG, Grade UG [Concurrent]; AND Course Number 2215, Subject Code BIOL, Level UG, Grade UG [Concurrent]; AND Course Number 2315, Subject Code BIOL, Level UG, Grade UG [Concurrent]

BIOL2315 - Anatomy & Physiology LAB II

General

Course Subject Code	Course Number
BIOL	2315

Course Title
Anatomy & Physiology LAB II

Credit Hours:
1

Contact Hours
Contact Hours:
1

Billing Hours
Billing Hours
Min:
1

Lab Hours
Lab Hours
Min:
1

Course Description
A course designed to utilize a series of laboratory exercises to illustrate the course material in BIOL 2300. This course includes anatomical and physiological studies of the endocrine, cardiovascular, respiratory, digestive, excretory, and reproductive systems, as well as dissections.

Free Form Requirements
PREREQUISITES
Course Number 2300, Subject Code BIOL, Level UG, Grade UG [Concurrent]

BIOL2400 - Nutrition

General

Course Subject Code BIOL	Course Number 2400
Course Title Nutrition	Credit Hours: 3

Contact Hours
Contact Hours:
3

Billing Hours
Billing Hours
Min:
3

Lecture Hours
Lecture Hours
Min:
3

Course Description
This course is designed to cover the principles of human nutrition and focuses upon the physiology and biochemistry of nutrients and the application of nutritional principles in health and wellness. Appropriate for students pursuing careers in dietetics, food sciences, nursing or other health-related professions.

BLDG1110 - Introduction & Safety

General

Course Subject Code BLDG	Course Number 1110
Course Title Introduction & Safety	Credit Hours: 1

Contact Hours

Contact Hours: 1

Billing Hours

Billing Hours Min: 1

Lecture Hours

Lecture Hours Min: 1

Course Description

This course provides an overview of the Building Technology Specialist occupational area. Topics include basic safety, fire prevention and health information to prepare individuals entering the work force.

BLDG1120 - Applied Bldg Technology Math

General

Course Subject Code

BLDG

Course Number

1120

Course Title

Applied Bldg Technology Math

Credit Hours:

3

Contact Hours

Contact Hours: 3

Billing Hours

Billing Hours Min: 2

Lecture Hours

Lecture Hours Min: 3

BLDG1130 - Communication & Emp Skills

General

Course Subject Code

BLDG

Course Number

1130

Course Title

Communication & Emp Skills

Credit Hours:

2

Contact Hours

Contact Hours: 2

Billing Hours

Billing Hours Min: 2

Lecture Hours

Lecture Hours Min: 3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

This course is designed to develop communication skills and interpersonal skills of individuals entering the workforce.

BLDG1140 - Blueprint Reading

General

Course Subject Code	Course Number
BLDG	1140
Course Title	Credit
Blueprint Reading	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Course Description

Identification of symbols and lines, reading, and interpreting various types of construction drawings.

BLDG1150 - Hand/Power Tools

General

Course Subject Code	Course Number
BLDG	1150
Course Title	Credit
Hand/Power Tools	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

Basic skills and safety in the use of hand and power tools.

BLDG1200 - Basic Industrial Scaffolding

General

Course Subject Code	Course Number
BLDG	1200
Course Title	Credit
Basic Industrial Scaffolding	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

This simulation workshop provides the opportunity for hands-on practice with industrial scaffolding. Participants will actually demonstrate how to perform the proper methods of identifying, inspecting, erecting, dismantling, racking and stacking scaffolding.

BLDG1210 - Carpentry

General

Course Subject Code	Course Number
BLDG	1210
Course Title	Credit
Carpentry	Hours: 6

Contact Hours

Contact
Hours:
6

Billing Hours

Billing
Hours
Min:
6

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours	
Lab	
Hours	
Min:	
4	

Course Description
A course covering the basic concepts and applications of carpentry. Topics include safety, use of basic hand and power tools, and repair and construction techniques.

BLDG1220 - Masonry/Ceramic Tile

General

Course Subject Code	Course Number
BLDG	1220

Course Title	Credit
Masonry/Ceramic Tile	Hours:
	6

Contact Hours	
Contact	
Hours:	
6	

Billing Hours	
Billing	
Hours	
Min:	
6	

Lecture Hours	
Lecture	
Hours	
Min:	
2	

Lab Hours	
Lab	
Hours	
Min:	
4	

Course Description
A course covering the basic concepts of masonry and repairing and installing ceramic tile. Emphasis is placed on identification and use of tools and equipment, correct mixture ratios, layout, and jointing.

BLDG1310 - Electricity

General

Course Subject Code	Course Number
BLDG	1310

Course Title	Credit
Electricity	Hours:
	6

Contact Hours	
Contact	
Hours:	
6	

Billing Hours	
Billing	
Hours	
Min:	
6	

Lecture Hours	
Lecture	
Hours	
Min:	
2	

Lab Hours

Lab
Hours
Min:
4

Course Description

A study of the application of electricity and electrical wiring and components found in residential and commercial buildings. Topics include electrical safety, use of common tools and equipment, troubleshooting and repair or replacement of electrical components and appliances.

BLDG1320 - A/C & Refrigeration

General

Course Subject Code	Course Number
BLDG	1320
Course Title	Credit
A/C & Refrigeration	Hours: 6

Contact Hours

Contact
Hours:
6

Billing Hours

Billing
Hours
Min:
6

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
4

Course Description

A course covering the theory of refrigeration, the refrigeration cycle, the identification and function of the major components of air conditioning and refrigeration systems. This course also covers the service, repair, and maintenance of heating, cooling, and refrigeration systems used in residential and commercial applications.

BLDG1331 - Drywall

General

Course Subject Code	Course Number
BLDG	1331
Course Title	Credit
Drywall	Hours: 5

Billing Hours

Billing
Hours
Min:
5

Course Description

A course covering the basic concepts and applications of carpentry. Includes safety, use of basic hand and power tools, and construction techniques.

Industry Based Certification Embedded
NCCER Construction Technology

Free Form Requirements
Prerequisite(s): None

BLDG1410 - Plumbing I

General

Course Subject Code	Course Number
BLDG	1410
Course Title	Credit
Plumbing I	Hours:
	6

Contact Hours

Contact
Hours:
6

Billing Hours

Billing
Hours
Min:
6

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
4

Course Description

A study of the tools, equipment, materials, and techniques used in the maintenance of plumbing systems. Emphasizes working with and joining pipe and tubing.

BLDG1420 - Cabinetmaking

General

Course Subject Code	Course Number
BLDG	1420
Course Title	Credit
Cabinetmaking	Hours:
	6

Contact Hours

Contact
Hours:
6

Billing Hours

Billing
Hours
Min:
6

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
4

Course Description

This course teaches cabinetmaking skills. Topics include face frames, drawers, and raised panels.

BLDG1430 - Ground Maintenance

General

Course Subject Code	Course Number
BLDG	1430
Course Title	Credit
Ground Maintenance	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

Identification and use of equipment and chemicals used in daily pool maintenance. Also daily procedures, water analysis and treatment, filter and pump maintenance, and precautions in using and mixing chemicals.Dean of Technical Studies approval required.

Free Form Requirements

Prerequisite(s): None

BLDG1440 - Pool Maintenance

General

Course Subject Code	Course Number
BLDG	1440
Course Title	Credit
Pool Maintenance	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
1

Course Description

Identification and use of equipment and chemicals used in daily pool maintenance. Also daily procedures, water analysis and treatment, filter and pump maintenance, and precautions in using and mixing chemicals.Dean of Technical Studies approval required.

Free Form Requirements

Prerequisite(s): None

BLDG2991 - Special Projects I

General

Course Subject Code	Course Number
BLDG	2991
Course Title	Credit
Special Projects I	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
2

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

BLDG2995 - Special Projects III

General

Course Subject Code	Course Number
BLDG	2995
Course Title	Credit
Special Projects III	Hours:
	3

Contact Hours

Contact
Hours:
3

BLDG2993 - Special Projects II

General

Course Subject Code	Course Number
BLDG	2993
Course Title	Credit
Special Projects II	Hours:
	2

Billing Hours	
Billing Hours	
Min:	
3	

Lab Hours	
Lab Hours	
Min:	
3	

Course Description	
A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.	

BLDG2996 - Special Projects IV

General

Course Subject Code	Course Number
BLDG	2996
Course Title	Credit
Special Projects IV	Hours:
	3

Contact Hours	
Contact Hours	
Min:	
3	

Billing Hours	
Billing Hours	
Min:	
3	

Lecture Hours	
Lecture Hours	
Min:	
3	

Course Description	
A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.	

BLDG2997 - Practicum

General

Course Subject Code	Course Number
BLDG	2997
Course Title	Credit
Practicum	Hours:
	3

Contact Hours	
Contact Hours	
Min:	
3	

Billing Hours	
Billing Hours	
Min:	
3	

Lab Hours	
Lab Hours	
Min:	
3	

Course Description

A practicum provides supervised on-the-job work experience related to the student’s education objectives. Students participating in practicum do not receive compensation. Dean of Technical Education approval required.

BLDG2999 - Cooperative Education

General

Course Subject Code	Course Number
BLDG	2999
Course Title	Credit Hours:
Cooperative Education	3

Contact Hours

Contact Hours:
3

Billing Hours

Billing Hours Min:
3

Lab Hours

Lab Hours Min:
3

Course Description

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.

Free Form Requirements

Prerequisite(s): None

BUSN1100 - Introduction To Business

General

Course Subject Code	Course Number
BUSN	1100
Course Title	Credit Hours:
Introduction To Business	3

Contact Hours

Contact Hours:
3

Billing Hours

Billing Hours Min:
3

Lecture Hours

Lecture Hours Min:
3

Course Description

This course is designed to provide students with a broad introduction to the functions of business enterprises within the U.S. economic framework. Students are introduced to essential elements including terminology of business organizations, production, human resource management, marketing, accounting, and finance..

Free Form Requirements

Prerequisite(s): None

BUSN2000 - Intro to Supply Chain & Logist

General

Course Subject Code	Course Number
BUSN	2000
Course Title	Credit
Intro to Supply Chain & Logist	Hours: 3
Contact Hours	
Contact	Hours: 3
Billing Hours	
Billing	Hours
Min:	3
Lecture Hours	
Lecture	Hours
Min:	3

Course Description

This course introduces learners to supply chain and logistics activities involved in the flow of products and information among the suppliers, producers, and distributors to fulfill consumer’s demand. Hands-on experiential learning activities are used to enhance learning of concepts and field trips and guest speakers are provided to demonstrated concepts in real world application. At the end of the course, students would be able to identify the supply chain units, describe the materials management processes, and use method and tools to solve organizational problems.

Free Form Requirements

Prerequisite(s): None

BUSN2100 - Career Mgmt & Communication

General

Course Subject Code	Course Number
BUSN	2100
Course Title	Credit
Career Mgmt & Communication	Hours: 3
Contact Hours	
Contact	Hours: 3
Billing Hours	
Billing	Hours
Min:	3
Lecture Hours	
Lecture	Hours
Min:	3

Course Description

This course provides opportunities for students to learn how to use computer networks and other traditional methods to facilitate the following tasks: compose and submit routine business messages; interact with peers on problem-solving teams; research, draft, format, and submit business reports; create and deliver business presentation; and seek and maximize job search resources. Activities in this class

are designed to help achieve the following: effective communication skills and functional business knowledge.

Free Form Requirements

PREREQUISITES

(Course Number 1015, Subject Code ENGL, Level UG, Grade UG [Concurrent]Course Number 1015A, Subject Code ENGL, Level UG, Grade UG [Concurrent]); OR Course Number 1025, Subject Code ENGL, Level UG, Grade UG [Concurrent]

BUSO1000 - Business Communications

General

Course Subject Code BUSO Course Number 1000

Course Title Business Communications Credit Hours: 3

Contact Hours

Contact Hours: 3

Billing Hours

Billing Hours Min: 3

Lecture Hours

Lecture Hours Min: 3

Course Description

A study of business functions, methods of business operation, types of business ownership, and the role of business organizations in contemporary society. The purpose of this course is to introduce business principles and concepts. Both theory and practical application will be addressed.

BUSO1010 - Business Math

General

Course Subject Code BUSO Course Number 1010

Course Title Business Math Credit Hours: 3

Contact Hours

Contact Hours: 3

Billing Hours

Billing Hours Min: 3

Lecture Hours

Lecture Hours Min: 3

Course Description

A study of various business-related mathematical processes, principles, and techniques used to solve business problems on the electronic calculator.

BUSO1030 - Business English

General

Course Subject Code	Course Number
BUSO	1030

Course Title	Credit
Business English	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

Business English is designed to guide college students in developing the vital communication skills that are necessary to succeed in the modern workplace. It is also a study of English grammar and usage as applied to business documents and applications.

BUSO1100 - Records and Information Mgmt

General

Course Subject Code	Course Number
BUSO	1100

Course Title	Credit
Records and Information	Hours:
Mgmt	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, basic filing procedures and rules. This course examines how different organizational, technological, regulatory, and cultural factors affect the strategies, practices, and tools that organizations can employ to manage electronic records. Problems of long-term preservation and con-tinuing access to electronic records are analyzed and addressed.

Free Form Requirements

Prerequisite(s): None

BUSO1310 - Introduction to Database Mgmt.

General

Course Subject Code	Course Number
BUSO	1310

Course Title	Credit
Introduction to Database Mgmt.	Hours: 3
Contact Hours	
	Contact Hours: 3
Billing Hours	
	Billing Hours Min: 3
Lecture Hours	
	Lecture Hours Min: 3

Course Description
This course covers basic methods for creating a database, adding, changing and deleting information in a database, query processing and optimization, and printing data in the form of reports.
Free Form Requirements
Prerequisite(s): CPTR 1002 or INTE 1000 or CPTR 1000 or CPTR 1500

BUSO1320 - Introduction to Spreadsheets

General

Course Subject Code	Course Number
BUSO	1320
Course Title	Credit
Introduction to Spreadsheets	Hours: 3

Contact Hours
Contact Hours: 3
Billing Hours
Billing Hours Min: 3
Lecture Hours
Lecture Hours Min: 3
Course Description
This course focuses on the basic fundamentals of producing spreadsheets and graphs through problem-solving activities.
Free Form Requirements
Prerequisite(s): CPTR 1002 or INTE 1000 or CPTR 1000 or CPTR 1500

BUSO1350 - Machine Transcription

General

Course Subject Code	Course Number
BUSO	1350
Course Title	Credit
Machine Transcription	Hours: 3
Contact Hours	
	Contact Hours: 3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course includes hands-on applications of machine transcription equipment, as well as production of documents (mailable copy) from various fields of employment. Emphasis is on English language skills: punctuation, spelling, grammar, and vocabulary.

Free Form Requirements

Prerequisite(s): KYBD 1111

BUSO1410 - Advanced Database Mgmt

General

Course Subject Code	Course Number
BUSO	1410
Course Title	Credit
Advanced Database Mgmt	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

A further study of database applications including advanced concepts such as action queries, switchboards, custom toolbars and menus, converting objects to html files, and hyperlinks.

Free Form Requirements

Prerequisite(s): BUSO 1310

BUSO1420 - Advanced Spreadsheets

General

Course Subject Code	Course Number
BUSO	1420
Course Title	Credit
Advanced Spreadsheets	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

	Lecture Hours
	Lecture
	Hours
	Min:
	3

Course Description

This course contains advanced techniques for developing and modifying spreadsheets, and includes macros and data analysis functions, linked worksheets, workgroup features, creation of “what-if” scenarios and pivot tables.

Free Form Requirements

Prerequisite(s): BUSO 1320

BUSO1440 - Basic Word Processing

General

Course Subject Code	Course Number
BUSO	1440
Course Title	Credit
Basic Word Processing	Hours:
	3

	Contact Hours
	Contact
	Hours:
	3

	Billing Hours
	Billing
	Hours
	Min:
	3

	Lecture Hours
	Lecture
	Hours
	Min:
	3

Course Description

This course provides hands-on experience of word processing techniques and functions with emphasis on features and commands using a current version of word processing software.

Free Form Requirements

Prerequisite(s): KYBD 1111

BUSO1540 - Advanced Word Processing

General

Course Subject Code	Course Number
BUSO	1540
Course Title	Credit
Advanced Word	Hours:
Processing	3

	Contact Hours
	Contact
	Hours:
	3

	Billing Hours
	Billing
	Hours
	Min:
	3

	Lecture Hours
	Lecture
	Hours
	Min:
	3

Course Description

Hands-on application of advanced word processing, with emphasis on features and commands using current version of word processing software.

Free Form Requirements

PREREQUISITES

Course Number 1440, Subject Code BUSO, Level UG, Grade UG [Concurrent]

BUSO1650 - Basic Desktop Publishing

General

Course Subject Code Course Number
BUSO 1650

Course Title Credit
Basic Desktop Publishing Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course introduces students to the principles of design applicable to publications created using desktop publishing software and computer technology. Emphasis is on efficient use of a page layout software package to create, design, and print publications.

Free Form Requirements

Prerequisite(s): BUSO 1440

BUSO2530 - Office Procedures

General

Course Subject Code Course Number
BUSO 2530

Course Title Credit
Office Procedures Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course 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.

Free Form Requirements

Prerequisite(s): (BUSO 1000 or BUSN 2100) and BUSO 1440

CDYC1110 - Working With Young Children

General

Course Subject Code Course Number
CDYC 1110

Course Title Credit
Working With Young Hours:
Children 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

An introduction to Care and Development of Young Children as a part of total education to include the study of CLASS domains instructional support, engaged support for learning and responsive caregiving; professionalism, technology and developmentally appropriate practices (DAP).

CDYC1120 - Health, Safety & Nutrition

General

Course Subject Code Course Number
CDYC 1120

Course Title Credit
Health, Safety & Nutrition Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course examines fire prevention, health, safety, and nutrition for children. Topics covered include: signs and symptoms of common communicable diseases, pediatric first aid, and infant/child Cardiopulmonary Resuscitation (CPR). Also covered is application of the

principles of nutrition to children with emphasis on prenatal nutrition, the special requirements of various age levels from birth through adolescence, and problems related to children and nutrition. Menus that meet nutritional needs for all children are planned and prepared.

Free Form Requirements

Prerequisite(s): None

CDYC1130 - Child Guidance and Behaviors

General

Course Subject Code Course Number
CDYC 1130

Course Title Credit
Child Guidance and Hours:
Behaviors 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

Typical, age-related behavior patterns, child guidance practices and their consequences; techniques and procedures for successful management.

Free Form Requirements

Prerequisite(s): None

CDYC1151 - Observation/ Participation Lab

General

Course Subject Code Course Number
CDYC 1151

Course Title Credit
Observation/Participation Hours:
Lab 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
3

Course Description

Directed observation, documentation, and supervised participation of practical experiences and situations in the early childhood environment.

CDYC1210 - Growth/Devlop of Young Childre

General

Course Subject Code	Course Number
CDYC	1210
Course Title	Credit
Growth/Devlop of Young Childre	Hours: 3

Contact Hours

Contact
Hours: 3

Billing Hours

Billing
Hours
Min: 3

Lecture Hours

Lecture
Hours
Min: 3

Course Description

An introduction to Care and Development of Young Children as a part of total education to include the study of CLASS domains classroom organization, engaged support for learning and responsive caregiving; health and safety.

Free Form Requirements

PREREQUISITES

Course Number 1110, Subject Code CDYC, Level UG, Grade UG [Concurrent]

CDYC1220 - Infant/Todd Care & Curriculum

General

Course Subject Code	Course Number
CDYC	1220
Course Title	Credit
Infant/Todd Care & Curriculum	Hours: 3

Contact Hours

Contact
Hours: 3

Billing Hours

Billing
Hours
Min: 3

Lecture Hours

Lecture
Hours
Min: 2

Lab Hours

Lab
Hours
Min: 1

Course Description

Designing culturally sensitive environments and education practices appropriate to developmental needs of infant/toddlers from conception to age 3, including facilities, schedules, activities, and regulations.

Free Form Requirements

Prerequisite(s): None

CDYC1230 - Family Relationships & Issues

General

Course Subject Code Course Number
CDYC 1230

Course Title Credit
Family Relationships & Hours:
Issues 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

A study of the dynamics of family cycles, interpersonal relationships and application of principles of child and family development to relationships among young children, their families and teachers/ communities

Free Form Requirements

Prerequisite(s): None

CDYC1241 - Infant/Toddler Lab

General

Course Subject Code Course Number
CDYC 1241

Course Title Credit
Infant/Toddler Lab Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
3

Course Description

Directed observation, documentation, and supervised participation in practical experiences and situations with infants and/or toddlers in the early childhood environment.

CDYC1320 - Preschool Curriculum

General

Course Subject Code Course Number
CDYC 1320

Course Title Preschool Curriculum	Credit Hours: 3
Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours Min:	3
Lecture Hours	
Lecture Hours Min:	2
Lab Hours	
Lab Hours Min:	1

Course Description

An introduction to Care and Development of Young Children as a part of total education to include the study of CLASS domains emotional support, emotional and behavioral support, and responsive caregiving; families.

Free Form Requirements

Prerequisite(s): CDYC 1110 and CDYC 1210

CDYC1330 - Literature/ Language Methods

General

Course Subject Code CDYC	Course Number 1330
Course Title Literature/Language Methods	Credit Hours: 3

Contact Hours

Contact Hours:
3

Billing Hours

Billing Hours Min:
3

Lecture Hours

Lecture Hours Min:
2

Lab Hours

Lab Hours Min:
1

Course Description

This course will examine young children’s emergent use and understanding of literacy. Topics covered include to analyze current practices in teaching language arts, as well as, the methods and materials appropriate for promoting and assessing the literacy development of

Prerequisite(s): None

General

Course Subject Code	Course Number
CDYC	1332
Course Title	Credit
Preschool Methods	Hours:
	3

Contact Hours

**Contact
Hours:**
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Survey of principles, methods, techniques, and materials for teaching music, movement, art, creative dramatics, social studies, math and science in an early childhood setting. Emphasis will be on exploring best practices for teaching young children through a combination of naturalistic, informal, and structured activities as well as planning, implementing, and evaluating developmentally appropriate activities in these content areas. Includes selection, development, and presentation of instructional materials with an integrated curriculum approach.

Prerequisite(s): None

CDYC1341 - Preschool Lab

General

Course Subject Code	Course Number
CDYC	1341
Course Title	Credit
Preschool Lab	Hours:
	3

Contact Hours

**Contact
Hours:
3**

Billing Hours

**Billing
Hours
Min:**
3

Lab Hours

Lab
Hours
Min:
3

Course Description

Directed observation, documentation, and supervised participation of practical experiences and situations with preschool children.

CDYC1410 - Children With Special Needs

General

Course Subject Code	Course Number
CDYC	1410
Course Title	Credit
Children With Special Needs	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

A study of information regarding children with special needs including assessment and programming, strategies for developing adaptive environments, utilizing family input and community resources, legislation, and possible causes and characteristics of exceptionalities.

Free Form Requirements

Prerequisite(s): None

CDYC1420 - Organization & Administration

General

Course Subject Code	Course Number
CDYC	1420
Course Title	Credit
Organization & Administration	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

	Lab Hours
	Lab
	Hours
	Min:
	1

Course Description

Philosophy, objectives, and methods of organizing and operations of early childhood programs to include licensing issues, budgeting, personnel, policy development, facilities, supervisory/management skills, and advocacy.

Free Form Requirements

Prerequisite(s): None

CDYC2211 - Practicum In CDYC

General

Course Subject Code	Course Number
CDYC	2211
Course Title	Credit
Practicum In CDYC	Hours:
	5

Contact Hours
Contact
Hours:
5

Billing Hours
Billing
Hours
Min:
5

Lab Hours
Lab
Hours
Min:
5

Course Description

Individualized program under supervision and guidance; practical or field experience in organized programs in Care and Development of Young Children.

CDYC2991 - Special Projects I

General

Course Subject Code	Course Number
CDYC	2991
Course Title	Credit
Special Projects I	Hours:
	1

Contact Hours
Contact
Hours:
1

Billing Hours
Billing
Hours
Min:
1

Lecture Hours
Lecture
Hours
Min:
0

	Lab Hours
	Lab
	Hours
	Min:
	1

Course Description
A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

CDYC2993 - Special Projects II

General

Course Subject Code	Course Number
CDYC	2993
Course Title	Credit Hours:
Special Projects II	2

Contact Hours
Contact
Hours:
2

Billing Hours
Billing
Hours
Min:
2

Lecture Hours
Lecture
Hours
Min:
0

	Lab Hours
	Lab
	Hours
	Min:
	2

Course Description
A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

CDYC2995 - Special Projects III

General

Course Subject Code	Course Number
CDYC	2995
Course Title	Credit Hours:
Special Projects III	3

Contact Hours
Contact
Hours:
3

Billing Hours
Billing
Hours
Min:
3

Lecture Hours
Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

CDYC2996 - Special Projects IV

General

Course Subject Code	Course Number
CDYC	2996
Course Title	Credit
Special Projects IV	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

CDYC2997 - Practicum

General

Course Subject Code	Course Number
CDYC	2997
Course Title	Credit
Practicum	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
3

Course Description

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation. Dean of Technical Education approval required.

CDYC2999 - Cooperative Education

General

Course Subject Code	Course Number
CDYC	2999
Course Title	Credit
Cooperative Education	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
3

Course Description

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. Dean of Technical Education approval required.

CHEM1010 - Gen Chemistry I NonScience Mjr

General

Course Subject Code	Course Number
CHEM	1010
Course Title	Credit
Gen Chemistry I NonScience Mjr	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

The first of a two semester sequence covering the following general topics: metric and temperature conversions, density, calorimetry, mixtures/compounds/elements, chemical and physical properties, structure of the atom and electron configuration, periodic table, bonding, chemical formulas and nomenclature, moles, stoichiometry, chemical reactions, gas laws, and properties of gases, liquids and solids.

Free Form Requirements**PREREQUISITES**

Course Number 1005, Subject Code MATH, Level CE, Grade CE [Concurrent]; OR Course Number 1015, Subject Code MATH, Level CE, Grade CE [Concurrent]; OR Course Number 1500, Subject Code MATH, Level CE, Grade CE [Concurrent]; OR Course Number 1500A, Subject Code MATH, Level CE, Grade CE [Concurrent]

CHEM1015 - Gen Chem I Lab Non Science Maj

General

Course Subject Code	Course Number
CHEM	1015

Course Title	Credit Hours:
Gen Chem I Lab Non Science Maj	1

Contact Hours

Contact Hours:
1

Billing Hours

Billing Hours Min:
1

Lab Hours

Lab Hours Min:
1

Course Description

A series of laboratory experiments designed to illustrate the material studied in Chemistry 1010 covering such topics as density determination, chromatography, calorimetry, emission spectra, gas laws, chemical changes and data collection.

Free Form Requirements**PREREQUISITES**

Course Number 1010, Subject Code CHEM, Level UG, Grade UG [Concurrent]

CHEM1020 - Chemistry II NonScience Mjr

General

Course Subject Code	Course Number
CHEM	1020

Course Title	Credit Hours:
Chemistry II NonScience Mjr	3

Contact Hours

Contact Hours:
3

Billing Hours

Billing Hours Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Billing Hours

Billing
Hours
Min:
3

Course Description

The second of a two course lecture sequence in Introductory Chemistry for non-science majors. The topics to be covered include the kinetic molecular theory of gases, intermolecular forces, colligative properties, chemical equilibrium, oxidation and reduction with selected topics in radioactivity and nuclear chemistry, organic chemistry, and biochemistry. The course emphasizes understanding basic principles and problem solving.

Free Form Requirements

PREREQUISITES

Course Number 1010, Subject Code CHEM, Level UG, Grade UG [Concurrent]; OR Course Number 1100, Subject Code CHEM, Level UG, Grade UG [Concurrent]

CHEM1100 - Gen Chemistry I (Sci Majors)

General

Course Subject Code
CHEM

Course Number
1100

Course Title
Gen Chemistry I (Sci Majors)

Credit
Hours:
3

Contact Hours

Contact
Hours:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Course Description

First semester chemistry course designed for natural engineering or life sciences majors. Topics include nomenclature, atomic and molecular structure, chemical equations and stoichiometry, and gas laws.

Free Form Requirements

PREREQUISITES

(Course Number 1005, Subject Code MATH, Level UG, Grade UG; OR Course Number 1005, Subject Code MATH, Level UG, Grade UG; OR Course Number 1015, Subject Code MATH, Level UG, Grade UG; OR Course Number 1015, Subject Code MATH, Level UG, Grade UG); AND Course Number 1115, Subject Code CHEM, Level UG, Grade UG [Concurrent]

CHEM1115 - Gen Chemistry I Lab

General

Course Subject Code
CHEM

Course Number
1115

Course Title

Gen Chemistry I Lab

Credit

Hours:

1

Contact Hours

Contact

Hours:

1

Billing Hours

Billing

Hours

Min:

1

Lecture Hours

Lecture

Hours

Min:

0

Lab Hours

Lab

Hours

Min:

1

Course Description

This laboratory course is designed to illustrate the material studied in CHEM 1100. Students will participate in experiments that involve mass/volume measurement and relationships, yield and stoichiometry, calorimetry and thermochemistry, and the manipulation and measurement of gases.

Free Form Requirements

PREREQUISITES

Course Number 1100, Subject Code CHEM, Level UG, Grade UG [Concurrent]

CHEM1200 - Gen Chemistry II (Sci Majors)

General

Course Subject Code

CHEM

Course Number

1200

Course Title

Gen Chemistry II (Sci Majors)

Credit

Hours:

3

Contact Hours

Contact

Hours:

3

Billing Hours

Billing

Hours

Min:

3

Lecture Hours

Lecture

Hours

Min:

3

Course Description

Second semester chemistry course designed for natural engineering or life sciences majors. A continuation of CHEM 1100 required of all chemistry and physics majors and other programs whose curricula require chemistry above the introductory level.

Free Form Requirements

PREREQUISITES

Course Number 1100, Subject Code CHEM, Level UG, Grade UG; OR Course Number 1100, Subject Code CHEM, Level UG, Grade UG

CHEM1215 - Gen Chemistry II Lab

General

Course Subject Code
CHEM

Course Number
1215

Course Title
Gen Chemistry II Lab

Credit
Hours:
1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
1

Course Description

This laboratory course is designed to illustrate materials studied in CHEM 1200. Experimental methods include quantitative, gravimetric and volumetric analysis, electrochemistry, plus kinetics with computer analysis of experimental data.

Free Form Requirements

PREREQUISITES

(Course Number 1115, Subject Code CHEM, Level UG, Grade UG; OR Course Number 1115, Subject Code CHEM, Level UG, Grade UG); AND Course Number 1200, Subject Code CHEM, Level UG [Concurrent]

CPTR1000 - Introduction to Computers

General

Course Subject Code
CPTR

Course Number
1000

Course Title
Introduction to Computers

Credit
Hours:
2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

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.

CPTR1002 - Computer Lit. & Applications

General

Course Subject Code	Course Number
CPTR	1002
Course Title	Credit
Computer Lit. & Applications	Hours:
	3

Contact Hours
Contact
Hours:
3

Billing Hours
Billing
Hours
Min:
3

Lecture Hours
Lecture
Hours
Min:
3

Course Description

This course is an introductory study and application of computer system components and operating system environments. Internet concepts, electronic mail, and core components of word processing, database management, spreadsheets, and presentation software will also be addressed.

CPTR1500 - Introduction to Computers

General

Course Subject Code	Course Number
CPTR	1500
Course Title	Credit
Introduction to Computers	Hours:
	3

Contact Hours
Contact
Hours:
3

Billing Hours
Billing
Hours
Min:
3

Lecture Hours
Lecture
Hours
Min:
3

Course Description

The course prepares students to work with latest version of Microsoft Office in a career setting or for personal use. Using courseware that incorporates an accelerated, step-by-step, project-based approach, students develop an introductory-level competency in Word, Excel, Access, and PowerPoint and explore the essential features of the latest version of Windows and Internet Explorer. Students also develop an understanding of key ethical issues they face in the context of using information technology.

CPTR1700 - Drones I

General

Course Subject Code	Course Number
CPTR	1700
Course Title	Credit
Drones I	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Course Description

This course is designed to introduce students to properly and safely operating an UAS in both a recreational and professional endeavors. The course will include training focused on aviation fundamentals that are required to pass the FAA part 107 exam, UAS mission planning, UAS usage in an agricultural capacity, and use of GIS software.

Free Form Requirements

Prerequisite(s): None

CPTR1710 - Drones II

General

Course Subject Code	Course Number
CPTR	1710
Course Title	Credit
Drones II	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Course Description

This course is designed to develop students' knowledge on intermediate operations of an UAS in both a recreational and professional endeavors. The course will include training focused on aviation skills that are

Prerequisite(s): None

General

Course Subject Code	Course Number
CRMJ	1110
Course Title	Credit
Intro to Criminal Justice	Hours:
	3

Contact Hours

**Contact
Hours:**
3

Billing Hours

**Billing
Hours
Min:**
3

Lecture Hours

Lecture
Hours
Min:
3

A review of history and philosophical background of the US criminal justice systems; organization of its agencies and processes including the legislature, police, prosecutor, courts, corrections; including their development of modern practices and their roles in today's society.

General

Course Subject Code	Course Number
CRMJ	1120
Course Title	Credit
Introduction to	Hours:
Corrections	3

Contact Hours

**Contact
Hours:**
3

Billing Hours

**Billing
Hours
Min:**
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

A study of the history, philosophy, theories, and practices involved in treatment of convicted law violators. Focus is given to roles of correctional system as it relates to other components of the criminal justice system.

CRMJ1220 - Police Systems and Practices

General

Course Subject Code	Course Number
CRMJ	1220
Course Title	Credit
Police Systems and Practices	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Course Description

A study of organization and management of police agencies, focus on the role, scope, and functions of these agencies.

Free Form Requirements

PREREQUISITES

Course Number 0098, Subject Code ENGL, Level UG,

Grade UG [Concurrent]; OR Course Number 1025, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 1015, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 0099, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Test Code A01, Test Score 17; OR Test Code ACWR, Test Score 225; OR Test Code AP02, Test Score 060

CRMJ1230 - Technical Report Writing

General

Course Subject Code	Course Number
CRMJ	1230
Course Title	Credit
Technical Report Writing	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

General procedures in writing police reports and law enforcement related reports, including development and organization of thoughts and ideas; covers grammar skills, proper punctuation, capitalization, and effective.

CRMJ1310 - Community Based Corrections

General

Course Subject Code	Course Number
CRMJ	1310
Course Title	Credit
Community Based Corrections	Hours: 3

Contact Hours

Contact
Hours: 3

Billing Hours

Billing
Hours
Min: 3

Lecture Hours

Lecture
Hours
Min: 3

Lab Hours

Lab
Hours
Min: 0

Course Description

History, philosophy, operations of the correctional system's absence of incarceration, including probation, parole, diversion, other alternatives; stress on community role and responsibility in crime prevention, offender programs, and improvement of correctional processes.

CRMJ1322 - Criminal Investigation

General

Course Subject Code	Course Number
CRMJ	1322
Course Title	Credit
Criminal Investigation	Hours: 3

Contact Hours

Contact
Hours: 3

Billing Hours

Billing
Hours
Min: 3

Lecture Hours

Lecture
Hours
Min: 3

Course Description

This course is designed to explore the fundamental components of interviewing and investigations. Topics include investigative practices in apprehending suspects, preparing criminal cases, gathering and

analyzing evidence, management of major cases, and an in-depth examination of the science and art of criminal investigations.

