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**COLLEGE EIGHT SITES**

**Alexandria Main Campus**

**4311 South MacArthur Drive  
Alexandria, Louisiana 71302**

**(318) 487-5443 or 1-800-278-9855**

**[www.cltcc.edu](http://www.cltcc.edu)**

Ferriday Campus  
Ferriday, Louisiana

Lamar Salter Campus  
Leesville, Louisiana

Huey P. Long Campus  
Winnfield, Louisiana

Natchitoches Campus  
Natchitoches, Louisiana

Rod Brady Campus  
Jena, Louisiana

Sabine Valley Campus  
Many, Louisiana

Ward H. Nash Avoyelles Campus  
Cottonport, Louisiana

**2018 – 2019**  
**Catalog & Student Handbook**

## Table of Contents

Table of Contents.....	2
Accreditation.....	9
Non-Discrimination Statement .....	10
Central Louisiana Technical Community College - Campus Listings.....	11
Handbook/Catalog Policy .....	12
Mission of the Central Louisiana Technical Community College.....	12
Welcome from the Chancellor .....	13
2017 Louisiana Board of Regents Members .....	14
Louisiana Community and Technical College System Board of Supervisors.....	15
Vision of CLTCC .....	17
History of the Louisiana Community and Technical College System .....	17
History of CLTCC Campuses.....	19
Main and Extension Campuses.....	19
Academic Calendar 2017 – 2018 .....	21
General Policies.....	25
Admissions Policies & Procedures.....	27
Admission .....	27
Open Enrollment.....	27
Education Requirements for Regular Admission .....	28
Test Score Requirements.....	28
Developmental Program Description and Placement Score Guide .....	29
Steps to Apply for Admission to the College .....	32
Enrollment Process .....	32
Ability to Benefit Admittance Plan .....	32
Americans with Disabilities Act (ADA) .....	33
Falsification of Records .....	33
High School Dual Enrollment.....	33
International Students .....	34
Proof of Residency .....	34
Selective Service Registration .....	34

<b>Voter’s Registration .....</b>	<b>34</b>
<b>Immunization Requirement .....</b>	<b>34</b>
<b>Transfer of Credits .....</b>	<b>34</b>
<b>Transfer Students .....</b>	<b>35</b>
<b>Tuition Schedule .....</b>	<b>36</b>
<b>Tuition &amp; Fees .....</b>	<b>36</b>
<b>Tuition Schedule Academic Year .....</b>	<b>36</b>
<b>Resident Tuition and Fee Schedule .....</b>	<b>36</b>
<b>Non-Resident Tuition and Fee Schedule .....</b>	<b>37</b>
<b>Other College-wide Mandatory Fees:.....</b>	<b>38</b>
<b>Refund Policy.....</b>	<b>38</b>
<b>Fall and Spring Semesters Refund Schedule .....</b>	<b>39</b>
<b>Summer Session Refund Schedule.....</b>	<b>39</b>
<b>Refunds to Outside Agencies .....</b>	<b>39</b>
<b>Suspension Refunds.....</b>	<b>39</b>
<b>Procedure for Receiving Refund of Tuition.....</b>	<b>39</b>
<b>Refund Appeals Process .....</b>	<b>40</b>
<b>Education Tax Credit .....</b>	<b>40</b>
<b>Financial Aid &amp; Scholarships.....</b>	<b>40</b>
<b>Ability to Benefit Related to Financial Aid .....</b>	<b>40</b>
<b>Eligibility for Financial Aid .....</b>	<b>40</b>
<b>Satisfactory Academic Progress Standards.....</b>	<b>41</b>
<b>Federal Pell Grant.....</b>	<b>43</b>
<b>Find Work.....</b>	<b>44</b>
<b>Return of Title IV Funds .....</b>	<b>44</b>
<b>Leveraging Education Assistance Partnership (LEAP) .....</b>	<b>45</b>
<b>Louisiana Rehabilitation Services.....</b>	<b>45</b>
<b>National Guard Tuition Exemption.....</b>	<b>45</b>
<b>Social Security.....</b>	<b>45</b>
<b>Strategies to Empower People (STEP) .....</b>	<b>45</b>
<b>Taylor Opportunity Program for Students (TOPS) .....</b>	<b>45</b>
<b>Veterans Administration.....</b>	<b>46</b>
<b>Workforce Investment Act (WIA).....</b>	<b>46</b>
<b>Academic Policies .....</b>	<b>46</b>
<b>Academic Advising .....</b>	<b>46</b>
<b>Academic Load.....</b>	<b>46</b>

<b>Courses in Sequence .....</b>	<b>46</b>
<b>Standards of Progress Policy .....</b>	<b>46</b>
<b>Academic Probation.....</b>	<b>47</b>
<b>Academic Suspension.....</b>	<b>47</b>
<b>Calculation of Grade Point Average .....</b>	<b>47</b>
<b>Grading System.....</b>	<b>47</b>
<b>Grading Scale.....</b>	<b>48</b>
<b>Grading (Incomplete Grade) .....</b>	<b>48</b>
<b>Grading (Withdrawal Grade).....</b>	<b>48</b>
<b>Grade Appeal.....</b>	<b>49</b>
<b>Assignment of Class Instructor .....</b>	<b>50</b>
<b>Class Attendance Policy .....</b>	<b>50</b>
<b>Course Cancellations .....</b>	<b>50</b>
<b>Course Repetitions .....</b>	<b>50</b>
<b>Prior Learning Credit Policy.....</b>	<b>51</b>
<b>College-Level Examination Program (CLEP).....</b>	<b>51</b>
<b>Advanced Placement Program (AP).....</b>	<b>52</b>
<b>Non-Credit Training.....</b>	<b>53</b>
<b>Credit by Examination (Challenge Exam) .....</b>	<b>54</b>
<b>License or Certificate.....</b>	<b>54</b>
<b>Portfolio .....</b>	<b>54</b>
<b>Access to Student Records .....</b>	<b>54</b>
<b>Transcripts .....</b>	<b>55</b>
<b>Withdrawal from a Course.....</b>	<b>55</b>
<b>Withdrawal from School.....</b>	<b>56</b>
<b>Leave of Absence .....</b>	<b>56</b>
<b>Program Transfers within the College.....</b>	<b>58</b>
<b>Graduation Requirements .....</b>	<b>58</b>
<b>Graduation Application Deadlines.....</b>	<b>59</b>
<b>Graduation Fees .....</b>	<b>59</b>
<b>Academic Support Services .....</b>	<b>59</b>
<b>Academic Support.....</b>	<b>59</b>
<b>Continuing Education.....</b>	<b>60</b>
<b>Distance Learning.....</b>	<b>60</b>

Online Learning at CLTCC.....	60
<b>Student Services .....</b>	<b>61</b>
Online Bookstore .....	61
Campus Security: Reporting Crimes and Other Emergencies .....	61
Sex Offender Registry .....	62
Cooperative Education.....	62
Cost Sheets .....	62
Counseling Services .....	62
Food Services .....	62
Inclement Weather Policy: Smart Notice Alerts.....	62
Emergency Warning System (Smart Notice Alerts) .....	63
Interpreters.....	63
Learning Resources.....	63
Live-Work Policy.....	63
Parking.....	64
Special Projects.....	64
Student Organizations.....	64
<b>Student Conduct .....</b>	<b>64</b>
Conduct Detrimental to Others .....	64
Disciplinary Probation.....	65
Dress & Grooming.....	65
Computer and Internet Use .....	65
Access to Licensed Web Resources .....	66
Use of Electronic Equipment.....	66
Tobacco Use .....	66
Solicitation .....	66
Personal Property .....	66
Weapons Policy .....	67
Grievance Procedures .....	67
Grievance Process.....	67
Mediation Procedures.....	67
Mediation Conference .....	68

<b>Formal Grievance Conditions and Procedures .....</b>	<b>69</b>
<b>Safety and Accident Prevention .....</b>	<b>70</b>
<b>Search and Seizure .....</b>	<b>70</b>
<b>Sexual Harassment Definition and Policy Statement .....</b>	<b>70</b>
<b>Substance Abuse and Drug-Free Policy .....</b>	<b>71</b>
<b>Title VI, Title IX and Section 504 Policy and Resources .....</b>	<b>71</b>
<b>General Education.....</b>	<b>72</b>
<b>General Education Courses .....</b>	<b>73</b>
<b>Program Offerings .....</b>	<b>74</b>
<b>Diploma/Certificate Options.....</b>	<b>74</b>
<b>Programs of Study .....</b>	<b>75</b>
<b>Air Conditioning and Refrigeration (47.0201).....</b>	<b>75</b>
<b>Program Description.....</b>	<b>75</b>
<b>Diploma/Certificate Options .....</b>	<b>75</b>
<b>Curriculum .....</b>	<b>75</b>
<b>Automotive Technology (47.0604).....</b>	<b>78</b>
<b>Program Description.....</b>	<b>78</b>
<b>Diploma/Certificate Options .....</b>	<b>78</b>
<b>Curriculum .....</b>	<b>78</b>
<b>Business Office Administration (52.0401) .....</b>	<b>81</b>
<b>Program Description.....</b>	<b>83</b>
<b>Degree/Diploma/Certification Options      Concentrations.....</b>	<b>Error! Bookmark not defined.</b>
<b>Curriculum .....</b>	<b>83</b>
<b>Carpentry (46.0201) .....</b>	<b>88</b>
<b>Program Description.....</b>	<b>88</b>
<b>Diploma/Certificate Options .....</b>	<b>88</b>
<b>Curriculum .....</b>	<b>88</b>
<b>Collision Repair Technology (47.0603) .....</b>	<b>90</b>
<b>Program Description.....</b>	<b>90</b>
<b>Diploma/Certificate Options .....</b>	<b>90</b>
<b>Curriculum .....</b>	<b>90</b>
<b>Computer Technology Specialist (11.0901) .....</b>	<b>92</b>
<b>Program Description.....</b>	<b>92</b>
<b>Diploma/Certificate Options      Concentrations .....</b>	<b>92</b>
<b>Curriculum .....</b>	<b>92</b>
<b>Cosmetology (12.0401) .....</b>	<b>94</b>
<b>Program Description.....</b>	<b>94</b>
<b>Diploma/Certificate Options .....</b>	<b>94</b>
<b>Curriculum .....</b>	<b>94</b>
<b>Criminal Justice (43.0104) .....</b>	<b>Error! Bookmark not defined.</b>

Program Description.....	Error! Bookmark not defined.
Degree/ Diploma/Certificate Options.....	Error! Bookmark not defined.
Curriculum .....	Error! Bookmark not defined.
<b>Drafting and Design Technology (15.1301) .....</b>	<b>96</b>
Program Description.....	96
Degree/Diploma/Certificate Options.....	96
Curriculum .....	96
<b>Electrician (46.0302) .....</b>	<b>98</b>
Program Description.....	98
Diploma/Certificate Options .....	98
Curriculum .....	98
<b>Forest Technology (03.0511) .....</b>	<b>101</b>
Program Description.....	101
Diploma/Certificate Options .....	101
Curriculum .....	101
<b>Industrial Instrumentation &amp; Electrical Technology (46.0302).....</b>	<b>103</b>
Program Description.....	103
Diploma/Certificate Options .....	103
Curriculum .....	103
<b>Industrial Maintenance Technology (47.0303).....</b>	<b>105</b>
Program Description.....	105
Diploma/Certificate Options .....	105
Curriculum .....	105
<b>Industrial Manufacturing Technology (15.0613).....</b>	<b>107</b>
Program Description.....	107
Diploma/Certificate Options .....	107
Curriculum .....	107
<b>Industrial Manufacturing Technology (15.0613) .....</b>	<b>110</b>
Program Description.....	110
Diploma/Certificate Options Concentrations .....	110
Curriculum .....	110
<b>Outdoor Power Equipment Technology (47.0606).....</b>	<b>113</b>
Program Description.....	113
Diploma/Certificate Options .....	113
Curriculum .....	113
<b>Patient Care Technician (51.2601).....</b>	<b>115</b>
Program Description.....	115
Certificate Options.....	115
Curriculum .....	116
<b>Pharmacy Technician (51.0805) .....</b>	<b>117</b>
Program Description.....	117
Certificate Option.....	117
Curriculum .....	117
<b>Practical Nursing (51.3901).....</b>	<b>119</b>

Program Description.....	119
Diploma/Certificate Options .....	121
Curriculum .....	121
<b>Welding (48.0508) .....</b>	<b>122</b>
Program Description.....	122
Diploma/ Certificate Options.....	122
Curriculum .....	122
<b>Course Descriptions .....</b>	<b>128</b>
<b>CLTCC Administration and Staff.....</b>	<b>193</b>
Finance and Administration.....	193
Student Services.....	194
Library Services .....	194
Workforce Development .....	194
<b>CLTCC Instructional Staff and Administration.....</b>	<b>194</b>
Instructional Staff.....	194



## Accreditation

Central Louisiana Technical Community College System is accredited by the Commission of the Council on Occupational Education.