CRMJ1330 - Introduction to Criminal Law

General

Course Subject Code	Course Number
CRMJ	1330
Course Title	Credit
Introduction to Criminal Law	Hours: 3

Contact Hours

Contact
Hours: 3

Billing Hours

Billing
Hours
Min: 3

Lecture Hours

Lecture
Hours
Min: 3

Course Description

Study of the substantive criminal law including definitions of law, crime, defenses, criminal responsibility, punishments, and court systems.

Free Form Requirements

PREREQUISITES

Course Number 0098, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 1025, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 1015, Subject Code ENGL, Level

UG, Grade UG [Concurrent]; OR Course Number 0099, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Test Code A01, Test Score 17; OR Test Code ACWR, Test Score 225; OR Test Code AP02, Test Score 060

CRMJ1340 - Deviance

General

Course Subject Code	Course Number
CRMJ	1340
Course Title	Credit
Deviance	Hours: 3

Contact Hours

Contact
Hours: 3

Billing Hours

Billing
Hours
Min: 3

Lecture Hours

Lecture
Hours
Min: 3

Lab Hours

Lab
Hours
Min: 0

Course Description

A study of the theories used to explain criminal behavior.

Free Form Requirements

PREREQUISITES

Course Number 0098, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 1025, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 1015, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 0099, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Test Code A01, Test Score 17; OR Test Code ACWR, Test Score 225; OR Test Code AP02, Test Score 060

CRMJ1410 - Juvenile Justice

General

Course Subject Code	Course Number
CRMJ	1410
Course Title	Credit
Juvenile Justice	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

Study of juvenile delinquency with emphasis on theories, preventive programs, juvenile courts, treatment, and current problems in juvenile delinquency.

Free Form Requirements

Prerequisite(s): ACT English with a score of 17 or ACCUPLACER NG Writing with a score of 225 or ACCUPLACER Sentence Skills with a score of 60. Co-requisite(s): ENGL 1015 or ENGL 1025

CRMJ1420 - Judicial Process

General

Course Subject Code	Course Number
CRMJ	1420
Course Title	Credit
Judicial Process	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Contact Hours

Contact
Hours:
3

Lab Hours

Lab
Hours
Min:
0

Billing Hours

Billing
Hours
Min:
3

Course Description

This course examines the role, function, and structure of the courts and their relationship to the criminal justice system.

Free Form Requirements

PREREQUISITES

Course Number 0098, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 1025, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 1015, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 0099, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Test Code A01, Test Score 17; OR Test Code ACWR, Test Score 225; OR Test Code AP02, Test Score 060

CRMJ2112 - Social Problems for CJ

General

Course Subject Code	Course Number
CRMJ	2112
Course Title	Credit
Social Problems for CJ	Hours:
	3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course is designed to provide students with an introduction to the issues of social problems in our world. The primary focus of this course is to provide students with knowledge and understanding of human behavior and development from a social systems approach as affected by biological, cultural, environmental, and psychosocial factors. Emphasis is on the role of individual, family, small group, organization and community in human behavior as related to criminal justice practice areas. Cultural, ethnic and life-style diversity and their effects on the development of human systems is stressed.

Free Form Requirements

Prerequisite(s): None

CRMJ2520 - Drugs Crime and Society

General

Course Subject Code	Course Number
CRMJ	2520

Course Title	Credit
Drugs Crime and Society	Hours:
	3
	Contact Hours
	Contact
	Hours:
	3
	Billing Hours
	Billing
	Hours
	Min:
	3
	Lecture Hours
	Lecture
	Hours
	Min:
	3

Course Description

This course provides an overview of drug use in modern society, with a focus on relating the latest information on drugs to their effects on society and human behavior.

CRMJ2552 - Criminal Justice Externship

General

Course Subject Code	Course Number
CRMJ	2552
Course Title	Credit
Criminal Justice Externship	Hours:
	3

Contact Hours
Contact
Hours:
3
Billing Hours
Billing
Hours
Min:
3
Lecture Hours
Lecture
Hours
Min:
2
Lab Hours
Lab
Hours
Min:
1

Course Description

Students will become familiar with the daily aspects and duties of various criminal justice agencies. They will be introduced to areas of law enforcement, corrections, parole, probation, juvenile facilities, marshal office, and border patrol agencies. They will apply theories and concepts introduced in the classroom to the realities of life that criminal justice agents face on a daily basis. This experience will add to the students' classroom knowledge.

CRMJ2700 - Victimology

General

Course Subject Code	Course Number
CRMJ	2700

Course Title
Victimology

Credit
Hours:
3

Contact Hours
Contact
Hours:
1

Contact Hours
Contact
Hours:
3

Billing Hours
Billing
Hours
Min:
1

Billing Hours
Billing
Hours
Min:
3

Lecture Hours
Lecture
Hours
Min:
0

Lecture Hours
Lecture
Hours
Min:
3

Lab Hours
Lab
Hours
Min:
1

Course Description

This course is an overview of victims of crime in America, focusing on index crime victims, as well as the victim’s role in preventing or assisting crime, and the relation of the victim to the criminal justice system. Special crime victims such as missing children, abused children, the elderly and battered women will be given attention.

Free Form Requirements
Prerequisite(s): None

CRMJ2991 - Special Projects I

General

Course Subject Code
CRMJ

Course Number
2991

Course Title
Special Projects I

Credit
Hours:
1

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Academics approval required.

CRMJ2993 - Special Projects II

General

Course Subject Code
CRMJ

Course Number
2993

Course Title
Special Projects II

Credit
Hours:
2

Contact Hours	
Contact Hours:	2
Billing Hours	
Billing Hours	
Min:	2
Lecture Hours	
Lecture Hours	
Min:	0
Lab Hours	
Lab Hours	
Min:	2

Course Description

A course designed for the student who has demonstrated specific special needs.Dean of Academics approval required.

CRMJ2995 - Special Projects III

General

Course Subject Code	Course Number
CRMJ	2995
Course Title	Credit Hours:
Special Projects III	3

Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours	
Min:	3
Lecture Hours	
Lecture Hours	
Min:	0
Lab Hours	
Lab Hours	
Min:	3

Course Description

A course designed for the student who has demonstrated specific special needs.Dean of Academics approval required.

CRMJ2996 - Special Projects IV

General

Course Subject Code	Course Number
CRMJ	2996
Course Title	Credit Hours:
Special Projects IV	3

Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours Min:	3
Lecture Hours	
Lecture Hours Min:	3

Course Description

Prerequisite: Dean of Academics approval. A course designed for the student who has demonstrated specific special needs.

Free Form Requirements

Prerequisite(s): None

CRMJ2997 - Practicum

General

Course Subject Code	Course Number
CRMJ	2997
Course Title	Credit Hours:
Practicum	3

Contact Hours	
Contact Hours:	3

Billing Hours	
Billing Hours Min:	3
Lab Hours	
Lab Hours Min:	3

Course Description

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation. Dean of Academics approval required.

CRMJ2998 - Special Projects V

General

Course Subject Code	Course Number
CRMJ	2998
Course Title	Credit Hours:
Special Projects V	1

Contact Hours	
Contact Hours:	1

Billing Hours	
Billing Hours Min:	1

Lecture Hours
Lecture Hours Min: 1

Course Description
A course designed for the student who has demonstrated specific special needs. Dean of Academics approval required.

CRMJ2999 - Cooperative Education

General

Course Subject Code	Course Number
CRMJ	2999
Course Title	Credit Hours:
Cooperative Education	3

Contact Hours

Contact Hours:
3

Billing Hours

Billing Hours Min:
3

Lecture Hours

Lecture Hours Min:
0

Lab Hours
Lab Hours Min: 3

Course Description
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. Dean of Academics approval required.

CSRV1000 - Customer Service

General

Course Subject Code	Course Number
CSRV	1000
Course Title	Credit Hours:
Customer Service	3

Contact Hours

Contact Hours:
3

Billing Hours

Billing Hours Min:
3

Lecture Hours

Lecture Hours Min:
3

Course Description

This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

CSRV2000 - Customer Service & Sales

Course Subject Code	Course Number
CSR.V	2000

Course Title	Credit
Customer Service & Sales	Hours:
	3

Contact Hours

**Contact
Hours:**
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Course Description

This course is intended to help students to understand the importance of recognizing a customer's needs and offering solutions. This course will provide the student with more confidence and skills to transition calls from issue resolution to offering additional products or services.

Free Form Requirements

Prerequisite(s): None

CSSK1000 - College Success

Course Subject Code	Course Number
CSSK	1000

Course Title	Credit
College Success	Hours:
	1

Contact Hours

**Contact
Hours:**
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
1

Course Description

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.

Free Form Requirements
Prerequisite(s): None

CULN1101 - Culinary History & Development

General

Course Subject Code	Course Number
CULN	1101

Course Title	Credit
Culinary History & Development	Hours: 3

Contact Hours
Contact
Hours: 3

Billing Hours
Billing
Hours
Min: 3

Lecture Hours
Lecture
Hours
Min: 3

Course Description
History and progression of world cuisines, including influences of geography, politics, religion, and cultural characteristics. Emphasis on international and regional American foodways as well as current trends and career opportunities in the foodservice industry.

Free Form Requirements
Prerequisite(s): None

CULN1130 - Sanitation and Safety

General

Course Subject Code	Course Number
CULN	1130

Course Title	Credit
Sanitation and Safety	Hours: 2

Contact Hours
Contact
Hours: 2

Billing Hours
Billing
Hours
Min: 2

Lecture Hours
Lecture
Hours
Min: 2

Course Description
Safety and fire prevention, personal hygiene, and sanitary work procedures required to prevent food-borne illnesses.

CULN1140 - Introduction to Culinary Skill

General

Course Subject Code	Course Number
CULN	1140
Course Title	Credit
Introduction to Culinary Skill	Hours: 3

Contact Hours

Contact
Hours: 3

Billing Hours

Billing
Hours
Min: 3

Lecture Hours

Lecture
Hours
Min: 2

Lab Hours

Lab
Hours
Min: 1

Course Description

General and classical knife skills; professionalism and employability skills; operation of large and small commercial kitchen equipment; Mise en Place; beginning cooking methods and techniques; plate presentation; recipe measurements and conversions; culinary terminology.

CULN1170 - Essentials Dining Room Service

General

Course Subject Code	Course Number
CULN	1170
Course Title	Credit
Essentials Dining Room Service	Hours: 2

Contact Hours

Contact
Hours: 2

Billing Hours

Billing
Hours
Min: 2

Lecture Hours

Lecture
Hours
Min: 1

Lab Hours

Lab
Hours
Min: 1

Course Description

A study of types of service used to enhance dining pleasure, as well as the preparation of beverages.

CULN1219 - Meat Identification & Fabricat

General

Course Subject Code	Course Number
CULN	1219
Course Title	Credit
Meat Identification & Fabricat	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

Identification and fabrication of meat, seafood, and poultry. Selection, procurement, and preparation of products in commercial food service.

Free Form Requirements

Prerequisite(s): None

CULN1221 - Fruits, Veg, & Farinaceous Pro

General

Course Subject Code	Course Number
CULN	1221
Course Title	Credit
Fruits, Veg, & Farinaceous Pro	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

Characteristics of fats, oils, and egg and dairy products. Principles of preparation of vegetables, fruits, farinaceous products, and other food products will be studied and applied in the laboratory kitchen.

Free Form Requirements

Prerequisite(s): None

CULN1222 - Stocks, Sauces & Soups

General

Course Subject Code	Course Number
CULN	1222
Course Title	Credit
Stocks, Sauces & Soups	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

Principles of preparation of stocks, soups, sauces, and various types of meat, poultry and seafood dishes, and their application.

CULN1350 - Intro to Baking & Pastry

General

Course Subject Code	Course Number
CULN	1350
Course Title	Credit
Intro to Baking & Pastry	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
2

Course Description

Preparation of yeast dough products, quick breads, cakes and icings, cookies, pies, puff pastry, éclair and cream puffs, meringues, soufflés, as well as creams, custards, puddings, sauces, and frozen and fruit desserts.

Free Form Requirements
Prerequisite(s): None

CULN1410 - Garde Manager

General

Course Subject Code	Course Number
CULN	1410
Course Title	Credit
Garde Manager	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
3

Course Description
Principles of preparation of salads, cold sauces, appetizers, and garnishes and their applications. Emphasis on color, texture, and temperature in preparation and presentation.

CULN1420 - Food, Bev, & Labor Cost Contro

General

Course Subject Code	Course Number
CULN	1420
Course Title	Credit
Food, Bev, & Labor Cost Contro	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description
Principles of menu development; menu writing; recipe costing, usage, and conversion; yield percentage; production control; and food selection and procurement.

Free Form Requirements
Prerequisite(s): None

CULN2410 - Regional Cuisine

General

Course Subject Code	Course Number
CULN	2410

Course Title Regional Cuisine	Credit Hours: 3	Contact Hours Contact Hours: 3
		Billing Hours Billing Hours Min: 3
		Lab Hours Lab Hours Min: 3

Course Description
This course includes the team preparation of a specified number and variety of regional dishes for portfolio, using advanced skills, instructor-prepared criteria, and evaluation processes. Includes a research project.

Free Form Requirements
Prerequisite(s): None

CULN2420 - International Cuisine

General

Course Subject Code CULN	Course Number 2420
Course Title International Cuisine	Credit Hours: 2

Contact Hours Contact Hours: 2	Billing Hours Billing Hours Min: 2	Lab Hours Lab Hours Min: 2
--	--	--

Course Description
This course includes the team preparation of a specified number and variety of international meals for portfolio, using advanced skills, instructor-prepared criteria, and evaluation processes. Includes a research project.

Free Form Requirements
Prerequisite(s): None

CULN2540 - InternshipPart I:Culinary Cafe

General

Course Subject Code CULN	Course Number 2540
Course Title InternshipPart I:Culinary Cafe	Credit Hours: 5
	Contact Hours Contact Hours: 5

		Lab Hours	
		Lab	
		Hours	
		Min:	5
		5	
		Lab Hours	
		Lab	
		Hours	
		Min:	5
		5	
		Course Description	
		Advanced experiential course involving all facets in regional foods preparation and in operations of culinary enterprises. Instructor approval required.	
		CULN2991 - Special Projects I	
		General	
		Course Subject Code	Course Number
		CULN	2991
		Course Title	Credit
		Special Projects I	Hours:
			1
		Contact Hours	
		Contact	
		Hours:	1
		1	
		Billing Hours	
		Billing	
		Hours	
		Min:	1
		1	
		Lecture Hours	
		Lecture	
		Hours	
		Min:	0
		0	

		Billing Hours	
		Billing	
		Hours	
		Min:	5
		5	
		Lab Hours	
		Lab	
		Hours	
		Min:	5
		5	
		Course Description	
		Experiential course involving all facets of food preparation and operations in a culinary enterprise. Instructor approval required.	
		CULN2541 - Internship Part II: Culn Cafe	
		General	
		Course Subject Code	Course Number
		CULN	2541
		Course Title	Credit
		Internship Part II: Culn Cafe	Hours:
			5
		5	
		Contact Hours	
		Contact	
		Hours:	5
		5	
		Billing Hours	
		Billing	
		Hours	
		Min:	5
		5	

Lab Hours	
Lab	
Hours	
Min:	
1	

Course Description
A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

CULN2993 - Special Projects II

General

Course Subject Code	Course Number
CULN	2993
Course Title	Credit
Special Projects II	Hours:
	2

Contact Hours	
Contact	
Hours:	
2	

Billing Hours	
Billing	
Hours	
Min:	
2	

Lecture Hours	
Lecture	
Hours	
Min:	
0	

Lab Hours	
Lab	
Hours	
Min:	
2	

Course Description
A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

CULN2995 - Special Projects III

General

Course Subject Code	Course Number
CULN	2995
Course Title	Credit
Special Projects III	Hours:
	3

Contact Hours	
Contact	
Hours:	
3	

Billing Hours	
Billing	
Hours	
Min:	
3	

Lecture Hours	
Lecture	
Hours	
Min:	
0	

Lab Hours

Lab
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

CULN2996 - Special Projects IV

General

Course Subject Code Course Number
CULN 2996

Course Title Credit
Special Projects IV Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

CULN2997 - Practicum

General

Course Subject Code Course Number
CULN 2997

Course Title Credit
Practicum Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours	
Lab	
Hours	
Min:	
3	

Course Description
A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation. Dean of Technical Education approval required.

CULN2999 - Cooperative Education

General

Course Subject Code	Course Number
CULN	2999
Course Title	Credit
Cooperative Education	Hours:
	3

Contact Hours	
Contact	
Hours:	
3	

Billing Hours	
Billing	
Hours	
Min:	
3	

Lecture Hours	
Lecture	
Hours	
Min:	
0	

Lab Hours	
Lab	
Hours	
Min:	
3	

Course Description
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. Dean of Technical Education approval required.

DPET1130 - Safety Skills, Intro Diesel En

General

Course Subject Code	Course Number
DPET	1130
Course Title	Credit
Safety Skills, Intro Diesel En	Hours:
	4

Contact Hours	
Contact	
Hours:	
4	

Billing Hours	
Billing	
Hours	
Min:	
4	

Lecture Hours	
Lecture	
Hours	
Min:	
2	

Lab Hours

Lab
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
2

Course Description

This course is an introduction to fire prevention and basic safety information, the design and construction of diesel engines, and identification of diesel engine parts, tools, test equipment, fasteners, bearings, and seals. This course is also designed to prepare the student for employment in the industry. Laboratory work requires using tools and fasteners.

DPET1140 - Engines I

General

Course Subject Code	Course Number
DPET	1140
Course Title	Credit
Engines I	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Course Description

Engine disassembly is performed and basic parts operation and service are explained for rebuilding of light- and medium-duty diesel engines. Troubleshooting and tune-up procedures are performed on the different engine designs. The course will include disassembly, inspection and evaluation, repair and reassembly of engines.

Free Form Requirements

PREREQUISITES

Course Number 1130, Subject Code DPET, Level UG, Grade UG [Concurrent]

DPET1141 - Engines II

General

Course Subject Code	Course Number
DPET	1141
Course Title	Credit
Engines II	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours	
Lecture Hours	Min:
	1
Lab Hours	
Lab Hours	Min:
	2

Course Description

This course is a continuation of Engines I, but covers heavy-duty diesel engines. Students gain knowledge in operation, troubleshooting, rebuilding and tuning all types of diesel engines. Work includes disassembly, assembly, injection timing and adjustment common to diesel engines used in the transportation and industrial industries.

Free Form Requirements

PREREQUISITES

Course Number 1140, Subject Code DPET, Level UG, Grade UG [Concurrent]

DPET1150 - General Engine Diagnostics

General

Course Subject Code	Course Number
DPET	1150
Course Title	Credit
General Engine Diagnostics	Hours: 3

Contact Hours
Contact Hours:
3

Billing Hours
Billing Hours
Min:
3
Lecture Hours
Lecture Hours
Min:
1

Lab Hours
Lab Hours
Min:
2

Course Description

The course will include performance of preventive maintenance on diesel engines, diagnosis of engine malfunctions, performance of tune-ups using related service manuals and test equipment.

DPET1210 - Basic Diesel Electrical System

General

Course Subject Code	Course Number
DPET	1210
Course Title	Credit
Basic Diesel Electrical System	Hours: 4

Contact Hours
Contact Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
1

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
1

Course Description

An introductory class in electrical fundamentals. Topics covered in this course will include 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.

DPET1220 - Advanced Diesel Electrical Sys

General

Course Subject Code	Course Number
DPET	1220
Course Title	Credit
Advanced Diesel Electrical Sys	Hours: 4

Course Description

A course covering the theory of operation, repair and diagnostic procedures used on heavy-duty truck and tractor electrical systems, electronic engines and transmissions. Topics covered in this course will include the study of DC resistance and conductors, principles of DC circuits, fundamentals of alternating current and semiconductors, basic electronic circuits, and digital electronics.

Free Form Requirements

PREREQUISITES

Course Number 1210, Subject Code DPET, Level UG, Grade UG [Concurrent]

DPET1231 - Diesel Engine Control Systems

General

Course Subject Code	Course Number
DPET	1231
Course Title	Credit
Diesel Engine Control Systems	Hours: 3

Contact Hours

Contact
Hours: 3

Billing Hours

Billing
Hours
Min: 3

Lecture Hours

Lecture
Hours
Min: 1

Lab Hours

Lab
Hours
Min: 2

Course Description

This course will include the identity of type and functions of fuel injectors, nozzles, and unit injectors. Also, this course includes identification and functions of vehicle computer control systems.

DPET1251 - Alternative Fuel Systems

General

Course Subject Code	Course Number
DPET	1251
Course Title	Credit
Alternative Fuel Systems	Hours: 2

Contact Hours

Contact
Hours: 2

Billing Hours

Billing
Hours
Min: 2

Lecture Hours

Lecture
Hours
Min: 1

Lab Hours

Lab
Hours
Min: 1

Course Description

This course includes an introduction to various fuel systems, components, and their functions and the proper storage, identification and grading of fuels.

Free Form Requirements

Prerequisite(s): None

DPET1310 - Introduction to Power Trains

General

Course Subject Code	Course Number
DPET	1310
Course Title	Credit Hours:
Introduction to Power Trains	2

Contact Hours

Contact Hours:
2

Billing Hours

Billing Hours
Min:
2

Lecture Hours

Lecture Hours
Min:
1

Lab Hours

Lab Hours
Min:
1

Course Description

A course teaching the fundamentals of transmitting power. Topics covered in this course include the theory of operation and application of various mechanical gearing components.

DPET1320 - Transmissions

General

Course Subject Code	Course Number
DPET	1320
Course Title	Credit Hours:
Transmissions	3

Contact Hours

Contact Hours:
3

Billing Hours

Billing Hours
Min:
3

Lecture Hours

Lecture Hours
Min:
1

Lab Hours

Lab Hours
Min:
2

Course Description

The course includes a detailed study of the function, construction, operation and servicing of automatic and manual transmissions.

DPET1330 - Differentials

General

Course Subject Code	Course Number
DPET	1330
Course Title	Credit
Differentials	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

This course includes identifying the parts of drive lines and differentials for medium/heavy duty trucks and heavy equipment. Live work will be a part of this course.

Free Form Requirements

PREREQUISITES

Course Number 1310, Subject Code DPET, Level UG,

Grade UG [Concurrent]

DPET2110 - Basic Hydraulics

General

Course Subject Code	Course Number
DPET	2110
Course Title	Credit
Basic Hydraulics	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

This course includes the principles of basic hydraulic systems and general maintenance procedures of a hydraulic system. Also included are the disassembly and assembly of hydraulic components and the application of safety rules and regulations.

DPET2120 - Advanced Hydraulics

General

Course Subject Code	Course Number
DPET	2120
Course Title	Credit
Advanced Hydraulics	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

The course includes principles of advanced hydraulic system, 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.

Free Form Requirements
Co-requisite(s): DPET 2110

DPET2130 - Brakes

General

Course Subject Code	Course Number
DPET	2130
Course Title	Credit
Brakes	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
3

Course Description

The course includes nomenclature, theory of operation, and ser-vic procedure for medium/heavy duty truck braking systems to include air and hydraulics.

DPET2140 - Fundamentals of Steering

General

Course Subject Code	Course Number
DPET	2140
Course Title	Credit
Fundamentals of Steering	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

The course contains the theory of operation and service procedures for medium/heavy duty truck steering systems.

DPET2210 - Fundamentals of Suspension

General

Course Subject Code	Course Number
DPET	2210
Course Title	Credit
Fundamentals of Suspension	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

The course includes the theory of operation and service procedures for medium/heavy duty truck suspension systems.

DPET2220 - Air Conditioning

General

Course Subject Code	Course Number
DPET	2220
Course Title	Credit
Air Conditioning	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

This course covers the physical and chemical laws governing the principles of refrigeration. The basic cycle and components will be covered. Applications will include alternate refrigerants, transferring, evacuation and system reprocessing.

DPET2231 - Welding

General

Course Subject Code	Course Number
DPET	2231
Course Title	Credit
Welding	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

The course includes 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.

DPET2240 - Diesel Preventive Maintenance

General

Course Subject Code	Course Number
DPET	2240
Course Title	Credit
Diesel Preventive Maintenance	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
2

Course Description

The course includes the importance of preventive maintenance, types of preventive maintenance, types of preventive maintenance inspection, vehicle overview, and the knowledge and use of specialty tools.

DPET2991 - Special Projects I

General

Course Subject Code	Course Number
DPET	2991
Course Title	Credit
Special Projects I	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
1

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

DPET2993 - Special Projects II

General

Course Subject Code	Course Number
DPET	2993
Course Title	Credit
Special Projects II	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
2

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

DPET2995 - Special Projects III

General

Course Subject Code	Course Number
DPET	2995
Course Title	Credit
Special Projects III	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
3

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

DPET2996 - Special Projects IV

General

Course Subject Code	Course Number
DPET	2996
Course Title	Credit
Special Projects IV	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

DPET2997 - Special Project IV

General

Course Subject Code	Course Number
DPET	2997
Course Title	Credit
Special Project IV	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation. Dean of Technical Education approval required.

DPET2998 - Special Projects IV

General

Course Subject Code	Course Number
DPET	2998

Course Title	Credit
Special Projects IV	Hours: 3
	Contact Hours
	Contact Hours: 3
	Billing Hours
	Billing Hours Min: 3
	Lecture Hours
	Lecture Hours Min: 3

Course Description
A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

DPET2999 - Practicum

General

Course Subject Code	Course Number
DPET	2999
Course Title	Credit
Practicum	Hours: 3
	Contact Hours
	Contact Hours: 3

Billing Hours
Billing Hours Min: 3
Lecture Hours
Lecture Hours Min: 0
Lab Hours
Lab Hours Min: 3

Course Description
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. Dean of Technical Education approval required.

DRFT1101 - Drafting Fundamentals

General

Course Subject Code	Course Number
DRFT	1101
Course Title	Credit
Drafting Fundamentals	Hours: 3
	Contact Hours
	Contact Hours: 3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

This course has three modules:Module 1 - Drafting Career:a. Profession Overview: Description, Fields, Work Environment, Employment, Outlookb. Industry Standards: Tools, Methods, Software used, Codes, RegulationsModule 2 - Drawing Skills:a. Freehand Sketching: Graphic Description / Communication / Conceptionb. Spatial Thinking: Visualization, Transformation and Interpretation of 3D ImageryModule 3 - Geometry Basics:a. Terms and Concepts: Fundamental Geometric Entities, Rules, Definitions, Theorems, etc.b. Applications: Implementing Geometric Principles into the creation of Technical Drawings

DRFT1102 - AutoCAD

General

Course Subject Code	Course Number
DRFT	1102
Course Title	Credit
AutoCAD	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

Creating computer drawings using AutoCAD tools, properties, functions, and operations to make drawing used across various drafting fields. This course examines the concepts found in the AutoCAD Certified Professional exam.

Free Form Requirements

Prerequisite(s): None

DRFT1104 - Technical Drafting

General

Course Subject Code	Course Number
DRFT	1104
Course Title	Credit
Technical Drafting	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

The application of the principles and methods for creating machine and section drawing, dimensioning and mechanical components.

Free Form Requirements

Co-requisite(s): DRFT 1101 and DRFT 1102

DRFT1105 - Materials & Manufacturing Tech

General

Course Subject Code	Course Number
DRFT	1105
Course Title	Credit
Materials & Manufacturing Tech	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

An exploration of the various manufacturing and construction materials, processes and technologies utilized in different drafting fields including additive manufacturing. Emphasis is placed on terminology and function.

Free Form Requirements

Prerequisite(s): None

DRFT1106 - Intro to Revit for Architectur

General

Course Subject Code	Course Number
DRFT	1106
Course Title	Credit
Intro to Revit for Architectur	Hours: 3

Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours Min:	3
Lecture Hours	
Lecture Hours Min:	1
Lab Hours	
Lab Hours Min:	2

Course Description

Autodesk Revit is a Building Information Modeling software used to help architecture, engineering, and construction professionals develop high quality and accurate building designs. This class is designed specifically for students in architecture and interior design, facility planning, and/or other CAD professions who intend to practice in the construction industry.

DRFT1201 - Architectural Drafting

General

Course Subject Code	Course Number
DRFT	1201

Course Title	Credit Hours:
Architectural Drafting	3
Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours Min:	3
Lecture Hours	
Lecture Hours Min:	1
Lab Hours	
Lab Hours Min:	2

Course Description

A study of the principles, methods and standards utilized in the design and construction of both residential and commercial buildings. The course also examines building codes (including ADA requirements) as well as environmental aspects related to the construction industry.

Free Form Requirements

Prerequisite(s): DRFT 1102 and DRFT 1105

DRFT1202 - Mechanical Design

General

Course Subject Code	Course Number
DRFT	1202
Course Title	Credit
Mechanical Design	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

A study of the principles, methods, and standards used in the design and manufacturing of mechanical parts and assemblies through working drawings, according to industry-based standards and current practices using AutoCAD.

Free Form Requirements

PREREQUISITES

Course Number 1102, Subject Code DRFT, Level UG, Grade UG [Concurrent]; AND Course Number 1105, Subject Code DRFT, Level UG, Grade UG [Concurrent]

DRFT1203 - Parametric Modeling

General

Course Subject Code	Course Number
DRFT	1203
Course Title	Credit
Parametric Modeling	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

A parametric modeling course utilizing AutoDesk Inventor software. The course progresses through part modeling, creating and documenting assemblies, drawing generation and client presentation based on industry standards. Project work flow, documentation and file management is also included. This course includes the concepts found in the AutoCAD CErtified Professional exam.

Free Form Requirements

Prerequisite(s): DRFT 1102 and DRFT 1105

DRFT1204 - Pipe Drafting

General

Course Subject Code	Course Number
DRFT	1204

Course Title	Credit
Pipe Drafting	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

The application of various industry standards to drawings and schematics utilized in process manufacturing, including piping components, equipment, structural systems and industry codes and practices. 2D AutoCAD and AutoCAD Plant 3D will be utilized in this course. Course concepts based on the Society of Piping Engineers and Designers credentialing exam.

Free Form Requirements

Prerequisite(s): DRFT 1102

DRFT1205 - Capstone Project

General

Course Subject Code	Course Number
DRFT	1205

Course Title	Credit
Capstone Project	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours		Lab Hours	
Lecture Hours Min:		Lab Hours Min:	
1		1	
Lab Hours		Course Description	
Lab Hours Min:		A course designed for the student who has demonstrated specific special needs. Dean of Academics approval required.	
2		DRFT2993 - Special Projects II	
Course Description		General	
A student-designed, independently-constructed group activity that enables students to further develop their knowledge/skill in a drafting field through the theoretical and practical development, planning, and management of a drafting project from start to finish. A comprehensive, formal group presentation is required at the conclusion of the project.		Course Subject Code	
		DRFT	
		Course Number	
		2993	
		Course Title	
		Special Projects II	
		Credit Hours:	
		2	
DRFT2991 - Special Projects I		Contact Hours	
General		Contact Hours:	
Course Subject Code		2	
DRFT		Billing Hours	
Course Title		Billing Hours Min:	
Special Projects I		2	
Credit Hours:		Lab Hours	
1		Lab Hours Min:	
Contact Hours		2	
Contact Hours:		Billing Hours	
1		Billing Hours Min:	
Billing Hours		2	
Billing Hours Min:		Lab Hours	
1		Lab Hours Min:	
		2	

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Academics approval required.

DRFT2995 - Special Projects III

General

Course Subject Code
DRFT

Course Number
2995

Course Title
Special Projects III

Credit
Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
3

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Academics approval required.

ECON2010 - Principles of Macroeconomics

General

Course Subject Code
ECON

Course Number
2010

Course Title
Principles of
Macroeconomics

Credit
Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

The nature of economics, economic concepts and institutions, monetary theory, national income theory, financing of business, population problems and economic stability.

Free Form Requirements

PREREQUISITES

Course Number 1001, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1001A, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1005, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1015, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1500, Subject

Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1500A, Subject Code MATH, Level UG, Grade UG [Concurrent]

ECON2020 - Principles of Microeconomics

General

Course Subject Code Course Number
ECON 2020

Course Title Credit
Principles of Hours:
Microeconomics 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

The theories of production, determination of price, distribution of income, problems of industrial relations, monopolies, and comparative economics systems.

Free Form Requirements

PREREQUISITES

Course Number 1001, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1001A, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1005, Subject Code

MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1015, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1500, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1500A, Subject Code MATH, Level UG, Grade UG [Concurrent]

ELEC1110 - Technical Math for Electrician

General

Course Subject Code Course Number
ELEC 1110

Course Title Credit
Technical Math for Hours:
Electrician 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

The basics of addition, subtraction, multiplication, and division, square roots, decimals, fractions, and fundamentals of algebra, plane geometry, and trigonometry. The course includes basic Ohms law/AC Theory/Sine wave vectors, and concepts of Scientific Notation and the metric system.

ELEC1120 - Basic Electricity and DC

General

Course Subject Code	Course Number
ELEC	1120
Course Title	Credit
Basic Electricity and DC	Hours:
	5

Contact Hours

Contact
Hours:
5

Billing Hours

Billing
Hours
Min:
5

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
3

Course Description

This course is an introduction to the occupation, shop safety, fire prevention, electrical safety hazards and prevention and OSHA regulations. It also includes tools and equipment-some laboratory required for functions of common tools and equipment. Concepts taught include DC/AC electricity fundamentals, matter and atomic theory; a study of Ohm’s Law, series, and series-parallel circuits and meters. Employability skills are also a component of this course.

Industry Based Certification Embedded
3M PPE

Free Form Requirements
Prerequisite(s): None

ELEC1130 - Residential Wiring I

General

Course Subject Code	Course Number
ELEC	1130
Course Title	Credit
Residential Wiring I	Hours:
	5

Contact Hours

Contact
Hours:
5

Billing Hours

Billing
Hours
Min:
5

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
3

Course Description

The course includes the identification of various types of conductors in residential wiring, connections, types of boxes, parts of a breaker panel and service entrance, switches, and installation devices.

Free Form Requirements

Prerequisite(s): None

ELEC1210 - Residential Wiring

General

Course Subject Code	Course Number
ELEC	1210
Course Title	Credit
Residential Wiring	Hours: 5

Contact Hours

Contact
Hours:
5

Billing Hours

Billing
Hours
Min:
5

Lecture Hours

Lecture
Hours
Min:
4

Lab Hours

Lab
Hours
Min:
1

Course Description

The course includes the identification of various types of conductors in residential wiring, connections, types of boxes, parts of a breaker panel and service entrance, switches, and installation devices.

Free Form Requirements

Prerequisite(s): None

ELEC1220 - Electrical Raceways

General

Course Subject Code	Course Number
ELEC	1220
Course Title	Credit
Electrical Raceways	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

An introduction to various methods of installing AC cable, EMT, rigid metallic conduit, PVC, flexible and surface raceway. Lab requirements include cutting, bending, and installing conduit.

Prerequisite(s): None

General

Course Subject Code	Course Number
ELEC	1230
Course Title	Credit
National Electric Code	Hours:
	4

Contact Hours

**Contact
Hours:**
4

Billing Hours

Billing
Hours
Min:
4

Lecture
Hours
Min:
2

Lab
Hours
Min:
2

A study of the NEC calculations including: voltage/drops, fill capacities for boxes and conduits, service sizing, box sizing, grounding, and bonding.

ELEC1240 - AC Theory

General

Course Subject Code	Course Number
ELEC	1240
Course Title	Credit
AC Theory	Hours:
	3

Contact Hours

**Contact
Hours:**
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Billing Hours

Billing
Hours
Min:
5

Lab Hours

Lab
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
2

Course Description

Introduction to concepts of AC electricity fundamentals, matter and atomic theory; a study of Ohm's Law, Kirchhoff's Law, Inductive and Capacitive circuits, Inductive and Capacitive Reactance, and production of the AC sine wave. Laboratory requirements include constructing circuits, measuring voltage, amperage, and inductive and capacitive reactance.