**Council on Occupational Education**  
**7840 Roswell Road**  
**Building 300, Suite 325**  
**Atlanta, GA 30350**  
**Telephone: (770) 396-3898**  
**Toll Free Telephone: (800) 917-2081**  
**Fax: (770) 396-3790**  
**Website: [www.council.org](http://www.council.org)**

## **Non-Discrimination Statement**

As set forth in its student catalog, Central Louisiana Technical Community College does not discriminate on the basis of race, color, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For further information regarding these laws (Title VI and IX) contact the Admissions Coordinator, Office of Student Affairs, Central Louisiana Technical Community College, 4311 S. MacArthur Drive, Alexandria, Louisiana 71302; email: [cltccadmissions@cltcc.edu](mailto:cltccadmissions@cltcc.edu); phone: (318) 487-5443. To request reasonable accommodations upon enrollment (Section 504/ADA), contact the Admissions Coordinator, Office of Student Affairs, Central Louisiana Technical Community College, 4311 S. MacArthur Drive Alexandria, Louisiana 71302, email: [cltccadmissions@cltcc.edu](mailto:cltccadmissions@cltcc.edu); phone: (318) 487-5443.

Faculty and staff with questions about equity or reasonable accommodations should contact Gregory Willis, Director, Human Resources, Central Louisiana Technical Community College, 4311 S. MacArthur Drive, Alexandria, Louisiana 71302; email: [humanresources@cltcc.edu](mailto:humanresources@cltcc.edu); phone: (318) 487-5443.

## Central Louisiana Technical Community College - Campus Listings

<p><b>Main Campus: Alexandria Campus</b>          4311 South MacArthur Drive          P. O. Box 5698          Alexandria, Louisiana 71307          Tel: (318) 487-5443          Fax: (318) 487-5970</p>	<p><b>Ward H. Nash Avoyelles Extension</b>          508 Choupique Street          P. O. Box 307          Cottonport, Louisiana 71327          Tel: (318) 876-2401          Fax: (318) 876-2634</p>
<p><b>Huey P. Long Branch</b>          5960 Hwy 167 North          Winnfield, Louisiana 71483          Tel: (318) 628-4342          Fax: (318) 628-7768</p>	<p><b>Lamar Salter Branch</b>          15014 Lake Charles Highway          Leesville, Louisiana 71446          Tel: (337) 537-3135          Fax: (337) 537-5571</p>
<p><b>Rod Brady Extension</b>          521 E. Bradford Street          P.O. Box 62          Jena, Louisiana 71342          Tel: (318) 992-2910          Fax: (318) 992-8150</p>	<p><b>Ferriday Branch</b>          2100 E.E. Wallace Boulevard          P.O. Box 1465          Ferriday, Louisiana 71334          Tel: (318) 757-6501          Fax: (318) 757-8659</p>
<p><b>Natchitoches Branch</b>          6587 Highway 1 Bypass          Natchitoches, Louisiana 71457          Tel: (318) 357-3162          Fax: (318) 352-2248</p>	<p><b>Sabine Valley Branch</b>          1255 Fisher Road          Many, Louisiana 71449          Tel: (318) 256-4101          Fax: (318) 256-4134</p>
<p><b>Instructional Service Centers:</b></p>	
<p><b>Avoyelles Correction Center</b>          1630 Prison Road          Cottonport, Louisiana 71327</p>	<p><b>Pollock Federal Correctional Complex</b>          1000 Airbase Road          Pollock, Louisiana 71467</p>
<p><b>Winn Correctional Facility</b>          Gum Springs Road,          Highway 560 Winnfield,          Louisiana 71483</p>	

## **Handbook/Catalog Policy**

The handbook/catalog is reviewed and updated periodically. The provisions of this handbook/catalog do not constitute a contract between Central Louisiana Technical Community College and the students. Any tuition, charges, or costs required by a program are subject to change at any time without notice. All courses, programs, and activities described in this handbook/catalog are subject to cancellation or termination by the Louisiana Community and Technical College System Board. The academic regulations and degree requirements are subject to revision during the effective period of this catalog to reflect changes in Board policies, occupational and licensure requirements, and other changes related to the quality of the program.

The faculty listed in the handbook/catalog is current at the time of printing; other faculty may be required, depending on the instructional needs of the campus.

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

## **Mission of the Central Louisiana Technical Community College**

*Central Louisiana Technical Community College (CLTCC) is a comprehensive public two-year community college that provides academic, occupational and specialized training leading to industry-based certifications, technical certificates, diplomas, and associate degrees. CLTCC also responds to the needs of the community by providing personalized enrichment for individuals and customized adult education for educationally disadvantaged populations. Using innovative educational strategies, the college creates a skilled workforce and prepares individuals for advanced educational opportunities.*

## Welcome from the Chancellor

Welcome to Central Louisiana Technical Community College (CLTCC). We've been training the workforce of Central Louisiana since 1938, as a vo-tech, trade school, and technical college. Today, more than 70 years later, we have become a comprehensive, two-year technical and community college with more than 20 academic and career training programs. Our programs are designed to prepare students to go directly into the workforce or transfer to a four-year university.

These are exciting times for all of Louisiana's community and technical colleges, as we align our workforce with the needs of employers. The economic expansion forecast for Louisiana over the next five to 10 years is unprecedented. Existing businesses are expanding their operations and new businesses are moving to our state, which means we have to be ready to respond to the demand for skilled laborers. Companies are investing billions of dollars to grow their businesses, and the skilled workers these companies will need are in the tens of thousands.

To meet this need, Louisiana's community and technical colleges are embarking on an aggressive, six-year plan that went into effect in October 2014. The plan, known as "Our Louisiana 2020: Building the Workforce of Tomorrow," consists of six goals -- double the number of graduates to 40,000 annually, double the annual earnings of graduates to \$1.5 billion, quadruple student transfers to four-year universities to 10,000 annually, double the number of students served to 325,000 annually, quadruple partnerships with business and industry to 1,000 annually, and double the foundation assets to \$50 million.

In addition, ACT 360, passed by the Louisiana Legislature in 2013, will enable us to modernize and expand many of our facilities. A total of 29 projects statewide in the amount of \$251.6 million are under way or in progress thanks to ACT 360. CLTCC's project is the relocation of its main campus in Alexandria, La. The legislature authorized \$19 million in state funds and required a local match of 12 percent to build the new main campus. The city of Alexandria has agreed to fund \$2.8 million of the cost, making the total investment \$21.8 million. The new main campus will be located in downtown Alexandria. It will enable us to offer more programs that support Central Louisiana's workforce needs in areas such as healthcare, welding, industrial maintenance, construction, business administration, and general education.

We've grown a lot since 1938, and our future looks very bright. Our college is "Where You Want to Be." We're one college with seven locations -- Alexandria, Cottonport, Ferriday, Jena, Leesville, Oakdale and Winnfield -- to better serve our communities.

Thank you for choosing CLTCC for your educational and training needs. I wish you much success.

Jimmy Sawtelle  
Chancellor  
Central Louisiana Technical Community College

## 2018 Louisiana Board of Regents Members

Robert W. Levy (Chair) One Ridgecrest Drive Dubach, LA 71235	Charles R. McDonald P.O. Box 1495 Bastrop, LA 71221
Marty J. Chabert (Vice Chair) P.O. Box 518 Chauvin, LA 70344	Darren G. Mire P.O. Box 57373 New Orleans, LA 70157-7373
Collis B. Temple III (Secretary) 3636 S. Sherwood Forest Boulevard, Suite 500 Baton Rouge, LA 70816	Sonia A. Perez 301 Main Street, Suite 1030 Baton Rouge, LA 70801
Claudia H. Adley 113 Carondelet Court Bossier City, LA 71111	Wilbert Pryor 1150 Saxon Place Shreveport, LA 71107
Blake R. David P.O. Box 3524 Lafayette, LA 70502	T. Jay Seal, III P.O. Drawer 699 Hammond, LA 70404
Randy L. Ewing 923 N. Trenton Ruston, LA 71270	Gerald "Jerry" Theunissen 436 Second Street Jennings, LA 70546
Richard A. Lipsey P.O. Box 83280 Baton Rouge, LA 70884	Jacqueline Vines Wyatt 18713 St. Andrews Court, West Prairieville, LA 70769
Edward D. Markle 1100 Poydras St. Suite 1475 New Orleans, LA 70163	
Student Member: Adarian Williams P.O. Box 1297 Grambling, LA 71245	

## **Louisiana Community and Technical College System Board of Supervisors**

The Louisiana Community and Technical College System's Board consists of 17 members. The LCTCS Board is composed of 15 members appointed by the Governor with consent of the Senate, two from each of the six congressional districts with three at-large members. 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 the technical colleges under the supervision and management of the LCTCS Board. Each student member serves a one-year term.

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

**SYSTEM PRESIDENT**

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

**BOARD OFFICERS**

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

**STUDENT BOARD MEMBERS**

**Jeremy Gray**  
**Raissa Oliveira Yantis**

**BOARD MEMBERS**

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



## **Vision of CLTCC**

The Central Louisiana Technical Community College (CLTCC) aspires to produce knowledgeable, skilled, and confident citizens to contribute to the sustainability of the local, state, and national economy through effective academic and technical education skills. The college will increase its offerings of rapid, flexible, and innovative training and instruction to address changing workforce needs. CLTCC strives to increase community awareness of the educational opportunities offered and the importance of educational resources available through community outreach. The Central Louisiana Technical Community College endeavors to increase access for students, develop cooperatives with local business and industry, and demand improvements in effectiveness and accountability from leadership via integrated operations.

## **History of the Louisiana Community and Technical College System**

Louisiana's post-secondary technical education system was established in 1999 by a Constitutional Amendment. It is constitutionally governed by the Louisiana Community and Technical College System Board of Supervisors (LCTCS Board), which was appointed by the Governor. Prior to 1999, the Technical College System was governed by the State Board of Elementary and Secondary Education/Board of Vocational Education.

Since the 1930s, vocational education has been afforded to the citizens of Louisiana through a system of post-secondary technical education, which also provides technical training to secondary high school students. In 1973, the Legislature passed Acts 208 and 209. Act 208 provided for the reorganization of the state trade schools and increased their number from 33 to 53. This act placed a vocational-technical school within a 25-mile driving distance for any citizen requiring vocational training. Act 209 was a companion bill, which provided funds for the expansion of post-secondary vocational-technical education that was authorized in Act 208.

An initial \$100 million in capital outlay investment in Louisiana's technical training opportunities established Louisiana as a national leader in workforce preparation through post-secondary technical education in up-to-date facilities.

The Louisiana vocational-technical education system originally began as "trade schools" in the thirties and has evolved to vocational schools – vocational-technical schools – vocational-technical institutes – and at present, technical college, as a result of a redesigned curriculum, which blends technical and applied academics ultimately leading to a certificate, diploma, and/or the associate of applied science degree, the credential of

preference by many business, industry, and labor interests. The LCTCS Board established one technical college comprised of 40 campuses which offer training programs to approximately 50,000 students. The name change to technical college is reflective of the blending of technical and applied academic education. The system is presently providing for a standardized curriculum for careers ranging from automotive technology to biomedical technology, which affords students the ability for full transfer of credits from one CLTCC campus to another.

## History of CLTCC Campuses

CLTCC is comprised of one main campus, six extension campuses, and seven instructional service centers. The campuses were first accredited by the Southern Association of Colleges and Schools/Commission on Occupational Education Institutions (SACS/COEI). The campuses were accredited by SACS/COEI from January 1974 through December 1995. The COEI division withdrew from SACS in December 1995 and was reorganized as the Council on Occupational Education (COE). The campuses have been accredited by COE from January 1996 to the present. Act 506 of the 2005 Regular Legislative Session proposed a reorganization of the Louisiana Technical College. LCTCS adopted the 21st Century Model for the Delivery of Technical Education effective July 1, 2006. The reorganization consisted of eight Regional Education Centers with what is presently CLTCC comprising Region 6.

During the regular 2012 legislative session, ACT 760 was approved by state lawmakers to create the Central Louisiana Technical Community College by combining the six technical colleges in the region and increasing course offerings. The Central Louisiana Technical Community College was charged with providing comprehensive educational programs that meet the needs of students and the community. Such programs may include career and technical education and training, workforce development training, adult basic education, continuing education, general education, associate degree programs, college transfer degree programs and other educational programs and opportunities.

## Main and Extension Campuses

***Alexandria*** serves as the main campus for CLTCC. The campus is located in Alexandria at 4311 South MacArthur Drive. The Alexandria Campus is situated on several acres and consists of nine main buildings that house instructional, laboratory, and administrative space. The parishes served by this campus are Rapides, Grant, and other surrounding parishes. Day and evening programs are offered to students each semester in various programs.

***Ward H. Nash Avoyelles Extension*** is located at 508 Choupique Street, Highway 107 in Cottonport. This campus consists of eight buildings that house instructional, laboratory, and administrative space. The campus serves students from Avoyelles and Rapides parishes.

***Huey P. Long Branch*** is located in Winnfield at 5960 Hwy 167 North, Winnfield, Louisiana 71483. Winn, Jackson, and Grant parishes are served by Huey P. Long Campus. This campus consists of one building of that is approximately 40,000 square feet.

***Lamar Salter Branch*** is located at 15014 Lake Charles Highway at the intersection of Highway 171 and Highway 10 in Leesville. This campus consists of a two-building complex situated on a 26-acre tract of land. Total area of the buildings is 53,284 square feet. The parishes served by this campus are Vernon, part of Beauregard, Rapides, and Allen parish.

***Ferriday Branch*** is located at 2100 North E.E. Wallace Boulevard in Ferriday and is situated on a 6.1 acre tract of land. The campus consists of a six-building complex totaling approximately 40,140 square feet. Concordia and Catahoula parishes are served by this campus.

***Rod Brady Extension*** is located at 521 East Bradford Street in Jena. This campus serves LaSalle and Catahoula parishes.

***Natchitoches Branch*** is located at 6587 Highway 1 Bypass in Natchitoches. This campus serves Natchitoches parish.

***Sabine Valley Branch*** is located at 1255 Fisher Road in Many. This campus serves Sabine parish.

## Academic Calendar 2018 – 2019

<b>Fall Semester 2018</b>	
May 1	Summer & Fall 2018 Financial Aid Priority Deadline
July 30	First day to request book voucher from Financial Aid
July 30-Aug 2	New Student Orientation
August 1	<b>Full-Term and B-Term:</b> Summer Final grades due via LoLA 3:00 p.m. (Faculty)
August 13	All students must have Financial Aid on account or make payment
August 13	Annual Convocation Meeting
August 14-17	Fall Registration
August 20	Purge for non-payment or incomplete payment plans
August 20	<b>Full-Term (16 Weeks), A-Term (Eight Weeks), Quarter Term 1 (Four Weeks):</b> Classes Begin
August 22	<b>Full-Term and A-Term:</b> Final date for adding courses for credit and making section changes, 3:00 p.m. deadline
August 24	Last day to request/use book vouchers from Financial Aid
August 29	<b>Full-Term and A-Term:</b> Show/No Show due via LoLA 3:00 p.m. (Faculty)
August 31	<b>Quarter Term 1:</b> Final date for withdrawing from courses (W's will appear on transcript)
September 3	<b>Labor Day Holiday:</b> All campuses closed
September 7	14 <sup>th</sup> Day Enrollment Census
September 7	Fall and Spring Dual Enrollment Deadline
September 14	<b>Quarter Term 1:</b> Classes end

September 14	<b>A-Term:</b> Final date for withdrawing from courses (W's will appear on transcript)
September 17	Constitution Day activities (All campuses)
September 17	<b>Quarter Term 2:</b> Classes begin
September 28	<b>Quarter Term 2:</b> Final date for withdrawing from courses (W's will appear on transcript)
October 1	<b>B-Term:</b> First day to request book voucher from Financial Aid
October 8-12	<b>Full Term:</b> Mid-term exam period (Mid-term grades will be entered in Canvas)
October 12	<b>A-Term and Quarter Term 2:</b> Classes end Classes end
October 15	<b>B-Term:</b> Purge for non-payment or incomplete payment plans
October 15	<b>B-Term (Eight Weeks) and Quarter Term 3:</b> Classes begin
October 15	<b>A-Term:</b> Final grades due via LoLA 3:00 p.m. (Faculty)
October 15	<b>Graduation:</b> Applications date for degrees to be awarded in Fall 2018 (late fees will be charged)
October 16	<b>B-Term:</b> Final date for adding courses for credit and making section changes, 3:00 p.m. deadline
October 16	<b>B-Term:</b> Show/No Show due via LoLA 3:00 p.m. (Faculty)
October 17	<b>B-Term:</b> Last day to request/use book vouchers from Financial Aid
October 24	<b>Full-Term:</b> Final date for withdrawing from courses (W's will appear on transcript)
October 26	<b>Quarter Term 3:</b> Final date for withdrawing from courses (W's will appear on transcript)
October 31	Spring 2019 Master Schedule due 3:00 p.m. (Faculty)
November 1	Spring 2018 Financial Aid Priority Deadline
November 9	<b>B-Term:</b> Final date for withdrawing from courses (W's will appear on transcript)

November 9	<b>Quarter Term 3:</b> Classes end
November 12	<b>Quarter Term 4:</b> Classes begin
November 12	Spring Registration begins (Priority registration for Veterans)
November 13-14	Spring Registration open for continuing students
November 15-16	Spring Registration open for all students
November 19-21	<b>Thanksgiving Holidays:</b> No classes
November 22-23	<b>Thanksgiving Holidays:</b> All campuses closed
November 29	<b>Quarter Term 4:</b> Final date for withdrawing from courses (W's will appear on transcript)
December 10	<b>Full-Term, B-Term, Quarter Term 4:</b> Classes end
December 11-13	<b>Full-Term and B-Term:</b> Final exam period
December 14	<b>Full-Term and B-Term:</b> Final grades due via LoLA 3:00 p.m. (Faculty)
December 20-21	<b>Chancellor Days:</b> All campuses closed
December 24-31	<b>Christmas Holidays/Winter Break:</b> All campuses closed
<b>Spring Semester 2019</b>	
January 1	<b>New Year's Day Holiday:</b> All campuses closed
January 2	First day to request book vouchers from Financial Aid
January 7	Must have Financial Aid on account or make payment
January 7-11	Registration/New Student Orientation
January 14	Purge for non-payment or incomplete payment plans
January 14	<b>Full-Term (16 Weeks), A-Term (Eight Weeks), Quarter Term 1 (Four Weeks):</b> Classes begin
January 18	<b>Full-Term and A-Term:</b> Final date for adding courses for credit and making section changes, 3:00 p.m. deadline
January 18	Last day to request/use book vouchers from Financial Aid

January 21	<b>Martin Luther King, Jr. Holiday:</b> All campuses closed
January 23	<b>Full-Term and A-Term:</b> Show/No Show due via LoLA 3:00 p.m. (Faculty)
January 28	<b>Quarter Term 1:</b> Final date for withdrawing from courses (W's will appear on transcript)
February 1	14 <sup>th</sup> Day Enrollment Census
February 8	<b>A-Term:</b> Final date for withdrawing from courses (W's will appear on transcript)
February 8	<b>Quarter Term 1:</b> Classes end
February 11	<b>Quarter Term 2:</b> Classes begin
February 25	<b>B-Term:</b> First day to request book voucher from Financial Aid
February 25	<b>Quarter Term 2:</b> Final date for withdrawing from courses (W's will appear on transcript)
March 1	Summer & Fall 2018 Financial Aid due
March 4-5	<b>Mardi Gras Holidays:</b> No classes
March 4-8	<b>Full-Term:</b> Mid-term exam period (Mid-term grades will be entered in Canvas)
March 8	<b>A-Term:</b> Classes end
March 8	<b>Quarter Term 2:</b> Classes end
March 11	<b>B-Term:</b> Classes begin
March 11	<b>Quarter Term 3:</b> Classes begin
March 11	<b>A-Term:</b> Final grades due via LoLA 3:00 p.m. (Faculty)
March 12	<b>B-Term:</b> Final date for adding courses for credit and making section changes, 3:00 p.m. deadline
March 13	<b>B-Term:</b> Show/No Show due via LoLA 3:00 p.m. (Faculty)
March 15	<b>Graduation:</b> Late application date for degrees to be awarded in Spring & Summer 2019 (late fees will be charged)
March 22	<b>Quarter Term 3:</b> Final date for withdrawing from courses (W's will appear on transcript)
March 22	Summer 2019 and Fall 2019 Master Schedules due 3:00 p.m. (Faculty)



March 25	<b>Full-Term:</b> Final date for withdrawing from courses (W's will appear on transcript)
April 8	<b>B-Term:</b> Final date for withdrawing
April 5	<b>Quarter Term 3:</b> Classes end
April 8	<b>Quarter Term 4:</b> Classes begin
April 8	Summer and Fall Registration begins (Priority Registration for Veterans)
April 9-10	Summer and Fall Registration opens for continuing students
April 11-12	Spring Registration opens for all students
April 19	<b>Good Friday:</b> College closed
April 22-26	<b>Spring Break:</b> No classes
May 1	<b>Quarter Term 4:</b> Final date for withdrawing from courses (W's will appear on transcript)
May 10	<b>Full-Term, B-Term, Quarter Term 4:</b> Classes end
May 10	<b>Full-Term and B-Term:</b> Final grades due via LoLA for all graduates 3:00 p.m. (Faculty)
May 13-14	<b>Full-Term and B-Term:</b> Final exam period
May 15	<b>Full-Term and B-Term:</b> Final grades due via LoLA 3:00 p.m. (Faculty)
<b>Summer Session 2019</b>	
May 20-24	Registration
May 20	First day to request book vouchers from Financial Aid
May 24	All students must have Financial Aid on account or make payment
May 27	<b>Memorial Day Holiday:</b> All campuses closed
May 28-30	Summer Class Review
May 30	Purge for non-payment or incomplete payment plans
June 3	College assumes 4 day work weeks
June 3	<b>Full-Term (Eight Weeks) and A-Term (Four Weeks):</b> Classes begin
June 5	<b>Full-Term and A-Term:</b> Final date for adding courses for credit and making section changes, 3:00 p.m.

June 6	Last day to request/use book vouchers from Financial Aid
June 10	<b>Full-Term and A-Term:</b> Show/No Show due via LoLA 3:00 p.m. (Faculty)
June 12	7 <sup>th</sup> Day Enrollment Census
June 13	<b>A-Term:</b> Final date for withdrawing from courses (W's will appear on transcript)
June 27	<b>A-Term:</b> Classes end
July 1	<b>A-Term:</b> Final grades due via LoLA 3:00 p.m. (Faculty)
July 1	<b>B-Term:</b> Classes begin
July 4	<b>Independence Day Holiday:</b> All campuses closed
July 4	<b>B-Term:</b> Show/No Show due via LoLA 3:00 p.m. (Faculty)
July 8	<b>Full-Term:</b> Final date for withdrawing from courses (W's will appear on transcript)
July 16	<b>B-Term:</b> Final date for withdrawing from courses (W's will appear on transcript)
July 30	<b>Full-Term and B-Term:</b> Classes end
July 31	<b>Full-Term and B-Term:</b> Final grades due via LoLA 3:00 p.m. (Faculty)

## **General Policies**

All current policies will remain in effect and should continue to be adhered to. The policies will be under review and advisement by the LCTCS Board of Supervisors on a go forward basis. Please continue to monitor and review the CLTCC site and LCTCS site, [www.LCTCS.edu](http://www.LCTCS.edu), for updates and changes to current policies.

## **Admissions Policies & Procedures**

### **Admission**

The Admission Office publishes the required documents necessary to complete a student's admission process in accordance with his/her admission status, educational intent, and other established criteria. Students are notified of admission status upon receipt of the application by the Office of Admission. These documents are in addition to the completed application and payment of appropriate fees.

### **Open Enrollment**

CLTCC is under the direction of Louisiana's Community and Technical College System (LCTCS). LCTCS colleges operate as "open admissions" institutions. Open admissions is an unselective and non-competitive college admissions process. New applicants generally need to take the ACCUPLACER Placement Test to determine their level of college readiness.

We are committed to the principle of providing each student access to quality educational programs and lifelong learning. This commitment includes eliminating geographic, financial, and scholastic barriers to postsecondary educational programs. As the most geographically diverse system of higher education in the state, CLTCC has a location close to you. Our college is as diverse as the communities in which our campuses are located, so you'll not only receive a world-class education at a price you can afford, but you will be in an exciting environment that will prepare you for a rewarding career.

CLTCC campuses operate under an open enrollment policy and serve individuals on an equal opportunity basis, including, but not limited to adults, veterans, high school students, persons who have dropped out of high school and minority ethnic groups. A student must have graduated high school, obtained a high school equivalency diploma or reached 17 years of age prior to entry. High school students who are currently enrolled in a valid high school program may enroll in classes or programs for college credit or dual college and high school credit with approval from their high school counselor or principal.

Prospective students seeking admission to all campuses are required to meet the admission requirements for the program in which they are requesting entry. Admission to all programs will be made without regard to race, religion, national

origin, sex, or disability. Practical Nursing programs must meet regulations of their respective State Licensing Boards.

### **Education Requirements for Regular Admission**

All students enrolled in Associate Degree programs, Patient Care Technician, and Practical Nursing programs are required to have a high school diploma or have successfully completed a high school equivalency exam recognized by the State of Louisiana. These credentials must be from a state approved high school or state approved high school equivalency testing program. All other applicants, including Ability-to-Benefit individuals, may enter all other programs without a high school diploma, but are encouraged to pursue the requirements for the high school equivalency diploma while enrolled.