Industry Based Certification Embedded
NC3 AC/DC Principles

Free Form Requirements
Prerequisite(s): None

ELEC1250 - Comm and Industrial Wiring I

General

Course Subject Code	Course Number
ELEC	1250
Course Title	Credit
Comm and Industrial Wiring I	Hours: 5

Contact Hours

Contact
Hours:
5

Lab Hours

Lab
Hours
Min:
3

Course Description

An introduction to various methods of installing commercial and industrial wiring methods, AC cable, EMT, rigid metallic conduit, PVC, flexible and surface raceway. Lab requirements include cutting, bending, installing conduit, wiring commercial and industrial apparatus.

Free Form Requirements
Prerequisite(s): None

ELEC1310 - Transformers

General

Course Subject Code	Course Number
ELEC	1310
Course Title	Credit
Transformers	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

This course includes the fundamentals and principles of single phase and three phase transformer theory, application, and characteristics.

Free Form Requirements

Prerequisite(s): None

ELEC1311 - Residential Wiring Installatio

General

Course Subject Code	Course Number
ELEC	1311
Course Title	Credit
Residential Wiring Installatio	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
3

Course Description

A study of the NEC calculations including: voltage/ drops, fill capacities for boxes and conduits, service sizing, box sizing, grounding, and bonding.

Free Form Requirements

Prerequisite(s): None

ELEC1320 - Residential Wiring II

General

Course Subject Code	Course Number
ELEC	1320
Course Title	Credit
Residential Wiring II	Hours:
	3

Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours Min:	3
Lecture Hours	
Lecture Hours Min:	1
Lab Hours	
Lab Hours Min:	2

Course Description

This course includes an advance approach to various types of conductors in residential wiring, connections, types of boxes, parts of a breaker panel and service entrance, switches, and installation devices. It also introduces different types of smart home technology as well as various Renewable Energy sources and technologies.

Free Form Requirements

Prerequisite(s): None

ELEC1330 - Motors and Generators

General

Course Subject Code	Course Number
ELEC	1330

Course Title	Credit Hours:
Motors and Generators	3
Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours Min:	3
Lecture Hours	
Lecture Hours Min:	2
Lab Hours	
Lab Hours Min:	1

Course Description

This course includes the fundamentals and principles of single phase and three phase motors and generators theory, application, and characteristics.

Free Form Requirements

Prerequisite(s): None

ELEC1340 - Comm and Industrial Wiring II

General

Course Subject Code	Course Number
ELEC	1340

Course Title Comm and Industrial Wiring II	Credit Hours: 3
Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours Min:	3
Lecture Hours	
Lecture Hours Min:	1
Lab Hours	
Lab Hours Min:	2

Course Description

An advanced approach to various methods of installing commercial and industrial wiring methods, AC cable, EMT, rigid metallic conduit, PVC, flexible and surface raceway. Lab requirements include cutting, bending, installing conduit, wiring commercial and industrial apparatus.

Free Form Requirements

Prerequisite(s): None

ELEC1420 - Introd to Motor Controls

General

Course Subject Code ELEC	Course Number 1420
Course Title Introd to Motor Controls	Credit Hours: 2
Contact Hours	
Contact Hours:	2
Billing Hours	
Billing Hours Min:	2
Lab Hours	
Lab Hours Min:	2

Course Description

An introduction to manual and push button motor control systems. Topics include an understanding of ladder logic and its various components, and basic motor and control installations.

Free Form Requirements

Prerequisite(s): None

ELEC1430 - Blueprint Interpretation

General

Course Subject Code	Course Number
ELEC	1430
Course Title	Credit Hours:
Blueprint Interpretation	4

Contact Hours

Contact Hours:
4

Billing Hours

Billing Hours
Min:
4

Lecture Hours

Lecture Hours
Min:
2

Lab Hours

Lab Hours
Min:
2

Course Description

An introduction to blueprint reading skills, which includes specifications and trade-related elements. The course includes making a material list from a blueprint.

Free Form Requirements

Prerequisite(s): None

ELEC1440 - Motor Controls

General

Course Subject Code	Course Number
ELEC	1440
Course Title	Credit Hours:
Motor Controls	3

Contact Hours

Contact Hours:
3

Billing Hours

Billing Hours
Min:
3

Lab Hours

Lab Hours
Min:
3

Course Description

This course presents information on advanced motor control applications. Topics in-clude: installation and troubleshooting of motors, reversing starters, and VFD (Variable Frequency Drive).

ELEC1450 - Introduction to Electronics

General

Course Subject Code	Course Number
ELEC	1450

Course Title Introduction to Electronics	Credit Hours: 3
Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours Min:	3
Lecture Hours	
Lecture Hours Min:	1
Lab Hours	
Lab Hours Min:	2

Course Description
An introduction to solid state devices, diodes, transistors; half-wave, full-wave, and bridge rectifiers; and filters. Includes analyzing circuits in transistors, SCR, TRIAC, FET, Zener, VDR, and optical devices. The course includes testing and analyzing circuits.

Free Form Requirements
PREREQUISITES
Course Number 1120, Subject Code ELEC, Level UG, Grade UG

ELEC1460 - Intro to Programmable Logic	
General	
Course Subject Code ELEC	Course Number 1460
Course Title Intro to Programmable Logic	Credit Hours: 3
Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours Min:	3
Lecture Hours	
Lecture Hours Min:	2

Lab Hours
Lab Hours Min:
1

Course Description
An introduction to Microprocessors, PLC types, theory, installation, applications, operations, and documentation.

Industry Based Certification Embedded
NC3 PLC AB

Free Form Requirements

Prerequisite(s): None

ELEC2460 - Technical Math for Elec

General

Course Subject Code Course Number
ELEC 2460

Course Title Credit
Technical Math for Elec Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

The basics of addition, subtraction, multiplication, and division, square roots, decimals, fractions, and fundamentals of algebra, plane geometry, and trigonometry. The course includes basic concepts of Scientific Notation and the metric system.

Free Form Requirements

Prerequisite(s): None

ELEC2520 - Solid State Theory

General

Course Subject Code Course Number
ELEC 2520

Course Title Credit
Solid State Theory Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

An introduction to the uses and applications of logic technology. The course utilizes test equipment and schematic diagrams to troubleshoot and repair circuits while practicing safety procedures.

ELEC2991 - Special Projects I

General

Course Subject Code	Course Number
ELEC	2991
Course Title	Credit
Special Projects I	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

ELEC2993 - Special Projects II

General

Course Subject Code	Course Number
ELEC	2993
Course Title	Credit
Special Projects II	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

ELEC2995 - Special Projects III

General

Course Subject Code	Course Number
ELEC	2995

Course Title Special Projects III	Credit Hours: 3	Contact Hours Contact Hours: 3	Billing Hours Billing Hours Min: 3	Lab Hours Lab Hours Min: 3
Course Description A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.				

ELEC2996 - Special Projects IV

General

Course Subject Code ELEC	Course Number 2996
Course Title Special Projects IV	Credit Hours: 5
Contact Hours Contact Hours: 5	

Billing Hours Billing Hours Min: 5	Lecture Hours Lecture Hours Min: 5
Course Description A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.	

ELEC2997 - Practicum

General

Course Subject Code ELEC	Course Number 2997
Course Title Practicum	Credit Hours: 3
Contact Hours Contact Hours: 3	
Billing Hours Billing Hours Min: 3	

Lab Hours

Lab
Hours
Min:
3

Course Description

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation. Dean of Technical Education approval required.

ELEC2998 - Special Projects V

General

Course Subject Code	Course Number
ELEC	2998
Course Title	Credit
Special Projects V	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
1

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

ELEC2999 - Cooperative Educ

General

Course Subject Code	Course Number
ELEC	2999
Course Title	Credit
Cooperative Educ	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
3

Course Description

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. Dean of Technical Education approval required.

ELLT1200 - Introduction To Power Safety

General

Course Subject Code	Course Number
ELLT	1200
Course Title	Credit
Introduction To Power Safety	Hours: 3

Contact Hours

Contact
Hours: 3

Billing Hours

Billing
Hours
Min: 3

Lecture Hours

Lecture
Hours
Min: 2

Lab Hours

Lab
Hours
Min: 1

Course Description

This course will begin with a basic safety and fire prevention and an introduction to the systems and components that make up a basic electrical system, including generation, transmission and distribution.

ELLT1210 - Intro To The Power Industry

General

Course Subject Code	Course Number
ELLT	1210
Course Title	Credit
Intro To The Power Industry	Hours: 3

Contact Hours

Contact
Hours: 3

Billing Hours

Billing
Hours
Min: 3

Lecture Hours

Lecture
Hours
Min: 2

Lab Hours

Lab
Hours
Min: 1

Course Description

This course will study the history behind electrical utility industry. Students will study how the electrical system in the United States was established and how Thomas Edison and George Westinghouse, Jr. influenced the development of electrical systems. Students will also learn how the electrical industry was

first regulated and how regulation of the industry has changed as well as learning specific employability skills. Students will also gain knowledge of how the electrical industry is currently being "re-regulated" to encourage competition and gain knowledge of the system operations and marketing of electricity. Finally, this course will teach how the electrical industry is segmented into utility sectors, such as investor owned, Federal owned, publicly owned and cooperatively owned utilities.

ELLT1300 - Electric Line Safety

General

Course Subject Code	Course Number
ELLT	1300

Course Title	Credit
Electric Line Safety	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

Meets OSHA's requirements for a construction industry training program. This course provides employees with best practices for some of the most common and hazardous situations on the job site.

Free Form Requirements

Prerequisite(s): None

ELLT1310 - Pole Climbing

General

Course Subject Code	Course Number
ELLT	1310

Course Title	Credit
Pole Climbing	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Course Description

This course is designed to provide instruction on climbing a utility pole safely using the latest OSHA fall resistant requirements. At the completion of this course, you will be able to safely ascend and descend a utility pole using gaffs.

Industry Based Certification Embedded

NCCER Powerline Worker Level 1

Free Form Requirements

Prerequisite(s): None

ELLT1320 - Line Equipment Operation

General

Course Subject Code	Course Number
ELLT	1320

Course Title	Credit Hours:
Line Equipment Operation	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lab Hours

Lab
Hours
Min:
3

Course Description

This course teaches the maintenance of a company's machinery and equipment. Topics include how to run samples to ensure conformity to quality assurance standards, set up machines for production runs, and resolve operating problems and defects in manufacturing processes.

Free Form Requirements

PREREQUISITES

Course Number 1310, Subject Code ELLT, Level UG, Grade UG

ELLT1330 - Underground Equipment

General

Course Subject Code	Course Number
ELLT	1330

Course Title	Credit Hours:
Underground Equipment	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
1

Course Description

This hands-on course prepares you to install a variety of underground system components on both 15 and 25 kV systems. Learn to install primary and secondary cable, in conduit systems as well as using direct burial methods in both single- and three-phase applications. Install underground system components, such as underground risers, transformers, switchgear and pedestals to facilitate the proper termination of both primary and secondary cable systems. Use cable preparation tools to prepare the cable for installation of termination kits, elbow and inline splicing sleeves to connect equipment to systems.

Free Form Requirements

Prerequisite(s): None

ELLT1410 - A/C Phase Cable & Conductor

General

Course Subject Code	Course Number
ELLT	1410
Course Title	Credit
A/C Phase Cable & Conductor	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

Students successfully completing this course will be able to correctly size circuit conductors and apply necessary temperature correction and derating factors. Students will also be shown the difference between continuous and non-continuous loads and the considerations that must be adhered to when working with them.

ELLT1430 - Distribution Line Maintenance

General

Course Subject Code	Course Number
ELLT	1430

Course Title
Distribution Line
Maintenance

**Credit
Hours:**
3

Contact Hours
Contact
Hours:
3

Billing Hours
Billing
Hours
Min:
3

Lecture Hours
Lecture
Hours
Min:
1

Lab Hours
Lab
Hours
Min:
2

Course Description

The course exposes distribution linesmen into advanced distribution lines construction maintenance system. The course covers theory and practical sessions in various lines construction & maintenance.

**ELLT1510 - Live Line Work
Clearanc/Switch**

General

Course Subject Code
ELLT

Course Number
1510

Course Title
Live Line Work Clearanc/
Switch

**Credit
Hours:**
2

Contact Hours
Contact
Hours:
2

Billing Hours
Billing
Hours
Min:
2

Lecture Hours
Lecture
Hours
Min:
1

Lab Hours
Lab
Hours
Min:
1

Course Description

This course is to establish clear and consistent guidelines for live-line work. The term live-line maintenance, as used in this manual, includes maintenance activities using the hotstick or the barehanded technique.

Free Form Requirements
Prerequisite(s): None

ELLT1520 - Three-Phase URD Systems

General

Course Subject Code	Course Number
ELLT	1520
Course Title	Credit
Three-Phase URD Systems	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

Three-phase circuits and power flow, analysis of magnetic circuits, performance of single-phase and three-phase transformers, principles of electromechanical energy conversion, steady-state characteristics and performance of alternating current and direct current machinery.

Free Form Requirements
Prerequisite(s): None

ELLT1530 - System Protection

General

Course Subject Code	Course Number
ELLT	1530
Course Title	Credit
System Protection	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

This course is an introduction to power system components and power system protection. Topics include protection of generators and motors, protection of transformers and reactors, and protection of transmission lines.

ELLT1540 - Fundmen Skills For Crew Leader

General

Course Subject Code Course Number
ELLT 1540

Course Title Credit
Fundmen Skills For Crew Hours:
Leader 1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

The course covers basic leadership skills and explains different leadership styles, communication, delegating, and problem solving. Job-site safety and the crew leader’s role in safety are also discussed.

Free Form Requirements

Prerequisite(s): None

ENGL0015 - Suppl Inst for Engl Comp

General

Course Subject Code Course Number
ENGL 0015

Course Title Credit
Suppl Inst for Engl Comp Hours:
1

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
1

Course Description

ENGL 0015 is designed to provide supplemental instruction for a college-level English Composition I course. It serves as a foundation of basic writing skills and instills the fundamentals of grammar and mechanics in the context of writing. The focus of this course is to help students improve their reading, writing, critical thinking, and revision skills. These skills will be practices through reading assignments, paragraphs and essay writing, classroom discussions, and group critiques.

Free Form Requirements

COREQUISITES

ENGL1015

Grade UG [Concurrent]; OR Course Number 0015,
Subject Code ENGL, Level UG, Grade UG [Concurrent];
OR Test Code A01, Test Score 18; OR Test Code
ACWR, Test Score 250

ENGL1015 - English
Composition I

General

Course Subject Code Course Number
ENGL 1015

Course Title Credit
English Composition I Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course is designed to help the student improve their reading, writing, critical thinking, research, and revision skills. These skills will be enhanced through reading assignments, classroom discussions, and group critiques.

Free Form Requirements

PREREQUISITES

Course Number 0099, Subject Code ENGL, Level UG,

ENGL1025 - English
Composition II

General

Course Subject Code Course Number
ENGL 1025

Course Title Credit
English Composition II Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course is designed as the continuation and further development of material and strategies introduced in ENGL 1015. Primary emphasis on composition, including research strategies, argumentative writing, evaluation, and analysis.

Free Form Requirements

PREREQUISITES

Course Number 1015, Subject Code ENGL, Level UG,

Grade UG [Concurrent]; OR Course Number 1015, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 1015A, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 1015A, Subject Code ENGL, Level UG, Grade UG [Concurrent]

ENGL2010 - British Literature

General

Course Subject Code	Course Number
ENGL	2010
Course Title	Credit
British Literature	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course is designed to introduce students to the literature of the British Isles and its major characteristics and stylistic periods, as well as an introduction to the basic themes, terms, and approaches intrinsic to the literature of the British Isles/ In this course, students will be exposed to representative works from major periods of British and

Irish literature. Each reading assignment will be discussed in class and supplemented with lectures, notes, and assignments.

Free Form Requirements

Prerequisite(s): ENGL 1025

ENGL2020 - American Literature

General

Course Subject Code	Course Number
ENGL	2020
Course Title	Credit
American Literature	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course is designed to introduce students to poetry, prose, and drama produced by significant writers of American literature, with an emphasis on the development of understanding and appreciation. In this course, students will be exposed to representative

works from major periods of American literature. Each reading assignment will be discussed in class and supplemented with lectures, notes, and assignments.

Free Form Requirements
Prerequisite(s): ENGL 1025

ENGL2030 - World Literature

General

Course Subject Code	Course Number
ENGL	2030
Course Title	Credit
World Literature	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course is designed to introduce students to poetry, prose, and drama produced by significant world writers, with an emphasis on the development of understanding and appreciation. In this course, students will be exposed to representative works from major periods from ancient times to the present. Each reading assignment will be discussed in class and supplemented with lectures, notes, and assignments.

Free Form Requirements
Prerequisite(s): ENGL 1025

ENTP1000 - Fundamentals of Entrepreneur

General

Course Subject Code	Course Number
ENTP	1000
Course Title	Credit
Fundamentals of	Hours:
Entrepreneur	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Course Description

The purpose of this course is to introduce the students to those basic thoughts, skills, and ideas that are common to new ventures. The course is taught by

leading the students through the process of finding and developing an idea and summarizing what they discover and conclude in a "business concept plan." Topics include an introduction to major business concepts, including strategy, finance, and industrial organization.

FREN1010 - Elementary French I

General

Course Subject Code	Course Number
FREN	1010
Course Title	Credit
Elementary French I	Hours:
	3
	Contact Hours
	Contact
	Hours:
	3
	Billing Hours
	Billing
	Hours
	Min:
	3
	Lecture Hours
	Lecture
	Hours
	Min:
	3

Course Description

FREN 1010 is designed to introduce students to the French language and francophone culture, through written communication, reading and listening. Students will be exposed to the language as a means of communication in order to develop communicative

language ability. Therefore, your instructor will speak mainly French in class, and English will be kept to a minimum.

FREN1020 - Elementary French II

General

Course Subject Code	Course Number
FREN	1020
Course Title	Credit
Elementary French II	Hours:
	3
	Contact Hours
	Contact
	Hours:
	3
	Billing Hours
	Billing
	Hours
	Min:
	3
	Lecture Hours
	Lecture
	Hours
	Min:
	3

Course Description

FREN 1020 is designed to develop and strengthen the oral and written communication, reading, and listening skills learned in FREN 1010. Students will be exposed to the language as a means of communication in order to develop communicative language ability. Therefore, your instructor will speak mainly French in class, and English will be kept to a minimum.

Free Form Requirements

PREREQUISITES

Course Number 1010, Subject Code FREN, Level UG,
Grade UG [Concurrent]

Course Title
Intermediate French II

Credit
Hours:
3

FREN2010 - Intermediate
French I

General

Course Subject Code
FREN

Course Number
2010

Course Title
Intermediate French I

Credit
Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

Completion and review of basic elements of grammar.
Introduction of reading material of moderate difficulty.

FREN2020 - Intermediate
French II

General

Course Subject Code
FREN

Course Number
2020

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

A course with emphasis on proficiency in reading and
continuation of grammar review.

GEOL1010 - Physical Geology

General

Course Subject Code
GEOL

Course Number
1010

Course Title
Physical Geology

Credit
Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours	
Billing Hours	
Min:	
3	

Lecture Hours	
Lecture Hours	
Min:	
3	

Course Description
This course is a brief study of the Earth: its origin, its history and the dynamics of how it changes. Major topics include the structure of the earth and its dynamic systems; rocks and minerals; weathering and erosion; mass wasting; river, groundwater, glacial, shoreline and deserts systems; earthquakes and volcanoes.

GEOL1020 - Historical Geology

General

Course Subject Code	Course Number
GEOL	1020
Course Title	Credit Hours:
Historical Geology	3

Contact Hours	
Contact Hours:	
3	

Billing Hours	
Billing Hours	
Min:	
3	

Lecture Hours	
Lecture Hours	
Min:	
3	

Course Description
Study of the origin and history of the earth and the development of life on Earth as revealed in the rocks and fossils. Major topics include the formation of the universe and Earth, plate tectonics, geologic time, sedimentary processes and fossilization, and evolution. Students will also explore each of the major eons and eras of geologic time in sequence to explore the changes in Earth's landscapes and life.

HACR1150 - HVAC Introduction

General

Course Subject Code	Course Number
HACR	1150
Course Title	Credit Hours:
HVAC Introduction	3

Contact Hours	
Contact Hours:	
3	

Billing Hours	
Billing Hours	
Min:	
3	

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

This course is designed to provide information needed to prepare individuals to enter the Air Conditioning and Refrigeration Industry. Topics include: Basic safety, fire prevention and health, inventory control, stock management, licensing, certification requirements, and basic business management practices.

HACR1160 - Principles of Refrigeration I

General

Course Subject Code	Course Number
HACR	1160
Course Title	Credit
Principles of Refrigeration I	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

This course teaches 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. Topics include: identify various types of pipe, tubing, and fittings; swaging, flaring and cutting copper tubing; set-up and use of an oxyacetylene torch set and proper soldering and brazing techniques.

Free Form Requirements

Prerequisite(s): None

HACR1170 - Principles of Refrigeration II

General

Course Subject Code	Course Number
HACR	1170
Course Title	Credit
Principles of Refrigeration II	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

This course teaches 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.

Free Form Requirements

Co-requisite(s): HACR 1160

HACR1180 - Principle of Refrigeration III

General

Course Subject Code	Course Number
HACR	1180
Course Title	Credit
Principle of Refrigeration III	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

This course teaches the skills and knowledge to evacuate, charge, and leak checking a sealed system according to EPA and Industry standards. Topics include: Triple Evacuation, Burn-out cleanup of system, weigh-in charging, Superheat settings and Sub-cool adjustments and safety.

Free Form Requirements

PREREQUISITES

Course Number 1170, Subject Code HACR, Level UG, Grade UG [Concurrent]

HACR1210 - Electrical Fundamentals

General

Course Subject Code	Course Number
HACR	1210

Course Title Electrical Fundamentals	Credit Hours: 3
Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours Min:	3
Lecture Hours	
Lecture Hours Min:	1
Lab Hours	
Lab Hours Min:	2

Course Description

This course presents 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.

Free Form Requirements

Prerequisite(s): None

HACR1220 - Electrical Components

General

Course Subject Code HACR	Course Number 1220
Course Title Electrical Components	Credit Hours: 3

Contact Hours

Contact Hours:	3
-----------------------	---

Billing Hours

Billing Hours Min:	3
---------------------------	---

Lecture Hours

Lecture Hours Min:	1
---------------------------	---

Lab Hours

Lab Hours Min:	2
-----------------------	---

Course Description

This course provides instruction in identifying, installing and testing commonly used components in an air conditioning system. Topics include: pressure switches; overload devices; transformers; magnetic starters; other commonly used controls; diagnostic techniques; installation procedures; and safety.

Free Form Requirements
Co-requisite(s): HACR 1210

HACR1230 - Electric Motors

General

Course Subject Code Course Number
HACR 1230

Course Title Credit
Electric Motors Hours:
3

Contact Hours
Contact
Hours:
3

Billing Hours
Billing
Hours
Min:
3

Lecture Hours
Lecture
Hours
Min:
1

Lab Hours
Lab
Hours
Min:
2

Course Description
This course continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration

and air conditioning industry. Topics include: diagnostic techniques; capacitors; installation procedures; types of electric motors; electric motor service; and safety.

Free Form Requirements
Prerequisite(s): None

HACR1240 - Applied Elec & Troubleshooting

General

Course Subject Code Course Number
HACR 1240

Course Title Credit
Applied Elec & Hours:
Troubleshooting 3

Contact Hours
Contact
Hours:
3

Billing Hours
Billing
Hours
Min:
3

Lecture Hours
Lecture
Hours
Min:
1

Lab Hours
Lab
Hours
Min:
2

Course Description

This course provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures; troubleshooting procedures; solid state controls; system wiring; control circuits; and safety.

HACR1410 - Domestic Refrigeration

General

Course Subject Code	Course Number
HACR	1410
Course Title	Credit
Domestic Refrigeration	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

This course presents the proper procedures to diagnose and repair domestic refrigerators and freezers.

Free Form Requirements

Prerequisite(s): None

HACR1420 - Room Air Conditioners

General

Course Subject Code	Course Number
HACR	1420
Course Title	Credit
Room Air Conditioners	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

This course covers the operation, diagnosis and science of room air conditioning. Emphasis is devoted to diagnosis and repair.

Free Form Requirements

Prerequisite(s): None

HACR2510 - Residential Central Air Cond I

General

Course Subject Code Course Number
HACR 2510

Course Title Credit
Residential Central Air Hours:
Cond I 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

This course presents the study and theory of the major components and functions of central air conditioning systems. Topics include the study of different air conditioning systems types and the proper and safe use of instruments and safety.

Free Form Requirements

Prerequisite(s): None

HACR2520 - Residential Air Cond II

General

Course Subject Code Course Number
HACR 2520

Course Title Credit
Residential Air Cond II Hours:
2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

This course presents the operation, diagnosis and service of central air conditioning systems and the care of associated instruments. Topics include the various types of A/C systems, and safety principles.

Free Form Requirements

Co-requisite(s): HACR 2510

HACR2530 - Residential System Design

General

Course Subject Code	Course Number
HACR	2530
Course Title	Credit
Residential System Design	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

This course presents theory and practice of different types of residential air conditioning systems heat loads. Topics include calculations, duct design, air filtration, and safety practices.

HACR2540 - Residential Heating I

General

Course Subject Code	Course Number
HACR	2540
Course Title	Credit
Residential Heating I	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Course Description

This course covers theory and study of the principles and practices for the operation, diagnosis and service of residential and small commercial heating systems. Topics covered will include electrical controls, gas valves, piping, venting, code requirements, and principles of combustion and safety for gas and electrical heating.

Free Form Requirements

Prerequisite(s): None

HACR2550 - Residential Heating II

General

Course Subject Code Course Number
HACR 2550

Course Title Credit
Residential Heating II Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
2

Course Description

This course presents 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.

Free Form Requirements

Co-requisite(s): HACR 2540

HACR2560 - Residential Heat Pumps

General

Course Subject Code Course Number
HACR 2560

Course Title Credit
Residential Heat Pumps Hours:
2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

This course presents the theory and study of heat pumps and related systems, providing information for the fundamentals of heat pump operation and diagnosis techniques. Installation procedures, diagnosis, servicing procedures, valves, electrical components and geothermal ground source applications, dual fuel systems, and safety are topics included.

HACR2810 - Commercial Air Conditioning I

General

Course Subject Code	Course Number
HACR	2810
Course Title	Credit
Commercial Air Conditioning I	Hours: 6

Contact Hours

Contact
Hours:
6

Billing Hours

Billing
Hours
Min:
6

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
4

Course Description

This course introduces fundamental theory and techniques to identify major components and functions of commercial systems. Instruction is given on types of commercial air conditioning systems pressure, and temperature charts.

HACR2820 - Commercial Air Cond Controls

General

Course Subject Code	Course Number
HACR	2820
Course Title	Credit
Commercial Air Cond Controls	Hours: 7

Contact Hours	
Contact Hours:	7
Billing Hours	
Billing Hours Min:	7
Lecture Hours	
Lecture Hours Min:	3
Lab Hours	
Lab Hours Min:	4

Course Description

This course places emphasis on the service of split-systems, add-on package system, and safety. Also provides troubleshooting and repair of major component parts of a commercial air conditioning system.

Free Form Requirements

Prerequisite(s): None

HACR2830 - Commercial Air Cond II

General

Course Subject Code	Course Number
HACR	2830

Course Title	Credit Hours:
Commercial Air Cond II	6
Contact Hours	
Contact Hours:	6
Billing Hours	
Billing Hours Min:	6
Lecture Hours	
Lecture Hours Min:	2
Lab Hours	
Lab Hours Min:	4

Course Description

This course teaches topics that will include types of commercial air conditioning systems heat loads, calculations, duct design, air filtration, and safety principles.

Free Form Requirements

PREREQUISITES

Course Number 2810, Subject Code HACR, Level UG, Grade UG [Concurrent]

HACR2910 - Commercial Refrigeration I

General

Course Subject Code	Course Number
HACR	2910
Course Title	Credit
Commercial Refrigeration I	Hours:
	6

Contact Hours

Contact
Hours:
6

Billing Hours

Billing
Hours
Min:
6

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
4

Course Description

This course is an introduction to the fundamental theories and techniques to identify major components and function of commercial system. Instruction is given on types of commercial refrigeration systems, and pressure and temperature charts.

HACR2920 - Commercial Refrig Controls

General

Course Subject Code	Course Number
HACR	2920
Course Title	Credit
Commercial Refrig Controls	Hours:
	7

Contact Hours

Contact
Hours:
7

Billing Hours

Billing
Hours
Min:
7

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
4

Course Description

This course places emphasis on the service of commercial refrigeration systems and safety. Also provides troubleshooting and repair of major component parts of a commercial refrigeration systems.

Free Form Requirements

PREREQUISITES

Course Number 2910, Subject Code HACR, Level UG,
Grade UG [Concurrent]

HACR2930 - Commercial Refrigeration II

General

Course Subject Code	Course Number
HACR	2930
Course Title	Credit
Commercial Refrigeration II	Hours: 6

Contact Hours

Contact
Hours:
6

Billing Hours

Billing
Hours
Min:
6

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
4

Course Description

This course teaches topics that will include types of commercial refrigeration systems heat loads, calculations, duct design, air filtration, and safety principles.

Free Form Requirements

PREREQUISITES

Course Number 2910, Subject Code HACR, Level UG,
Grade UG [Concurrent]

HACR2991 - Special Projects I

General

Course Subject Code	Course Number
HACR	2991
Course Title	Credit
Special Projects I	Hours: 1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours	
Lab	
Hours	
Min:	
1	

Course Description
A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

HACR2993 - Special Projects II

General

Course Subject Code	Course Number
HACR	2993
Course Title	Credit
Special Projects II	Hours:
	2

Contact Hours	
Contact	
Hours:	
2	

Billing Hours	
Billing	
Hours	
Min:	
2	

Lecture Hours	
Lecture	
Hours	
Min:	
0	

Lab Hours	
Lab	
Hours	
Min:	
2	

Course Description
A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

HACR2995 - Special Projects III

General

Course Subject Code	Course Number
HACR	2995
Course Title	Credit
Special Projects III	Hours:
	3

Contact Hours	
Contact	
Hours:	
3	

Billing Hours	
Billing	
Hours	
Min:	
3	

Lecture Hours	
Lecture	
Hours	
Min:	
0	

Lab Hours	
Lab	
Hours	
Min:	
3	

Course Description
A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

HACR2996 - Special Projects IV

General

Course Subject Code	Course Number
HACR	2996
Course Title	Credit
Special Projects IV	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours	
Lab	
Hours	
Min:	
0	

Course Description
A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

HACR2997 - Practicum

General

Course Subject Code	Course Number
HACR	2997
Course Title	Credit
Practicum	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours	
Lab	
Hours	
Min:	
3	

Course Description

A practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in practicum do not receive compensation.

HACR2998 - Special Projects V

General

Course Subject Code	Course Number
HACR	2998
Course Title	Credit
Special Projects V	Hours:
	1

Contact Hours
Contact
Hours:
1

Billing Hours
Billing
Hours
Min:
1

Lecture Hours
Lecture
Hours
Min:
1

Lab Hours
Lab
Hours
Min:
0

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

HACR2999 - Cooperative Education

General

Course Subject Code	Course Number
HACR	2999
Course Title	Credit
Cooperative Education	Hours:
	3

Contact Hours
Contact
Hours:
3

Billing Hours
Billing
Hours
Min:
3

Other Hours
Other
Hours
Min:
3

Course Description

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.

Free Form Requirements

Prerequisite(s): None

HCOR1113 - EKG Applications

General

Course Subject Code	Course Number
HCOR	1113
Course Title	Credit
EKG Applications	Hours:
	2
	Contact Hours
	Contact
	Hours:
	2
	Billing Hours
	Billing
	Hours
	Min:
	2
	Lecture Hours
	Lecture
	Hours
	Min:
	1
	Lab Hours
	Lab
	Hours
	Min:
	1

Course Description

This course introduces the student to the electrocardiogram (EKG) purposes and procedures. Students will gain knowledge regarding the normal structure and function of the heart with emphasis on the conduction system. A supervised lab portion (35 hours.) is an integral portion of this course and will allow student performance of EKG procedures. This course includes a minimum of 10 hours of clinical externship to be performed by the student under the supervision of a preceptor or course instructor in a variety of health care settings.

Free Form Requirements

PREREQUISITES

Course Number 1211, Subject Code HCOR, Level UG [Concurrent]; AND Course Number 1214, Subject Code HCOR, Level UG [Concurrent]; AND Course Number 1205, Subject Code HCOR, Level UG [Concurrent]

HCOR1205 - Basic Anatomy Struct and Funct

General

Course Subject Code	Course Number
HCOR	1205
Course Title	Credit
Basic Anatomy Struct and Funct	Hours:
	2
	Contact Hours
	Contact
	Hours:
	2
	Billing Hours
	Billing
	Hours
	Min:
	2

Lecture Hours	
Lecture Hours	Min:
2	

Course Description

This course focuses on the identification of the organs of the human body including the location and structure of organs and organ systems. Emphasis is placed on the functions of the organs and organ systems, and associated diseases and disorders of organs and organ systems.

Free Form Requirements

Prerequisite(s): None

HCOR1210 - Adm Procedures Med Offices

General

Course Subject Code	Course Number
HCOR	1210
Course Title	Credit Hours:
Adm Procedures Med Offices	3

Contact Hours

Contact Hours:	3
----------------	---

Billing Hours

Billing Hours	Min:
3	

Lecture Hours	
Lecture Hours	Min:
3	

Course Description

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.

Free Form Requirements

Prerequisite(s): None

HCOR1211 - Nursing Assistant Fundamentals

General

Course Subject Code	Course Number
HCOR	1211
Course Title	Credit Hours:
Nursing Assistant Fundamentals	4

Contact Hours

Contact Hours:	4
----------------	---

Billing Hours

Billing Hours	Min:
4	

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
1

Billing Hours

Billing
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

Theory (45 hours) and supervised skills lab (30 hrs) experiences that focus on providing basic nursing assistant skills, which include communication and interpersonal skills; infection control; safety and emergency procedures; promoting clients'/residents' independence; respecting clients'/residents' rights; and meeting 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. This course incorporates the Omnibus Budget Reconciliation Act (OBRA) guidelines and the Louisiana Department of Health Training Guidelines for nursing assistants.

HCOR1214 - Nursing Assistant Skills Appli

General

Course Subject Code	Course Number
HCOR	1214
Course Title	Credit
Nursing Assistant Skills Appli	Hours: 1

Contact Hours

Contact
Hours:
1

Course Description

The student will perform, demonstrate, and practice a minimum of 45 hours of basic nursing assistant care in approved facilities, to include a minimum of 40 hours of long term care, under the supervision of NTCC 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.

Free Form Requirements

PREREQUISITES

Course Number 1211, Subject Code HCOR, Level UG, Grade UG [Concurrent]

HCOR1601 - Comm Techniques in Healthcare

General

Course Subject Code	Course Number
HCOR	1601
Course Title	Credit
Comm Techniques in Healthcare	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

This course introduces effective and therapeutic communication (written and verbal) skills essential for the student to be successful in a variety of healthcare professions. Communication principles will be presented with subsequent examples, scenarios and role-playing to assist the student in mastering the communication techniques necessary for healthcare providers to deliver quality care. Specific areas such as the communication process, verbal & non-verbal communication skills, professional behavior, interviewing techniques, adapting to client disabilities (ADA), effective client teaching skills, multicultural and ethnic sensitivity, writing skills and use of electronic communication are included.

Free Form Requirements

Prerequisite(s): None

HCOR1802 - Professional Transitions PCT

General

Course Subject Code	Course Number
HCOR	1802
Course Title	Credit
Professional Transitions PCT	Hours: 2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

This course is designed to assist students in transitioning to the professional practice role. Students are expected to identify and perform skills necessary to secure employment in the healthcare industry and make immediate and future decisions regarding job choices and educational growth. Soft skills and

personal attributes (such as enthusiasm, honesty, self-esteem, patience, cooperation, organization, responsibility, flexibility, sociability, motivation, and communication skills), necessary for successful employment are discussed and practiced. Patient Care Technician national certification exam preparation is included in the course.

Free Form Requirements

PREREQUISITES

Course Number 1211, Subject Code HCOR, Level UG, Grade UG [Concurrent]; AND Course Number 1205, Subject Code HCOR, Level UG [Concurrent]; AND Course Number 1214, Subject Code HCOR, Level UG, Grade UG [Concurrent]; AND Course Number 1113, Subject Code HCOR, Level UG, Grade UG [Concurrent]; AND Course Number 1601, Subject Code HCOR, Level UG, Grade UG [Concurrent]; AND Course Number 1210, Subject Code HCOR, Level UG, Grade UG [Concurrent]; AND Course Number 1013, Subject Code HPHL, Level UG, Grade UG [Concurrent]

HCOR2991 - Special Projects I

General

Course Subject Code	Course Number
HCOR	2991
Course Title	Credit
Special Projects I	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
1

Course Description

Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program. Dean of Health Sciences approval required.

HCOR2993 - Special Projects II

General

Course Subject Code	Course Number
HCOR	2993
Course Title	Credit
Special Projects II	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
2

Course Description

Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program. Dean of Health Sciences approval required.

HCOR2995 - Special Projects III

General

Course Subject Code	Course Number
HCOR	2995
Course Title	Credit
Special Projects III	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
3

Course Description

Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program. Dean of Health Sciences approval required.

HCOR2996 - Special Projects IV

General

Course Subject Code	Course Number
HCOR	2996
Course Title	Credit
Special Projects IV	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Course Description

Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program. Dean of Health Sciences approval required.

HCOR2997 - Special Projects V

General

Course Subject Code	Course Number
HCOR	2997
Course Title	Credit
Special Projects V	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
0

Course Description

Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program. Dean of Health Sciences approval required

HEMS1110 - Introduction to Basic EMT

General

Course Subject Code	Course Number
HEMS	1110
Course Title	Credit
Introduction to Basic EMT	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours	
Lecture Hours	
Min:	
1	

Course Description

Role, responsibility and well being of the EMT-Basic. Discussion of medical/legal/ethical and cultural issues, communication and documentations techniques, the human body and methods utilized in lifting and moving patients.

Free Form Requirements

Prerequisite(s): None

HEMS1170 - EMT - Ambulance Operation

General

Course Subject Code	Course Number
HEMS	1170
Course Title	Credit
EMT - Ambulance Operation	Hours:
	1

Contact Hours

Contact Hours:	
1	

Billing Hours

Billing Hours	
Min:	
1	

Lecture Hours	
Lecture Hours	
Min:	
1	

Course Description

Discussion of emergency vehicles operation, gaining access, roles and responsibilities at the crash scene, hazardous materials, incident management systems, mass casualty situations, and basic triage. Included are observation and the practical application of EMT-Basic skills in various clinical sites under the supervision of a preceptor and /or faculty.

Free Form Requirements

Prerequisite(s): HEMS 1110

HEMS1200 - Emergency Medical Tech I

General

Course Subject Code	Course Number
HEMS	1200
Course Title	Credit
Emergency Medical Tech I	Hours:
	3

Contact Hours

Contact Hours:	
3	

Billing Hours

Billing Hours	
Min:	
3	

Lecture Hours

Lecture
Hours
Min:
3

Billing Hours

Billing
Hours
Min:
3

Course Description

This course provides and introduction to the roles, responsibilities and scope of practice of the EMR within the EMS, and emphasizes protecting the well-being of the EMR. Instruction is provided in medical/legal/ethical and cultural issues, communication and documentations techniques, anatomy, physiology, and pathophysiology of the human body, methods utilized in lifting and moving patients, procedures for maintaining open airways and oxygenation, resuscitation, obtaining a medical history and vital signs, principles of assessment, and general pharmacology. Treatment of a variety of medical emergencies are covered in the course, as well as bleeding, shock, soft tissue, musculoskeletal, chest and abdominal injuries. Practical application of EMR skills are included in the classroom setting.

Free Form Requirements

Prerequisite(s): None

HEMS1300 - Emergency Medical Tech II

General

Course Subject Code	Course Number
HEMS	1300
Course Title	Credit
Emergency Medical Tech II	Hours:
	3

Contact Hours

Contact
Hours:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course includes instruction in the management and care of patients during pregnancy and childbirth, and the study of developmental and anatomical differences across the lifespan focusing on infants, children and the elderly. Instruction also includes common patient care needs of pediatric and geriatric patients in emergencies, care of persons with special needs, and discussion of air medical operations, weapons of mass destruction and terrorism. Practical application of EMR skills are included in the classroom setting.

HIST1010 - Western Civilization I

General

Course Subject Code	Course Number
HIST	1010
Course Title	Credit
Western Civilization I	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours	
Billing Hours	Min:
	3

Lecture Hours	
Lecture Hours	Min:
	3

Course Description
This course is designed to present the important themes, ideas, and people from the dawn of human civilization to the Renaissance.

HIST1020 - Western Civilization II

General

Course Subject Code	Course Number
HIST	1020
Course Title	Credit Hours:
Western Civilization II	3

Contact Hours	
Contact Hours	Min:
	3

Billing Hours	
Billing Hours	Min:
	3

Lecture Hours	
Lecture Hours	Min:
	3

Course Description
This course is designed to present the important themes, ideas, and people from the Reformation Era to the present.

HIST1500 - World Hist Perspective of Oil

General

Course Subject Code	Course Number
HIST	1500
Course Title	Credit Hours:
World Hist Perspective of Oil	3

Contact Hours	
Contact Hours	Min:
	3

Billing Hours	
Billing Hours	Min:
	3

Lecture Hours	
Lecture Hours	Min:
	3

Course Description

This course is designed to focus on the major events, themes, and people who influenced the oil industry from its beginnings in the Industrial Revolution to the present day. Emphasis will be placed on the political and social importance of oil on modern history.

HIST2010 - American History

General

Course Subject Code	Course Number
HIST	2010
Course Title	Credit
American History	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course is designed to present the important themes, ideas, and people in American History from the migration of native peoples to the end of the Civil War.

HIST2020 - American History II

General

Course Subject Code	Course Number
HIST	2020
Course Title	Credit
American History II	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course is designed to present the important themes, ideas, and people in American History from Reconstruction to the present day.

HIST2100 - History of Louisiana

General

Course Subject Code	Course Number
HIST	2100
Course Title	Credit
History of Louisiana	Hours:
	3

Contact Hours		Contact Hours	
Contact Hours:		Contact Hours:	
3		3	
Billing Hours		Billing Hours	
Billing Hours Min:		Billing Hours Min:	
3		3	
Lecture Hours		Lecture Hours	
Lecture Hours Min:		Lecture Hours Min:	
3		3	

Course Description

The course explores major political, economic and cultural influences on the development of Louisiana. Includes in-depth coverage of the role of women and minorities, with particular attention to African-American and Cajun influence. Lectures, readings, and discussions.

Free Form Requirements

Prerequisite(s): None

HIST2200 - Imperial & Modern Britain

General

Course Subject Code	Course Number
HIST	2200

Course Title	Credit Hours:
Imperial & Modern Britain	3

Course Description

A detailed study of the British Isles from the rise of the Second Empire to the present. Three units on the British Empire and World War I (1900-20); Recovery, Depression, and World War II (1920-45); and Postwar Britain (1945-present). Includes in-depth coverage of the role of women and minorities.

HMAN2015 - Humanities for Leaders

General

Course Subject Code	Course Number
HMAN	2015

Course Title	Credit Hours:
Humanities for Leaders	3

Contact Hours

Contact Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
1

Course Description

A course designed to provide emerging and existing leaders the opportunity to explore the concept of leadership styles and concerns through the examination of literature and films, as well as develop leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership.

HMDT1170 - Medical Terminology

General

Course Subject Code	Course Number
HMDT	1170
Course Title	Credit
Medical Terminology	Hours:
	1

Course Description

Analyzing and combining prefixes, root words, and suffixes to spell, use and pronounce medical terminology correctly and recognize medical terms. Medical abbreviations are included.

HNUR1361 - Pharmacology Applications

General

Course Subject Code	Course Number
HNUR	1361
Course Title	Credit
Pharmacology Applications	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing

Hours

Min:

2

Lecture Hours

Lecture

Hours

Min:

1

Lab Hours

Lab

Hours

Min:

1

Course Description

Medical math is an integral component of this course. The terminology and principles of medication administration are presented in this course. Drug classifications and their effect on the various body systems are presented. Specific drugs in each classification are emphasized according to expected effects, side effects, and adverse effects. Routes of drug administration and variables that influence drug action are covered including dangerous drug interactions and nursing implications related to each drug. Safety precautions which will help to decrease the incidence of errors in medication administration are stressed. Advanced medication calculations will be required to demonstrate knowledge of safe dosing parameters. The nursing process is utilized to assess the client's learning needs and effects of all pharmacological interventions.

Free Form Requirements

PREREQUISITES

Course Number 2110, Subject Code HNUR, Level UG, Grade UG [Concurrent]

HNUR2000 - Anatomy,Phy,& Nutrition for PN

General

Course Subject Code

HNUR

Course Number

2000

Course Title

Anatomy,Phy,& Nutrition
for PN

Credit

Hours:

4

Contact Hours

Contact

Hours:

4

Billing Hours

Billing

Hours

Min:

4

Lecture Hours

Lecture

Hours

Min:

4

Course Description

This course provides an understanding of the basic anatomy and physiology of the human body and deviations from the normal. A study of cells, skeletal, muscular, circulatory/lymphatic, digestive, respiratory, urinary, reproductive, endocrine, nervous, sensory and integumentary systems is included. The course also includes study of the concepts of proper nutrition for all age groups and diet modifications for therapeutic purposes.Requires: Acceptance into the practical nursing program. Concurrent enrollment or successful completion of HMDT 1170.

Free Form Requirements

PREREQUISITES

Course Number 1170, Subject Code HMDT, Level UG, Grade UG [Concurrent]; OR Course Number 1002, Subject Code PNUR, Level UG, Grade UG [Concurrent]; OR Course Number 1001, Subject Code PNUR, Level UG, Grade UG

HNUR2110 - PN Foundations & Perspectives

General

Course Subject Code	Course Number
HNUR	2110

Course Title	Credit Hours:
PN Foundations & Perspectives	6

Contact Hours

Contact Hours:
6

Billing Hours

Billing Hours Min:
6

Lecture Hours

Lecture Hours Min:
6

Course Description

This course focuses on the qualities and personal characteristics needed to practice practical nursing safely, effectively, and with compassion, including development of self-awareness and critical thinking. The course includes instruction in the history, trends and evolution of practical nursing, as well as the laws and rules governing practical nursing as defined by the

Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II-Practical Nurses and LAC 46:XLVII.Nursing, subpart 1 - Practical Nurses. Ethical, legal and cultural issues and trends, communication techniques, and personal and family growth and development are addressed. The course includes discussion of the concepts of health maintenance, restoration and rehabilitation, with identification of available local, state and national health maintenance resources. Emphasis is placed on foundational nursing concepts, including health assessment, and clinical reasoning using the nursing process to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments and across the lifespan. Special emphasis is placed on the normal aging process, care of the elderly, and end-of-life care. Safety and infection control, including information on microbes, modes of transmission, methods of destruction or control, and skills to prevent the spread of infections are also emphasized as part of this course. Requires: Concurrent enrollment or successful completion of HNUR 2000 and HMDT 1170. Concurrent enrollment in HNUR 2111; 2110 & 2111 are linked courses requiring passing grades in both to receive credit for either.

Free Form Requirements

COREQUISITES

HNUR2000

PREREQUISITES

(Course Number 1170, Subject Code HMDT, Level UG, Grade UG [Concurrent]; OR Course Number 1002, Subject Code PNUR, Level UG, Grade UG [Concurrent]; OR Course Number 1001, Subject Code PNUR, Level UG, Grade UG)

HNUR2111 - PN Foundations w/Geri Clinical

General

Course Subject Code	Course Number
HNUR	2111

Course Title	Credit
PN Foundations w/Geri Clinical	Hours: 4
Contact Hours	
Contact	Hours: 4
Billing Hours	
Billing	Hours
Min:	4
Lab Hours	
Lab	Hours
Min:	4

Course Description

This course includes 95 hours of skills lab experiences that focus on providing nursing care to meet the physiological, socio-cultural, and spiritual needs of clients in various health care environments. Nursing skills progress from basic to more complex. Emphasis is placed on maintaining safety, infection control measures, and the dignity and rights of clients while providing nursing care activities. Care of clients across the lifespan is included, with special emphasis on care of the elderly. Students will perform, demonstrate, and practice a minimum of 45 hours of basic geriatric nursing care and skills in long term care facilities under the supervision of nursing faculty, and in accordance with Omnibus Budget Reconciliation Act (OBRA) guidelines. Students must demonstrate the ability to safely and correctly perform all skills in the practice lab setting in order to receive instructor approval to participate in the geriatric nursing clinical

experience.Requires: Concurrent enrollment in HNUR 2110; 2110 & 2111 are linked courses requiring passing grades in both to receive credit for either.

HNUR2123 - Medical Surgical II

General

Course Subject Code	Course Number
HNUR	2123
Course Title	Credit
Medical Surgical II	Hours: 8

Contact Hours

Contact
Hours:
8

Billing Hours

Billing
Hours
Min:
8

Lecture Hours

Lecture
Hours
Min:
5

Lab Hours

Lab
Hours
Min:
3

Course Description

This course includes theory related to nursing care provided to adult clients experiencing alterations in the respiratory, gastrointestinal, endocrine and integumentary function. Care of the adult client with a neoplastic disorder is also included. Included is a review of anatomy and physiology, and therapeutic/modified diets for each body system addressed. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to multiple clients in approved health care facilities under the supervision and discretion of practical nursing faculty. Critical thinking skills are encouraged while the student learns to make interdependent practical nursing decisions. This course includes a 180-hour clinical component.

Free Form Requirements

Prerequisite(s): HNUR 2113. Co-requisite(s): HNUR 1361.

HNUR2133 - Medical Surgical III

General

Course Subject Code	Course Number
HNUR	2133

Course Title	Credit
Medical Surgical III	Hours:
	8

Contact Hours

Contact
Hours:
8

Billing Hours

Billing
Hours
Min:
8

Lecture Hours

Lecture
Hours
Min:
5

Lab Hours

Lab
Hours
Min:
3

Course Description

Prerequisite: HNUR 1361 and HNUR 2123. This course includes the study of genitourinary, reproductive, sensory, neurological and musculoskeletal disorders with emphasis on pathophysiology and pharmacology for the adult client. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to multiple clients experiencing serious illnesses in approved health care facilities under the supervision and discretion of practical nursing faculty. Critical thinking skills are utilized while the student begins to make interdependent practical nursing decisions. Students will be expected to perform clinical skills with indirect supervision of the clinical instructor. This course includes a 180-hour clinical component.

Free Form Requirements

Prerequisite(s): HNUR 1361 and HNUR 2123

HNUR2210 - Practical Nursing I

General

Course Subject Code	Course Number
HNUR	2210

Course Title	Credit
Practical Nursing I	Hours:
	6

Contact Hours

Contact
Hours:
6

Billing Hours

Billing
Hours
Min:
6

Lecture Hours

Lecture
Hours
Min:
6

Course Description

This course is a study of the nursing process as a method of individualizing care of the adult and geriatric clients experiencing alterations in cardiovascular, lymphatic, and immune functioning with special emphasis on the essential concepts of fluid and electrolytes and acid-base balance. Included is a review of anatomy and physiology, therapeutic or modified diets, commonly prescribed medications and medical treatment procedures, as well as nursing care interventions for each disease process reviewed. This portion of the course includes 90 hours of theory. Requires: HNUR 2000, HMDT 1170, HNUR

2110, HNUR 2111. Concurrent enrollment in HNUR 2211 (PN I); 2210 & 2211 are linked courses requiring passing grades in both to receive credit for either.

Free Form Requirements

PREREQUISITES

Course Number 2000, Subject Code HNUR, Level UG, Grade UG [Concurrent]; OR Course Number 1002, Subject Code PNUR, Level UG, Grade UG [Concurrent]; AND (Course Number 1170, Subject Code HMDT, Level UG, Grade UG [Concurrent]; OR Course Number 1001, Subject Code PNUR, Level UG, Grade UG [Concurrent]); AND Course Number 2110, Subject Code HNUR, Level UG, Grade UG [Concurrent]; AND Course Number 2111, Subject Code HNUR, Level UG, Grade UG [Concurrent]

HNUR2211 - Practical Nursing I Clinical

General

Course Subject Code	Course Number
HNUR	2211

Course Title	Credit
Practical Nursing I Clinical	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
4

Billing Hours

Billing
Hours
Min:
6

Course Description

Students will begin to utilize a nursing process approach to individualize client care, and will perform applicable practical nursing clinical skills to assign adult and/or geriatric client(s) experiencing a variety of medical/surgical and mental health disorders in approved health care and mental health care facilities under the supervision and discretion of practical nursing faculty. This course includes a 180-hour clinical component in the Med-Surg setting and 25 hours in the Mental Health setting. Requires: Concurrent enrollment in HNUR 2210; 2210 & 2211 are linked courses requiring passing grades in both to receive credit for either.

Free Form Requirements

COREQUISITES

HNUR2210

PREREQUISITES

Course Number 2210, Subject Code HNUR, Level UG, Grade UG [Concurrent]

HNUR2310 - Practical Nursing II

General

Course Subject Code	Course Number
HNUR	2310

Course Title	Credit
Practical Nursing II	Hours:
	6

Contact Hours

Contact
Hours:
6

Lecture Hours

Lecture
Hours
Min:
6

Course Description

This course includes theory related to nursing care provided to adult and geriatric clients experiencing alterations in the respiratory, gastrointestinal, endocrine and integumentary function, as well as care of the adult and geriatric client with a neoplastic disorders. Included is a review of anatomy and physiology, therapeutic/modified diets, commonly prescribed medications and medical treatment procedures, as well as nursing care interventions for each disease reviewed. Nursing care of the childbearing family through the stages of inception, fetal development, gestation, and delivery, including the antepartum, intrapartum, and postpartum periods, and the care of the neonate is also included. This course includes 90 theory hours of medical-surgical nursing and 30 hours of obstetric nursing. Requires: Successful completion of HNUR 2210 and HNUR 2211, and successful completion or concurrent enrollment in HNUR 2500. Concurrent enrollment in HNUR 2311; 2310 & 2311 are linked courses requiring passing grades in both to receive credit for either.

Free Form Requirements

PREREQUISITES

Course Number 2210, Subject Code HNUR, Level UG, Grade UG [Concurrent]; AND Course Number 2211, Subject Code HNUR, Level UG, Grade UG [Concurrent]; AND Course Number 2311, Subject Code HNUR, Level UG, Grade UG [Concurrent]

HNUR2310A - Practical Nursing IIA

General

Course Subject Code	Course Number
HNUR	2310A
Course Title	Credit Hours:
Practical Nursing IIA	3

Contact Hours

Contact Hours:
3

Billing Hours

Billing Hours
Min:
3

Lecture Hours

Lecture Hours
Min:
3

Course Description

This course includes theory related to nursing care provided to adult and geriatric clients experiencing alterations in the respiratory, gastrointestinal, and integumentary function. Included is a review of anatomy and physiology, therapeutic/modified diets, commonly prescribed medications and medical treatment procedures, as well as nursing care interventions for each disease process reviewed. This course includes 60 theory hours of medical-surgical nursing.

Free Form Requirements

PREREQUISITES

Course Number 2500, Subject Code HNUR, Level UG,

Grade UG [Concurrent]; AND Course Number 2210, Subject Code HNUR, Level UG [Concurrent]; AND Course Number 2211, Subject Code HNUR, Level UG [Concurrent]; AND Course Number 2311A, Subject Code HNUR, Level UG [Concurrent]

HNUR2310B - Practical Nursing IIB

General

Course Subject Code	Course Number
HNUR	2310B
Course Title	Credit Hours:
Practical Nursing IIB	3

Contact Hours

Contact Hours:
3

Billing Hours

Billing Hours
Min:
3

Lecture Hours

Lecture Hours
Min:
3

Course Description

This course includes theory related to nursing care provided to adult and geriatric clients experiencing alternations in the endocrine function, as well as care of the adult and geriatric client with a neoplastic disorder. Included is a review of anatomy and physiology, therapeutic/modified diets, commonly prescribed medications and medical treatment

procedures, as well as nursing care interventions for each disease process reviewed. Nursing care of the childbearing family through the stages of inception, fetal development, gestation, and delivery, including the antepartum, intrapartum, and postpartum periods, and the care of the neonate is also included. This course includes 30 theory hours of medical-surgical nursing and 30 hours of obstetric nursing.

Free Form Requirements

Co-requisite(s): HNUR 2500, HNUR 2210, HNUR 2211, and HNUR 2311B

HNUR2311 - Practical Nursing II Clinical

General

Course Subject Code	Course Number
HNUR	2311

Course Title	Credit
Practical Nursing II Clinical	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lab Hours

Lab
Hours
Min:
4

Course Description

Students will utilize a nursing process approach to individualize client care, and will perform 180 hours of applicable practical nursing clinical skills in the care of assigned adult and/or geriatric clients experience a variety of medical/surgical conditions. Students will also perform 30 hours of applicable practical nursing clinical skills with maternal and neonatal clients during the antepartum, intrapartum, and postpartum periods. Students are expected to demonstrate use of critical thinking skills while learning to make interdependent practical nursing decisions. All client care will be provided in approved health care facilities under the supervision, and at the discretion, of practical nursing faculty. This course includes a 205-hour clinical component, of which, 180 are in the Med-Surg clinical setting and 25 in Obstetrics setting. Requires: Concurrent enrollment in HNUR 2310; 2310 & 2311 are linked courses requiring passing grades in both to receive credit for either.

Free Form Requirements

Prerequisite(s): HNUR 2310

HNUR2311A - Practical Nursing IIA

General

Course Subject Code	Course Number
HNUR	2311A

Course Title	Credit
Practical Nursing IIA	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
2

Course Description

Students will utilize a nursing process approach to individualize client care, and will perform 100 hours of applicable practical nursing clinical skills in the care of assigned adult and/or geriatric clients experience a variety of medical/surgical conditions. Students are expected to demonstrate use of critical thinking skills while learning to make interdependent practical nursing decisions. All client care will be provided in approved health care facilities under supervision, and at the discretion, of practical nursing faculty.

Free Form Requirements

Co-requisite(s): HNUR 2310A

HNUR2311B - Practical Nursing IIB

General

Course Subject Code	Course Number
HNUR	2311B

Course Title	Credit Hours:
Practical Nursing IIB	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
2

Course Description

Students will utilize a nursing process approach to individualize client care, and will perform 80 hours of applicable practical nursing clinical skills in the care of assigned adult and/or geriatric clients experience a variety of medical/surgical conditions. Students will also perform 25 hours of applicable practical nursing clinical skills with maternal and neonatal clients during the antepartum, intrapartum, and postpartum periods. Students are expected to demonstrate use of critical thinking skills while learning to make interdependent practical nursing decisions. All client care will provided in approved health care facilities under the supervision, and at the discretion, of practical nursing faculty.

Free Form Requirements

Co-requisite(s): HNUR 2310B

HNUR2410 - Practical Nursing III

General

Course Subject Code	Course Number
HNUR	2410

Course Title	Credit Hours:
Practical Nursing III	6

Contact Hours

Contact
Hours:
6

Billing Hours

Billing
Hours
Min:
6

Lecture Hours

Lecture
Hours
Min:
6

Course Description

This course includes the study of nursing care provided to adult and geriatric clients experiencing alterations in genitourinary, reproductive, sensory, neurological and musculoskeletal functions, as well as essential information related to growth and development of infants, toddlers, preschool, school age, and adolescent children. Diseases and disorders common in children are covered. Included is a review of anatomy and physiology, therapeutic or modified diets, commonly prescribed medications and medical treatment procedures, as well as nursing care interventions for each disease process. This course in 120 theory hours, which includes 90 hours in med-surg and 30 in pediatrics. Requires: Successful completion of HNUR 2500, HNUR 2310, HNUR 2311. Concurrent enrollment in HNUR 2411; 2410 & 2411 are linked courses requiring passing grades in both to receive credit for either.

Free Form Requirements

COREQUISITES

HNUR2411

PREREQUISITES

Course Number 1361, Subject Code HNUR, Level UG,

Grade UG [Concurrent]; AND Course Number 2611, Subject Code HNUR, Level UG, Grade UG [Concurrent]; AND Course Number 2310, Subject Code HNUR, Level UG, Grade UG [Concurrent]; AND Course Number 2311, Subject Code HNUR, Level UG, Grade UG [Concurrent]

HNUR2411 - Practical Nursing III Clinical

General

Course Subject Code	Course Number
HNUR	2411
Course Title	Credit
Practical Nursing III Clinical	Hours: 4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lab Hours

Lab
Hours
Min:
4

Course Description

Students will utilize a nursing process approach to individualize client care, and will perform 180 hours of applicable practical nursing clinical skills in the care of multiple assigned adult and/or geriatric client(s) experiencing a variety of medical/surgical conditions. Students will also perform 25 hours of applicable

practical nursing clinical skills with pediatric clients. Students are required to demonstrate use critical thinking skills while learning to make interdependent practical nursing decisions. All client care will be provided in approved health care facilities under the supervision, and at the discretion, of practical nursing faculty. This course includes 205 total clinical hours, 180 of which is in a med-surg setting and 25 in a pediatric setting. Requires: Concurrent enrollment in HNUR 2410; 2410 & 2411 are linked courses requiring passing grades in both to receive credit for either.

Free Form Requirements

Prerequisite(s): None

HNUR2523 - Mental Illness/ Psychiatric Nur

General

Course Subject Code	Course Number
HNUR	2523
Course Title	Credit
Mental Illness/Psychiatric Nur	Hours: 2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

Course Description

This course is the study of the client experiencing emotional, mental and social alterations utilizing the nursing process approach with integrated pharmacology and application of life span principles. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to clients in mental health facilities under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component.

Free Form Requirements

Prerequisite(s): HNUR 1211 and HNUR 1212 and HNUR 1270 and HNUR 1301 and HNUR 1320. Co-requisite(s): HNUR 1411, HNUR 1361, and HNUR 2113

HNUR2611 - IV Therapy

General

Course Subject Code	Course Number
HNUR	2611
Course Title	Credit
IV Therapy	Hours: 1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
1

Course Description

The role of the practical nurse, legal implications of intravenous (IV) therapy, and equipment/devices used, anatomy/physiology, methods and techniques, infection control measures, complications, and other vital information related to intravenous therapy is discussed. Supervised lab performance (15hrs) is an integral part of this course.

Free Form Requirements

Prerequisite(s): None

HNUR2713 - Obstetrics

General

Course Subject Code	Course Number
HNUR	2713

Course Title	Credit Hours:
Obstetrics	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

Course Description

Current issues, growth and development of the childbearing family, fetal development and gestation are studied. Care of the client during the antepartal, intrapartal, and postpartal periods is included, as well as care of the neonate. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system and condition are discussed at length. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to maternal & neonatal clients during the antepartal, intrapartal, and postpartal periods, in appropriate clinical sites, under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component.

Free Form Requirements

Prerequisite(s): HNUR 1211 and HNUR 1212 and HNUR 1270 and HNUR 1301 and HNUR 1320. Co-requisite(s): HNUR 1411, HNUR 1361, and HNUR 2113

HNUR2723 - Pediatrics

General

Course Subject Code	Course Number
HNUR	2723

Course Title	Credit Hours:
Pediatrics	2

Contact Hours

Contact
Hours:
2

Billing Hours

**Billing
Hours
Min:**
2

Lecture Hours

**Lecture
Hours
Min:**
2

Course Description

This course presents essential information related to growth and development of infants, toddlers, preschool through school age and adolescents, and those diseases common but not exclusive to the particular age groups. Included is a review of anatomy and physiology, and therapeutic/ modified diets. Pharmacological interventions/commonly used medications for each body system and age group are discussed at length. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to pediatric clients in appropriate clinical sites under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component.

Free Form Requirements

Prerequisite(s): HNUR 1211 and HNUR 1212 and HNUR 1270 and HNUR 1301 and HNUR 1320. Co-requisite(s): HNUR 1411, HNUR 1361, and HNUR 2114

HNUR2813 - PN Leadership & Management

General

Course Subject Code
HNUR

Course Number
2813

Course Title
PN Leadership &
Management

**Credit
Hours:**
2

Contact Hours

**Contact
Hours:**
2

Billing Hours

**Billing
Hours
Min:**
2

Lecture Hours

**Lecture
Hours
Min:**
1

Lab Hours

**Lab
Hours
Min:**
1

Course Description

This course presents the laws, rules and regulations which govern licensure to practice practical nursing in the state of Louisiana, including a review of the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II-Practical Nurses and LAC 46:XLVII.Nursing, subpart I-Practical Nurses. Students are prepared for the NCLEX-PN licensure examination. It is designed to prepare the future LPN for compliance with the laws, to explain the procedures which facilitate necessary operations of the Louisiana State Board of Practical Nurse Examiners (LSBPNE) and to outline the obligations which accompany the privilege of service in health care. Legal responsibilities, confidentiality and

ethical practice along with concepts of management and supervision are emphasized. Preparation for employment is introduced by evaluating job opportunities, compiling a resume, and outlining information essential to finding, applying for and terminating a job in the healthcare industry. A study of common health problems and etiologies seen in nursing home residents, including safe administration of medications, selected acute illnesses, and typical health emergencies. In addition, a review of documentation requirements, health protection guidelines, and health promotion activities in long-term facilities are presented. Appropriate teaching of related diagnostic results in the elderly are summarized. The leadership/management role in the nursing home setting is outlined including the delegation of tasks to support staff. The course focuses on issues such as the relationship of management and quality improvement for care of the elderly in long-term facilities. In addition, the organization and structure of the nursing home and the function of various departments are included. The Louisiana Department of Health and Hospitals and the survey process is integrated throughout the course. Common legal and ethical issues encountered in long-term care facilities are discussed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to clients in geriatric care facilities under the supervision and at the discretion of practical nursing faculty. Critical thinking skills are encouraged while the student makes interdependent practical nursing decisions. Students will perform in management and leadership roles in the facility and will administer medications to groups of residents comparable to industry's entry-level expectations of a beginning practitioner. This course includes a 30-hr clinical component. Requires: Concurrent enrollment in, or successful completion of, HNUR 2410 – Practical Nursing III, and HNUR 2411 – Practical Nursing III Clinical.

Free Form Requirements

PREREQUISITES

Course Number 2410, Subject Code HNUR, Level UG, Grade UG [Concurrent]; AND Course Number 2411,

Subject Code HNUR, Level UG, Grade UG [Concurrent]

HNUR2991 - Special Projects I

General

Course Subject Code	Course Number
HNUR	2991

Course Title	Credit Hours:
Special Projects I	1

Contact Hours

Contact Hours:
1

Billing Hours

Billing Hours Min:
1

Lecture Hours

Lecture Hours Min:
1

Course Description

The course is designed to prepare the practical nursing students for the NCLEX-PN exam. The course will provide the student with an overall review of material taught within the program and it will assist the student in developing constructive test taking skills and strategies in order to successfully complete their licensure examination. Requires: Concurrent enrollment in, or successful completion of, HNUR 2410, HNUR 2411, and HNUR 2813.

Free Form Requirements

Co-requisite(s): HNUR 2410 and HNUR 2411

HNUR2993 - Special Projects II

General

Course Subject Code	Course Number
HNUR	2993
Course Title	Credit
Special Projects II	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
2

Course Description

Course designed for students who have demonstrated specific special needs in instruction through the Practical Nursing program. Associate Provost of Health Sciences approval required.

Free Form Requirements

Prerequisite(s): None

HNUR2995 - Special Projects III

General

Course Subject Code	Course Number
HNUR	2995
Course Title	Credit
Special Projects III	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
3

Course Description

Course designed for students who have demonstrated specific special needs in instruction through the Practical Nursing program. Associate Provost of Health Sciences approval required.

Free Form Requirements

Prerequisite(s): None

HNUR2996 - Special Projects IV

General

Course Subject Code	Course Number
HNUR	2996
Course Title	Credit Hours:
Special Projects IV	3

Contact Hours

Contact Hours:
3

Billing Hours

Billing Hours Min:
3

Lecture Hours

Lecture Hours Min:
3

Lab Hours

Lab Hours Min:
0

Course Description

Course designed for students who have demonstrated specific special needs in instruction through the Practical Nursing program. Associate Provost of Health Sciences approval required.

Free Form Requirements

Prerequisite(s): None

HPhL1013 - Phlebotomy

General

Course Subject Code	Course Number
HPhL	1013
Course Title	Credit Hours:
Phlebotomy	4

Contact Hours

Contact Hours:
4

Billing Hours

Billing Hours Min:
4

Lecture Hours

Lecture Hours Min:
3

Lab Hours

Lab Hours Min:
1

Course Description

This course discusses introductory information relative to phlebotomy theory and fundamental phlebotomy skills, including venipuncture, capillary sticks, infection control procedures, and lab tests that the Phlebotomist may perform, including a 75-hour classroom and 45-hour laboratory practice. Study of advanced phlebotomy skills and procedures that include laboratory administrative procedures, tube

identification, and laboratory equipment usage is also included. Students perform introductory, fundamental and advanced phlebotomy skills in the lab for instructor evaluation in preparation for clinical externship. Students spend an additional 90 hours of supervised preceptor clinical hours in a variety of health care sites in order to obtain the necessary course requirements for a total of 210 clock hours.

Free Form Requirements

PREREQUISITES

Course Number 1205, Subject Code HCOR, Level UG, Grade UG [Concurrent]; OR Course Number 1211, Subject Code HNUR, Level UG, Grade UG [Concurrent]; OR Course Number 1214, Subject Code HCOR, Level UG, Grade UG [Concurrent]

HPHM1200 - Pharmacy Tech Practice I

General

Course Subject Code	Course Number
HPHM	1200

Course Title	Credit
Pharmacy Tech Practice I	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course introduces the student to the role of the Pharmacy Technician and provides an overview of pharmacy practice and the current and emerging opportunities available to Certified Pharmacy Technicians. Students are introduced to the responsibilities and roles within various pharmacy settings.

Free Form Requirements

Co-requisite(s): HPHM 1405, HPHM 1505, and HPHM 1510

HPHM1205 - Pharmacy Practice II

General

Course Subject Code	Course Number
HPHM	1205

Course Title	Credit
Pharmacy Practice II	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Course Description

This course familiarizes the student with the role and responsibilities of the Pharmacy Technician both in community and in institutional pharmacy settings. The course also addresses some entry and advanced level competencies needed to succeed in pharmacy practice settings. This course prepares students by providing foundational knowledge in areas of pharmacy practice including non-sterile compounding, USP chapter 795, hospital pharmacy dispensing, medication reconciliation, medication therapy management, investigational drugs, infection control, hand hygiene and aseptic technique, USP chapter 797, and medication safety.