### **Test Score Requirements**

Admission requirements offer students a reasonable expectation for completing a program. Students must achieve the acceptable scores on the entrance test to be admitted to a program. A placement test is required for entrance to all Certificate of Technical Studies, Diploma, and Associate Degree programs. The placement exam assists the applicant in personal career/occupational planning. Accuplacer scores may be transferred from other state colleges. ACT and SAT test scores may also be accepted if the scores are less than three years old and meet the recommended levels. Applicants will not be refused admission because of low test scores. Students whose test scores indicate a need for preparation in basic skills may enroll in Developmental Education courses. Students must attend classes on a schedule determined by the college, their program instructor and the Developmental Studies instructor.

## **Developmental Program Description and Placement Score Guide**

Developmental education courses are provided for CLTCC students who score below the minimum required Placement Test or ACT scores for the program or course. Placement in developmental courses will be determined after student submits placement scores and is advised by a faculty advisor. Successful completion of the prerequisite developmental courses will allow the student to enter the requisite gateway courses in Math and English.

Developmental courses include Learning Foundations Reading and English I and II (LFRE 0098 and 0099) and Algebra Foundations I and II (MATH 0098 and 0099). These semester-length courses will transfer to other post-secondary institutions as equivalent courses but will not satisfy degree requirements.

## Developmental Placement Score Guide

### Mathematics

AccuPlacer Elementary Algebra Test	AccuPlacer College Level Math Test	ACT Math	Compass Algebra	Course Placement
20-64	N/A	0-15	0-25	MATH 0098 Algebra Foundations I
65-120	20-44	16-18	26-39	MATH 0099 Algebra Foundations II
65-120	20-44	≥19	≥40	MATH 1300 Contemporary Math
70-120	45-120	≥19	≥40	MATH 1100 College Algebra

### English

AccuPlacer Sentence Skills	ACT English	Compass Writing	Course Placement
20-59	0-13	0-37	LFRE 0091 Learning Foundations Reading and English I
60-85	14-17	38-69	LFRE 0092 Learning Foundations Reading and English II
86-117	≥18	≥70	ENGL 1010 English Composition I
118-120	≥26	-	ENGL 1020 English Composition II

### Reading

AccuPlacer Reading Comprehension	ACT Reading	Compass	Course Placement
20-52	0-12	0-57	LFRE 0091 Learning Foundations Reading and English I
53-84	13-19	58-84	LFRE 0092 Learning Foundations Reading and English II

## Placement Scores by Program

<b>Accuplacer Placement Scores by Program</b>	<b>Reading</b>	<b>English</b>	<b>Elem. Alg.</b>
Air Conditioning (A/C) and Refrigeration	53	60	38
Automotive Technology	53	60	38
Business Office Administration A.A.S.	85	86	65
Business Office Administration T.D.	53	60	38
Carpentry	53	60	38
Collision Repair	53	60	38
Computer Technology	53	60	48
Computer Technology A.A.S.	85	86	65
Cosmetology	57	61	59
Drafting & Design Technology A.A.S.	85	86	65
Drafting & Design Technology T.D.	53	60	48
Electrician Technology	53	60	48
Forest Technology	53	60	38
Industrial Instrumentation & Electrical Technology	53	60	48
Industrial Maintenance	53	60	48
Industrial Manufacturing Technology	53	60	48
Patient Care Technician	46	52	30
Pharmacy Technician	54	64	38
Practical Nursing	65	74	48
Welding	53	60	38
Air Conditioning (A/C) and Refrigeration	53	60	38

<b>ACT Placement Scores by Program</b>	<b>Reading</b>	<b>English</b>	<b>Math</b>
Air Conditioning (A/C) and Refrigeration	13	14	16
Automotive Technology	13	14	16
Business Office Administration A.A.S.	20	18	19
Business Office Administration T.D.	13	14	16
Carpentry	13	14	16
Collision Repair	13	14	16
Computer Technology	13	14	16
Computer Technology A.A.S.	20	18	19
Cosmetology	13	14	16
Drafting & Design Technology A.A.S.	20	18	19
Drafting & Design Technology T.D.	13	14	16
Electrician Technology	13	14	16
Forest Technology	13	14	16
Industrial Instrumentation & Electrical Technology	13	14	16
Industrial Maintenance	13	14	16
Industrial Manufacturing Technology	13	14	16
Patient Care Technician	17	15	17
Pharmacy Technician	13	13	14
Practical Nursing	20	17	18
Welding	13	14	16

## Steps to Apply for Admission to the College

- Complete and submit the application.
- Provide a high school and/or college transcript or high school equivalency diploma, if applicable.
- Provide a copy of immunization records.
- Provide a copy of Louisiana Driver's License (residency requirement).
- Although not required, all students are encouraged to complete the Free Application for Federal Student Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))
- For more information, please contact one of our campuses.

## Enrollment Process

Step 1 - Apply

Step 2 - Placement testing

Step 3 - Complete Financial Application

Step 4 - Orientation

Step 5 - Advising

Step 6 - Registration

Step 7 - Pay Fees

Step 8 - Purchase Books

Step 9 - Attend Class

## Ability to Benefit Admittance Plan

CLTCC campuses follow the Central Louisiana Technical Community College Policy for Admission of First- Time Freshmen. This policy addresses non-high school graduates who have applied for admission.

Non-high school graduates without a high school equivalency who are at least 17 years of age (or meet specific program age requirements) are eligible for college admission into occupational programs (with the exception of those that have limitations on program admission) once they have demonstrated the ability to benefit. For admission purposes, CLTCC defines “ability to benefit” as the attainment of ability to benefit scores defined by the U.S. Department of Education.



Applicants to programs with the terminal exit of Technical Competency Area or to TCA exit points within a program or admitted as non-degree seeking are not required to prove an ability to benefit. To exceed the TCA level in a program, all admission requirements must be met including placement score and requirements from regulatory or accrediting agencies.

Student Affairs personnel at each campus are aware of students who are admitted as ability-to-benefit students. Grades are collected for each student. Academic progress of these students is tracked by respective faculty and student affairs personnel. Faculty provides advisement, and if necessary, establish improvement plans for students who are not performing satisfactorily.

## Americans with Disabilities Act (ADA)

Prospective qualified students are recruited, including those with disabilities. The college strictly adheres to the Americans with Disabilities Act. Reasonable alterations in facilities, services, policies, and practices will be made in order that qualified individuals with disabilities may have access to both employment and training. A designated staff member serves as the contact and information source for all matters relating to this act.

Faculty, staff and students are aware of and manage accessibility issues. These issues include but are not limited to: patrons who have cognitive, mental, or emotional illnesses; patrons with learning and/or developmental disabilities; patrons with service animals; patrons needing assistive technologies; and patrons with physical disabilities. Students who self-identify as needing assistance will be provided reasonable accommodation.

## Falsification of Records

Students are responsible for submitting true, accurate, and unaltered information on school registrations, school records, etc. Any falsification of these records will result in the student being penalized at the discretion of the Chancellor and/or the applicable State boards.

## High School Dual Enrollment

The dual enrollment program permits students to enroll while being concurrently enrolled in high school. Students enrolled in the dual enrollment program can earn high school credit and CLTCC credit for the courses enrolled. Availability of courses is limited and is accessible only through participating school systems which have Memoranda of Understanding or articulation agreements with the college. Interested students should contact their school principal or counselor for details.

High School students must be aware that credit courses taken through dual enrollment

create a college transcript. Credit course grades are now part of their college cumulative grade record. If unsatisfactory grades are earned on credit courses it will impact their cumulative grade point average. High school students should be aware this may impact their ability to obtain financial aid or future enrollment in a college system.

## International Students

CLTCC is currently not authorized to accept International Students.

## Proof of Residency

Proof of residency is required of all students. A Louisiana or other driver's license is acceptable proof of residency.

## Selective Service Registration

In accordance with the requirements of Louisiana R.S. 17-3151 (Acts 1985, No. 185, Section 2, and Acts 1987, No. 214, Section 1), all students required to register for the Selective Service under the federal Military service Act must provide the institution proof of registration prior to enrolling. All males who have reached 18 years of age and were born after 1960 must provide proof of Selective Service registration prior to enrollment.

## Voter's Registration

As part of the Higher Education Amendment, Voter Registration forms can be provided in the Office of Student Services. Eligible students are afforded the opportunity to complete a voter's registration form to be forwarded to the applicable Registrar of Voters Office or they can apply online [www.sos.la.gov](http://www.sos.la.gov).

## Immunization Requirement

As required by Louisiana R.S. 17:110, in Schools of Higher Learning, students born after 1956 must provide immunization against measles, mumps, rubella, and tetanus-diphtheria as a condition of enrollment. Compliance with meningitis vaccination must also be demonstrated. Health Services program students must provide proof of additional immunizations, or medical tests as required per program.

## Transfer of Credits

All students wishing to transfer with fewer than 12 semester hours of coursework must meet the same admission requirements as entering freshmen. Postsecondary students with more than 12 semester hours of coursework must meet admission requirements and the specific requirements for the program of entry.

Students who transfer between programs at CLTCC must complete and obtain approved signatures on the CLTCC Program Change Form. Coursework taken at an institution accredited by COE or a regionally accredited postsecondary educational institution will be evaluated by the student's program department chairperson and/or Dean and Registrar or their designee for transfer credit acceptance. Official transcripts are required for this evaluation. Only grades of "C" or higher are considered for transfer credit toward a credential. Note: Practical Nursing students must have a grade of 80% or higher.

## Transfer Students

A transfer student is any student who has attended any other Council on Occupational Education (COE) or regionally accredited postsecondary institution of higher education. Students may be admitted provisionally until all required transcripts are received. An internal transfer student is a student who transfers from one program to a different program within CLTCC.

## Tuition Schedule

### Tuition & Fees

Tuition and fees are in compliance with LCTCS Board policy. A student is officially registered once tuition and fees are paid in full and all required admission documents have been submitted. Tuition charges for students taking semester credit are calculated on the total number of credit hours scheduled each semester. Tuition and most fees max out at twelve hours per semester. See chart below.

### Tuition Schedule Academic Year

#### Resident Tuition and Fee Schedule

Fees Based on Credit Hour Enrollment

Resident Traditional Tuition and Mandatory Fee Schedule													
Credit Hours	Tuition	Other	Sub-total Tuition & Other	Oper Fee	Student Services Fee	Academic Excell Fee	ERP Fee	Building Use Fee	Excess Credit Hour Fee	Sub-total Tuition & Basic Fee	SGA	Tech Fee	Total Tuition & Basic Fee
1	133.92	5.04	138.96	3.00	7.00	7.00	5.00	4.00		164.96	5.00	5.00	174.96
2	267.84	10.08	277.92	6.00	14.00	14.00	10.00	8.00		329.92	5.00	10.00	344.92
3	401.76	15.12	416.88	9.00	21.00	21.00	15.00	12.00		494.88	5.00	15.00	514.88
4	535.68	20.16	555.84	12.00	28.00	28.00	20.00	16.00		659.84	5.00	20.00	684.84
5	669.60	25.20	694.80	15.00	35.00	35.00	25.00	20.00		824.80	5.00	25.00	854.80
6	803.52	30.24	833.76	18.00	42.00	42.00	30.00	24.00		989.76	5.00	30.00	1,024.76
7	937.44	35.28	972.72	21.00	49.00	49.00	35.00	28.00		1,154.72	5.00	35.00	1,194.72
8	1,071.36	40.32	1,111.68	24.00	56.00	56.00	40.00	32.00		1,319.68	5.00	40.00	1,364.68
9	1,205.28	45.36	1,250.64	27.00	63.00	63.00	45.00	36.00		1,484.64	5.00	45.00	1,534.64
10	1,339.20	50.40	1,389.60	30.00	70.00	70.00	50.00	40.00		1,649.60	5.00	50.00	1,704.60
11	1,473.12	55.44	1,528.56	33.00	77.00	77.00	55.00	44.00		1,814.56	5.00	55.00	1,874.56
12	1,607.04	60.48	1,667.52	36.00	84.00	84.00	60.00	48.00		1,979.52	5.00	60.00	2,044.52
13 - 15	1,607.04	60.48	1,667.52	36.00	84.00	84.00	60.00	48.00		1,979.52	5.00	60.00	2,044.52
16	1,607.04	60.48	1,667.52	36.00	84.00	84.00	60.00	48.00	150.96	2,130.48	5.00	60.00	2,195.48
17	1,607.04	60.48	1,667.52	36.00	84.00	84.00	60.00	48.00	301.92	2,281.44	5.00	60.00	2,346.44
18	1,607.04	60.48	1,667.52	36.00	84.00	84.00	60.00	48.00	452.88	2,432.40	5.00	60.00	2,497.40
19	1,607.04	60.48	1,667.52	36.00	84.00	84.00	60.00	48.00	603.84	2,583.36	5.00	60.00	2,648.36
20	1,607.04	60.48	1,667.52	36.00	84.00	84.00	60.00	48.00	754.80	2,734.32	5.00	60.00	2,799.32
21	1,607.04	60.48	1,667.52	36.00	84.00	84.00	60.00	48.00	905.76	2,885.28	5.00	60.00	2,950.28

\*Tuition amounts are subject to change pending the conclusion of the Louisiana Legislative session.