Free Form Requirements

Prerequisite(s): HPHM 1200 and HPHM 1405 and HPHM 1505 and HPHM 1510 and HMDT 1170. Co-requisite(s): HPHM 2125, HPHM 1515, and HPHM 1525

HPHM1300 - Pharmacy Laws and Ethics

General

Course Subject Code	Course Number
HPHM	1300
Course Title	Credit
Pharmacy Laws and Ethics	Hours: 3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course familiarizes the student with federal and state laws as well as ethical issues relative to the pharmacy technician. The student is introduced to laws including the Pharmacy Practice Act and scope of practice for pharmacy technicians and candidates, certification, accreditation, core values, ethics and professional attitudes.

Free Form Requirements

Prerequisite(s): HPHM 1200 and HPHM 1405 and HPHM 1505 and HPHM 1510

HPHM1405 - Fund. of Pharm. Tech Math

General

Course Subject Code	Course Number
HPHM	1405
Course Title	Credit
Fund. of Pharm. Tech Math	Hours: 2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

Course Description

This course is a review of basic mathematics as well as use of systems of measurements, dosage calculations, concentrations and dilutions involving pharmaceutical calculations. This course teaches the pharmacy technician student the essential pharmacy calculations that are performed in a pharmacy setting. The primary objective is to develop problem solving skills, including how to use information from written prescriptions, hospital medication orders, and drug product labels emphasizing pharmacy calculations that are used on a daily basis in retail and institutional pharmacies. Business terms and business math skills essential to pharmacy practice including inventory and purchasing, profit margins, and inventory control are also covered in this course.

Free Form Requirements

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER NG Algebra QAS with a score of 250 or ACCUPLACER Elementary Algebra with a score of 65 or MATH 1160. Co-requisite(s): HPHM 1200, HPHM 1505, and HPHM 1510

HPHM1505 - Pharm Tech Practice Lab I

General

Course Subject Code	Course Number
HPHM	1505
Course Title	Credit
Pharm Tech Practice Lab I	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
2

Course Description

This course is designed to teach pharmacy technician students entry level skills performed in community and institutional pharmacy settings. The primary objective is to provide the students with practical, hands-on experience in the duties performed by a pharmacy technician in everyday pharmacy practice. This course addresses topics of instruction that includes information sources, reviewing and processing prescriptions and medication orders, applications of rules and regulations, non-sterile compounding, aseptic technique, calculations and business applications.

Free Form Requirements

PREREQUISITES

Course Number 1200, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1405, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1510, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1170, Subject Code HMDT, Level UG, Grade UG [Concurrent]

HPHM1510 - Pharmacology I

General

Course Subject Code	Course Number
HPHM	1510
Course Title	Credit
Pharmacology I	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

Course Description

This course introduces the pharmacy technician student to the general principles of pharmacology, emphasizes drug therapy, defines major drug classifications, drug nomenclature and drug dosage

forms. The course is designed to provide the Pharmacy Technician candidate with a foundation in drug related information and for actual preparation to dispense medications.

Free Form Requirements

Co-requisite(s): HPHM 1505

HPHM1513 - Pharmacology Pharm Techs II

General

Course Subject Code	Course Number
HPHM	1513
Course Title	Credit
Pharmacology Pharm Techs II	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

The course is designed to provide the Pharmacy Technician candidate with a foundation in drug related information and pharmacokinetics as they apply to the clinical setting. The course also describes therapeutic and adverse effects of routes of drug administration.

Free Form Requirements

Prerequisite(s): HPHM 1200 and HPHM 1503 and HPHM 1400 and HPHM 1500. Co-requisite(s): HPHM 1600 and HPHM 1300

HPHM1515 - Pharmacology II

General

Course Subject Code	Course Number
HPHM	1515
Course Title	Credit
Pharmacology II	Hours:
	2
	Contact Hours
	Contact
	Hours:
	2
	Billing Hours
	Billing
	Hours
	Min:
	2
	Lecture Hours
	Lecture
	Hours
	Min:
	2

Course Description

This course introduces the pharmacy technician student to the general principles of pharmacology. Drugs are discussed in the context of drug classes,

mechanisms of action, disease types, and body systems. The course is designed to provide the Pharmacy Technician with a sufficient foundation in drug related information so that they will be able to play a key role in avoiding dispensing error. In this course emphasis will be given to the actual preparation to dispense the most commonly prescribed top 100 medications.

Free Form Requirements

Prerequisite(s): HPHM 1200 and HPHM 1405 and HPHM 1510 and HPHM 1505 and HMDT 1170. Co-requisite(s): HPHM 1205 and HPHM 1525 and HPHM 2125.

HPHM1525 - Pharmacy Practice Lab II

General

Course Subject Code	Course Number
HPHM	1525
Course Title	Credit
Pharmacy Practice Lab II	Hours:
	2
	Contact Hours
	Contact
	Hours:
	2
	Billing Hours
	Billing
	Hours
	Min:
	2
	Lab Hours
	Lab
	Hours
	Min:
	2

Course Description

This course is designed to teach pharmacy technician students entry level skills and advanced level skills performed in community and institutional pharmacy settings. The objectives of this course are to provide the students with practical, hands-on experience in the duties performed by a pharmacy technician in every day pharmacy practice. This course addresses topics of instruction that include the reviewing and processing of medication orders, applications of pertinent laws, regulations and standards, calculations, extemporaneous non-sterile compounding, and medication preparation, hospital pharmacy dispensing and record keeping, medication reconciliation ,medication therapy management and briefly touches on aseptic technique and infection control.

Free Form Requirements

Co-requisite(s): HPHM 1205 and HPHM 1515 and HPHM 2125. Prerequisite(s): HMDT 1170 and HPHM 1200 and HPHM 1405 and HPHM 1505 and HPHM 1510.

HPHM1600 - Sterile Compounding Lab

General

Course Subject Code	Course Number
HPHM	1600
Course Title	Credit
Sterile Compounding Lab	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
2

Course Description

Provides hands-on experience in aseptic techniques, admixture preparation, incompatibility and stability, irrigation solutions, calculations for intravenous solutions, total parenteral nutrition and chemotherapy.

Free Form Requirements

Prerequisite(s): HPHM 1500 and HPHM 1503. Co-requisite(s): HPHM 1300, HPHM 1513

HPHM1605 - Pharmacy Practice Lab III

General

Course Subject Code	Course Number
HPHM	1605
Course Title	Credit
Pharmacy Practice Lab III	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
2

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course provides technician focused instruction and training for the successful production of sterile parenteral preparations which is a major responsibility of the pharmacy technician in hospitals, long term care facilities and home healthcare settings. This course provides hands-on experience and mastery in aseptic techniques and sterile IV admixture preparation. The course addresses incompatibility and stability issues, irrigation solutions, calculations for intravenous solutions, total parenteral nutrition and chemotherapy preparations.

Free Form Requirements

Prerequisite(s): HMDT 1170 and HPHM 1200 and HPHM 1505 and HPHM 1510 and HPHM 2025. Co-requisite(s): HPHM 1300, HPHM 1515, and HPHM 2035

HPHM2005 - Professionalism for Pharm Tech

General

Course Subject Code	Course Number
HPHM	2005
Course Title	Credit Hours:
Professionalism for Pharm Tech	3

Course Description

This course reinforces the professional habits and soft skills required to bridge the gap between formal education/training and employment in a pharmacy setting . This course will consist of activities that will help reinforce the concepts and critical thinking skills that the pharmacy technician students have learned and will evaluate how well they can apply their new skills to the realistic pharmacy workplace environment. This course will address career readiness, planning, and management for the pharmacy technician. The course will help develop techniques in setting goals, creating a positive professional image, preparing a portfolio, and compiling a resume. This course will introduce and reinforce concepts and principles in pharmacy law and ethics as it relates to the role of a pharmacy technician.

Free Form Requirements

Prerequisite(s): CSRV 1000 and CPTR 1000 and SPCH 1015 and HPHM 1200 and HPHM 1205 and HPHM 1405 and HPHM 1505 and HPHM 1510 and HPHM 1515 and HPHM 1525 and HPHM 2125. Co-requisite(s): HPHM 1605, HPHM 2130, HPHM 2135, and HPHM 2991.

HPHM2012 - Pharmacy Clinical Externship I

General

Course Subject Code	Course Number
HPHM	2012

Course Title	Credit
Pharmacy Clinical Externship I	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lab Hours

Lab
Hours
Min:
4

Course Description

This course provides the Pharmacy Technician clinical student the opportunity to work in pharmacy setting under the supervision of a registered pharmacist. Emphasis is placed on effective communication, understanding pharmacy operations, and dispensing of medications. The student will be assigned to retail and/or hospital pharmacies for 180 hours.

Free Form Requirements

Prerequisite(s): HPHM 1300 and HPHM 1513 and HPHM 1600 and HPHM 2000. Co-requisite(s): SPCH 1015 or SPCH 1025.

HPHM2022 - Pharmacy Clinical Externship 2

General

Course Subject Code	Course Number
HPHM	2022

Course Title	Credit
Pharmacy Clinical Externship 2	Hours:
	5

Contact Hours

Contact
Hours:
5

Billing Hours

Billing
Hours
Min:
5

Lab Hours

Lab
Hours
Min:
5

Course Description

This course provides the Pharmacy Technician clinical student the continued opportunity to work in pharmacy settings under the supervision of a registered pharmacist. Emphasis is placed on effective communication, understanding pharmacy operations, and dispensing of medications. The student will be assigned to retail and/or hospital pharmacies for approximately 225 hours. This course is a continuation of HPHM 2012.

Free Form Requirements

Prerequisite(s): HPHM 1300 and HPHM 1513 and HPHM 1600 and HPHM 2000. Co-requisite(s): SPCH

1015 or SPCH 1025 and HPHM 2012.

HPHM2023 - Pharmacy Clinical Externship 3

General

Course Subject Code	Course Number
HPHM	2023

Course Title	Credit
Pharmacy Clinical Externship 3	Hours: 5

Contact Hours

Contact
Hours: 5

Billing Hours

Billing
Hours
Min: 5

Lab Hours

Lab
Hours
Min: 5

Course Description

This course provides the Pharmacy Technician clinical student the opportunity to work in pharmacy setting under the supervision of a registered pharmacist. Emphasis is placed on effective communication, understanding pharmacy operations, and dispensing of medications. The student will be assigned to retail and/or hospital pharmacies for 225 hours.

Free Form Requirements

Prerequisite(s): HPHM 1300 and HPHM 1513 and HPHM 1600. Co-requisite(s): SPCH 1015 or SPCH 1025, HPHM 2012, and HPHM 2022.

HPHM2035 - Advanced Level Externship

General

Course Subject Code	Course Number
HPHM	2035

Course Title	Credit
Advanced Level Externship	Hours: 5

Contact Hours

Contact
Hours: 5

Billing Hours

Billing
Hours
Min: 5

Lab Hours

Lab
Hours
Min: 5

Course Description

This course provides the Pharmacy Technician clinical student the opportunity to work in pharmacy setting under the supervision of a registered pharmacist. Emphasis is placed on effective communication, understanding pharmacy operations, and dispensing of medications. The student will be assigned to retail and/or hospital pharmacies for 300 hours.

Free Form Requirements

PREREQUISITES

Course Number 1200, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1405, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1505, Subject

Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1510, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 2025, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1170, Subject Code HMDT, Level UG, Grade UG [Concurrent]; AND Course Number 1000, Subject Code CSRV, Level UG, Grade UG [Concurrent]; AND Course Number 1515, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1000, Subject Code CPTR, Level UG, Grade UG [Concurrent]; AND Course Number 1015, Subject Code SPCH, Level UG, Grade UG [Concurrent]; AND Course Number 1300, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1605, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 2000, Subject Code HPHM, Level UG, Grade UG [Concurrent]

HPHM2125 - Pharm Tech Clinical Ext I

General

Course Subject Code
HPHM

Course Number
2125

Course Title
Pharm Tech Clinical Ext I

Credit Hours:
4

Contact Hours

Contact Hours:
4

Billing Hours

Billing Hours Min:
4

Lab Hours

Lab Hours Min:
4

Course Description

This course provides the Pharmacy Technician clinical student the opportunity to work in pharmacy setting under the supervision of a registered pharmacist. Emphasis is placed on effective communication, understanding pharmacy operations, and dispensing of medications. The student will be assigned to community pharmacies as available preceptors permit for 120 externship hours. The 120 hours are expected to be achieved in the normal semester time frame of the course, usually 20-30 hours /week of commitment to this experiential training is required.

Free Form Requirements

PREREQUISITES

Course Number 1205, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1515, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1525, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1170, Subject Code HMDT, Level UG, Grade UG [Concurrent]; AND Course Number 1200, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1405, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1505, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1510, Subject Code HPHM, Level UG, Grade UG [Concurrent]

HPHM2130 - Pharmacy Clinical Ext. II

General

Course Subject Code
HPHM

Course Number
2130

Course Title

Pharmacy Clinical Ext. II

Credit

Hours:

4

Billing Hours

Billing

Hours

Min:

4

Course Description

This course provides the Pharmacy Technician clinical student the opportunity to work in pharmacy setting under the supervision of a registered pharmacist. Emphasis is placed on effective communication, understanding pharmacy operations, safe, and accurate dispensing of medications, and participation in others roles expected of a pharmacy technician. The student will be assigned to pharmacies as available preceptors permit for 100 externship hours. The 100 hours are expected to be achieved in the normal semester time frame of the course, usually 20-30 hours /week commitment to this training is required.

Free Form Requirements

PREREQUISITES

Course Number 1200, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1405, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1505, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1510, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1515, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1525, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 2125, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1000, Subject Code CSRV, Level UG, Grade UG [Concurrent]; AND Course Number 1170, Subject Code HMDT, Level UG, Grade UG [Concurrent]; AND Course Number 1000, Subject Code CPTR, Level UG, Grade UG [Concurrent]; AND (Course Number 2135, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND

Course Number 1605, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 2005, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 2991, Subject Code HPHM, Level UG, Grade UG [Concurrent])

HPHM2135 - Pharmacy Clinical Ext III

General

Course Subject Code

HPHM

Course Number

2135

Course Title

Pharmacy Clinical Ext III

Credit

Hours:

4

Contact Hours

Contact

Hours:

4

Billing Hours

Billing

Hours

Min:

4

Lab Hours

Lab

Hours

Min:

4

Course Description

This course provides the Pharmacy Technician clinical student the opportunity to work in pharmacy setting under the supervision of a registered pharmacist. Emphasis is placed on effective communication, understanding pharmacy operations, safe, and accurate dispensing of medications, and participation in others roles expected of a pharmacy technician. The

student will be assigned to community and/or institutional pharmacies for 100 externship hours. The 100 hours are expected to be achieved in the normal semester time frame of the course, usually 20-30 hours /week commitment to this training is required.

Free Form Requirements

PREREQUISITES

Course Number 1200, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1405, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1505, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1510, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1515, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1205, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 2130, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 1605, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 2005, Subject Code HPHM, Level UG, Grade UG [Concurrent]; AND Course Number 2991, Subject Code HPHM, Level UG, Grade UG [Concurrent]

HPHM2991 - Special Projects I

General

Course Subject Code	Course Number
HPHM	2991
Course Title	Credit
Special Projects I	Hours:
	1
	Contact Hours
	Contact
	Hours:
	30

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
1

Course Description

This course is designed to help students become more prepared for and ultimately pass a national certification exam (either the PTCB exam or the ExCPT exam) so that they may be able to be certified and licensed for practice. The course content reviews in a logical sequence the content areas and skills of the national PTCB exam domains and ExCPT topic areas. Success in this course will be greatly determined by each student's own motivation.

Free Form Requirements

Prerequisite(s): HPHM 1200 and HPHM 1405 and HPHM 1505 and HPHM 1510 and HMDT 1170 and CSRV 1000 and HPHM 1515 and CPTR 1000 and SPCH 1015 and HPHM 1300 and HPHM 1605

HPHM2993 - Special Projects II

General

Course Subject Code	Course Number
HPHM	2993
Course Title	Credit
Special Projects II	Hours:
	2
	Contact Hours
	Contact
	Hours:
	2

IMTV1100 - Basic Welding

General

Course Subject Code	Course Number
IMTV	1100
Course Title	Credit
Basic Welding	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

A review of safety regulating the welding industry, identifies and applies oxyfuel cutting, plasma arc cutting, and carbon arc cutting and gouging in these areas: equipment, cutting techniques, and setup requirements; concepts in proper visual testing methods, and a study of proper base metal preparation

and joint fit-up; and describes both carbon arc cutting and plasma arc cutting and welding equipment, setup, and use.

IMTV1200 - Basic Hydraulics

General

Course Subject Code	Course Number
IMTV	1200
Course Title	Credit
Basic Hydraulics	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Course Description

This course includes the principles of basic hydraulic systems and general maintenance procedures of a hydraulic system. Also included are the disassembly and assembly of hydraulic components and the application of safety rules and regulations.

IMTV1501 - Maritime Life

General

Course Subject Code	Course Number
IMTV	1501
Course Title	Credit
Maritime Life	Hours:
	3
	Contact Hours
	Contact
	Hours:
	3
	Billing Hours
	Billing
	Hours
	Min:
	3
	Lecture Hours
	Lecture
	Hours
	Min:
	3
	Lab Hours
	Lab
	Hours
	Min:
	0

Course Description

Students are introduced to maritime careers and the maritime culture. The introduction to maritime studies is designed to familiarize students with the dynamic cultural and natural resources of the maritime environment. Students will gain knowledge and understanding of maritime environments with an emphasis on safety. Regulations and requirements for maritime employability are a required component of this course.

Free Form Requirements

Prerequisite(s): None

IMTV1510 - STCW - Basic Training

General

Course Subject Code	Course Number
IMTV	1510
Course Title	Credit
STCW - Basic Training	Hours:
	3
	Contact Hours
	Contact
	Hours:
	3
	Billing Hours
	Billing
	Hours
	Min:
	3
	Lecture Hours
	Lecture
	Hours
	Min:
	3

Course Description

Students are introduced to maritime careers and the maritime culture. The introduction to maritime studies is designed to familiarize students with the dynamic cultural and natural resources of the maritime environment. Students will gain knowledge and understanding of maritime environments with an emphasis on safety. Regulations and requirements for maritime employability are a required component of this course. Field trips are integrated into the instructional delivery.

IMTV1520 - Seamanship I

General

Course Subject Code	Course Number
IMTV	1520
Course Title	Credit
Seamanship I	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

The purpose of this course is to introduce students to safety and important aspects of the maritime industry. Seamanship I encompasses maritime navigation laws (International and Inland light configurations and ship whistle signals), nautical terminology, line handling (natural and synthetic), knots, splices, hitches, aids to navigation, anchoring and mooring, training performing duties of a lookout, compass principles, firefighting, water survival, lifesaving appliances, and other topics that are crucial for students entering the maritime industry.

Free Form Requirements

Prerequisite(s): None

IMTV2100 - Marine Weather & Meteorology

General

Course Subject Code	Course Number
IMTV	2100
Course Title	Credit
Marine Weather & Meteorology	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours	
Lecture	
Hours	
Min:	
2	
Lab Hours	
Lab	
Hours	
Min:	
1	

Course Description

This course provides an overview of marine weather and meteorology and the practical techniques of coastal navigation with regard to wind, tides, visibility, shoal water and vessel positioning. The program utilizes a marine navigation lab and teaches techniques to plot the position of a vessel, predict tidal levels, current velocity and the effect of these forces on future vessel position.

IMTV2110 - Marine Hazardous Materials

General

Course Subject Code	Course Number
IMTV	2110
Course Title	Credit
Marine Hazardous Materials	Hours:
	3

Contact Hours	
Contact	
Hours:	
3	

Billing Hours	
Billing	
Hours	
Min:	
3	
Lecture Hours	
Lecture	
Hours	
Min:	
2	
Lab Hours	
Lab	
Hours	
Min:	
1	

Course Description

This course will introduce the student to the laws, standards and regulations that apply to hazardous materials incidents and response and provide the student with information to recognize a hazardous materials incident, appropriate notification procedures, appropriate authorities, and how to maintain the safety of personnel. The student will acquire the knowledge and skills of how to take defensive actions at a scene involving hazardous materials or hazardous waste and in doing so protect themselves, the public, property, and the environment.

Free Form Requirements

Prerequisite(s): None

IMTV2120 - Introduction To Marine Safety

General

Course Subject Code	Course Number
IMTV	2120

Course Title Introduction To Marine Safety	Credit Hours: 3
Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours Min:	3
Lecture Hours	
Lecture Hours Min:	2
Lab Hours	
Lab Hours Min:	1

Course Description

This course indoctrinates students to a comprehensive maritime safety culture. Personal conduct, awareness and knowledge focused on understanding the laws and liabilities associated with employment in the industry is emphasized to ensure marine safety competencies and compliance.

IMTV2130 - Marine Elec Navigation & Radar

General

Course Subject Code IMTV	Course Number 2130
Course Title Marine Elec Navigation & Radar	Credit Hours: 3

Contact Hours

Contact Hours:	3
-----------------------	---

Billing Hours

Billing Hours Min:	3
---------------------------	---

Lecture Hours

Lecture Hours Min:	2
---------------------------	---

Lab Hours

Lab Hours Min:	1
-----------------------	---

Course Description

This is an introductory course into marine electronic navigation. Topics of discussion includes the Global Navigation Satellite Systems (GNSS), Radar, Automatic Radar Plotting Aids (ARPA), Fathometers, Satellite Navigation, Global Maritime Distress and Safety Systems (GMDSS), and Electronic Chart Display

Information Services (ECDIS). The focus of this course is on various types of radar, radar theory, navigation, and collision avoidance. This course includes the use of a technical lab providing a hands-on approach in the operation and use of marine radars and other electronic equipment pertinent to safe navigation and watch-standing of shipboard personnel.

Free Form Requirements

Prerequisite(s): None

IMTV2140 - Intro Maritime Transportation

General

Course Subject Code	Course Number
IMTV	2140
Course Title	Credit
Intro Maritime Transportation	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

Introduction to the business of maritime transportation focusing on the commercial aspects of shipping. The maritime transportation system as a whole is analyzed starting from the source of cargo to the end destination. Topics include concepts of shipping management, shipping regulatory frameworks, types of shipping, the role of marine terminals, and understanding freight rates. Several types of ships, shipping services and types of cargos are described including tramp shipping, chartering, passenger operations, industrial carriers, and inland waterway vessels.

Free Form Requirements

Prerequisite(s): None

INTE1050 - Intro to Information Tech.

General

Course Subject Code	Course Number
INTE	1050
Course Title	Credit
Intro to Information Tech.	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course is designed to provide students with the skills and best practices necessary to be successful in the Information Technology program, as well as, within business and industry. It focuses on building a solid, concise foundations in the fundamentals of information systems through the most recent research, references, and examples in the field.

Free Form Requirements

PREREQUISITES

Course Number 1150, Subject Code INTE, Level UG, Grade UG [Concurrent]

INTE1150 - PC Hardware & Software Lab

General

Course Subject Code	Course Number
INTE	1150

Course Title	Credit
PC Hardware & Software Lab	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

PC Hardware and Software is a hands-on, career-oriented e-learning solutions with an emphasis on practical experience to help students develop fundamental computer skills, along with essential career skills. This course covers mobile devices, networking technology, hardware, virtualization and cloud computing, and network troubleshooting.

Free Form Requirements

PREREQUISITES

Course Number 1050, Subject Code INTE, Level UG, Grade UG [Concurrent]

INTE1210 - Introduction to Programming

General

Course Subject Code	Course Number
INTE	1210

Course Title	Credit
Introduction to Programming	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

Designed for the student to develop an understanding of the basic logic structures used in application development. An introductory programming language such as Visual Basic may be used for the application of these logic structures.

INTE1850 - Intro to Linux

General

Course Subject Code	Course Number
INTE	1850
Course Title	Credit
Intro to Linux	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

This course is designed to provide students with the skills needed to install and support the Linux operating system, including user administration, file permissions, software configurations, and the fundamental management of Linux systems.

INTE1950 - Intro to Cloud Computing

General

Course Subject Code	Course Number
INTE	1950
Course Title	Credit
Intro to Cloud Computing	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

This course introduces students to cloud computing while evaluating and assessing the business and technical benefits of cloud computing, gain the foundation to analyze cloud applications for use within an organization.

INTE2015 - Fundamentals of Client/Server

General

Course Subject Code	Course Number
INTE	2015
Course Title	Credit
Fundamentals of Client/Server	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

Provides students with the knowledge and skills that are required to manage the latest Windows Operating System and Windows Server through systems design, deployment, management, and troubleshooting.

INTE2115 - Advanced Client/Server

General

Course Subject Code	Course Number
INTE	2115
Course Title	Credit
Advanced Client/Server	Hours: 3

Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours Min:	3
Lecture Hours	
Lecture Hours Min:	1
Lab Hours	
Lab Hours Min:	2

Course Description

This course introduces students to planning, designing, and deploying a physical and logical Windows Server enterprise and Active Domain Services infrastructures including the network services. The students will learn how to plan and implement some of the advanced features available in Windows Server.

Free Form Requirements

PREREQUISITES

Course Number 2015, Subject Code INTE, Level UG, Grade UG [Concurrent]

INTE2150 - Networking I

General

Course Subject Code	Course Number
INTE	2150

Course Title	Credit Hours:
Networking I	3
Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours Min:	3
Lecture Hours	
Lecture Hours Min:	1
Lab Hours	
Lab Hours Min:	2

Course Description

This course is an introduction and is a foundation networking course that will cover the following topics: media and topologies, protocols and standards, network implementation, and network support.

INTE2250 - Networking II

General

Course Subject Code	Course Number
INTE	2250

Course Title
Networking II

Credit
Hours:
3

Contact Hours
Contact
Hours:
3

Billing Hours
Billing
Hours
Min:
3

Lecture Hours
Lecture
Hours
Min:
1

Lab Hours
Lab
Hours
Min:
2

Course Description
Introduces students to installing, operating, and troubleshooting a small enterprise branch network security. The students will learn about networking fundamentals, WAN technologies, basic security and wireless concepts, routing and switching fundamentals, and configuring simple networks.

Free Form Requirements
PREREQUISITES
Course Number 2150, Subject Code INTE, Level UG, Grade UG [Concurrent]

INTE2350 - Advanced Networking

General

Course Subject Code	Course Number
INTE	2350
Course Title	Credit Hours:
Advanced Networking	3

Contact Hours
Contact
Hours:
3

Billing Hours
Billing
Hours
Min:
3

Lecture Hours
Lecture
Hours
Min:
1

Lab Hours
Lab
Hours
Min:
2

Course Description
This course is designed to provide students with the skills needed to configure and troubleshoot networks, LAN switching & WAN technologies, routing technologies including IPv4 and IPv6, infrastructure services, and infrastructure maintenance.

Free Form Requirements

PREREQUISITES

Course Number 2250, Subject Code INTE, Level UG,
Grade UG [Concurrent]

INTE2545 - Network Security

General

Course Subject Code	Course Number
INTE	2545
Course Title	Credit
Network Security	Hours:
	3
	Contact Hours
	Contact
	Hours:
	3
	Billing Hours
	Billing
	Hours
	Min:
	3
	Lecture Hours
	Lecture
	Hours
	Min:
	1
	Lab Hours
	Lab
	Hours
	Min:
	2

Course Description

This course is designed to provide an overview and understanding of established cyber security strategy as well as provide students with the opportunity to

engage in strategic decision making in the context of cyber security. The course will assess current threats in varying contexts including conducting a threat or vulnerability assessment for a non-profit or government service organization, as well as evaluate current methodology and approaches to pave the way for the development and implementation of cyber security strategy at the organization or corporate level.

INTE2830 - Cabling Infrastructure

General

Course Subject Code	Course Number
INTE	2830
Course Title	Credit
Cabling Infrastructure	Hours:
	3
	Contact Hours
	Contact
	Hours:
	3
	Billing Hours
	Billing
	Hours
	Min:
	3
	Lecture Hours
	Lecture
	Hours
	Min:
	1

Lab Hours

Lab
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
2

Course Description

Introduction of basic concepts of network cabling systems through the use of copper wiring and fiber optics. Focus on networking cabling design, installation, testing, certification, and troubleshooting for voice, video, and data networks.

INTE2950 - Advanced Cloud Computing

General

Course Subject Code
INTE

Course Number
2950

Course Title
Advanced Cloud Computing

Credit
Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Course Description

Students will effectively demonstrate knowledge of how to architect and deploy secure and robust applications on AWS technologies. They will also define a solution using architectural design principles based on customer requirements and provide implementation guidance based on best practices to the organization throughout the life cycle of the project.

Free Form Requirements

PREREQUISITES

Course Number 1950, Subject Code INTE, Level UG, Grade UG [Concurrent]

INTE2975 - Internship/Job Seeking Skills

General

Course Subject Code
INTE

Course Number
2975

Course Title
Internship/Job Seeking Skills

Credit
Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
0

Course Description

This course is designed to be the final course taken by students in their last semester. Students will be assigned one or more projects at the college site or at an employer's site to gain practical hands-on workplace-related skills. While assisting students in making immediate and future decisions concerning job choices and educational growth by compiling resumes, evaluation job offers, and outlining information essential to finding, applying for, and terminating a job.

INTE2993 - Special Projects II

General

Course Subject Code Course Number
INTE 2993

Course Title Credit
Special Projects II Hours:
2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
2

Course Description

A course designed for the student who has demonstrated specific special needs.

Free Form Requirements

Prerequisite(s): None

INTE2995 - Special Projects III

General

Course Subject Code Course Number
INTE 2995

Course Title Credit
Special Projects III Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
3

Course Description

A course designed for the student who has demonstrated specific special needs.

INTE2996 - Special Projects IV

General

Course Subject Code	Course Number
INTE	2996
Course Title	Credit
Special Projects IV	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Course Description

A course designed for the student who has demonstrated specific special needs.

Free Form Requirements

Prerequisite(s): None

INTE2997 - Practicum

General

Course Subject Code	Course Number
INTE	2997
Course Title	Credit
Practicum	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
3

Course Description

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

Free Form Requirements

Prerequisite(s): None

JOBS2450 - Job Seeking Skills

General

Course Subject Code	Course Number
JOBS	2450
Course Title	Credit
Job Seeking Skills	Hours: 2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
0

Course Description

This course assists students in making immediate and future decisions concerning job choices and educational growth by compiling résumés, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job. It also includes personal/career assessments including foundational Work Keys assessments, application for the Louisiana Work Ready! (National Career Ready) Certificate. The completion of a student career presentation portfolio to minimum specifications will be a requirement for course completion.

Free Form Requirements

Prerequisite(s): None

KYBD1010 - Introductory Keyboarding

General

Course Subject Code	Course Number
KYBD	1010
Course Title	Credit
Introductory Keyboarding	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
1

Course Description

This course is an introduction to basic keyboarding terminology and touch typing. Emphasis is placed on speed, accuracy, and correct techniques.

Free Form Requirements

Prerequisite(s): None

KYBD1111 - College Keyboarding

General

Course Subject Code	Course Number
KYBD	1111
Course Title	Credit
College Keyboarding	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Course Description

This course covers continued development and application of introductory to intermediate keyboarding techniques combined with basic word processing techniques and functions. Emphasis is also placed on an increase in speed, accuracy, and correct keyboarding techniques.

Free Form Requirements

Prerequisite(s): KYBD 1010

MAST1030 - Business English for MAs

General

Course Subject Code	Course Number
MAST	1030
Course Title	Credit
Business English for MAs	Hours: 3

Contact Hours

Contact
Hours:
3

	Billing Hours
	Billing Hours Min: 3

	Lecture Hours
	Lecture Hours Min: 3

Course Description
This course is a concentrated and intensive study of English grammar and usage as applied to business documents and applications.
Free Form Requirements
Prerequisite(s): None

MAST1125 - Medical Assisting I

General

Course Subject Code	Course Number
MAST	1125
Course Title	Credit Hours:
Medical Assisting I	5

Contact Hours
Contact Hours: 5

Billing Hours
Billing Hours Min: 5

Lecture Hours
Lecture Hours Min: 5

Course Description
Analysis of the job market, salaries, working conditions, and job responsibilities and desirable attributes required of the Medical Assistant. Historical issues and current health care trends are also discussed. This course also includes discussion of AMA principles of medical ethics and the law, Patient's Bill of Rights, confidentiality, medical records, and other medical/legal/ethical issues and responsibilities of Medical Assistant. In addition, this course includes discussion of the components of effective client/staff communication, both verbal and nonverbal. Beginning front office activities such as scheduling, insurance, billing and patient/client education methods are covered. Practical application activities are integrated throughout this course.
Free Form Requirements
PREREQUISITES
Course Number 1170, Subject Code HMDT, Level UG, Grade UG [Concurrent]; AND Course Number 1205, Subject Code HCOR, Level UG, Grade UG [Concurrent]; AND Course Number 1030, Subject Code ENGL, Level UG, Grade UG [Concurrent]

MAST1135 - Medical Assisting II

Course Subject Code	Course Number
MAST	1135
Course Title	Credit Hours:
Medical Assisting II	4

General

Course Subject Code	Course Number
MAST	1135
Course Title	Credit Hours:
Medical Assisting II	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lab Hours

Lab
Hours
Min:
4

Course Description

This course will review methods to obtain and document assessment data obtained from the patient/client. Techniques need to assist with the basic physical examination, special medical exams and procedures, minor surgical procedures, and the administration of selected medications will be identified. Practical application in selected clinical sites may be a part of this course. This course will also include 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, 2001, Revised, Clinical Modification (ICD-9-CM and ICD-10-CM) Classification System and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available.

Free Form Requirements

Prerequisite(s): MAST 1125

MAST1170 - Medical Terminology for MA

General

Course Subject Code	Course Number
MAST	1170
Course Title	Credit
Medical Terminology for MA	Hours: 1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
1

Course Description

Analyzing and combining prefixes, root words, and suffixes to spell, use and pronounce medical terminology correctly and recognize medical terms. Medical abbreviations are included.

Free Form Requirements

Prerequisite(s): None

MAST1225 - Clinical Medical Assisting I

General

Course Subject Code
MAST

Course Number
1225

Course Title
Clinical Medical Assisting I

Credit Hours:
5

Contact Hours

Contact Hours:
5

Billing Hours

Billing Hours Min:
5

Lab Hours

Lab Hours Min:
5

Course Description

This course discussed federal regulations and guidelines including CDC, CLIA88, OSHA Standards, and universal precaution. Emergency procedures, first aid and CPR, infection control measures, laboratory safety and quality control issues, rehabilitation, medical practices, general safety measures/ precautions used in the office/facility environment for employee/patient/client safety issues are also included. Orientation to clinical facilities is introduced. This course also provides basic knowledge of drug classifications, mathematical computations and principles of medication administration as it related to the Medical Assistant.

Free Form Requirements

PREREQUISITES

Course Number 1125, Subject Code MAST, Level UG, Grade UG [Concurrent]; AND Course Number 1170, Subject Code HMDT, Level UG, Grade UG [Concurrent]; AND Course Number 1205, Subject Code HCOR, Level UG, Grade UG [Concurrent]; AND Course Number 1030, Subject Code ENGL, Level UG, Grade UG [Concurrent]

MAST1235 - Clinical Medical Assisting II

General

Course Subject Code
MAST

Course Number
1235

Course Title
Clinical Medical Assisting II

Credit Hours:
4

Contact Hours

Contact Hours:
4

Billing Hours

Billing Hours Min:
4

Lab Hours

Lab Hours Min:
4

Course Description

Students will utilize routine methods to obtain specimen samples for diagnostic tests, perform diagnostic studies, and assist with electrocardiography

and cardiac diagnostic tests, pulmonary function tests and procedures, venipuncture, hematology, radiography, and other specialty laboratory tests.