## Non-Resident Tuition and Fee Schedule

Fees Based on Credit Hour Enrollment

Non-Resident Traditional Tuition and Mandatory Fee Schedule													
Credit Hours	Tuition	Other	Sub-total Tuition & Other	Non-Resident Fee	Oper Fee	Student Services Fee	Academic Excell Fee	ERP Fee	Building Use Fee	Excess Credit Hour Fee	SGA	Tech Fee	Total Tuition & Basic Fee
1	133.92	5.04	138.96	171.21	3.00	7.00	7.00	5.00	4.00		5.00	5.00	346.17
2	267.84	10.08	277.92	342.42	6.00	14.00	14.00	10.00	8.00		5.00	10.00	687.34
3	401.76	15.12	416.88	513.63	9.00	21.00	21.00	15.00	12.00		5.00	15.00	1,028.51
4	535.68	20.16	555.84	684.84	12.00	28.00	28.00	20.00	16.00		5.00	20.00	1,369.68
5	669.60	25.20	694.80	856.05	15.00	35.00	35.00	25.00	20.00		5.00	25.00	1,710.85
6	803.52	30.24	833.76	1,027.26	18.00	42.00	42.00	30.00	24.00		5.00	30.00	2,052.02
7	937.44	35.28	972.72	1,198.47	21.00	49.00	49.00	35.00	28.00		5.00	35.00	2,393.19
8	1,071.36	40.32	1,111.68	1,369.68	24.00	56.00	56.00	40.00	32.00		5.00	40.00	2,734.36
9	1,205.28	45.36	1,250.64	1,540.89	27.00	63.00	63.00	45.00	36.00		5.00	45.00	3,075.53
10	1,339.20	50.40	1,389.60	1,712.10	30.00	70.00	70.00	50.00	40.00		5.00	50.00	3,416.70
11	1,473.12	55.44	1,528.56	1,883.31	33.00	77.00	77.00	55.00	44.00		5.00	55.00	3,757.87
12	1,607.04	60.48	1,667.52	2,054.52	36.00	84.00	84.00	60.00	48.00		5.00	60.00	4,099.04
13 - 15	1,607.04	60.48	1,667.52	2,054.52	36.00	84.00	84.00	60.00	48.00		5.00	60.00	4,099.04
16	1,607.04	60.48	1,667.52	2,054.52	36.00	84.00	84.00	60.00	48.00	150.96	5.00	60.00	4,250.00
17	1,607.04	60.48	1,667.52	2,054.52	36.00	84.00	84.00	60.00	48.00	301.92	5.00	60.00	4,400.96
18	1,607.04	60.48	1,667.52	2,054.52	36.00	84.00	84.00	60.00	48.00	452.88	5.00	60.00	4,551.92
19	1,607.04	60.48	1,667.52	2,054.52	36.00	84.00	84.00	60.00	48.00	603.84	5.00	60.00	4,702.88
20	1,607.04	60.48	1,667.52	2,054.52	36.00	84.00	84.00	60.00	48.00	754.80	5.00	60.00	4,853.84
21	1,607.04	60.48	1,667.52	2,054.52	36.00	84.00	84.00	60.00	48.00	905.76	5.00	60.00	5,004.80

\*Tuition amounts are subject to change pending the conclusion of the Louisiana Legislative session.

## **Other College-wide Mandatory Fees:**

**Online Tuition and Fees:** Online Tuition and Fees follow the above Resident Tuition and Fee Schedule except for the following, which are NOT capped at 12 hours:

- Tuition: charged at \$133.92 per credit hour for **ALL** Online credits enrolled.
- Other Tuition: charged at \$5.04 per credit hour for **ALL** Online credits enrolled.
- Student Services Fee: charged at \$7 per credit hour for **ALL** Online credits enrolled.
- ERP Fee: charged at \$5 per credit hour for **ALL** Online credits enrolled.

## **College-wide Mandatory Fees:**

- Compass Testing Fee: \$10 for CLTCC students (\$50 for non-CLTCC students)
- WorkKeys Fee: \$50 (all new students enrolled in JOBS 2450); \$20 per section for retests
- Late Registration Fee: \$25
- NSF Fee: \$25 (non-sufficient funds fee charged to those students who pay with NSF checks)
- Parking Decal Issue/Validation: not to exceed \$15 per academic year (to provide parking decals to identify student, faculty, and staff vehicles parked at CLTCC sites)
- Transcript Fee: \$5 (charged when a student is issued a second or subsequent official transcript; the first transcript is provided to the student upon graduation)
- Traffic Violations: \$5 (charged for each violation a student is issued)
- Course Challenge Fee: \$15 per course (credit by examination is available to students who have mastered the content of a course and can demonstrate the same competency as regularly enrolled students through an examination)
- Security Fee: incarcerated students \$25 per credit hour

## **Refund Policy**

Refunds will be subject to an administrative fee of \$15 per refund transaction (regardless of the number of credit hours dropped or upon withdrawal from the college). Refunds, when due, will be made within 45 days of (1) the withdrawal date as documented on the Drop/Add/Reinstatement form or (2) the date the institution determines the student has withdrawn. The following fees are considered refundable: Academic Excellence Fee, Operational Fee, Building Use Fee, and Technology Fee (if assessed). If the College cancels a class, then 100% of all tuition and fees paid will be refunded and an administrative fee will not be assessed.

In accordance with the Council on Occupational Education requirement, students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment and receive a full refund of all tuition and fees paid.

Tuition, fees, and other charges relating to Continuing Education and Business and Industry training are not refundable unless the training course is canceled by the College.

Refund of tuition and fees for the fall and spring semesters is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

### **Fall and Spring Semesters Refund Schedule**

<b><i>Instructional Day of Semester</i></b>	<b><i>Percentage of Refund</i></b>
Prior to 1 <sup>st</sup> Day	100%
Day 1-4	100%
Day 5-Day 10	50%
Day 11-14	25%
Day 15 and thereafter	None

Refund of tuition and fees for the summer term is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

### **Summer Session Refund Schedule**

<b><i>Instructional Day of Semester</i></b>	<b><i>Percentage of Refund</i></b>
Prior to the 1 <sup>st</sup> Day	100%
Day 1-2	100%
Day 3-5	50%
Day 6-7	25%
Day 8 and thereafter	None

### **Refunds to Outside Agencies**

Tuition paid by an outside agency will not be refunded to the student. The agency must contact the Office of Student Affairs within the refund period. In accordance with Title IV of the Higher Education Amendments, refunds of tuition and fees for Pell Grant recipients shall be made to the Pell Grant program and not to the student.

### **Suspension Refunds**

If a student is suspended within the refund period, the student will be refunded according to the refund schedule.

### **Procedure for Receiving Refund of Tuition**

Refunds, when due, are made without requiring a request from the student. Students can expedite the handling of tuition refunds by completing forms in the Student Affairs Office/Administrative Office of each campus. After completion and approval of the necessary forms, a check will be requested from the College Controller and will be mailed to the student's residence within 45 working days.

## **Refund Appeals Process**

If a student feels he or she has an extenuating circumstance, which justifies an exception to the refund policy, he or she may appeal the CLTCC Tuition Refund Committee.

## **Education Tax Credit**

Certain tuition-related expenses may qualify for the federal HOPE and Lifetime Learning tax credits. The college will provide electronic access to students' IRS 1098-T forms through their LoLA accounts by January 31. The form will only disclose that the student was at least a half-time student during the calendar year. The student should retain the receipt(s) provided by the Bursar for the amount of tuition paid to the college.

## **Financial Aid & Scholarships**

### **Ability to Benefit Related to Financial Aid**

Central Louisiana Technical Community College uses the AccuPlacer test in lieu of the Ability to Benefit test (ATB). According to the Department of Education, Dear Colleague Letter GEN-12-09, a statutory change to section 484(d) of the HEA discussed section 309(c), Division F, Title III of Public Law 112-74, allows students who were enrolled prior to July 1, 2012, to continue to be eligible for Title IV, HEA student assistance under the criteria in which they were initially enrolled under. The changes denoted in Dear Colleague Letter GEN-12-09 will apply to students that choose to enroll after July 1, 2012.

The Department of Education also notes that if additional information is needed for student eligibility, please reference Volume 1 of the 2012-2013 Federal Student Aid Handbook.

### **Eligibility for Financial Aid**

To qualify for and receive financial aid, a student is required to:

1. Successfully complete academic assessment testing if non-high school graduate.
2. Enroll as a regular, full-time student in an associate degree or diploma program.
3. Complete the Free Application for Federal Student Aid. ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))
4. Be a U.S. citizen or an eligible non-citizen with permanent residency.
5. Have an academic advisor approve a major course of study.



6. Maintain satisfactory academic progress each semester.
7. Notify the Office of Financial Aid of any additional financial assistance received that does not appear on the original award letter.
8. Notify the Office of Financial Aid of withdrawal from school or any change in academic status.
9. Repay any debts stated on the promissory note and signed by the student.
10. Retain copies of all important documents.

Reference information can be retrieved from:  
<http://ifap.ed.gov/dpcletters/GEN1209.html>

## Satisfactory Academic Progress Standards

Satisfactory progress as defined by Central Louisiana Technical Community College, must be maintained in order to be eligible for any Title IV Federal Financial Aid program. Academic progress will be measured qualitatively and quantitatively. An appeal process is available for students with extenuating circumstances only.

The payment periods for students are according to the actual semester dates. The student receives payments for the fall and spring semester with the summer session as a trailer if funds are still available. The summer session can be used to earn credits in an attempt to re-establish lost eligibility.

Qualitative standards refer to the quality of work which a student produces. Satisfactory progress in this regard is measured as stated below:

Students must maintain a cumulative grade point average of at least 2.000 on a 4.000 scale or a "C" average. Any transfer credits will be used in the calculation of the cumulative grade point average. Previous work at another college or university that is not considered transfer credit will not be used in determining the cumulative grade point average. If a student withdraws from a course and receives a grade of "W" or if a student receives a grade of "I" for incomplete work due to extenuating circumstances, the grade will not be used in calculating the overall grade point average.

A student's cumulative grade point average will be checked throughout the program of study and at least twice an academic year to determine satisfactory progress. If a student's cumulative average falls below a 2.000 (or "C" average), the student will be placed on probation for one payment period and notified in writing of the probation. During this probationary period, the student may still be eligible to receive Title IV funds if this is the student's first probation. The student must appeal to the campus for eligibility during this probationary period. The student's cumulative grade point average will be checked again at the end of the probationary period. If, at that time, the student's cumulative grade point average is still below a 2.1 on a 4.000 scale (or "C" average), the student will lose eligibility for funding until such time the cumulative average has been raised to meet the eligibility

requirements.

The student's rate of progress for quantitative satisfactory progress will be checked throughout the program of study and at least once an academic year. The method in which the rate of progress will be checked is listed below.

Students must complete their curriculum within 150% of the actual program length (measured in credit hours) in order to be considered as making satisfactory progress. Lack of progress due to extenuating circumstances, such as illness, natural disasters, etc., will be evaluated on a case-by-case basis.

(Exceptions to this policy shall be allowed for disabled and/or special needs students on an individual basis as mandated by Section 504 of the Rehabilitation Act of 1973). For a student to meet the 150% completing requirement, a student must earn 67% of all credit hours attempted each semester. For example, if a student schedules 12 credit hours in a semester, the student must earn 8 of the 12 credit hours.

Students may receive federal funds while enrolled in up to a maximum of three developmental courses. These hours will count toward the 150% maximum time frame a student has to complete a degree or diploma.

A student's rate of completion for Quantitative Progress will be calculated by dividing the number of credit hours earned by the number of credit hours attempted. Any withdrawals of courses after the official Drop/Add period of each semester will be computed into the rate of completion as credit hours attempted. Any transfer credit hours a student may have will be calculated into the total rate of completion for that student.

Students are eligible to receive a Pell Grant award for only 150% of the total approved instructional credit hours for the program in which they are currently enrolled as published in the Central Louisiana Technical Community College Student Catalog/Handbook.

If a student's rate of progress falls below the standards stated for the type of program in which the student is participating, the student will be placed on probation for one payment period. During this probationary period, the student may still be eligible to receive Title IV funds if this is the student's first probation. The student must appeal to the campus for eligibility during this probationary period.

The student's rate of completion will be checked again at the end of the probationary period. If, at that time, the student's rate of completion is still below the given standard the student will lose eligibility for funding until which time the rate of completion has been raised to meet the eligibility requirements.