Free Form Requirements

PREREQUISITES

Course Number 1225, Subject Code MAST, Level UG, Grade UG [Concurrent]

MAST2225 - Externship for Medical Asst

General

Course Subject Code MAST Course Number 2225

Course Title Externship for Medical Asst Credit Hours: 4

Contact Hours

Contact Hours: 4

Billing Hours

Billing Hours Min: 4

Lab Hours

Lab Hours Min: 4

Course Description

Students will experience 145 hours of preceptor clinical experience in a variety of health care agencies allowing practical application of medical assistant principles, theories and skills. 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.

Free Form Requirements

PREREQUISITES

Course Number 1205, Subject Code HCOR, Level UG, Grade UG [Concurrent]; AND Course Number 1125, Subject Code MAST, Level UG, Grade UG [Concurrent]; AND Course Number 1225, Subject Code MAST, Level UG, Grade UG [Concurrent]; AND Course Number 1135, Subject Code MAST, Level UG, Grade UG [Concurrent]; AND Course Number 1235, Subject Code MAST, Level UG, Grade UG [Concurrent]; AND Course Number 1000, Subject Code CPTR, Level UG, Grade UG [Concurrent]

MATH0101 - Suppl Inst for Applied Alg

General

Course Subject Code MATH Course Number 0101

Course Title Suppl Inst for Applied Alg Credit Hours: 1

Contact Hours

Contact Hours: 3

Billing Hours

Billing Hours Min: 1

Lecture Hours

Lecture
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course serves as supplemental instruction for MATH 1001, Applied Algebra. Instruction is an introductory-level course study of solving equations and inequalities; linear and quadratic function properties, graphs and their applications; polynomial, exponential and logarithmic function properties and graphs. A grade of "C" or better must be earned for the student to have satisfactorily completed MATH 1001 to meet pre-requisite for MATH 1005.

Free Form Requirements

COREQUISITES
MATH1001

Course Description

This course serves as supplemental instruction used to reinforce the following concepts taught in MATH 1005: solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations.

Free Form Requirements

COREQUISITES
MATH1005

MATH0105 - Suppl Inst College Algebra Fun

General

Course Subject Code	Course Number
MATH	0105
Course Title	Credit
Suppl Inst College Algebra Fun	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

MATH0150 - Suppl Inst for Finite Math

General

Course Subject Code	Course Number
MATH	0150
Course Title	Credit
Suppl Inst for Finite Math	Hours: 1

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
1

Course Description

This course serves as supplemental instruction for Finite Mathematics. Instruction is an overview of topics in finite mathematics together with their applications and is taken primarily by students of the social sciences, communications, and liberal arts. This course includes linear equations, linear inequalities, linear programming, financial math, sets, counting, permutations, combinations, and introduction to probability and statistics, matrices.

Free Form Requirements

COREQUISITES

MATH1500

MATH1001 - Applied Algebra

General

Course Subject Code	Course Number
MATH	1001
Course Title	Credit
Applied Algebra	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

Prerequisite: MATH 0099; ACT Math 19+; SAT Math 460+; or Compass Algebra 40+.Emphasis on applications involving: solving equations and inequalities; function properties and graphs; linear, quadratic, polynomial, exponential and logarithmic functions. (Math)

Free Form Requirements

PREREQUISITES

Test Code A02, Test Score 19; OR Course Number 0101, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Test Code ACQA, Test Score 250; OR Test Code ACAF, Test Score 200

MATH1005 - College Algebra Fundamentals

General

Course Subject Code	Course Number
MATH	1005
Course Title	Credit
College Algebra Fundamentals	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture Hours Min: 3

Course Description

This course is designed as an overview of the study of families of functions and their graphs. Topics covered include 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. This course also includes additional support of algebra fundamentals including operations with exponents, polynomial and rational expressions, and factoring. A student may not receive credit for both MATH 1005 and MATH 1015. (*Students who have not met the prerequisite requirements, but are eligible for MATH 0099, will be allowed to enroll in this course with the understanding that co-requisite supplemental work in the form of worksheets, watching instructional videos, additional MyMathLab assignments, tutoring, etc. will be assigned and required in order to help support the student in achieving the desired learning outcomes.)

Free Form Requirements
COREQUISITES
MATH0105

PREREQUISITES
Test Code A02, Test Score 17; OR Test Code ACQA, Test Score 255; OR Test Code ACAF, Test Score 200; OR Course Number 1001, Subject Code MATH, Level UG, Grade UG; OR Course Number 1001A, Subject Code MATH, Level UG, Grade UG

MATH1015 - College Algebra

General

Course Subject Code	Course Number
MATH	1015

Course Title

College Algebra

Credit Hours:

3

Contact Hours

Contact Hours: 3

Billing Hours

Billing Hours Min: 3

Lecture Hours

Lecture Hours Min: 3

Course Description
This course is designed as an overview of the study of families of functions and their graphs. Topics covered include 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.

Free Form Requirements
PREREQUISITES
Test Code A02, Test Score 21; OR Test Code ACAF, Test Score 250

MATH1160 - Medical Math

General

Course Subject Code	Course Number
MATH	1160

Course Title	Credit
Medical Math	Hours:
	2
Contact Hours	
Contact	
Hours:	
2	
Billing Hours	
Billing	
Hours	
Min:	
2	
Lecture Hours	
Lecture	
Hours	
Min:	
2	
Lab Hours	
Lab	
Hours	
Min:	
0	

Course Description

This applied mathematics course provides a review for the student who needs to master the fundamental numerical operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. This course also assists the student in acquiring a better understanding of percent, ratio and proportion, and measurements. This course is designed to provide a foundation for enrollment into a health science program and improving proficiency in career preparation courses. An essential part of this course is to utilize the concepts to solve application problems.

MATH1175 - Allied Health Algebra

General

Course Subject Code	Course Number
MATH	1175
Course Title	Credit
Allied Health Algebra	Hours:
	2
Contact Hours	
Contact	
Hours:	
2	
Billing Hours	
Billing	
Hours	
Min:	
2	
Lecture Hours	
Lecture	
Hours	
Min:	
2	

Course Description

Allied Health Algebra is designed to provide basic skills in elementary algebra. The major topics include: operations with rational numbers, simplifying variable expressions, solving equations and inequalities, ratio and proportions, and operations with exponents and polynomials.

MATH1200 - Contemporary Math

General

Course Subject Code	Course Number
MATH	1200
Course Title	Credit
Contemporary Math	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

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.)

Free Form Requirements

Prerequisite(s): ACT Math with a score of 19 or ACCUPLACER NG Algebra QAS with a score of 250 or ACCUPLACER NG Adv Algebra AAF with a score of

²⁰⁰MATH1500 - Finite Math

General

Course Subject Code	Course Number
MATH	1500
Course Title	Credit
Finite Math	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

The course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students of the social sciences, communications, and liberal arts. Topics include linear equations, linear inequalities, financial math, sets, counting, permutations, combinations, an introduction to probability and statistics, and matrices. Additional topics will include symbolic logic, linear models, and linear programming. (*Students who have not met the prerequisite requirements listed below, but who are eligible for MATH 0099 or MATH 0099X, will be allowed to enroll in the 4-credit Finite Math course and will be required to complete additional supplemental support tasks both in and out of class.

These tasks may include watching additional instructional videos, completing additional practice problems, tutoring, or participation in small group instruction.)

Free Form Requirements

PREREQUISITES

Test Code A02, Test Score 19; OR Course Number 0150, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Test Code ACQA, Test Score 250; OR Test Code ACAF, Test Score 200

MATH1620 - Plane Trigonometry

General

Course Subject Code	Course Number
MATH	1620
Course Title	Credit
Plane Trigonometry	Hours:
	3
	Contact Hours
	Contact
	Hours:
	3
	Billing Hours
	Billing
	Hours
	Min:
	3
	Lecture Hours
	Lecture
	Hours
	Min:
	3

Course Description

This course is designed as a study of trigonometric functions. Topics include the laws of sine and cosine, the trigonometric functions and their graphs, inverse trigonometric functions, trigonometric identities and equations, and polar coordinate system. Trigonometry and trigonometric functions will be used to model and solve real world applications.

Free Form Requirements

PREREQUISITES

Test Code A02, Test Score 25; OR Course Number 1015, Subject Code MATH, Level UG, Grade UG; OR Course Number 1005, Subject Code MATH, Level UG, Grade UG; OR Test Code ACAF, Test Score 276

MATH1630 - Applied Calculus

General

Course Subject Code	Course Number
MATH	1630
Course Title	Credit
Applied Calculus	Hours:
	3
	Contact Hours
	Contact
	Hours:
	3
	Billing Hours
	Billing
	Hours
	Min:
	3
	Lecture Hours
	Lecture
	Hours
	Min:
	3

Course Description

This course is designed as an introduction to differential and integral calculus designed for non-STEM majors. Topics will include limits, the derivative, applications of the derivative, antiderivatives, and the definite integral. Polynomial, rational, radical, exponential, and logarithmic functions will be studied.

Free Form Requirements

PREREQUISITES

Course Number 1005, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1015, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1015, Subject Code MATH, Level UG, Grade UG

MATH1650 - Pre-Calculus with Trigonometry

General

Course Subject Code	Course Number
MATH	1650
Course Title	Credit
Pre-Calculus with Trigonometry	Hours:
	5
	Contact Hours
	Contact
	Hours:
	5
	Billing Hours
	Billing
	Hours
	Min:
	5
	Lecture Hours
	Lecture
	Hours
	Min:
	5

Course Description

This course is designed as a combined course covering advanced algebra and trigonometry. Topics include function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations; trigonometric functions and graphs; inverse trigonometric functions; fundamental identities and angle formulas; solving trigonometric equations, triangles with applications; polar coordinate system. MATH 1650 is intended for students who must take MATH 2000 for their major.

Free Form Requirements

Prerequisite(s): MATH 1005 or MATH 1015 or ACT Math with a score of 25 or ACCUPLACER NG Adv Algebra AAF with a score of 276

MATH2000 - Calculus

General

Course Subject Code	Course Number
MATH	2000
Course Title	Credit
Calculus	Hours:
	5
	Contact Hours
	Contact
	Hours:
	5
	Billing Hours
	Billing
	Hours
	Min:
	5

Lecture Hours

Lecture
Hours
Min:
5

Billing Hours

Billing
Hours
Min:
3

Course Description

This course is designed as the first course in a series of calculus courses. Topics covered include Limits and continuity of functions; introduction of the derivative; techniques of differentiation; Chain rule; implicit differentiation; differentiation of transcendental and inverse functions; applications of differentiation: concavity; relative extrema; maximum and minimum values of a function; optimization; anti-differentiation; definite integrals; Fundamental Theorem of Calculus; areas; applications of definite integrals; work and volume.

Free Form Requirements

Prerequisite(s): MATH 1650 or ACT Math with a score of 28

MATH2410 - Elementary Statistics

General

Course Subject Code	Course Number
MATH	2410
Course Title	Credit
Elementary Statistics	Hours: 3

Contact Hours

Contact
Hours:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course is designed as an introduction to statistical reasoning. Topics include graphical display of data, measures of central tendency and variability, sampling theory, the normal curve, standard scores, Student's T, Chi Square, and correlation techniques.

Free Form Requirements

PREREQUISITES

Course Number 1005, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1015, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1500, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1015, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1500A, Subject Code MATH, Level UG, Grade UG [Concurrent]

MGMT2010 - Microcomputer Applications Bus

General

Course Subject Code	Course Number
MGMT	2010
Course Title	Credit
Microcomputer Applications Bus	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Course Description

In this course, students will learn hands-on usage of microcomputer applications needed by business such as information/word processing, data base management, spreadsheets and graphics, and other relevant computer applications as developed.

MGMT2310 - Legal Environment of Business

General

Course Subject Code
MGMT

Course Number
2310

Course Title
Legal Environment of
Business

Credit
Hours:
3

Contact Hours

Contact
Hours:
3

Course Description

A survey of business in its legal environment including topics of ethics, courts, and alternative dispute resolution, torts and criminal law, intellectual property, contracts, sales and product liability, creditor-debtor relations and bankruptcy, business organizations, employment law and discrimination, administrative agencies, and consumer protection.

Free Form Requirements

Prerequisite(s): None

MILS1110 - Learning to Lead I

General

Course Subject Code
MILS

Course Number
1110

Course Title
Learning to Lead I

Credit
Hours:
2

Contact Hours	
Contact Hours:	2
Billing Hours	
Billing Hours Min:	2
Lecture Hours	
Lecture Hours Min:	2

Course Description

Must be taken concurrently with MILS 1120. Introduction to the basic principles of leadership to include case studies of problems junior leaders encounter. The fundamentals of drill and ceremony, military correspondence, the Army Physical Fitness Program. Significance of customs and traditions of the service. Introduction to rifle marksmanship and basic individual and squad tactics.

Free Form Requirements

Prerequisite(s): None

MILS1120 - Applied Lead. Develop Lab I

General

Course Subject Code	Course Number
MILS	1120
Course Title	Credit Hours:
Applied Lead. Develop Lab I	1

Contact Hours	
Contact Hours:	1
Billing Hours	
Billing Hours Min:	1
Lab Hours	
Lab Hours Min:	1

Course Description

The practical application of skills and knowledge taught during MS 1110. Laboratory develops importance of team building and individual contribution to mission accomplishment.

Free Form Requirements

Prerequisite(s): None

MILS1130 - Learning to Lead II

General

Course Subject Code	Course Number
MILS	1130
Course Title	Credit Hours:
Learning to Lead II	2
Contact Hours	
Contact Hours:	2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

Course Description

Discussion of principles of leadership with emphasis on ethical reasoning, analysis of problems, communication with subordinates, issuance of orders, teaching and coaching subordinates and the leader as a counsellor. Explanation of the organization of Department of the Army and its role in defense of the nation. Individual and squad tactics. Introduction to tactical communication procedures.

Free Form Requirements

Prerequisite(s): MILS 1110

MILS1140 - Applied Lead. Develop. Lab II

General

Course Subject Code	Course Number
MILS	1140
Course Title	Credit
Applied Lead. Develop. Lab II	Hours: 1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

The practical application of leadership skills and light infantry squad tactics.

Free Form Requirements

Prerequisite(s): MILS 1120

MILS2110 - Basic Lead. Skills Develop. I

General

Course Subject Code	Course Number
MILS	2110
Course Title	Credit
Basic Lead. Skills Develop. I	Hours: 2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

Must be taken concurrently with MILS 2120.
Discussion of leadership and its application to communication skills and human relations. Practical application of military writing--draft and edit military correspondence. Introduction to military briefings. Application of small unit tactics; individual and squad movement techniques--the responsibility of the leader.

Free Form Requirements

Prerequisite(s): None

MILS2120 - Applied Basic Lead. Skills I

General

Course Subject Code	Course Number
MILS	2120
Course Title	Credit
Applied Basic Lead. Skills I	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Course Description

Practical application of the skills and knowledge taught during MILS 2110. The student will participate in a physical fitness program and employ tactical communications. The student will participate in tactical leadership problems at squad level.

Free Form Requirements

Prerequisite(s): None

MILS2130 - Basic Lead. Skills Develop. II

General

Course Subject Code	Course Number
MILS	2130
Course Title	Credit
Basic Lead. Skills Develop. II	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

A discussion of leadership relating to a small unit leader’s mission analysis and planning to accomplish the selected course of action; supervision to accomplish a task, motivational techniques to influence others and molding a unit as a team. A survey of leadership case studies. The fundamentals of map reading: marginal information, the grid system, the contour system and the method of navigating using a military map and lensatic compass.

Free Form Requirements

Prerequisite(s): MILS 2110

MILS2140 - Applied Basic Lead. Skills II

General

Course Subject Code	Course Number
MILS	2140
Course Title	Credit
Applied Basic Lead. Skills II	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Course Description

The practical application of the skills and knowledge taught during MILS 2130. Practical exercise designed to teach the student leadership via light infantry squad and platoon tactics. The leader in the conduct of an ambush patrol.

Free Form Requirements

Prerequisite(s): MILS 2120

MTTC2110 - Blueprint Reading

General

Course Subject Code	Course Number
MTTC	2110
Course Title	Credit
Blueprint Reading	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

	Lab Hours
	Lab
	Hours
	Min:
	1

Course Description

Identify types and uses of blueprints, identifying lines, and interpreting views, dimensions and tolerances.

Free Form Requirements

Prerequisite(s): None

MTTC2120 - Introduction to Machine Tools

General

Course Subject Code	Course Number
MTTC	2120
Course Title	Credit
Introduction to Machine Tools	Hours:
	6

Contact Hours

Contact
Hours:
6

Billing Hours

Billing
Hours
Min:
6

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours
Lab
Hours
Min:
3

Course Description

This course teaches the manufacturing of metal parts using machine tool operations. Topics include use of layout tools, precision measuring tools, applied shop math, hand tools, grinders and grinding wheels. The course includes lecture, discussion, and demonstrations.

Free Form Requirements

Prerequisite(s): None

MTTC2210 - Bench Work

General

Course Subject Code	Course Number
MTTC	2210
Course Title	Credit
Bench Work	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

A course that teaches the proper use and care of tools that are used by precision metalworkers. Topics include the techniques of manufacturing mechanical parts using layout tools, precision measuring tools, and various types of measuring instruments.

Prerequisite(s): None

MTTC2220 - Forming and Shaping

General

Course Subject Code	Course Number
MTTC	2220
Course Title	Credit
Forming and Shaping	Hours:
	3
	Contact Hours
	Contact
	Hours:
	3

Billing Hours

**Billing
Hours
Min:**
3

Lecture Hours
**Lecture
Hours
Min:**
2

Lab Hours

Lab
Hours
Min:
1

Forming and Shaping will allow students to be able to satisfactorily manufacture parts using hydraulic and arbor presses. Topics include: identifying, manufacturing, and assembling hydraulic, arbor presses and accessories, machine maintenance and repair. Also, the associated geometry of cutting tools, and the proper use of carbide inserts and tooling will be covered.

Co-requisite(s): MTTC 2110

MTTC2230 - Drill Press

General

Course Subject Code	Course Number
MTTC	2230
Course Title	Credit
Drill Press	Hours:
	6

Contact Hours	
Contact	
Hours:	
6	
Billing Hours	
Billing	
Hours	
Min:	
6	
Lecture Hours	
Lecture	
Hours	
Min:	
3	
Lab Hours	
Lab	
Hours	
Min:	
3	

Course Description

A course to manufacture parts using drill presses, and drilling machines. Topics include identifying types and uses of drill presses, parts and controls, and manufacturing mechanical parts using drilling, boring, counter boring, counter sink, spot facing, and tapping operations.

Free Form Requirements

Prerequisite(s): None

MTTC2310 - Basic Lathe I

General

Course Subject Code	Course Number
MTTC	2310

Course Title	Credit
Basic Lathe I	Hours:
	4
Contact Hours	
Contact	
Hours:	
4	
Billing Hours	
Billing	
Hours	
Min:	
4	
Lecture Hours	
Lecture	
Hours	
Min:	
1	
Lab Hours	
Lab	
Hours	
Min:	
3	

Course Description

This course teaches the types of lathes, accessories, parts and controls. Topics include to calculate proper feeds and speeds, facing, turning, drilling, reaming, and boring operations; sharpening cutting tools, manufacturing mechanical parts, boring, taper-turning, and thread cutting; learning how to use steady rest, follow rest, and taper attachment; and learning the use of index-able carbide tooling.

Free Form Requirements

Prerequisite(s): None

MTTC2320 - Basic Lathe II

General

Course Subject Code	Course Number
MTTC	2320
Course Title	Credit
Basic Lathe II	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

Learn proper feeds and speeds for knurling, boring, taper-turning, and thread cutting using lathe accessories.

Free Form Requirements

Co-requisite(s): MTTC 2310

MTTC2331 - Advanced Lathe

General

Course Subject Code	Course Number
MTTC	2331
Course Title	Credit
Advanced Lathe	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lab Hours

Lab
Hours
Min:
4

Course Description

This course will cover the assembling and removing of all lathe accessories and producing projects to a given size. Topics include precision cutting of tapers, advanced threading operations, multi-lead threading, and other advanced cutting operations.

Free Form Requirements

Co-requisite(s): MTTC 2310

MTTC2410 - Basic Mill I

General

Course Subject Code	Course Number
MTTC	2410

Course Title
Basic Mill I

Credit Hours:
4

Contact Hours
Contact Hours:
4

Billing Hours
Billing Hours
Min:
4

Lecture Hours
Lecture Hours
Min:
1

Lab Hours
Lab Hours
Min:
3

Course Description

A basic course to manufacture parts using milling machines and accessories. Topics include types of milling machines, accessories, parts, and controls; milling to length, squaring part, milling set-ups, associated cutting tool, and calculating proper feeds and speeds; realigning a vertical milling head, squaring up a milling vise, manufacturing 3-D parts, manufacturing mechanical parts that include, key-seats; indexing procedures using rotary table and dividing heads.

Free Form Requirements
Prerequisite(s): None

MTTC2420 - Basic Mill II
General

Course Subject Code MTTC	Course Number 2420
Course Title Basic Mill II	Credit Hours: 3

Contact Hours
Contact Hours:
3

Billing Hours
Billing Hours
Min:
3

Lecture Hours
Lecture Hours
Min:
1

Lab Hours
Lab Hours
Min:
2

Course Description
Perform multi-angular set-ups, gear cutting, advanced indexing operations and other advanced cutting operations.

Free Form Requirements
Co-requisite(s): MTTC 2410

MTTC2431 - Advanced Mill

General

Course Subject Code	Course Number
MTTC	2431
Course Title	Credit
Advanced Mill	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lab Hours

Lab
Hours
Min:
4

Course Description

The advanced mill course allows students to perform multi-angular set-ups, gear cutting, advanced indexing operations and other advanced cutting operations.

Free Form Requirements

Co-requisite(s): MTTC 2410 and MTTC 2420

MTTC2510 - Precision Grinding

General

Course Subject Code	Course Number
MTTC	2510

Course Title
Precision Grinding

Credit
Hours:
2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

This course will use surface grinders to perform precision grinding operations. Topics include types of grinders, accessories, set-up operations, wheel dressing and maintenance.

Free Form Requirements

Prerequisite(s): None

MTTC2710 - CNC

General

Course Subject Code	Course Number
MTTC	2710

Course Title CNC	Credit Hours: 6
	Contact Hours Contact Hours: 6
	Billing Hours Billing Hours Min: 6
	Lecture Hours Lecture Hours Min: 3
	Lab Hours Lab Hours Min: 3

Course Description
This course teaches manufacturing parts using CNC technology. Topics include coding used in CNC technology, writing CNC programs, CAD/CAM software and installing programs in CNC machines.

Free Form Requirements
Prerequisite(s): None

MTTC2991 - Special Projects I	
General	
Course Subject Code MTTC	Course Number 2991

Course Title Special Projects I	Credit Hours: 1
	Contact Hours Contact Hours: 1
	Billing Hours Billing Hours Min: 1
	Lab Hours Lab Hours Min: 1
Course Description A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.	

MTTC2993 - Special Projects II	
General	
Course Subject Code MTTC	Course Number 2993
Course Title Special Projects II	Credit Hours: 2

Contact Hours Contact Hours: 2

Billing Hours	
Billing Hours	
Min:	
2	

Lab Hours	
Lab Hours	
Min:	
2	

Course Description	
A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.	

MTTC2995 - Special Projects III	
General	
Course Subject Code	Course Number
MTTC	2995
Course Title	Credit Hours:
Special Projects III	3

Contact Hours	
Contact Hours:	
3	

Billing Hours	
Billing Hours	
Min:	
3	

Lab Hours	
Lab Hours	
Min:	
3	

Course Description	
A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.	

MTTC2996 - Special Projects IV	
General	
Course Subject Code	Course Number
MTTC	2996
Course Title	Credit Hours:
Special Projects IV	3

Contact Hours	
Contact Hours:	
3	

Billing Hours	
Billing Hours	
Min:	
3	

Lecture Hours	
Lecture Hours	
Min:	
3	

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

MTTC2997 - Practicum

General

Course Subject Code	Course Number
MTTC	2997
Course Title	Credit
Practicum	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
3

Course Description

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation. Dean of Technical Education approval required.

MTTC2999 - Cooperative Education

General

Course Subject Code	Course Number
MTTC	2999
Course Title	Credit
Cooperative Education	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
3

Course Description

Cooperative Education provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation. Dean of Technical Education approval required.

MUSC1010 - Music Appreciation

General

Course Subject Code	Course Number
MUSC	1010

Course Title	Credit
Music Appreciation	Hours: 3
	Contact Hours
	Contact Hours: 3
	Billing Hours
	Billing Hours Min: 3
	Lecture Hours
	Lecture Hours Min: 3

Course Description
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).

MUSC2100 - Music Fundamentals

General

Course Subject Code	Course Number
MUSC	2100
Course Title	Credit
Music Fundamentals	Hours: 3

Contact Hours	Billing Hours	Lecture Hours
Contact Hours: 3	Billing Hours Min: 3	Lecture Hours Min: 3

Course Description
This course is designed to provide a basic understanding of the fundamentals of music including elements of musical construction: rhythm, pitch, melody, harmony; score markings and construction; instrument identification: aural and visual; intervals; scales; key signatures; chord construction; basic analysis: aural and visual; and performance. We will workshop much of this material into practical applications which can be used in the elementary classroom.

Free Form Requirements
Prerequisite(s): None

NTCC1100 - First-Year Experience

General

Course Subject Code	Course Number
NTCC	1100
Course Title	Credit
First-Year Experience	Hours: 3

Contact Hours

Contact

Hours:

3

Billing Hours

Billing

Hours

Min:

3

Lecture Hours

Lecture

Hours

Min:

3

Contact Hours

Contact

Hours:

3

Billing Hours

Billing

Hours

Min:

3

Lecture Hours

Lecture

Hours

Min:

3

Course Description

An introductory course that helps first-year students acclimate and successfully transition to college life. Emphasis is on orientation to college resources and policies, individualized academic and career planning and student success skills. Throughout the semester students will engage in curricular and co-curricular activities, clarify/investigate their interests through self-discovery, and develop skills necessary for academic success.

Course Description

Provides the foundation upon which all subsequent nursing courses are developed. The nurse's role in meeting the basic human needs across the lifespan including an introduction to the nursing process and the concepts of comfort, rest, sleep, oxygenation, nutrition, and elimination. Prerequisites: Successful completion of first semester of Associate of Science in Nursing curriculum pattern; fulfillment of Associate of Science in Nursing Program admission criteria: fulfillment of LSBN criteria.

NURS1105 - Nursing Fundamentals

General

Course Subject Code
NURS

Course Number
1105

Course Title
Nursing Fundamentals

Credit
Hours:
3

Free Form Requirements

PREREQUISITES

Course Number 1150, Subject Code NURS, Level UG, Grade UG [Concurrent]; AND Course Number 1115, Subject Code NURS, Level UG, Grade UG [Concurrent]; AND Course Number 1025, Subject Code ENGL, Level UG, Grade UG [Concurrent]

NURS1115 - Application of Nursing Fundame

General

Course Subject Code	Course Number
NURS	1115
Course Title	Credit
Application of Nursing Fundame	Hours: 1
	Contact Hours
	Contact Hours: 3
	Billing Hours
	Billing Hours Min: 1
	Lab Hours
	Lab Hours Min: 3

Course Description

Provides the foundation upon which subsequent technical skills are developed. Acquisition of competency in nursing skills in a supervised laboratory setting. Limited clinical laboratory practice will be arranged in selected health care agencies. Successful completion of first semester of Associate of Science in Nursing curriculum pattern; fulfillment of Associate of Science in Nursing Program admission criteria: fulfillment of LSBN criteria.

Free Form Requirements

PREREQUISITES

Course Number 1105, Subject Code NURS, Level UG, Grade UG [Concurrent]; AND Course Number 1120,

Subject Code NURS, Level UG, Grade UG [Concurrent]; AND Course Number 1130, Subject Code NURS, Level UG, Grade UG [Concurrent]; AND Course Number 1150, Subject Code NURS, Level UG, Grade UG [Concurrent]; AND Course Number 1025, Subject Code ENGL, Level UG, Grade UG [Concurrent]

NURS1120 - Nursing Health Assessment

General

Course Subject Code	Course Number
NURS	1120
Course Title	Credit
Nursing Health Assessment	Hours: 2
	Contact Hours
	Contact Hours: 2
	Billing Hours
	Billing Hours Min: 2
	Lecture Hours
	Lecture Hours Min: 2

Course Description

Provides the foundation for a complete health assessment. Concepts of data collection, proper health assessment techniques, communication, health promotion, and documentation are integrated throughout the course.Prerequisites: Successful completion of first semester of Associate of Science in

Nursing curriculum pattern; fulfillment of Associate of Science in Nursing Program admission criteria: fulfillment of LSBN criteria.

Free Form Requirements

PREREQUISITES

Course Number 1115, Subject Code NURS, Level UG, Grade UG [Concurrent]; AND Course Number 1105, Subject Code NURS, Level UG, Grade UG [Concurrent]; AND Course Number 1130, Subject Code NURS, Level UG, Grade UG [Concurrent]; AND Course Number 1150, Subject Code NURS, Level UG, Grade UG [Concurrent]; AND Course Number 1025, Subject Code ENGL, Level UG, Grade UG [Concurrent]

NURS1130 - Appl of Nursing Health Assessm

General

Course Subject Code NURS	Course Number 1130
Course Title Appl of Nursing Health Assessm	Credit Hours: 1
	Contact Hours Contact Hours: 3
	Billing Hours Billing Hours Min: 1
	Lab Hours Lab Hours Min: 3

Course Description

Provides students opportunity to practice skills related to focused and regional body system assessments.Prerequisites: Successful completion of first semester of Associate of Science in Nursing curriculum pattern; fulfillment of Associate of Science in Nursing Program admission criteria: fulfillment of LSBN criteria.

Free Form Requirements

PREREQUISITES

Course Number 1105, Subject Code NURS, Level UG, Grade UG [Concurrent]; AND Course Number 1115, Subject Code NURS, Level UG, Grade UG [Concurrent]; AND Course Number 1120, Subject Code NURS, Level UG, Grade UG [Concurrent]; AND Course Number 1150, Subject Code NURS, Level UG, Grade UG [Concurrent]; AND Course Number 1025, Subject Code ENGL, Level UG, Grade UG [Concurrent]

NURS1150 - Pharmacology Lab

General

Course Subject Code NURS	Course Number 1150
Course Title Pharmacology Lab	Credit Hours: 1
	Contact Hours Contact Hours: 3
	Billing Hours Billing Hours Min: 1

Lab Hours

Lab
Hours
Min:
1

Billing Hours

Billing
Hours
Min:
5

Course Description

An overview of the basic principles of pharmacology for the registered nurse, including the nursing process, pharmacokinetics, pharmacodynamics, pharmacotherapeutics, and dosage calculations. Prerequisites: Successful completion of first semester of Associate of Science in Nursing curriculum pattern; fulfillment of Associate of Science in Nursing Program admission criteria: fulfillment of LSBN criteria.

Free Form Requirements

PREREQUISITES

Course Number 1105, Subject Code NURS, Level UG, Grade UG [Concurrent]; AND Course Number 1115, Subject Code NURS, Level UG, Grade UG [Concurrent]; AND Course Number 1025, Subject Code ENGL, Level UG, Grade UG [Concurrent]

NURS2200 - Nursing Concepts I

General

Course Subject Code
NURS

Course Number
2200

Course Title
Nursing Concepts I

Credit
Hours:
5

Contact Hours

Contact
Hours:
5

Lecture Hours

Lecture
Hours
Min:
5

Course Description

Focuses on nursing care of adult clients with oxygenation, perfusion, sensory, integumentary, renal, fluid and electrolyte imbalance, and acid-base imbalances/disorders. Focuses on nursing care of clients experiencing mental health problems across the lifespan. Use of therapeutic drug classifications associated with the imbalances/disorders. Prerequisites: Successful completion of the first two semesters of Associate of Science in Nursing curriculum pattern.

Free Form Requirements

PREREQUISITES

Course Number 2210, Subject Code NURS, Level UG, Grade UG [Concurrent]

NURS2210 - Appl of Nursing Concepts I

General

Course Subject Code
NURS

Course Number
2210

Course Title
Appl of Nursing Concepts I

Credit
Hours:
3

Contact Hours

Contact
Hours:
9

Billing Hours

Billing
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
9

Course Description

Application of the nursing process in the care of selected clients with disorders associated with oxygenation, perfusion, sensory, integumentary, renal, fluid and electrolytes, acid-base, and mental health disorders. Clinical laboratory practice in health care agencies will be arranged. Prerequisites: Successful completion of first two semesters of Associate of Science in Nursing curriculum pattern.

Free Form Requirements

PREREQUISITES

Course Number 2200, Subject Code NURS, Level UG, Grade UG [Concurrent]

NURS2300 - Nursing Concepts II

General

Course Subject Code	Course Number
NURS	2300
Course Title	Credit
Nursing Concepts II	Hours:
	5

Contact Hours

Contact
Hours:
5

Billing Hours

Billing
Hours
Min:
5

Lecture Hours

Lecture
Hours
Min:
5

Course Description

Focuses on nursing care of adult clients with immunological, hematological, endocrine, musculoskeletal, gastrointestinal, and neurological disorders. Focuses on nursing care of pediatric clients and their families. Use of therapeutic drug classifications associated with the disorders. Prerequisites: Successful completion of the first three semesters of the ASN curriculum pattern.

Free Form Requirements

PREREQUISITES

Course Number 2310, Subject Code NURS, Level UG, Grade UG [Concurrent]

NURS2310 - Appl of Nursing Concepts II

General

Course Subject Code	Course Number
NURS	2310
Course Title	Credit
Appl of Nursing Concepts II	Hours:
	5

Contact Hours

Contact
Hours:
15

Billing Hours

Billing
Hours
Min:
5

Lab Hours

Lab
Hours
Min:
15

Course Description

Application of the nursing process in the care of selected clients with disorders associated with immunological, hematological, endocrine, musculoskeletal, and neurological. Application of nursing care of pediatric clients and their families. Clinical laboratory practice in health care agencies will be arranged. Prerequisites: Successful completion of first three semesters of Associate of Science in Nursing curriculum pattern or consent of the Dean of Nursing and Allied Health.

Free Form Requirements

PREREQUISITES

Course Number 2300, Subject Code NURS, Level UG, Grade UG [Concurrent]

NURS2400 - Nursing Concepts III

General

Course Subject Code
NURS

Course Number
2400

Course Title

Nursing Concepts III

Credit

Hours:
5

Contact Hours

Contact
Hours:
5

Billing Hours

Billing
Hours
Min:
5

Lecture Hours

Lecture
Hours
Min:
5

Course Description

Focuses on nursing care of adult clients experiencing complex health problems. Focuses on nursing care of women of child-bearing age. Prerequisites: Successful completion of the first four semesters of the ASN curriculum pattern.

Free Form Requirements

PREREQUISITES

Course Number 2500, Subject Code NURS, Level UG, Grade UG [Concurrent]

NURS2410 - Appl of Nursing Concepts III

General

Course Subject Code
NURS

Course Number
2410

Course Title	Credit
Appl of Nursing Concepts III	Hours: 5
Contact Hours	
Contact Hours:	15
Billing Hours	
Billing Hours Min:	5
Lab Hours	
Lab Hours Min:	15

Course Description

Application of the nursing process in the formulation, organization, and evaluation of care for selected groups of clients experiencing complex health problems. Application of the nursing process for women of child-bearing age.Prerequisites: Successful completion of first four semesters of the ASN curriculum pattern.

Free Form Requirements

PREREQUISITES

Course Number 2500, Subject Code NURS, Level UG, Grade UG [Concurrent]

NURS2500 - Nursing Capstone: Trans to Pro

General

Course Subject Code	Course Number
NURS	2500

Course Title	Credit
Nursing Capstone: Trans to Pro	Hours: 1
Contact Hours	
Contact Hours:	1
Billing Hours	
Billing Hours Min:	1
Lecture Hours	
Lecture Hours Min:	1

Course Description

A non-clinical course. This course provides the framework for assisting the transition from student nurse to professional registered nurse and licensure preparation. Resume development, delegation, and the Nurse Practice Act will be discussed.Prerequisites: Successful completion of first four semesters of the ASN curriculum.

OCSH1100 - Occupational Health and Safety

General

Course Subject Code	Course Number
OCSH	1100
Course Title	Credit
Occupational Health and Safety	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course introduces general safety and health terms and concepts. Topics include occupational safety, health and environmental terminology, an overview of federal, state and local laws and codes and hazard recognition, evaluation and control. This course also includes an introduction to data analysis and introduction to measurement and evaluation. Upon successful completion of this course, students will be prepared for the following training/certifications: OSHA 10 DOL completion cards; NC3 Data Analytics 1.

Free Form Requirements

Prerequisite(s): None

PARL1000 - Intro to Paralegal Studies

General

Course Subject Code	Course Number
PARL	1000

Course Title	Credit Hours:
Intro to Paralegal Studies	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course introduces students to the United States legal system, the legal profession in general, and the paralegal profession in particular. Special focus is given to the skills necessary to obtain paralegal employment, the various duties performed by paralegals, and the ethical obligations of paralegals.

Free Form Requirements

Prerequisite(s): None

PARL1200 - Civil Procedure & Litigation

General

Course Subject Code	Course Number
PARL	1200

Course Title	Credit Hours:
Civil Procedure & Litigation	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course presents a general overview of civil procedure and litigation, with a special emphasis on the pretrial discovery component. This course offers students practical experience in fulfilling a paralegal’s role in the litigation context, with exercises in organizing and maintaining a client’s file, producing and managing litigation documents, and summarizing depositions and medical records.

Free Form Requirements

Prerequisite(s): None

PARL1300 - Tort Law for Paralegals

General

Course Subject Code	Course Number
PARL	1300
Course Title	Credit
Tort Law for Paralegals	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course introduces students to tort liability, more commonly known as personal injury law. The course examines the topics of intentional torts, negligence, strict liability, and products liability through statutory law and selected case law.

PARL1400 - Family Law for Paralegals

General

Course Subject Code	Course Number
PARL	1400
Course Title	Credit
Family Law for Paralegals	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours	
Billing Hours	
Min:	
3	
Lecture Hours	
Lecture Hours	
Min:	
3	

Course Description

This course focuses on the current law involving marriage, divorce, and community property regimes, as well as the ancillary topics of child support, alimony, custody, and visitation. This course will include a unit on the law of successions.

Free Form Requirements

Prerequisite(s): None

PARL1500 - Business Law for Paralegals

General

Course Subject Code	Course Number
PARL	1500
Course Title	Credit
Business Law for Paralegals	Hours:
	3

Contact Hours	
Contact Hours:	
3	

Billing Hours	
Billing Hours	
Min:	
3	
Lecture Hours	
Lecture Hours	
Min:	
3	

Course Description

This is a survey course focusing on legal issues typically related to business. The course serves as an introduction to various business entities, including partnerships and corporations, and the laws that structure them. Additionally, this course examines the general principles of contract law and also includes a unit focusing on real estate transactions.

PARL2000 - Legal Research and Writing

General

Course Subject Code	Course Number
PARL	2000
Course Title	Credit
Legal Research and Writing	Hours:
	3

Contact Hours	
Contact Hours:	
3	

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course introduces the fundamental skills necessary to conduct legal research. Students learn to use law library resources, as well as computerized research engines. This course also helps students develop effective legal writing skills. Students are required to do research projects, draft legal memoranda, and write opinion letters.

Free Form Requirements

Prerequisite(s): PARL 1000 and PARL 1200

PHYS1010 - Elementary Physics

General

Course Subject Code	Course Number
PHYS	1010
Course Title	Credit
Elementary Physics	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

Introductory physics focuses on fundamental problem-solving strategies, motion in one and two dimensions, vectors, force, power, energy, momentum and principles of light and sound to expose students without high-school physics to basic physics principles and concepts.

Free Form Requirements

PREREQUISITES

Course Number 1005, Subject Code MATH, Level CE, Grade CE [Concurrent]; OR Course Number 1500, Subject Code MATH, Level CE, Grade CE [Concurrent]; OR Course Number 1500A, Subject Code MATH, Level CE, Grade CE [Concurrent]; OR Course Number 1015, Subject Code MATH, Level CE, Grade CE [Concurrent]

PLMB1003 - Orientation and Safety

General

Course Subject Code	Course Number
PLMB	1003
Course Title	Credit
Orientation and Safety	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

Provides a broad introduction to the role of the plumber and the responsibilities of a person working in the plumbing industry. As well as highlights some of the most common plumbing hazards as well as measures that can help prevent them from occurring on the jobsite.

PLMB1013 - Tools and Mechanics

General

Course Subject Code	Course Number
PLMB	1013
Course Title	Credit
Tools and Mechanics	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

Learning to use the tools of the trade safely and maintain them properly is essential to the trade. Emphasis is given on the importance of investing in quality tools that pertain to the work they perform and skills they develop.

PLMB1033 - Water and Waste

General

Course Subject Code	Course Number
PLMB	1033
Course Title	Credit
Water and Waste	Hours:
	3

Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours	
Min:	3
Lecture Hours	
Lecture Hours	
Min:	2
Lab Hours	
Lab Hours	
Min:	1

Course Description

Develop sanitary drainage systems including the piping system inside the building, drainpipe buried outside the building, and the public sewer.

PLMB1053 - Methods and Materials

General

Course Subject Code	Course Number
PLMB	1053
Course Title	Credit Hours:
Methods and Materials	3

Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours	
Min:	3
Lecture Hours	
Lecture Hours	
Min:	2
Lab Hours	
Lab Hours	
Min:	1

Course Description

Introduction to various fittings and fixtures of the industry.

PLMB1073 - Math for Plumbing Career

General

Course Subject Code	Course Number
PLMB	1073
Course Title	Credit Hours:
Math for Plumbing Career	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

Learn essential math skills required to advance in the Plumbing profession. Learn to read plans, calculate pipe length, determine fitting allowances, lay out fixtures.

PLMB1093 - Fixtures, Faucets, & Devices

General

Course Subject Code	Course Number
PLMB	1093
Course Title	Credit
Fixtures, Faucets, & Devices	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

Identify the materials commonly used to make fixtures, the most common types of fixtures, and the types of faucets available. Explain how each type of fixture and faucet operates.

PLMB1103 - Valves and Water Heaters

General

Course Subject Code	Course Number
PLMB	1103
Course Title	Credit
Valves and Water Heaters	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

Determine proper valve selection and understand the intended application as well as the valve's material, size, and rating. Learn to install and service centrally located water heaters.

PLMB1113 - Interpreting Blueprints

General

Course Subject Code	Course Number
PLMB	1113
Course Title	Credit
Interpreting Blueprints	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

Provides students with the information and skills needed to read and understand plumbing blueprints.

PLMB2011 - Communication and Work Ethics

General

Course Subject Code	Course Number
PLMB	2011
Course Title	Credit
Communication and Work Ethics	Hours:
	1

Contact Hours		Billing Hours	
Contact Hours:		Billing Hours Min:	
1		3	
Billing Hours		Lecture Hours	
Billing Hours Min:		Lecture Hours Min:	
1		1	
Lecture Hours		Lab Hours	
Lecture Hours Min:		Lab Hours Min:	
1		2	

Course Description

Instruction in the areas of problem-solving and effective interaction with others help to ensure success in the plumbing industry.

PLMB2033 - Piping Techniques

General

Course Subject Code PLMB	Course Number 2033
Course Title Piping Techniques	Credit Hours: 3
Contact Hours	
Contact Hours:	
3	

Course Description

Describe the different methods for joining plastic, copper and steel pipe. Describe the hangers and fasteners used to support pipe. Describe the protection of various pipes in concealed locations. Explain methods of pressure testing pipe.

PLMB2052 - Applications of Plumbing Math

General

Course Subject Code PLMB	Course Number 2052
Course Title Applications of Plumbing Math	Credit Hours: 2
Contact Hours	
Contact Hours:	
2	

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

Calculate travel and lay out stand offsets of varying angles. Describe how to calculate rolling offsets of varying angles.

PLMB2073 - Pipefitting

General

Course Subject Code	Course Number
PLMB	2073
Course Title	Credit
Pipefitting	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

Describe the pipefitting craft and the knowledge, skills, behaviors, ad attitudes which contribute to a pipefitter's success.

PLMB2093 - Piping and Sizing

General

Course Subject Code	Course Number
PLMB	2093
Course Title	Credit
Piping and Sizing	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours	
Billing Hours	Min:
	3
Lecture Hours	
Lecture Hours	Min:
	2
Lab Hours	
Lab Hours	Min:
	1

Course Description

Size supply systems correctly so that they reliably provide adequate water at the correct pressure. Properly install water supply systems. Calculate the correct pipe size for a system.

PLMB2113 - Drainage and Cross Connection

General

Course Subject Code	Course Number
PLMB	2113
Course Title	Credit Hours:
Drainage and Cross Connection	3
Contact Hours	
Contact Hours:	3

Billing Hours	
Billing Hours	Min:
	3
Lecture Hours	
Lecture Hours	Min:
	1
Lab Hours	
Lab Hours	Min:
	2

Course Description

Describe and install the basic principle of a trap and the requirements for including them in Drainage, Waste and Ventilation (DWV) connections.

PLMB2133 - Building Drains

General

Course Subject Code	Course Number
PLMB	2133
Course Title	Credit Hours:
Building Drains	3
Contact Hours	
Contact Hours:	3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

Design and install various drainage systems using appropriate hangers and correct grade.

PLMB2153 - Venting, Pumps and Traps

General

Course Subject Code	Course Number
PLMB	2153

Course Title	Credit
Venting, Pumps and Traps	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

Describe sewage pumps, sumps, and vents and explain how to size and install them.

PLMB2172 - Safety Applications

General

Course Subject Code	Course Number
PLMB	2172

Course Title	Credit
Safety Applications	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours	
Billing Hours	Min:
	2
Lecture Hours	
Lecture Hours	Min:
	1
Lab Hours	
Lab Hours	Min:
	1

Course Description
Identify methods used to establish work zone safety with various work areas.

PLMB2191 - Drawings and Exploded Views

General

Course Subject Code	Course Number
PLMB	2191
Course Title	Credit Hours:
Drawings and Exploded Views	1

Contact Hours	
Contact Hours:	1

Billing Hours	
Billing Hours	Min:
	1
Lecture Hours	
Lecture Hours	Min:
	1
Course Description	
Identify plumbing-specific drawings, including submittals, fixture drawings, exploded views, and cutaways.	

PNUR1001 - Intro. to Nursing Studies

General

Course Subject Code	Course Number
PNUR	1001
Course Title	Credit Hours:
Intro. to Nursing Studies	4

Contact Hours	
Contact Hours:	4

Billing Hours	
Billing Hours	Min:
	4

Lecture Hours

Lecture
Hours
Min:
4

Contact Hours

Contact
Hours:
2

Course Description

This course is designed to assist students in transitioning to nursing to gain necessary skills for success in the Practical Nursing and Registered Nursing programs. Course content includes medical terminology, medical abbreviations are included. Introduces identifying body structures with the appropriate medical terminology. Students will get through this content in an asynchronous format over the duration of the course. This course also contains a self-paced program that will develop each student's academic readiness to equip them with the knowledge and skills to prepare for Nursing program entry. Course content includes basic academic subjects: reading comprehension, math, science, and English; intensive review of anatomy and physiology fundamentals; skill building study techniques. This program will require coaching sessions with a virtual instructor. Additionally, the course will include virtual synchronous lessons on fundamental numerical operations needed for Healthcare workers. The Lab component will expose students to basic nursing skills concepts for the entry-level healthcare worker that includes Basic Concepts for the Healthcare worker and Code of Conduct for Nursing students.

PNUR1002 - MA to PN Prep with Math Lab

General

Course Subject Code	Course Number
PNUR	1002
Course Title	Credit
MA to PN Prep with Math Lab	Hours: 2

Billing Hours

Billing
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
2

Course Description

This course is designed to assist students in transitioning into the accelerated paced MA to PN Practical Nursing Program by providing a review of necessary skills needed for success in the Practical Nursing program. Course content includes: medical terminology, anatomy and physiology, and nutrition review, vital signs, study skills, reading comprehension, and test taking skills. The course will also include basic arithmetic needed for healthcare workers, including conversions, dosage calculations, and intake and output.

Free Form Requirements

Prerequisite(s): None

PNUR1003 - PrePN trans to PN with lab

General

Course Subject Code	Course Number
PNUR	1003
Course Title	Credit
PrePN trans to PN with lab	Hours: 2

Contact Hours	
Contact Hours:	2
Billing Hours	
Billing Hours Min:	2
Lab Hours	
Lab Hours Min:	2

PNUR1004 - Practical Nursing Intersession

General

Course Subject Code PNUR	Course Number 1004
Course Title Practical Nursing Intersession	Credit Hours: 2

Contact Hours	
Contact Hours:	2
Billing Hours	
Billing Hours Min:	2

Lecture Hours	
Lecture Hours Min:	2
Course Description	
This course is designed to assist students in transitioning to nursing to gain necessary skills for success in the Practical Nursing program. Course content includes: medical abbreviations, study skills, reading comprehension, and test taking skills. The course will also include basic arithmetic needed for healthcare workers: fundamental numerical operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. This course also assists the student in acquiring a better understanding of percent, ratio and proportion, and measurements.	
Free Form Requirements	
Prerequisite(s): None	

POLI2010 - Introduction to American Gover

General

Course Subject Code POLI	Course Number 2010
Course Title Introduction to American Gover	Credit Hours: 3

Contact Hours	
Contact Hours:	3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

A course designed to consider the basic aspects of American politics and government: institutions, mass political behavior, and public policy. The purpose of the course is to encourage students to think analytically and critically about the United States Federal Government and the American political system.

POLI2020 - State & Local Politics

General

Course Subject Code	Course Number
POLI	2020
Course Title	Credit
State & Local Politics	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Course Description

A course designed to provide students with a basic understanding of how public policy is formulated and political decisions are made by state and local governments. This course will examine the general principles of federalism as that process impacts upon state and local governments. That examination will explore the relationships and factors that impact upon state and local electoral politics, political institutions, and public policies. This course will analyze in greater depth a sampling of state and local governments.

Free Form Requirements

Prerequisite(s): None

PSYC1500 - Psy of Addict Behave&Sub Abuse

General

Course Subject Code	Course Number
PSYC	1500
Course Title	Credit
Psy of Addict Behave&Sub Abuse	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours	
Lecture	
Hours	
Min:	
3	

Course Description

The purpose of this course focuses on addictive substances and their effects, therapy and counseling techniques, and methods of addiction recovery. Topics considered include drug taking behavior, illegal drugs, legal drugs, medicinal drugs, prevention, and substance abuse treatment.

PSYC2015 - Introduction To Psychology

General

Course Subject Code	Course Number
PSYC	2015
Course Title	Credit
Introduction To Psychology	Hours:
	3

Contact Hours	
Contact	
Hours:	
3	

Billing Hours	
Billing	
Hours	
Min:	
3	

Lecture Hours	
Lecture	
Hours	
Min:	
3	

Course Description

The purpose of this course is to provide you with an introduction to psychological theory and research. Topics considered include the nature of psychology and its history, research practices, learning and conditioning, developmental psychology, personality, social psychology, psychopathology and psychotherapy. This course is designed for Louisiana Transfer Degree students.

PSYC2040 - Developmental Psychology

General

Course Subject Code	Course Number
PSYC	2040
Course Title	Credit
Developmental Psychology	Hours:
	3

Contact Hours	
Contact	
Hours:	
3	

Billing Hours	
Billing	
Hours	
Min:	
3	

Lecture Hours
Lecture Hours Min: 3

Course Description

The purpose of this course focuses on human growth and development throughout the lifespan. Topics include developmental milestones, major theories and perspectives as they explain the developmental stages, and the research to explore language, socioemotional, physical, and cognitive development.

Free Form Requirements

PREREQUISITES

Course Number 2015, Subject Code PSYC, Level UG, Grade UG [Concurrent]

PSYC2100 - Social Psychology

General

Course Subject Code PSYC	Course Number 2100
Course Title Social Psychology	Credit Hours: 3

Contact Hours
Contact Hours: 3

Billing Hours
Billing Hours Min: 3

Lecture Hours
Lecture Hours Min: 3

Lab Hours
Lab Hours Min: 0

Course Description

A course designed to focus on how we influence others and how others affect the way we think and behave. Topics include perception, attitudes, conformity, group processes, interpersonal attraction, aggression, and prejudice.

Free Form Requirements

PREREQUISITES

Course Number 2015, Subject Code PSYC, Level UG, Grade UG [Concurrent]; OR Course Number 2015, Subject Code PSYC, Level UG, Grade UG [Concurrent]

RADT1010 - Anatomy & Physiology I

General

Course Subject Code RADT	Course Number 1010
Course Title Anatomy & Physiology I	Credit Hours: 2

Contact Hours
Contact Hours: 2

Billing Hours	
Billing Hours	Min:
2	

Lecture Hours	
Lecture Hours	Min:
2	

Course Description
This course is the study of human anatomy and physiology including chemical composition, cells, tissues, topography and the skeletal and digestive systems.

RADT1010B - Anatomy and Physiology I

General

Course Subject Code	Course Number
RADT	1010B
Course Title	Credit Hours:
Anatomy and Physiology I	2

Contact Hours	
Contact Hours	Min:
2	

Billing Hours	
Billing Hours	Min:
2	

Lecture Hours	
Lecture Hours	Min:
2	

Course Description
This course is the study of human anatomy and physiology including chemical composition, cells, tissues, topography and the skeletal and digestive systems.

Free Form Requirements
Prerequisite(s): None

RADT1020 - Clinical

General

Course Subject Code	Course Number
RADT	1020
Course Title	Credit Hours:
Clinical	5

Contact Hours	
Contact Hours	Min:
5	

Billing Hours	
Billing Hours	Min:
5	

Lab Hours	
Lab Hours	Min:
5	

Course Description

Analysis of the health care delivery system including professional development, responsibility, principles of patient care and communication skills. The rotation will emphasize the radiographic examinations covered in Radiographic Positioning I.

Free Form Requirements

Prerequisite(s): None

RADT1030 - Clinical Practice

General

Course Subject Code	Course Number
RADT	1030
Course Title	Credit
Clinical Practice	Hours:
	5

Contact Hours

Contact
Hours:
5

Billing Hours

Billing
Hours
Min:
5

Lab Hours

Lab
Hours
Min:
5

Course Description

Students assigned to clinical education centers for supervised clinical practice and observation to include basic positioning, radiographic examinations, and

patient care and communication skills. The rotation will emphasize the radiographic examinations covered in Radiographic Positioning I.

Free Form Requirements

Prerequisite(s): None

RADT1040 - Medical Ethics and Legal Issue

General

Course Subject Code	Course Number
RADT	1040
Course Title	Credit
Medical Ethics and Legal	Hours:
Issue	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

Course Description

A study of standards set for developing professional ethics, increasing interpersonal relationships and communication skills, and understanding legal issues involved within the profession of Radiologic Technology.

Free Form Requirements

Prerequisite(s): None

RADT1050 - Fundamentals of Radiology Sci

General

Course Subject Code	Course Number
RADT	1050

Course Title	Credit Hours:
Fundamentals of Radiology Sci	1

Contact Hours

Contact Hours:
1

Billing Hours

Billing Hours Min:
1

Lecture Hours

Lecture Hours Min:
1

Course Description

An introduction to Radiologic Technology along with specifics to this program. The student will undergo both hospital and program orientation. The course covers departmental administration and management, medical/technology history, rules and regulations and is designed for the student to have an understanding of the professional technologist.

Free Form Requirements

Prerequisite(s): None

RADT1060 - Image Acquisition

General

Course Subject Code	Course Number
RADT	1060

Course Title	Credit Hours:
Image Acquisition	3.5

Contact Hours

Contact Hours:
3.5

Billing Hours

Billing Hours Min:
3.5

Lecture Hours

Lecture Hours Min:
3.5

Course Description

A study of the controlling and influencing factors that affect radiographic quality. This includes a study of Bremsstrahlung and characteristic radiation, radiographic artifacts, image qualities, and exposure factors.

Free Form Requirements

Prerequisite(s): None

RADT1070 - Intro to Protection

General

Course Subject Code	Course Number
RADT	1070
Course Title	Credit
Intro to Protection	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
1

Course Description

A brief overview of principles and concepts of radiation, units of detection, measurements, exposure monitoring, dose equivalents and radiation limiting devices. Provides new students with knowledge of radiation protection as they begin clinical rotations.

Free Form Requirements

Prerequisite(s): None

RADT1080 - Medical Terminology

General

Course Subject Code	Course Number
RADT	1080
Course Title	Credit
Medical Terminology	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
1

Course Description

An intensive course for the student to develop a medical vocabulary, understand medical abbreviations and acquire the ability to recognize complex medical terms.

Free Form Requirements

Prerequisite(s): None

RADT1090 - Radiographic Pathology

General

Course Subject Code	Course Number
RADT	1090
Course Title	Credit Hours:
Radiographic Pathology	2
	Contact Hours
	Contact Hours:
	2
	Billing Hours
	Billing Hours
	Min:
	2
	Lecture Hours
	Lecture Hours
	Min:
	2

Course Description

A study of various pathological terminologies, conditions, injuries, tissues, systemic diseases, and their relevance to radiographic procedures.

Free Form Requirements

Prerequisite(s): None

RADT1090B - Radiographic Pathology

General

Course Subject Code	Course Number
RADT	1090B

Course Title	Credit Hours:
Radiographic Pathology	2
	Contact Hours
	Contact Hours:
	2
	Billing Hours
	Billing Hours
	Min:
	2
	Lecture Hours
	Lecture Hours
	Min:
	2
Course Description	
A study of various pathological terminologies, conditions, injuries, tissues, systemic diseases and their relevance to radiographic procedures	
Free Form Requirements	
Prerequisite(s): None	

RADT1100 - Methods of Patient Care

General

Course Subject Code	Course Number
RADT	1100
Course Title	Credit Hours:
Methods of Patient Care	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
1

Course Description

Classroom lectures and discussions that are designed to develop competency in the fundamentals of patient care and to better understand the patient’s physical and emotional needs in radiographic preparation/ procedures. Also, this course will introduce the specifics of radiographic nursing procedures and will include venipuncture techniques.

Free Form Requirements

Prerequisite(s): None

RADT1110 - Pharmacology and Drug Admin

General

Course Subject Code	Course Number
RADT	1110
Course Title	Credit
Pharmacology and Drug Admin	Hours: 1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
1

Course Description

Introduces the student to the various categories of drugs within radiology (i.e. contrast media), expected actions/reactions, administration of various drugs and preparing for injection utilizing aseptic techniques.

Free Form Requirements

Prerequisite(s): None

RADT1120 - Radiation Physics I

General

Course Subject Code	Course Number
RADT	1120
Course Title	Credit
Radiation Physics I	Hours: 2.5

Contact Hours

Contact
Hours:
2.5

Billing Hours

Billing
Hours
Min:
2.5

Lecture Hours

Lecture
Hours
Min:
2.5

Course Description

This course is a study of the production and characteristics of radiation, electrostatics, dynamics and magnetism. Introduces mathematical concepts and measurements, the structure of matter and radiation interactions with matter.

Free Form Requirements

Prerequisite(s): None

RADT1120B - Radiation Physic I Pt 2

General

Course Subject Code	Course Number
RADT	1120B
Course Title	Credit
Radiation Physic I Pt 2	Hours:
	2.5

Contact Hours

Contact
Hours:
2.5

Billing Hours

Billing
Hours
Min:
2.5

Lecture Hours

Lecture
Hours
Min:
2.5

Course Description

The study of diagnostic and fluoroscopy tubes, computed and digital radiography, and circuits. This course includes the study of x-ray tube charts, anode heel effect, transformers and rectification as they relate to the x-ray circuit.

Free Form Requirements

Prerequisite(s): None

RADT1130 - Positioning and Processing

General

Course Subject Code	Course Number
RADT	1130
Course Title	Credit
Positioning and Processing	Hours:
	7

Contact Hours

Contact
Hours:
7

Billing Hours

Billing
Hours
Min:
7

Lecture Hours

Lecture
Hours
Min:
7

Lecture Hours

Lecture
Hours
Min:
7

Course Description

A study of the processes for routine and special views for radiographic procedures, to include upper and lower extremities, pelvic and shoulder girdles, vertebral column and bony thorax, with the structure and function of demonstrated anatomy.

Free Form Requirements

Prerequisite(s): None

RADT1140 - Processing

General

Course Subject Code	Course Number
RADT	1140
Course Title	Credit
Processing	Hours:
	7

Contact Hours

Contact
Hours:
7

Billing Hours

Billing
Hours
Min:
7

Course Description

Introduction to the evaluation of radiographic systems to assure consistency in the production of quality radiographic services. Equipment quality control components identified and testing methods will be discussed. Taught in conjunction with Clinical Practice Applications III.

Free Form Requirements

Prerequisite(s): None

RADT1150 - Protection

General

Course Subject Code	Course Number
RADT	1150
Course Title	Credit
Protection	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

Course Description

The study of principles and concepts of radiation units of detection, measurements, exposure monitoring, dose equivalencies and radiation limiting devices. Also includes the study of radiation agencies, surveys and regulations.

Free Form Requirements

Prerequisite(s): None

RADT2010 - Anatomy and Physiology II

General

Course Subject Code	Course Number
RADT	2010
Course Title	Credit
Anatomy and Physiology II	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

Course Description

The study of the function and structure of muscular, circulatory, endocrine, reproductive, nervous and respiratory systems.

Free Form Requirements

Prerequisite(s): None

RADT2010B - Anatomy and Physiology II

General

Course Subject Code	Course Number
RADT	2010B
Course Title	Credit
Anatomy and Physiology II	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

Course Description

The study of the function and structure of muscular, circulatory, endocrine, reproductive, nervous and respiratory systems.

Free Form Requirements

Prerequisite(s): None

RADT2400 - Quality Management

General

Course Subject Code Course Number
RADT 2400

Course Title Credit
Quality Management Hours:
7

Contact Hours

Contact
Hours:
7

Billing Hours

Billing
Hours
Min:
7

Lecture Hours

Lecture
Hours
Min:
7

Course Description

An introduction to the evaluation of radiographic systems to assure consistency in the production of quality radiographic services. Equipment quality control components are identified and testing methods are discussed.

Free Form Requirements

Prerequisite(s): None

RELG2015 - Intro to World Religion

General

Course Subject Code Course Number
RELG 2015

Course Title Credit
Intro to World Religion Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
0

Course Description

The purposes of this course is to acquaint students with certain issues in religious studies. Three such issues have been specifically identified for this course:

1) the philosophical foundations for a critical analysis of religion; 2) the foundations of Christianity; 3) and a cross-cultural examination of the major world religions. By selecting these three issues, it is intended that studnets will become sensitive to the philosophical nature and presuppositions of many religious claims, to the origin of Christianity and Christian beliefs about Jesus, and to the unique, as well as common perspectives of the major world religions

Free Form Requirements

PREREQUISITES

Course Number 1015, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 1015, Subject Code ENGL, Level UG, Grade UG [Concurrent]

SCML2000 - Purchasing Management

General

Course Subject Code	Course Number
SCML	2000
Course Title	Credit
Purchasing Management	Hours:
	3
	Contact Hours
	Contact
	Hours:
	3
	Billing Hours
	Billing
	Hours
	Min:
	3
	Lab Hours
	Lab
	Hours
	Min:
	3

Course Description

This course covers procurement fundamentals including sourcing, purchase order and contract management, purchasing cycles, material and technical specifications, quality management, relationship management, capital goods and services, sustainability and supply chain analysis and tools with respect to procurement. Through this course, students will be prepared for the ASCM Procurement Certificate (additional test fee.)

SCML2100 - Inventory Management

General

Course Subject Code	Course Number
SCML	2100
Course Title	Credit
Inventory Management	Hours:
	3
	Contact Hours
	Contact
	Hours:
	3
	Billing Hours
	Billing
	Hours
	Min:
	3
	Lab Hours
	Lab
	Hours
	Min:
	3

Course Description

This course introduces inventory control and management operations. Topics covered include inventory control and management systems, inventory cost, types and uses of inventory, planning inventory levels, maintaining accuracy, inventory analytics and the roles associated with inventory management. Along with warehouse distribution and the logistics transportation course, this course covers a portion of MSSC (Manufacturing Skill Standards Council) certification in Certified Logistics Technician (CLT 4.0) including the global supply chain, the logistics environment, safety, safe equipment operation, material handling equipment, quality control, workplace communication, teamwork and problem solving and using computers for email and MS Office applications.

SCML2200 - Warehouse Distribution

General

Course Subject Code	Course Number
SCML	2200
Course Title	Credit
Warehouse Distribution	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
3

Course Description

This course covers warehouse safety, operations, product receiving, storage, packaging and shipment, order processing materials and layouts, quality control, inventory control, safe handling of hazardous materials and dispatch and tracking operations. Also covered are workplace communication, teamwork and problem solving and the use of computers. Along with inventory management and the logistics transportation course, this course also covers a portion of the topics for MSSC certification in Certified Logistics Technician (CLT 4.0.)

SCML2300 - Transportation Management

General

Course Subject Code	Course Number
SCML	2300
Course Title	Credit
Transportation	Hours:
Management	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
3

Course Description

This course covers the modes of transportation as they relate supply chain and logistics issues. Along with inventory management and warehouse management course, this course also covers a portion of the topics for MSSC Certified Logistics Technician (CLT 4.0) including the global supply chain, the logistics environment, safety, safe equipment operation, material handling equipment, quality control, workplace communication, teamwork and problem solving and using computers for email and MS Office applications.

SCML2400 - Supply Chain Strategy

General

Course Subject Code	Course Number
SCML	2400
Course Title	Credit
Supply Chain Strategy	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Course Description

This course explores past and current challenges in the supply chain and examines case studies, management systems and best practices to address those challenges. Topics include supply chain optimization, the logistics environment, information systems, Industry 4.0 technologies, material handling safety, quality control principles, teamwork, and communication. This course covers the content for lean six sigma certification and MSSC Certified Logistics Associate (CLA.)

SOCL2015 - Introduction to Sociology

General

Course Subject Code	Course Number
SOCL	2015
Course Title	Credit
Introduction to Sociology	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours	
Lecture	
Hours	
Min:	
3	

Course Description

This course is designed to help the uninformed student to come to a realization of the role that sociology can play in his or her everyday life. We will look at the forces and practices that create our world socially and examine some of the reasons why and how individuals, groups and even governments do what they do. This course is designed for Louisiana Transfer Degree students.

Free Form Requirements

Prerequisite(s): None

SOCL2120 - Social Problems

General

Course Subject Code	Course Number
SOCL	2120
Course Title	Credit
Social Problems	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours	
Lecture	
Hours	
Min:	
3	

Course Description

A course designed to provide an examination of the major social problems in society with an emphasis on how these problems are interrelated and the role of society in their creation and perpetuation.

Free Form Requirements

Prerequisite(s): SOCL 2015

SOCL2220 - Marriage and Family

General

Course Subject Code	Course Number
SOCL	2220
Course Title	Credit
Marriage and Family	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course interweaves social science and the humanities to examine diverse family forms. Major emphasis is placed on a macrostructural analysis of families, both historically and in the present. We will examine how families and family members are affected by differences in race, gender, social class, sexuality, and global locations. In turn, special attention will be given to transnational families and the feminization of migration to illustrate how the global is increasingly local today.

Free Form Requirements

Prerequisite(s): None

SOCL2420 - Stratification and Inequality

General

Course Subject Code	Course Number
SOCL	2420
Course Title	Credit
Stratification and Inequality	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

We will address how stratification has developed to its present state in the U.S. and question why members of certain groups advance while others do not. Stratification refers to systematic social inequality in the access of opportunities, resources, and rewards. It involves the uneven distribution of people across social categories based upon achieved and ascribed characteristics. Human societies differ greatly in the extent of stratification present within them. This course focuses on social stratification in the United States.

SPAN1010 - Elementary Spanish I

General

Course Subject Code	Course Number
SPAN	1010
Course Title	Credit
Elementary Spanish I	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course is an elementary level course designed to develop and strengthen oral and written communication, reading, and listening skills. Students will be exposed to the language as a means of communication in order to develop communicative language ability. Therefore, your instructor will speak mainly Spanish in class, and English will be kept to a minimum. A laboratory fee is required for this course.

SPAN1020 - Elementary Spanish II

General

Course Subject Code	Course Number
SPAN	1020
Course Title	Credit
Elementary Spanish II	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course is an elementary level course designed to develop and strengthen oral and written communication, reading, and listening skills. Students

will be exposed to the language as a means of communication in order to develop communicative language ability. Therefore, your instructor will speak mainly Spanish in class, and English will be kept to a minimum. A laboratory fee is required for this course.

Free Form Requirements

PREREQUISITES

Course Number 1010, Subject Code SPAN, Level UG, Grade UG [Concurrent]

SPAN2010 - Intermediate Spanish I

General

Course Subject Code	Course Number
SPAN	2010
Course Title	Credit
Intermediate Spanish I	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

Completion and review of basic elements of grammar. Introduction to reading material of moderate difficulty.

SPAN2020 - Intermediate Spanish II

General

Course Subject Code Course Number
SPAN 2020

Course Title Credit
Intermediate Spanish II Hours:
3

Contact Hours
Contact
Hours:
3

Billing Hours
Billing
Hours
Min:
3

Lecture Hours
Lecture
Hours
Min:
3

Course Description
A course with emphasis on proficiency in reading and continuation of grammar review.

SPCH1015 - Introduction to Speaking

General

Course Subject Code Course Number
SPCH 1015

Course Title Credit
Introduction to Speaking Hours:
3

Contact Hours
Contact
Hours:
3

Billing Hours
Billing
Hours
Min:
3

Lecture Hours
Lecture
Hours
Min:
3

Course Description
This course is designed to train students in the organization of materials and the oral and physical aspects of delivery in various speaking situations. It is intended to give the beginning student an understanding of and practice in public speaking.

SPCH1025 - Intro to Interpersonal Com

General

Course Subject Code Course Number
SPCH 1025

Course Title Credit
Intro to Interpersonal Com Hours:
3

Contact Hours
Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course is designed as an introductory course that explores the dynamics of interpersonal communication. The goals of the course include (1) improving awareness and understanding of your own communication and the communication of others and (2) enhancing your critical reasoning and thinking skills acquired through course reading, discussion, observation, listening, analysis and evaluation, and writing.

SSPA1000 - Student Success Pathways

General

Course Subject Code	Course Number
SSPA	1000
Course Title	Credit
Student Success Pathways	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

Student Success Pathways is designed to help students create greater success in college and in life. In the course students will learn proven strategies for academic, professional and personal achievement. Topics covered in the course include, but are not limited to, accepting personal responsibility, gaining self-awareness, discovering self-motivation, adopting lifelong learning, goal setting, decision making, study techniques, time/priority management, critical thinking skills, leaning styles, stress management, and career exploration. Program Coordinator approval required.