The college will establish a Financial Aid Appeals Committee to examine the appeals for students who have exhausted their maximum time frame or who have failed to meet either the qualitative or quantitative standard. This committee will consist of the Campus and Community Liaison, Executive Director of Student Affairs or Director of Financial Aid and

two other employees of the campus where the student attends class.

Only students with extenuating circumstances may appeal to the Financial Aid Appeals Committee. Examples of extenuating circumstances are: prolonged illness under a doctor's care; illness or accidents requiring hospitalization or prolonged absence for class; death of an immediate family member; prolonged illness of a dependent; or a natural disaster. In all cases, the appeal must be in writing and must be accompanied by official documentation no later than 15 days after the student returns to school.

The Financial Aid Appeals Committee will review all cases and will notify all students of their decisions within ten working days from the date the appeal is received.

### **The Verification Process**

The U.S. Department of Education randomly selects FAFSA applications for a process known as verification. Verification is a review of the information provided on the FAFSA for accuracy.

Reasons a student is selected for verification may include:

- The student was selected randomly
- The FAFSA that was submitted was incomplete
- The data on the FAFSA appears to contradict itself
- Estimated information was provided on the FAFSA

If selected, the student will be notified by email with instructions to create an account and list the information the student will need to gather and submit to the verification portal. After the student's file is complete, he or she will be notified and will be able to view his or her award offer in LoLA. The student's classes will not be secured with financial aid until this process is completed.

Beginning with the 2018-2019 award year, CLTCC has partnered with Inceptia for the processing of student verification files. Students who have been selected for verification will receive an introductory email to the email address that was provided on the FAFSA. If no email address was provided, a postcard will be mailed. A link will be included in the communication instructing the student to create an account and do the following:

- Confirm identity
- Create a secure username and password
- Decide whether or not to receive text messages and e-sign the submission
- Access the Task List and begin the verification process
- Upon receipt of all required documents, Inceptia will begin the verification process and the student will receive communication about the next step.

All dependent students will be required to have a parent confirm and create an account.

The parent will also be required to e-sign or provide an ink signature once all documents are submitted.

A student's task list may be a combination of online forms and/or the request to upload specific documents. All tasks have detailed instructions and will show the status of each.

Students will have the option to download a copy of their tasks and answers prior to submitting their file for review during the signature process.

## Federal Pell Grant

Federal Pell Grants are federal funds available to eligible students attending approved programs. Students may apply for federal student aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Federal Pell Grants are awarded on the basis of need and do not require repayment as long as the student remains in attendance and maintains satisfactory academic progress. For Pell eligibility, the student must have a high school diploma or high school equivalency diploma. For questions regarding Federal Pell Grants, please contact the Office of Financial Aid.

## Find Work

Individuals participating in the Temporary Assistance for Needy Families (TANF) program may be eligible for benefits through this program. Benefits may include assistance with tuition, instructional supplies, transportation, and/or child care.

## Return of Title IV Funds

The Return of Title IV Funds Policy applies to all federal financial aid programs, including Pell Grants and Supplemental Educational Opportunity Grants. .

Under this federally mandated policy, students who withdraw from all classes will be required to return financial aid funds received that are in excess of "earned" financial aid for the term. The percentage of the semester completed determines the percentage of aid earned. This percentage is calculated by dividing the number of days attended prior to the withdrawal date by the number of days in the semester. For example, if a student withdraws on the thirtieth day of a semester 100 days in length, the student will have earned 30 percent of the aid received ( $30/100 = .30$ ). The "unearned" 70 percent would be subject to the return policy.

Students who remain enrolled at least 60 percent of the term are considered to have earned 100 percent of aid received and will not owe a repayment of Federal aid received. Students who withdraw during the initial total refund period at the start of each term are considered to have earned zero percent of aid received and will be required to return all Federal and state aid received or paid to their account.

Students considering withdrawing are encouraged to check with the Financial Aid Office prior to withdrawal to discuss options.

**Note:** Students who have failed to attend any classes in one or more courses prior to withdrawing may be subject to a reduction of awards. Faculty report "no shows" after the third class meeting. Awards paid assuming full-time attendance may be reduced to 3/4 or 1/2 time awards, then the Return to Title IV Funds policy calculation will be made.

## Leveraging Education Assistance Partnership (LEAP)

LEAP awards are offered to community college students in technical programs, as funds are available. Recipients must be Pell eligible and must meet grade requirements. The Office of Financial Aid handles applications and awards. The LEAP award is not a loan.

## Louisiana Rehabilitation Services

The state division of the Louisiana Rehabilitation Services provides financial assistance to a person who has a physical, emotional, learning, or mental disability. To establish eligibility, the applicant should contact a counselor at the agency four to six months prior to enrolling. Tuition, books, supplies, transportation, and meals may be paid, depending on the needs of the individual.

## National Guard Tuition Exemption

Eligible recipients will be exempt from tuition and fees. For additional information, contact the Office of Financial Aid.

## Social Security

Dependent children of those disabled or deceased workers covered by Social Security may be eligible to receive benefits while enrolled as full-time students. Students should contact the local Social Security Office for determination of eligibility.

## Strategies to Empower People (STEP)

Students should contact their Office of Children and Family Services for information on this program.

## Taylor Opportunity Program for Students (TOPS)

TOPS is a program of state scholarships for Louisiana residents. Each of the scholarships within TOPS are merit based, determined on CORE courses completed, ACT/WorkKeys

Scores and CORE GPA. The Louisiana Office of Student Financial Assistance determines eligibility. For additional information, applicants should contact their high school counselor or the Louisiana Office of Student Financial Assistance ([www.osfa.state.la.gov](http://www.osfa.state.la.gov)).

## Veterans Administration

Please visit the Veterans Administration's website at [www.va.gov](http://www.va.gov) or call 1-800-827- 1000 for information regarding VA benefits.

## Workforce Investment Act (WIA)

Students may qualify for financial assistance available through WIA. Contact the Office of Financial Aid for more information.

## Academic Policies

### Academic Advising

Faculty members are utilized as academic advisors in assisting students with scheduling of classes each semester. The instructors in each department are familiar with the progression of classes needed to allow students to complete the program. Every effort is made through regular conferences to provide assurance that progress is being made toward completing the program requirements within the publicized time frame.

### Academic Load

Twelve credit hours per semester constitute the minimum full-time load. A maximum load does not exceed 18 credit hours. Students requesting to schedule more than 18 semester credit hours must get written approval of their respective academic Dean. Students receiving financial aid or veterans benefits should contact the Office of Student Affairs for information concerning the requirements for full-time status as defined by these agencies.

### Courses in Sequence

Prerequisite courses must be taken before the following courses in a sequence can be scheduled. Students should take courses in the semester that they are recommended. Instructors advise students each semester keeping track of completed courses.

### Standards of Progress Policy

All students must maintain satisfactory progress each semester in the enrolled program. Students must attain at least a 2.0 semester grade point average (GPA) for satisfactory progress.

## Academic Probation

Students will be placed on academic probation whenever their cumulative grade point average (GPA) falls below 2.0. Once the cumulative GPA of 2.0 or higher is achieved, a student will be removed from probation. No student will be placed on probation until he/she has attempted at least 15 credit hours.

## Academic Suspension

Students who are on academic probation and who fail to achieve a semester grade point average of at least 2.0 will be suspended for one semester. No student will be suspended before he/she has attempted at least 24 credit hours. A student may not enroll in another program while on academic suspension. The student will re-enter on academic probation. Appeals should be addressed to the Academic Appeals Committee. The student must attain a 2.0 semester grade point average to be removed from academic probation.

## Calculation of Grade Point Average

A student who passes a course receives both the designated number of credit hours and a number of quality points calculated by multiplying the course credit hours and the numerical equivalent of the letter grade received as follows: A=4, B=3, C=2, D=1, F=0.

Example: a student earning an A in a three-hour credit course receives 12 quality points (Grade A =  $4 \times 3 = 12$ ).

To determine a semester grade point average, the total number of quality points earned by the student for all courses scheduled is divided by the total number of credit hours scheduled for the semester. To determine the cumulative grade point average, the total number of quality points earned by the student for all courses taken for all semesters is divided by the total number of credit hours scheduled for all courses for all semesters.

All grade point averages recorded on grade reports and issued to the Student Affairs personnel (for PELL Grant or other verification) will be calculated using the numerical equivalent of the letter grade and quality points earned for each credit hours course as stated above. In calculating a scholastic grade point average, credit hours from courses receiving the following grades are included: A, B, C, D and F. Grades of I and W excluded.

## Grading System

Each course for which a student has registered will be assigned a letter grade.

## Grading Scale

Grade	Numerical Equivalent	Definition	Quality Points
A	4	Excellent (90-100)	4
B	3	Good (80-89)	3
C	2	Satisfactory (70-79)	2
D	1	Below Average (60-69)	1
F	0	Failure (50 or below)	0

The grading scale for Practical Nursing, which is regulated by a licensing board, is as follows:

94% -100%	A
88%- 93%	B
80%- 87%	C
70%- 79%	D
69% - Below	F

### Grading (Incomplete Grade)

Grading - "I" Incomplete – Represents incomplete coursework given only when there are unavoidable and extenuating circumstances resulting in the inability of a student to complete the coursework prior to the end of a semester. An Incomplete shall only be awarded when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor shall inform the student what work is necessary and the deadline to complete such work (Incomplete Contract). The deadline must be no later than the first day of mid-term exams of the next semester. An "I" grade will be converted to an "F" if students do not complete all coursework by the first day of mid-term of the next semester. Students do not re- enroll or pay tuition for an incomplete course. The grade of "I" has no value in computing the grade point average but is counted in hours attempted.

### Grading (Withdrawal Grade)

Grading - "W" Withdraw – Represents a withdrawal from a course. Students may officially withdraw from a course until the official drop date and will receive a grade of "W". The course and grade of "W" will be posted to the student's permanent record, but will not be included in the calculation of the semester cumulative grade point average. Students are cautioned that withdrawal from a course may impact their financial aid and other status (i.e., insurance coverage).



## Grade Appeal

Students should review their grades for accuracy at the end of each semester. If a student feels there is an error, he or she should contact the course instructor no later than the end of the second week of the following semester, or one week prior to the beginning of the next semester if the course is a prerequisite. If an incorrect grade was recorded, the instructor must complete a Grade Change Request form and submit the completed form to the Registrar's Office. If a student is unable to contact the instructor, or if there is no resolution, the student should discuss the grade with the program chair. If conversation with the program chair does not satisfactorily resolve the matter, the student should follow the procedure for grade appeals:

1. The student will submit a formal letter of appeal to the Dean of the appropriate department stating the exact nature of the appeal.
2. Upon receiving the appeal, the Dean will review the appeal to ensure that its receipt was within the required timeline. He or she will then notify the instructor that an appeal has been made and request that course information and grade documentation be provided for evaluation by the Academic Appeals Committee. Membership of this committee shall include the following:
  - a. Dean of the division (or designee), who is a non-voting member
  - b. A student affairs representative appointed by the Executive Director of Student Affairs
  - c. A faculty member from an academic division not involved in the appeal; this representative is appointed by the Vice Chancellor of Academic Affairs
  - d. A faculty member from the division involved in the appeal; the instructor whose grade is being reviewed cannot serve on this committee
  - e. An SGA Officer (of a different program than the appeal) appointed by the Executive Director of Student Affairs
  - f. A student from the division involved in the appeal
3. The Academic Appeals Committee will meet within two weeks of receiving the appeal to review the student's appeal letter and the instructor's course syllabus, grade book, student's assignments and assessments, criteria used for determining grades, and other relevant documentation.
4. The committee makes a decision as to the disposition of the appeal. A formal vote will be taken to determine the outcome of the appeal and issue a decision by at least a majority vote. If the decision of the committee is to change the grade, only the faculty members and the Dean whose division is involved will decide what that change will be. The Academic Appeals Committee will then complete the Grade Change Request form and submit it to the Vice Chancellor of Academic Affairs for processing.
5. The Vice Chancellor of Academic Affairs will notify the student and instructor in writing as to the disposition of the appeal within five working days of the committee's decision.
6. Further appeal, if desired by either party, will be presented to the Chancellor.
7. Decisions of the Chancellor are final.
8. The Registrar and Vice Chancellor of Academic Affairs will maintain all

documentation regarding the appeal.

## Assignment of Class Instructor

The College reserves the right to change the instructor listed in course schedules due to course cancellation, class divisions, or other conditions which might necessitate the reassignment of instructors. The listing of an instructor's name in the schedule is no guarantee that the specific instructor will teach the course.

## Class Attendance Policy

All students must be officially enrolled in any course that they attend. It is expected that students will attend scheduled classes regularly and on time. If an absence occurs, it is the responsibility of the student to make up all missed work, if approved by the instructor. Instructors may request verification for the absences or tardies. Students who stop attending a course and do not officially withdraw may receive a grade of "F" for all coursework missed that may result in a punitive final grade. Programs with state licensure requirements have separate attendance policies.