SSPA1100 - SS Finance and Info Literacy

General

Course Subject Code	Course Number
SSPA	1100
Course Title	Credit
SS Finance and Info Literacy	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

Student Success Finance and Literacy is designed to help students create greater success in college and in life. In the course, students will learn proven strategies for succeeding in college, managing personal finances, and employing library resources and tools. Topics covered in the course include, but are not limited to, accepting personal responsibility, goal setting, studying skills, understanding personal financing concepts, responsibly managing personal finances, accessing library resources and tools, and demonstrating research skills and ethical practices. This course is recommended for all first-time freshmen and required for all students who need Developmental Math and Developmental English courses.

Free Form Requirements

Prerequisite(s): None

SSPA1200 - Student Success & Study Skills

General

Course Subject Code	Course Number
SSPA	1200
Course Title	Credit
Student Success & Study Skills	Hours: 3

Course Description

SSPA 1200 is designed to help students create greater success in college and in life. In the course, students will learn proven strategies for succeeding in college, critical thinking, and learning and study strategies. Topics covered in the course include, but are not limited to, accepting personal responsibility, goal setting, studying skills, critical thinking, learning strategies, reading strategies, note-taking strategies, and test taking techniques. This course is required for all SLU Cross-Enrolled students who need Developmental Math and Developmental English courses.

THEA1010 - Introduction To Theatre

General

Course Subject Code	Course Number
THEA	1010
Course Title	Credit
Introduction To Theatre	Hours: 3

Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours Min:	3
Lecture Hours	
Lecture Hours Min:	3

Course Description

This course is designed to introduce students to the elements of theater, its history, various genres, and the techniques used in creating and performing theatrical productions.

Free Form Requirements

Prerequisite(s): None

VETA1101 - Intro to Veterinary Technology

General

Course Subject Code	Course Number
VETA	1101
Course Title	Credit Hours:
Intro to Veterinary Technology	1
Contact Hours	
Contact Hours:	1

Billing Hours	
Billing Hours Min:	1
Lecture Hours	
Lecture Hours Min:	1
Course Description	
This course will give the student information on the history of veterinary medicine and various employment opportunities available in the animal health care field, with emphasis on the duties and responsibilities of veterinary technicians. Additional topics include human-animal bond, occupational safety/zoonoses, licensing, registration, and professional organizations.	

Free Form Requirements

Prerequisite(s): None

VETA1102 - Vet Office&Hospital Procedures

General

Course Subject Code	Course Number
VETA	1102
Course Title	Credit Hours:
Vet Office&Hospital Procedures	2
Contact Hours	
Contact Hours:	2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

Course Description

This course teaches clinical and hospital operations including office and managerial duties, such as client/team communication, veterinary economics, admitting and discharging patients, scheduling, general cleaning, maintenance protocols, security, and inventory control. This course will also focus on teamwork dynamics and compassion fatigue regarding the veterinary profession.

Free Form Requirements

Prerequisite(s): None

VETA1103 - Animal Care & Handling

General

Course Subject Code	Course Number
VETA	1103

Course Title	Credit
Animal Care & Handling	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

Course Description

This course introduces the basic care and husbandry of common companion and farm animals. This course will cover basic animal behavior as well as restraint and handling of domestic and exotic animals. Students will learn how to take a history and perform a physical examination. Species, breed, and sex determination of domestic animals will be covered.

VETA1104 - Veterinary Medical Terminology

General

Course Subject Code	Course Number
VETA	1104

Course Title	Credit
Veterinary Medical Terminology	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Course Description

This course introduces students to the professional language of the veterinary profession. History and word components will be used to emphasize proper veterinary terminology.

Free Form Requirements

Prerequisite(s): None

VETA1108 - Equine Behavior/ Handling/Care

General

Course Subject Code	Course Number
VETA	1108

Course Title	Credit
Equine Behavior/Handling/Care	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Course Description

This course gives the student a foundation of practical knowledge about the nature of horses and how to properly and safely handle and care for this species. The course will also provide an overview of basic husbandry and nursing skills for horses.

Free Form Requirements

Prerequisite(s): None

VETA1109 - Animal Anatomy & Physiology

General

Course Subject Code	Course Number
VETA	1109

Course Title	Credit
Animal Anatomy & Physiology	Hours: 3

Billing Hours

Billing
Hours
Min:
3

Course Description

This course includes physiological and anatomical systems of domestic animals. It includes discussions on the chemical basis for life, the cells, tissues, and the integument, musculoskeletal, cardiovascular, respiratory, digestive, nervous, endocrine, urinary, and reproductive systems of domestic animals.

Free Form Requirements

PREREQUISITES

Course Number 1110, Subject Code VETA, Level UG
[Concurrent]

VETA1110 - Animal Anatomy
Physiology Lab

General

Course Subject Code Course Number
VETA 1110

Course Title Credit
Animal Anatomy Hours:
Physiology Lab 1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

This lab is designed to reinforce lecture material and allow students to practice bone/joint identification and dissection of preserved specimens in order to identify major muscles and organs.

Free Form Requirements

PREREQUISITES

Course Number 1109, Subject Code VETA, Level UG
[Concurrent]

VETA1203 - Avian & Exotic
Medicine

General

Course Subject Code Course Number
VETA 1203

Course Title Credit
Avian & Exotic Medicine Hours:
2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

Course Description

This course covers the anatomy, husbandry, preventative health, handling, nursing, and diseases of avian and exotic pets.

Free Form Requirements

PREREQUISITES

Course Number 1101, Subject Code VETA, Level UG, Grade UG [Concurrent]; AND Course Number 1103, Subject Code VETA, Level UG, Grade UG [Concurrent]; AND Course Number 1104, Subject Code VETA, Level UG, Grade UG [Concurrent]; AND Course Number 1109, Subject Code VETA, Level UG, Grade UG [Concurrent]; AND Course Number 1110, Subject

VETA 1209

VETA1209 - Parasitology Lab for Vet Techs

General

Course Subject Code	Course Number
VETA	1209
Course Title	Credit
Parasitology Lab for Vet Techs	Hours:
	1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

This lab is designed to enhance VETA 1207 by allowing students to practice sample collection, preparation, and evaluation of samples for parasitological examination. Laboratory sessions will include techniques for identifying internal and external parasites.

Free Form Requirements

COREQUISITES

VETA1207

PREREQUISITES

Course Number 1101, Subject Code VETA, Level UG,

Grade UG [Concurrent]; AND Course Number 1207, Subject Code VETA, Level UG, Grade UG [Concurrent]; AND Course Number 1103, Subject Code VETA, Level UG, Grade UG [Concurrent]; AND Course Number 1104, Subject Code VETA, Level UG, Grade UG [Concurrent]; AND Course Number 1109, Subject Code VETA, Level UG, Grade UG [Concurrent]; AND Course Number 1110, Subject Code VETA, Level UG, Grade UG [Concurrent]

VETA1302 - Lab Animal Medicine

General

Course Subject Code	Course Number
VETA	1302
Course Title	Credit
Lab Animal Medicine	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
2

[Concurrent]; AND Course Number 2204, Subject Code VETT, Level UG, Grade UG [Concurrent]

VETT2103 - Animal Nursing II

General

Course Subject Code VETT	Course Number 2103
Course Title Animal Nursing II	Credit Hours: 3
Contact Hours	
Contact Hours:	3
Billing Hours	
Billing Hours Min:	3
Lecture Hours	
Lecture Hours Min:	3

Course Description

This course will further develop clinical skills including but not limited to: radiographic positioning and acquisition, emergency and critical care, sample collection, and advanced technical skills.

Free Form Requirements

PREREQUISITES

Course Number 1311, Subject Code VETA; AND (Course Number 1015, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 1015A, Subject Code ENGL, Level UG, Grade UG [Concurrent]); AND (Course Number 1500, Subject

Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1500A, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1015, Subject Code MATH, Level UG, Grade UG [Concurrent]); AND (Course Number 1100, Subject Code BIOL, Level UG, Grade UG [Concurrent]; OR Course Number 1010, Subject Code BIOL, Level UG, Grade UG [Concurrent])

VETT2109 - Clinical Pathology Lab for VTs

General

Course Subject Code VETT	Course Number 2109
Course Title Clinical Pathology Lab for VTs	Credit Hours: 1
Contact Hours	
Contact Hours:	1
Billing Hours	
Billing Hours Min:	1

Lab Hours

Lab Hours Min:	1
----------------	---

Course Description

This course provides hands-on experience performing and interpreting clinically relevant tests and procedures covered in Clinical Pathology with appropriate biosecurity-safety protocols.

Free Form Requirements

COREQUISITES

VETT2111

PREREQUISITES

Course Number 1311, Subject Code VETA, Level UG, Grade UG [Concurrent]; AND (Course Number 1015, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 1015A, Subject Code ENGL, Level UG, Grade UG [Concurrent]); AND (Course Number 1500, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1500A, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1015, Subject Code MATH, Level UG, Grade UG [Concurrent]); AND (Course Number 1100, Subject Code BIOL, Level UG, Grade UG [Concurrent]; OR Course Number 1010, Subject Code BIOL, Level UG, Grade UG [Concurrent]); AND Course Number 2111, Subject Code VETT, Level UG, Grade UG [Concurrent]

VETT2110 - Imaging For Vet Technicians

General

Course Subject Code	Course Number
VETT	2110
Course Title	Credit
Imaging For Vet Technicians	Hours: 2

Contact Hours

Contact
Hours: 2

Billing Hours

Billing
Hours
Min: 2

Lecture Hours

Lecture
Hours
Min: 2

Course Description

This course covers the fundamentals of radiology and other common imaging technologies with an emphasis on proper technique and safety.

Free Form Requirements

PREREQUISITES

Course Number 1101, Subject Code VETA, Level UG, Grade UG; AND Course Number 1102, Subject Code VETA, Level UG, Grade UG; AND Course Number 1103, Subject Code VETA, Level UG, Grade UG; AND Course Number 1104, Subject Code VETA, Level UG, Grade UG; AND Course Number 1109, Subject Code VETA, Level UG, Grade UG; AND Course Number 1110, Subject Code VETA, Level UG, Grade UG

VETT2111 - Clinical Pathology I for VTs

General

Course Subject Code	Course Number
VETT	2111
Course Title	Credit
Clinical Pathology I for VTs	Hours: 2

Billing Hours

Billing
Hours
Min: 2

Course Description

This course covers the basic fundamentals of hematology and urinalysis. Emphasis is placed on testing procedures, clinical significance of the tests, and quality control on performing the tests.

Free Form Requirements

COREQUISITES

VETT2109

PREREQUISITES

Course Number 1311, Subject Code VETA, Level UG, Grade UG [Concurrent]; AND (Course Number 1015, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 1015A, Subject Code ENGL, Level UG, Grade UG [Concurrent]); AND (Course Number 1500, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1500A, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1015, Subject Code MATH, Level UG, Grade UG [Concurrent]); AND (Course Number 1100, Subject Code BIOL, Level UG, Grade UG [Concurrent]; OR Course Number 1010, Subject Code BIOL, Level UG, Grade UG [Concurrent]); AND Course Number 2109, Subject Code VETT, Level UG, Grade UG [Concurrent]

VETT2204 - Surgical Nursing with Lab

General

Course Subject Code	Course Number
VETT	2204

Course Title	Credit
Surgical Nursing with Lab	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
3

Course Description

This course and lab combination covers instrument identification, aseptic technique, the roles of the surgical assistant, and the knowledge of common surgical procedures of domestic animals.

Free Form Requirements

PREREQUISITES

Course Number 1311, Subject Code VETA, Level UG, Grade UG [Concurrent]; AND Course Number 1015, Subject Code ENGL, Level UG, Grade UG [Concurrent]; OR Course Number 1015A, Subject Code ENGL, Level UG, Grade UG [Concurrent]; AND Course Number 1500, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1015, Subject Code MATH, Level UG, Grade UG [Concurrent]; OR Course Number 1005, Subject Code MATH, Level UG, Grade UG [Concurrent]; AND Course Number 1100, Subject Code BIOL, Level UG, Grade UG [Concurrent]; OR Course Number 1010, Subject Code BIOL, Level UG, Grade UG [Concurrent]

VETT2209 - Anesthesia & Analgesia

General

Course Subject Code	Course Number
VETT	2209

Course Title	Credit
Anesthesia & Analgesia	Hours:
	3

	Billing Hours
	Billing
	Hours
	Min:
	3

Course Description

This course covers the fundamentals of anesthesia, safety, induction, monitoring, post-anesthetic care, and pain management.

Free Form Requirements

PREREQUISITES

Course Number 2102, Subject Code VETT, Level UG, Grade UG [Concurrent]; AND Course Number 2103, Subject Code VETT, Level UG, Grade UG [Concurrent]; AND Course Number 2109, Subject Code VETT, Level UG, Grade UG [Concurrent]; AND Course Number 2110, Subject Code VETT, Level UG, Grade UG [Concurrent]; AND Course Number 2111, Subject Code VETT, Level UG, Grade UG [Concurrent]

VETT2210 - Small Animal Medicine

General

Course Subject Code	Course Number
VETT	2210

Course Title	Credit
Small Animal Medicine	Hours:
	2

Billing Hours

Billing
Hours
Min:
2

Course Description

This course covers the common diseases of dogs and cats with an emphasis on the role of the veterinary technician in diagnostic tests, treatment, and client education. Fundamentals of small animal reproduction will also be covered.

Free Form Requirements

Prerequisite(s): VETA 1311. Co-requisite(s): ENGL 1015, MATH 1500 or MATH 1015, and BIOL 1100 or BIOL 1010

VETT2211 - Clinical Pathology II for VTs

General

Course Subject Code	Course Number
VETT	2211

Course Title	Credit
Clinical Pathology II for VTs	Hours:
	2

Billing Hours

Billing
Hours
Min:
2

Course Description

This course expounds on VETT 2111 to cover the advanced principles of clinical pathology including the fundamentals of microbiology and immunology, necropsy, and cytology.

Free Form Requirements

PREREQUISITES

Course Number 2102, Subject Code VETT, Level UG, Grade UG [Concurrent]; AND Course Number 2103, Subject Code VETT, Level UG, Grade UG [Concurrent]; AND Course Number 2109, Subject Code VETT, Level UG, Grade UG [Concurrent]; AND Course Number 2110, Subject Code VETT, Level UG, Grade UG [Concurrent]; AND Course Number 2111, Subject

Code VETT, Level UG, Grade UG [Concurrent]

VETT2300 - Externship II

General

Course Subject Code VETT Course Number 2300

Course Title Externship II Credit Hours: 2

Contact Hours

Contact Hours: 2

Billing Hours

Billing Hours Min: 2

Lab Hours

Lab Hours Min: 2

Course Description

This clinical experience is designed to expound upon the student’s knowledge, skill, and attitude. The tasks and duties to be performed in the externship will parallel the courses completed in the second year with a requirement of 150 hours of supervised clinical experience at an approved veterinary facility.

Free Form Requirements

PREREQUISITES

Course Number 2204, Subject Code VETT, Level UG, Grade UG [Concurrent]; AND Course Number 2209, Subject Code VETT, Level UG, Grade UG [Concurrent]; AND Course Number 2210, Subject Code VETT, Level UG, Grade UG [Concurrent]; AND Course Number 2211, Subject Code VETT, Level UG, Grade UG

[Concurrent]

VETT2302 - Large Animal Medicine

General

Course Subject Code VETT Course Number 2302

Course Title Large Animal Medicine Credit Hours: 2

Billing Hours

Billing Hours Min: 2

Course Description

This course covers the common diseases of large animals (horses, cattle, small ruminants, pigs) with an emphasis on the role of the veterinary technician in diagnostic tests, treatment, and client education. Fundamentals of large animal reproduction will also be covered.

Free Form Requirements

PREREQUISITES

Course Number 2102, Subject Code VETT, Level UG, Grade UG [Concurrent]; AND Course Number 2103, Subject Code VETT, Level UG, Grade UG [Concurrent]; AND Course Number 2109, Subject Code VETT, Level UG, Grade UG [Concurrent]; AND Course Number 2110, Subject Code VETT, Level UG, Grade UG [Concurrent]; AND Course Number 2111, Subject Code VETT, Level UG, Grade UG [Concurrent]

VETT2303 - Animal Dentistry

General

Course Subject Code VETT Course Number 2303

Course Title	Credit Hours:
Animal Dentistry	2
	Billing Hours
	Billing Hours
	Min:
	2

Course Description
This course covers anatomical dentistry, proper dental prophylaxis of dogs, cats, and horses, and dental radiology.

Free Form Requirements
Prerequisite(s): VETT 2102 and VETT 2103 and VETT 2109 and VETT 2110 and VETT 2111

VETT2991 - Special Projects I

General

Course Subject Code	Course Number
VETT	2991
Course Title	Credit Hours:
Special Projects I	1
	Contact Hours
	Contact Hours:
	1
	Billing Hours
	Billing Hours
	Min:
	1

Lecture Hours
Lecture Hours
Min:
1
Lab Hours
Lab Hours
Min:
0

Course Description
This course will cover professional transition preparation and career readiness.

Free Form Requirements
PREREQUISITES
Course Number 2204, Subject Code VETT, Level UG, Grade UG [Concurrent]; AND Course Number 2209, Subject Code VETT, Level UG, Grade UG; AND Course Number 2210, Subject Code VETT, Level UG, Grade UG; AND Course Number 2211, Subject Code VETT, Level UG, Grade UG

VETT2995 - Special Projects III

General

Course Subject Code	Course Number
VETT	2995
Course Title	Credit Hours:
Special Projects III	3
	Contact Hours
	Contact Hours:
	3

Billing Hours	
Billing Hours	Min:
	3
Lecture Hours	
Lecture Hours	Min:
	3
Lab Hours	
Lab Hours	Min:
	0

Course Description

Course designed for students who have demonstrated specific needs in instruction through the Veterinary Technology program.

Free Form Requirements

Prerequisite(s): None

VETT2996 - Special Projects IV

General

Course Subject Code	Course Number
VETT	2996
Course Title	Credit
Special Projects IV	Hours:
	1

Contact Hours

Contact Hours:
1

Billing Hours	
Billing Hours	Min:
	1
Lecture Hours	
Lecture Hours	Min:
	0
Lab Hours	
Lab Hours	Min:
	1

Course Description

Course designed for students who have demonstrated specific needs in instruction through the Veterinary Technology program.

Free Form Requirements

Prerequisite(s): None

WELD1110 - Occupational Orient and Safety

General

Course Subject Code	Course Number
WELD	1110
Course Title	Credit
Occupational Orient and Safety	Hours:
	3

Contact Hours

Contact Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

An introduction to the occupation of welding including facility layout, policies, safety, fire prevention and health procedures, information and practice concerning basic safety, safe operation of hand and power tools, materials handling and maintenance of a safe working environment. Students are also introduced to safe welding practices, communication and employability skills, and essential workplace skills.

WELD1120 - Blueprint, Metal & Weld Sym

General

Course Subject Code	Course Number
WELD	1120
Course Title	Credit
Blueprint, Metal & Weld Sym	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
1

Course Description

This course provides instruction and review of basic construction mathematics, weld symbol interpretation, reading welding detail drawings, basic metallurgy, metal identification, and heat treatment of metals.

WELD1130 - Welding Inspection & Testing

General

Course Subject Code	Course Number
WELD	1130
Course Title	Credit
Welding Inspection & Testing	Hours: 2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

An introduction to codes, standards, and agencies regulating the welding industry, a review of weld quality standards, concepts in proper visual and destructive testing methods, and a study of proper base metal preparation and joint fit-up.

WELD1140 - Electrical Fundamentals

General

Course Subject Code	Course Number
WELD	1140
Course Title	Credit
Electrical Fundamentals	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

An introduction to welding equipment fundamentals of operation, polarity, equipment types, safety and systems setup including welding related equipment connection and a review of tools used in welding procedures.

Industry Based Certification Embedded

Core Curriculum NCCER

Free Form Requirements

Prerequisite(s): None

WELD1210 - Oxyfuel Systems

General

Course Subject Code	Course Number
WELD	1210

Course Title	Credit
Oxyfuel Systems	Hours:
	2
	Contact Hours
	Contact
	Hours:
	2
	Billing Hours
	Billing
	Hours
	Min:
	2
	Lecture Hours
	Lecture
	Hours
	Min:
	1
	Lab Hours
	Lab
	Hours
	Min:
	1

Course Description
An introduction to the principals of cutting with an Oxyfuel (OFC) apparatus, cylinder and equipment safety, proper handling and setup including practice cutting mild steel using both the manual and machine process.

WELD1310 - Cutting Processes-CAC/PAC

General

Course Subject Code	Course Number
WELD	1310

Course Title	Credit
Cutting Processes-CAC/ PAC	Hours:
	2
	Contact Hours
	Contact
	Hours:
	2
	Billing Hours
	Billing
	Hours
	Min:
	2
	Lecture Hours
	Lecture
	Hours
	Min:
	1
	Lab Hours
	Lab
	Hours
	Min:
	1

Course Description
An introduction to the principals of safely operating Air Carbon Arc Cutting (CAC-A) and Plasma Arc Cutting (PAC) equipment including practice cutting and gouging ferrous and non-ferrous metals.

WELD1410 - SMAW - BASIC Beads

General

Course Subject Code	Course Number
WELD	1410

Course Title SMAW - BASIC Beads	Credit Hours: 2
Contact Hours Contact Hours: 2	
Billing Hours Billing Hours Min: 2	
Lecture Hours Lecture Hours Min: 1	
Lab Hours Lab Hours Min: 1	

Course Description

An introduction to the principals of Shielded Metal Arc Welding (SMAW), component and consumable identification including the safe setup of equipment and practice of welding stinger beads, weave beads, and overlapping beads in various positions using various electrodes.

WELD1411 - SMAW - Fillet Weld

General

Course Subject Code WELD	Course Number 1411
Course Title SMAW - Fillet Weld	Credit Hours: 3
	Contact Hours Contact Hours: 3
	Billing Hours Billing Hours Min: 3
	Lecture Hours Lecture Hours Min: 0
	Lab Hours Lab Hours Min: 3

Course Description

Safely setup and operate Shielded Metal Arc Welding (SMAW) equipment with practice of single and multi-pass fillet welds in the flat, horizontal, vertical, and overhead positions using various electrodes.

Free Form Requirements
PREREQUISITES

Course Number 1410, Subject Code WELD, Level UG,
Grade UG [Concurrent]

WELD1412 - SMAW V Grove BU/Gouge

General

Course Subject Code Course Number
WELD 1412

Course Title Credit
SMAW V Grove BU/Gouge Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
3

Course Description

Safely setup and operate Shielded Metal Arc Welding (SMAW) equipment with practice of V-Groove welds with a backing or back gouging in the flat, horizontal, vertical, and overhead positions using various electrodes.

Free Form Requirements

PREREQUISITES

Course Number 1411, Subject Code WELD, Level UG,
Grade UG [Concurrent]

WELD1420 - SMAW - V - Groove Open

General

Course Subject Code Course Number
WELD 1420

Course Title Credit
SMAW - V - Groove Open Hours:
4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Course Description

An introduction to the safe setup of equipment and principals of Shielded Metal Arc Welding (SMAW) for open V-Groove welds, joint preparation, proper weld quality, qualification testing, and practice welding open V-Groove welds in the flat, horizontal, vertical, and overhead positions.

Free Form Requirements

PREREQUISITES

Course Number 1411, Subject Code WELD, Level UG, Grade UG [Concurrent]

Lab Hours

Lab
Hours
Min:
3

Course Description

An introduction to the safe setup of equipment and principals of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 2G vertical fixed position, joint preparation, proper weld quality, qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 2G vertical fixed position.

WELD1510 - SMAW - PIPE 2G

General

Course Subject Code	Course Number
WELD	1510
Course Title	Credit
SMAW - PIPE 2G	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

WELD1511 - SMAW--Pipe 5G

General

Course Subject Code	Course Number
WELD	1511
Course Title	Credit
SMAW--Pipe 5G	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
4

Course Description

Safely setup equipment and apply principals of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 5G horizontal fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 5G horizontal fixed position.

WELD1512 - SMAW--Pipe 6G

General

Course Subject Code	Course Number
WELD	1512
Course Title	Credit
SMAW--Pipe 6G	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
4

Course Description

Safely setup equipment and apply principals of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 6G - 45° fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 6G - 45° fixed position.

WELD2110 - FCAW - Basic Fillet Welds

General

Course Subject Code	Course Number
WELD	2110
Course Title	Credit
FCAW - Basic Fillet Welds	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

An introduction to the principals of Flux Core Arc Welding (FCAW), component and consumable identification including the safe setup of equipment and practice of fillet welds in the flat, vertical, horizontal, and overhead positions.

PREREQUISITES

Course Number 1110, Subject Code WELD, Level UG,
Grade UG

WELD2111 - FCAW - Groove Welds

General

Course Subject Code	Course Number
WELD	2111
Course Title	Credit
FCAW - Groove Welds	Hours:
	3
	Contact Hours
	Contact
	Hours:
	3

Billing Hours

**Billing
Hours
Min:**
3

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
3

Safely setup and operate Flux Core Arc Welding (FCAW) equipment with practice of VGroove welds with a backing or back gouging in the flat, horizontal, vertical, and overhead positions.

Industry Based Certification Embedded
Welding Level 2 NCCER

PREREQUISITES

Course Number 2110, Subject Code WELD, Level UG,
Grade UG

WELD2112 - FCAW Pipe 5G

General

Course Subject Code	Course Number
WELD	2112
Course Title	Credit
FCAW Pipe 5G	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
3

Course Description

Safely setup and operate Flux Core Arc Welding pipe (FCAW-Pipe) equipment, proper assembly of a 5G - horizontal fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 5G pipe joint.

WELD2113 - FCAW Pipe 2G

General

Course Subject Code	Course Number
WELD	2113
Course Title	Credit
FCAW Pipe 2G	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
4

Course Description

Safely setup and operate Flux Core Arc Welding pipe (FCAW-Pipe) equipment, proper assembly of a 2G – vertical fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 2G pipe joint.

WELD2114 - FCAW Pipe 6G

General

Course Subject Code	Course Number
WELD	2114
Course Title	Credit
FCAW Pipe 6G	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
4

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

Safely setup and operate Flux Core Arc Welding pipe (FCAW-Pipe) equipment, proper assembly of a 6G(R) - 45° fixed position pipe joint with/without a restriction ring, proper weld quality, safe setup of equipment and practice welding a 6G(R) pipe joint.

WELD2210 - GTAW - Basic Multi-Joint

General

Course Subject Code	Course Number
WELD	2210
Course Title	Credit
GTAW - Basic Multi-Joint	Hours:
	3

Course Description

An introduction to the principals of Gas Tungsten Arc Welding (GTAW), component and consumable identification including the safe setup of equipment and practice of welding beads (fillet welds), and groove welds in the flat, vertical, horizontal, and overhead positions using carbon steel consumables.

WELD2220 - GTAW - PIPE 5G

General

Course Subject Code	Course Number
WELD	2220
Course Title	Credit
GTAW - PIPE 5G	Hours:
	4

Contact Hours	
Contact Hours:	4
Billing Hours	
Billing Hours Min:	4
Lecture Hours	
Lecture Hours Min:	1
Lab Hours	
Lab Hours Min:	3

Course Description

An introduction to the principals of Gas Tungsten Arc Welding of Pipe (GTAW-Pipe) in the 5G horizontal fixed position, proper assembly of a 5G pipe joint, proper weld quality, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint.

Free Form Requirements

PREREQUISITES

Course Number 2210, Subject Code WELD, Level UG, Grade UG [Concurrent]

WELD2221 - GTAW - PIPE 2G

General

Course Subject Code	Course Number
WELD	2221

Course Title	Credit Hours:
GTAW - PIPE 2G	4
Contact Hours	
Contact Hours:	4
Billing Hours	
Billing Hours Min:	4
Lecture Hours	
Lecture Hours Min:	0
Lab Hours	
Lab Hours Min:	4

Course Description

Safely setup and operate Gas Tungsten Arc Welding Pipe (GTAW-Pipe) equipment, proper assembly of a 2G vertical fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 2G vertical fixed position pipe joint.

Free Form Requirements

PREREQUISITES

Course Number 2210, Subject Code WELD, Level UG, Grade UG [Concurrent]

WELD2222 - GTAW - PIPE 6G

General

Course Subject Code	Course Number
WELD	2222
Course Title	Credit
GTAW - PIPE 6G	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
4

Course Description

Safely setup and operate Gas Tungsten Arc Welding Pipe (GTAW-Pipe) equipment, proper assembly of a 6G - 45° fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 6G - 45° fixed position pipe joint.

Free Form Requirements

PREREQUISITES

Course Number 2210, Subject Code WELD, Level UG, Grade UG [Concurrent]

WELD2230 - GTAW - Aluminum Multi-Joint

General

Course Subject Code	Course Number
WELD	2230
Course Title	Credit
GTAW - Aluminum Multi-Joint	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

An introduction to the principles of Gas Tungsten Arc Welding Aluminum (GTAW-A), component and consumable identification including the safe setup of

equipment and practice of welding fillet and groove welds in the flat, horizontal, vertical, and overhead positions.

Free Form Requirements

Prerequisite(s): None

WELD2231 - Intro to Aluminum Welding Proc

General

Course Subject Code	Course Number
WELD	2231

Course Title	Credit
Intro to Aluminum Welding Proc	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

An introduction to the principles of Gas Metal Arc Welding Aluminum (GMAWA) components and consumable identification including the safe setup of equipment and practice of welding fillet and groove welds in the flat, horizontal, vertical, and overhead positions. Emphasis on lean manufacturing, energy efficiency, distortion control and quality inspection.

WELD2232 - Adv Aluminum Welding Processes

General

Course Subject Code	Course Number
WELD	2232

Course Title	Credit
Adv Aluminum Welding Processes	Hours: 3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Lecture Hours

Lecture
Hours
Min:
1

Course Description

An introduction to the principles of Gas Metal Arc Welding Aluminum (GMAWA) components and consumable identification including the safe setup of equipment and practice of welding fillet and groove welds in the flat, horizontal, vertical, and overhead positions. Emphasis on lean manufacturing, energy efficiency, distortion control and quality inspection.

Lab Hours

Lab
Hours
Min:
2

WELD2243 - Intro to Robotic Welding

General

Course Subject Code Course Number
WELD 2243

Course Title Credit
Intro to Robotic Welding Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Course Description

This course introduces students to robotic welding including safety, robotic welding set up and procedures, programming and comparing robotic vs manual welding.

WELD2310 - GMAW - Basic Fillet Weld

General

Course Subject Code Course Number
WELD 2310

Course Title Credit
GMAW - Basic Fillet Weld Hours:
3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
2

Course Description

An introduction to the principals of Gas Metal Arc Welding (GMAW), types of weld transfer, weld quality, and component and consumable identification including the safe setup of equipment and practice of welding fillet welds in the flat, horizontal, vertical, and overhead positions.

WELD2311 - GMAW - Groove Weld

General

Course Subject Code	Course Number
WELD	2311
Course Title	Credit
GMAW - Groove Weld	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
3

Course Description

Safely setup and operate Gas Metal Arc Welding (GMAW) equipment with practice of open V-Groove welds in the flat, horizontal, vertical, and overhead positions.

Free Form Requirements

Prerequisite(s): WELD 2310

WELD2320 - GMAW--Pipe 2G

General

Course Subject Code	Course Number
WELD	2320
Course Title	Credit
GMAW--Pipe 2G	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours		Lecture Hours	
Lecture		Lecture	
Hours		Hours	
Min:		Min:	
1		0	
Lab Hours		Lab Hours	
Lab		Lab	
Hours		Hours	
Min:		Min:	
3		4	

Course Description

An introduction to the principles of Gas Metal Arc Welding of Pipe (GMAW-Pipe) in the 2G vertical fixed position, proper assembly of a 2G pipe joint, proper weld quality, safe setup of equipment, and practice welding a 2G vertical fixed position pipe joint.

Course Description

Safely setup and operate Gas Metal Arc Welding pipe (GMAW-Pipe) equipment, proper assembly of a 5G horizontal fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint.

WELD2321 - GMAW--Pipe 5G

General

Course Subject Code	Course Number
WELD	2321
Course Title	Credit
GMAW--Pipe 5G	Hours:
	4

WELD2322 - GMAW--6G

General

Course Subject Code	Course Number
WELD	2322
Course Title	Credit
GMAW--6G	Hours:
	4

Contact Hours		Contact Hours	
Contact		Contact	
Hours:		Hours:	
4		4	
Billing Hours		Billing Hours	
Billing		Billing	
Hours		Hours	
Min:		Min:	
4		4	

Lecture Hours

Lecture
Hours
Min:
0

Lab Hours

Lab
Hours
Min:
4

Course Description

Safely setup and operate Gas Metal Arc Welding Pipe (GMAW-Pipe) equipment, proper assembly of a 6G - 45° fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 6G - 45° fixed position pipe joint.

WELD2330 - GMAW--Aluminum Multi-Joint

General

Course Subject Code	Course Number
WELD	2330
Course Title	Credit
GMAW--Aluminum Multi-Joint	Hours: 4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
3

Course Description

An introduction to the principles of Gas Metal Arc Welding Aluminum (GMAW-A), component and consumable identification including the safe setup of equipment and practice of welding beads, fillet welds, and groove welds in the flat, vertical, horizontal, and overhead position.

Free Form Requirements

Prerequisite(s): None

WELD2991 - Special Projects I

General

Course Subject Code	Course Number
WELD	2991
Course Title	Credit
Special Projects I	Hours: 1

Contact Hours

Contact
Hours:
1

Billing Hours

Billing
Hours
Min:
1

Lecture Hours

Lecture
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Lab Hours

Lab
Hours
Min:
1

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

WELD2992 - Special Projects IV

General

Course Subject Code	Course Number
WELD	2992
Course Title	Credit
Special Projects IV	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

WELD2993 - Special Projects II

General

Course Subject Code	Course Number
WELD	2993
Course Title	Credit
Special Projects II	Hours:
	2

Contact Hours

Contact
Hours:
2

Billing Hours

Billing
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
2

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

WELD2994 - Special V

General

Course Subject Code	Course Number
WELD	2994
Course Title	Credit
Special V	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
4

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

WELD2995 - Special Projects III

General

Course Subject Code	Course Number
WELD	2995
Course Title	Credit
Special Projects III	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
3

Course Description

A course designed for the student who has demonstrated specific special needs. Dean of Technical Education approval required.

WELD2996 - Certification I

General

Course Subject Code	Course Number
WELD	2996
Course Title	Credit
Certification I	Hours:
	4

Contact Hours

Contact
Hours:
4

Billing Hours

Billing
Hours
Min:
4

Lecture Hours

Lecture
Hours
Min:
2

Lab Hours

Lab
Hours
Min:
2

Course Description

Prerequisite: Dean of Technical Education approval. A review of American Welding Society certification requirements, materials and mastered student skills, compare completed records; take an AWS closed book certification exam, and prepare workmanship qualification samples according to the AWS QC10-Entry Level Welder standard

WELD2997 - Practicum

General

Course Subject Code	Course Number
WELD	2997
Course Title	Credit
Practicum	Hours:
	3

Contact Hours

Contact
Hours:
3

Billing Hours

Billing
Hours
Min:
3

Lab Hours

Lab
Hours
Min:
3

Course Description

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation. Dean of Technical Education approval required.

WELD2999 - Cooperative Education

General

Course Subject Code	Course Number
WELD	2999

Course Title Cooperative Education	Credit Hours: 3	Lab Hours Lab Hours Min: 3
	Contact Hours Contact Hours: 3	
	Billing Hours Billing Hours Min: 3	Course Description 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. Dean of Technical Education approval required.