## Course Cancellations

The College reserves the right to cancel any course listed in a student's schedule. A student may enroll in another section of the course if openings are available.

## Course Repetitions

Any course for which a student has previously registered may be repeated. The student, however, must register for the course. The symbol (R) will follow the letter grade earned. The last grade awarded will be used in the computation of the cumulative grade point average. The term grade point average is not affected with repeat grades.

## Prior Learning Credit Policy

Credit for Prior Learning evaluation is the process of earning credit for college-level learning acquired through a variety of resources. Through Credit for Prior Learning evaluation, Central Louisiana Technical Community College offers students the opportunity to earn college credit for knowledge and skills attained through educational or work experiences. Such credit may include CLEP, AP, non-credit training (high school, military, other), challenge exams, licenses or certificates, and portfolios, which are described below. Students must be enrolled at CLTCC to request prior learning credit and must submit a Prior Learning Credit form and all required documentation to the evaluator. A \$15 fee will be charged per credit requested. The length of time needed to evaluate prior learning credit varies. Students may not submit credit for evaluation after midterm the semester of graduation.

### College-Level Examination Program (CLEP)

Students enrolled at Central Louisiana Technical Community College may receive credit for prior learning through the College-Level Examination Program (CLEP), a national standardized testing program that offers exams equivalent to final exams in introductory college freshman and sophomore courses.

Students must earn the minimum score of 50 or higher to receive credit. Credit is awarded when the CLEP examination score is reported on an official transcript from CLEP and sent directly by the CLEP transcript service to Student Services. Passing scores for subjects credited through CLEP are recorded with a "P" grade and the equivalent CLTCC course number and title, and appropriate credit hours.

The number of semester credit hours earned from any testing service is limited to 50% of the total credits required for an award (degree, diploma, or certificate). To be awarded credit of this type, students must follow the prior learning credit policy described above.

The following examinations are approved for CLTCC credit:

CLEP Title			
Composition & Literature			
College Composition	50	ENGL 1010	3
Languages			
College French Level 1	50	FREN 1010/1020	6
College Spanish Level 1	50	SPAN 1010/1020	6
History			
U.S. History I	50	HIST 2010	3

U.S. History II	50	HIST 2020	3
Western Civilization I	50	HIST 1010	3
Western Civilization II	50	HIST 1020	3
Social Sciences			
American Government	50	POLI 1100	3
Introductory Psychology	50	PSYC 2010	3
Introductory Sociology	50	SOCL 2010	3
Mathematics & Science			
College Algebra	50	MATH 1100	3
General Biology	50	BIOL 1010/1020	6
Business			
Info Sys & Computer Appl	50	CPTR 1002	3

### Advanced Placement Program (AP)

Students enrolled at Central Louisiana Technical Community College may receive credit for prior learning through the Advanced Placement (AP) program, by taking a related AP course in high school and earning a qualifying score on the AP Exam.

Students must earn the minimum score of 3 or higher to receive credit. Credit is awarded when the AP examination score is reported on an official transcript from The College Board and sent directly by The College Board to Student Services. Passing scores for subjects credited through AP are recorded with a “P” grade and the equivalent CLTCC course number and title, and appropriate credit hours.

The number of semester credit hours earned from any testing service is limited to 50% of the total credits required for an award (degree, diploma, or certificate). To be awarded credit of this type, students must follow the prior learning credit policy described above.

The following examinations are approved for CLTCC credit:

CLEP Title	Min. Score	CLTCC Equivalent	Credit Hours
Composition & Literature			
English Language	3	ENGL 1010	3
	4	ENGL 1020	6
Languages			
College French	3	FREN 1010 & 1020	6
College Spanish	3	SPAN 1010 & 1020	6

History			
History, American	3	HIST 2010 or HIST 2020	3
	4	HIST 2010 & HIST 2020	6
History, European	3	HIST 1010 or HIST 1020	3
	4	HIST 1010 & HIST 1020	6
Social Sciences			
Government, Politics (US)	3	POLI 1100	3
Psychology	3	PSYC 2010	3
Macroeconomics	3	ECON 2010	3
Microeconomics	3	ECON 2020	3
Mathematics & Science			
Calculus AB or BC	3	MATH Electives	6
Statistics	3	MATH 2100	3
Biology	3	BIOL 1010 & 1020	6
Chemistry	3	CHEM 1010 & Elective	6
Business			
Computer	3	CPTR 1002	3

## Non-Credit Training

Students may request credit for non-credit training, including high school courses and military training.

A student who has received military training can receive credit for courses on the basis of this training. Central Louisiana Technical Community College follows the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services (<http://www.militaryguides.acenet.edu>) in determining the value of learning acquired in military service when applicable to the service member's program of study. In order to request credit for military training, the student must submit an official military transcript which includes the ACE recommended credit, to the Admissions Office for evaluation. The transcript will then be reviewed by the appropriate academic deans in order to determine what courses the student can receive credit for. Courses for which the student is granted credit must be listed in the current academic catalog.

Students may request credit for high school courses included in an approved crosswalk agreement. Courses may be counted for credit up to two years after date of high school graduation. Official high school transcripts must be sent to the Registrar for evaluation.

To be awarded credit of this type, students must follow the prior learning credit policy described above.

## **Credit by Examination (Challenge Exam)**

CLTCC campuses permit students to take credit examinations in order to “test out” of specific courses. Only students with competencies gained through practical experience, extensive military or industry-based training, or completion of courses at institutions without articulation agreements with CLTCC may apply for a credit exam. Exams will be evaluated by faculty members of the applicable program. Students may attempt challenge exams only once per course and will not be eligible to challenge courses already attempted at CLTCC. To be awarded credit of this type, students must follow the prior learning credit policy described above.

## **License or Certificate**

A student may receive credit for courses on the basis of professional experience or substantial prior learning demonstrated by the attainment of a professional license or certification. A student must submit a copy of the license or certificate earned to a member of the faculty in the applicable program. Only credit applicable to a CLTCC program can be awarded. To be awarded credit of this type, students must follow the prior learning credit policy described above.

## **Portfolio**

A student may receive credit for courses on the basis of professional experience or substantial prior learning by submitting a portfolio. Artifacts must provide evidence of experience or education relevant to the course for which the student is applying for credit. Portfolios will be evaluated by members of the faculty in the applicable program and reviewed by the Vice Chancellor of Academic Affairs and Institutional Effectiveness. To be awarded credit of this type, students must follow the prior learning credit policy described above.

## **Access to Student Records**

All student records relating to assessment, admissions, and enrollment are secured in a fireproof storage room or fireproof cabinets in the Office of Student Affairs. Access to student records is restricted to authorized personnel. Students who wish to see their records may do so through the Student Affairs personnel.

In accordance with the Family Educational Rights and Privacy Act of 1974 (P.L. 93- 380, Section 513, amending the General Education Provisions Act, Section 438) (FERPA), students have the right to their personal official record as follows:

1. Inspect and review the education records;
2. Request the amendment of the student’s education records to ensure that they are not misleading, inaccurate, or otherwise in violation of privacy or other rights;

3. Contest the disclosures of personally identifiable information contained in the education records, except to the extent that the Act and the regulation authorized disclosure without consent;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements of the Act and the regulations; and
5. Obtain a copy of the institution's student record policy.

**FERPA** includes the following as regards to directory information: the student's name, address, telephone number, date and place of birth, and date of enrollment.

In compliance with this Act, it is not assumed that all students are independent. Parents of dependent students must prove such dependence through the presentation of the most recent 1040 form filed with the IRS before they will be granted access to any student record of their dependent.

## Transcripts

Each student is entitled to one official transcript of his/her completed courses and grades at no charge. Processing the request requires five (5) business days. Additional copies are \$5 each. Transcripts are available in the Office of Student Affairs upon written request. Students may have the transcripts mailed to themselves or to third parties. Prior to releasing any information or records to third parties, the privileged information release statement is verified.

The following information is needed to obtain an official transcript:

1. Date(s) of attendance;
2. Student's full name (and any former names used to identify the student);
3. Student's social security number; and
4. Student's signature and date of request.
5. If the transcript is to be sent directly to another institution, the full name and address of the institution should be included in the request.

## Withdrawal from a Course

To withdraw from a course, the student should complete the following steps:

1. Student gets a course drop form from the Office of Student Affairs or from his/her department.
2. Student or advisor completes the course information for each course to be dropped in the Drop section.
3. Student and advisor must sign the form.
4. Submit the completed form to the Office of Student Affairs.

Failure to withdraw from a course may result in a failing grade and, as a result, may jeopardize a student's ability to re-enter in good standing or to receive financial aid. Refer to the college calendar for the last day to drop a course.

## Withdrawal from School

A student who finds it necessary to withdraw from school should begin the process by securing the proper form. To withdraw from school, a student must:

1. Complete the Withdrawal from College Form (employment information, if applicable, should be provided on the form);
2. Sign and date the form; and
3. Submit the form to the Student Affairs Office for approval.

Withdrawals may also be done online.

Equipment or books belonging to the college must be returned. The college is not responsible for any personal items left after withdrawal.

Students who stop attending, but do not complete and submit the proper forms to the Student Affairs Office may remain on the roster and may be assigned a grade of "F" by the instructor. Students who officially withdraw from the campus on or before the last date to withdraw will receive a grade of "W" in each course. The course and grade of "W" will be posted to the student's official transcript, but will not be included in the calculation of the semester/session or cumulative grade point average. It is the student's responsibility to withdraw from the college.

## Leave of Absence

A leave of absence (LOA) may be granted in the cases of extenuating circumstances that may require students to interrupt their education. The LOA must be requested by the student and approved by the College in accordance with the College's LOA Procedure. Examples of extenuating circumstances that may qualify for LOA include:

- Military duty;
- Serious injury or illness of a student that prevents the student from attending school;
- Serious injury or illness of a family member that prevents the student from attending school;
- Death in the immediate family;
- Maternity;
- Jury duty; or
- Extenuating circumstances as approved by the Chancellor.



## **Effect of Leave of Absence on Student Financial Aid for Degree Programs**

A leave of absence is not considered an official leave of absence under federal Title IV regulations. When a student takes an institutional LOA, the student will be considered ineligible for Title IV purposes. As a result, a return to Title IV calculation will be done and the student will be reported as less than half time enrolled. If a student had previous lenders, the time on a LOA will be counted against the six month grace period for entering repayment on the federal financial aid loans (if applicable). The student will enter repayment, if the student does not return from leave within six months.

### **Leave of Absence Procedure**

Students must submit a written request for a LOA to a Financial Aid representative. The Financial Aid representative will review the student's eligibility for the LOA and ensure that all information and documentation has been provided.

There must be a reasonable expectation that the student will return from the LOA in the period indicated, in order for a LOA to be granted. The student will be informed, in writing, of the decision to grant or deny the request for LOA by the Vice Chancellor of Student Services.

Prior to the beginning of the LOA, the student must meet with the Financial Aid Department to determine the financial aid implications of taking a LOA.

Students may not exceed 180 calendar days on LOA within a continuous 12 month period.

If an LOA occurs anytime during a module or course in progress, students may be required to retake those courses in their entirety. Students will receive a W grade for such module or courses.

Students will not be eligible for any financial aid while on LOA and may be required to complete additional financial aid documents.

Students who fail to return from LOA on the scheduled date may be dismissed from the program.

The Department of Veterans Affairs will be notified immediately if a Veterans Affairs student is granted a LOA.

Serious injury or illness:

- Student must provide medical documentation or attestation stating the student is unable to attend school and the date upon which the student is expected to return to school.

- Student must provide medical documentation or attestation stating that the student must be able to care for the family member and the date the student is expected to return to school.

Jury Duty: Students selected to serve on a jury are eligible to request a LOA. Students must provide official court documents stating the time of service required of the student prior to the LOA being granted.

Extenuating circumstances: Students encountering other extenuating circumstances not listed above may apply for a LOA by providing documentation of the circumstances. The determination of whether these circumstances are appropriate grounds for a LOA are at the discretion of the College.

The Practical Nursing program may deny LOA requests in the second term of the program at the discretion of the Dean of Nursing and the Campus Dean.

Upon the return of the student, schedules cannot be guaranteed and students may have to return to a different session based on course availability.

## Program Transfers within the College

Transfers from one program to another program are permitted only at the beginning of a semester. Students must abide by the following guidelines to request a program transfer:

1. Student should seek career counseling from the Office of Student Affairs.
2. Student must be in good standing within the actively enrolled program. A student may not be on academic suspension to transfer to another program.
3. The transfer must be approved by appropriate Academic Affairs faculty and/or administration.
4. The transfer form must be submitted to the Office of Student Affairs.

## Graduation Requirements

The Registrar's Office will complete a degree audit of all graduation requirements for each student before the student is certified as a candidate for graduation.

All approved course substitution requests, transfer credit evaluations, non-traditional credit documents/approvals, and official transfer transcripts must be on file in the Student Affairs office before a student can be certified as a candidate for graduation.

To qualify for graduation, a student must

1. Meet the specific program requirements outlined in the curriculum in effect when the student enrolls, graduates, or changes majors and must meet the

following requirements:

2. Earn at least a 2.0 (C) grade point average on all work attempted at CLTCC (excluding grades for courses deleted through academic renewal or repeat/delete).
3. Earn at least a 2.0 (C) in each course in the major and have a grade point average of 2.0 on all courses required in the degree or certificate curriculum.
4. Complete 12 of the final 15 hours (excluding hours gained through non-traditional credit) required in the degree, certificate or diploma program in residence at CLTCC.
5. Earn at least 25 percent of the hours needed for the certificate/diploma/degree in residence at Central Louisiana Technical Community College, of which 9 must be in the major field of study.
6. Earn no more than a total of 30 credit hours toward an Associate of Applied Science degree or Technical Diploma from non-traditional sources, with no more than 12 non-traditional credit hours toward a Certificate of Technical Studies.
7. If a program requires a course but the course is no longer available or a course substitution cannot be made, completion of the total number of credit hours required in the program being following is mandatory.
8. Fulfill all other obligations and regulations including financial obligations to the College prior to established rules.

## Graduation Application Deadlines

Students must apply for graduation by completing and submitting the appropriate form at least one semester prior to completing degree/diploma requirements. The application deadline will be determined by the college.

## Graduation Fees

A graduation fee will be charged each student who submits an application for graduation.

## Academic Support Services

### Academic Support

The Developmental Studies lab is designed to provide instruction that will assist students in acquiring the required academic skills for entering an occupational program. Language, reading, and mathematics are emphasized as those academic areas necessary for success in occupational training and employment.

Minimum levels are established for all occupational programs offered. The minimum levels are determined by the entrance examination administered to all prospective

students. The Computerized Adaptive Assessment Support System AccuPlacer is the testing instrument used.

Class scheduling for students who need attention in developing basic learning skills (reading, mathematics, and language) is coordinated between the Developmental Studies instructors and the instructors for the students' occupational programs.

Students must attain the minimum requirements for his/her program of study before a credential is awarded.

## Continuing Education

Continuing Education classes are noncredit and typically there are no transcripts or grades. Noncredit courses are open to interested persons without regard to eligibility for admission to college-credit programs. Courses are usually offered during the evening hours and on Saturdays.

Courses are designed to meet your personal aims, whether to enhance opportunities for career progression, achieve life-style change, or experience the sheer pleasure of learning alongside others who share your enthusiasm.

## Distance Learning

Students enrolling in distance learning courses must have access to a personal computer. Electronic learning courses are offered to students through compressed video, Canvas, or other types of technology. Courses are equivalent to those offered on site.

## Online Learning at CLTCC

Welcome to Online Learning at Central Louisiana Technical Community College (CLTCC). You can earn credits toward a credential no matter where you are. CLTCC offers high-quality courses, as well as a variety of services available online and on campus, including admissions, advising, bookstore services and access to the Library Resource Center. Distance education serves students who need ways to access quality education at times, places and formats that meet their needs. Distance learning courses use the same curriculum and meet the same standards as those offered face-to-face on CLTCC's campuses:

- Distance Education courses allow students to obtain the same technical competencies as their face-to-face counterparts.
- Distance Education courses are offered within the typical 16-week semester timeframe; some courses may be compressed into a shorter timeframe within the 16-week semester.

Several state-of-the-art teaching technologies are used in the delivery of the distance learning courses. But we realize that online learning isn't for everyone. That's why we encourage you to take the [Readiness Index for Learning Online](#). It's FREE, and you'll have a better idea whether you're ready to take online classes.

### **Hardware/Software Requirements for Online Courses**

CLTCC uses the Canvas Learning System for online courses. As an online student, your personal internet-ready computer (or mobile computer/device) is the primary way you'll access your online coursework. It is important for you to setup your computer in a comfortable environment as well as keep your hardware and software up-to-date. Software requirements will vary by course.

To access your course via Canvas's mobile view with your smartphone or tablet computer, it is recommended that you have the latest version of iOS, Android, or Windows Phone 7 installed on your mobile device.

## **Student Services**

### **Online Bookstore**

Book purchases vary by course and instructor. CLTCC has selected MBS Direct Online Bookstore to facilitate book purchases. A complete listing of courses and books required for those courses is available online. Students using book vouchers must use MBS Direct Online Bookstore. All other students may choose any online bookstore to complete their purchases.

### **Campus Security: Reporting Crimes and Other Emergencies**

CLTCC provides security as needed at all campus locations. Criminal activity and other emergencies occurring on campus should be reported immediately to the CLTCC officer on duty by telephone, an officer on patrol or the Campus and Community Liaison for that campus. This will enable us to provide the best possible assistance and make timely warning to the CLTCC community when needed.

In the event that students, faculty or staff members witness or discover a criminal or illegal activity, they should first notify their instructor and the Campus and Community Liaison, who will then contact local law enforcement authorities, if necessary. A report will be written and maintained on file with the Campus Safety representative. Contact Rapides Parish Sheriff Department by calling 911.

Records shall also be maintained regarding any illegal acts which occur during any campus-sponsored activities held off campus. Security of campus property and reporting

of campus Incidents is being provided as part of CLTCC commitment to safety and security on campus and complies with the Crime Awareness and Campus Security Act of 1990 (Clergy Act / PL 101-542).

## Sex Offender Registry

Louisiana Revised Statute 15:542B(3) requires sex offenders attending college to register with Police and notify the Campus Dean prior to the first day of class.

<http://www.lsp.org/socpr/default.html>

## Cooperative Education

Cooperative Education may be offered in any occupational program areas. Interested students should consult with their program instructors for more information.

## Cost Sheets

The Office of Student Affairs maintains a detailed cost sheet for each occupational program. The cost sheets are updated frequently and are subject to change without notice. Students may request cost sheets from the Office of Student Affairs.

## Counseling Services

Counseling services are available as a part of the overall educational program. The Office of Student Affairs is available to help students with educational and occupational concerns. The College adheres to drug-free campus requirements and offer drug and alcohol counseling information to students and staff.

In addition, the Student Affairs personnel can refer students to a number of counseling agencies in the Central Louisiana area.

## Food Services

Vending machines are located throughout the College. Local vending services are responsible for the machines.

A commons area is provided for the use of students during specified breaks and lunch periods. Microwave ovens are also provided. Trash and food products should be disposed of properly. The student should clean up any spills or custodial personnel should be called. Consumption of food and beverages is not permitted in classrooms, hallways, or shop areas.

## Inclement Weather Policy: Smart Notice Alerts

Weather so severe as to endanger student safety or campus property may require the Chancellor to close the campuses until the conditions improve. Campus-closing announcements will be broadcast through **Smart Notice Alerts**, local radio and television stations. *Students, staff and instructors must register each semester for Smart Notice Alerts.*

## Emergency Warning System (Smart Notice Alerts)

As part of ongoing efforts to ensure the safety of the campus community, Central Louisiana Technical Community College has implemented an emergency notification system that sends text and voice messages in the event of an emergency.

Call Interactive Network, CLTCC's campuses (students, faculty, and staff) receive alerts within minutes of an incident.

Students, faculty, and staff are urged to go to the CLTCC website [www.CLTCC.edu](http://www.CLTCC.edu) and register or update their information so that they can be contacted in the event of emergency.

## Interpreters

Hearing impaired individuals may be provided an interpreter for entrance test purposes or on an "as needed" basis. Students have the availability of an interpreter if funds are available and if requests are made in advance. For information regarding interpreters, contact the Office of Student Affairs.

## Learning Resources

A library of learning resources and instructional-related media are located in each occupational program department/instructional area. A Learning Resource Center is located on each campus with 24 X 7 access to electronic resources. Students are provided access to these learning resources during all operational school hours and at other times as designated by the program instructor or department head.

## Live-Work Policy

As part of their training, students may be involved in actual "live-work" projects in which competency skills are taught. The following policy is maintained for live work:

1. The instructor will complete a work order if applicable for every Live Work Project.
2. The Instructor and appropriate Academic Dean must approve all live work assignments.
3. All costs involved in the work must be incurred by persons requesting the

- work.
4. The student performing the work or the instructor supervising the work will not be liable for losses that might occur in connection with the work.

## **Parking**

Students, faculty, and staff at all campuses must obtain a parking permit if his/her vehicle is to be brought on campus. The campuses are not responsible for theft/vandalism to any vehicles parked on campus. Handicapped parking is provided for those students driving vehicles with handicapped license plates or permits.

## **Special Projects**

Students who want to perform personal projects in shop classes must receive prior approval from the program instructor. When the instructor approves personal projects, the student must furnish all necessary materials for the project. If material(s) used is property of the college, the student is responsible for replacing the material(s). Students may operate equipment only after receiving safety and operating instructions from the instructor. Students may work in a shop when the instructor is on duty in the shop. No work may be done in the absence of an instructor unless specific orders were left by the instructor that this work could be done in his/her absence.

## **Student Organizations**

Student organizations provide a framework for students to develop their own special talents and interests. Objectives of organizations include assisting students in developing leadership qualities and providing profitable use of leisure time. Information about current organizations may be obtained from the Office of Student Services.

## **Student Conduct**

### **Conduct Detrimental to Others**

Students will be suspended for actions detrimental to the welfare of other students, instructors, staff, and the campus. These actions include, but are not limited to:

1. Firearms and/or weapons, alcoholic beverages, and illegal drugs will not be permitted on the campus.
2. Profanity and fighting are strictly prohibited.
3. Eating, drinking, smoking, or use of any other tobacco products. Students must not eat or drink beverages in classrooms or labs.
4. Vandalism will not be permitted on campus.



5. Dishonesty will not be tolerated under any circumstances. Students who cheat, or aid in the act thereof, may be dismissed from campus.
6. Students must display a respectable attitude and behavior toward instructor and other students.
7. The College has a Zero Tolerance Policy, meaning the campuses should be completely free of threats and assaults to ensure the highest standard of safety for all faculty, staff, students, and visitors on each campus. The college will take all reasonably available steps to protect all such persons from violence. Violators of the Zero Tolerance Policy will be suspended.

## Disciplinary Probation

A student may be placed on disciplinary probation when campus rules and policies are disregarded. When a student is placed on disciplinary probation, the student is given a specified time to improve his/her record. If the student's record does not show improvement, the student may be suspended for a specific time, usually a semester or more.

## Dress & Grooming

The mission of CLTCC is to prepare individuals for employment. All students must wear clothing that is appropriate for the occupations in which they are training. Dress codes for shop areas are to be consistent with safety standards. Students dressed inappropriately will not be allowed in the shop areas. Specific instructions concerning attire will be provided to each student by the program instructor or the Student Affairs personnel.

## Computer and Internet Use

To achieve an atmosphere conducive to the best use of its resources, CLTCC has developed the following rules regarding the use of public computers

- Use of the Internet is governed by US Law. The user may not use the Internet for any illegal activity or place any material on the Internet related to any illegal activity.
- Users may not invade the privacy of others or engage in any activity that is harassing, defamatory, or threatening, or receive or display graphics which may reasonably be construed as obscene as defined by law.
- It is the responsibility of the user to respect copyright laws and licensing agreements and assume responsibility for payment of fees for any fee-based service.
- Obstruct the work of others by consuming gratuitously large amounts of system resources or by deliberately crashing any library computer system.
- Make any attempt to damage computer equipment or software.

- Make any attempt to alter software configurations in a malicious manner.
- Make any attempt to cause degradation of system performance.
- Use any library workstation for illegal or criminal purpose.
- Engage in any activity which is deliberately and maliciously offensive, libelous or slanderous.
- Represent yourself as another person for purposes of fraud or other illegal activity.
- Illegal acts involving computer resources may be subject to prosecution by local, state and federal officials.

## Access to Licensed Web Resources

CLTCC licenses a variety of research materials (databases, electronic journals and books, and other web-accessible resources) for online access through the World Wide Web (www). Anyone using a campus library or workstation may access these resources on site. Use of these online resources is restricted to faculty, students, and staff of Central Louisiana Technical Community College. It is the responsibility of each user to ensure that he or she uses this product only for individual, non-commercial educational or research purposes. The CLTCC Learning Resource Center takes seriously its legal responsibility to comply with contracts and abide by current copyright law. Therefore, reported misuse of licensed resources will be investigated. The consequences of willfully breaching contracts could be significant for the College community, including the loss of campus access to library supported research databases.

## Use of Electronic Equipment

All cell phones, CD players, radios, IPODs, digital music players, etc., must be turned off while participating in instruction in the classroom, lab, clinical site or work site. Anyone violating this policy is subject to disciplinary action.

## Tobacco Use

All campuses are smoke-free and tobacco free facilities. Smoking is prohibited on all campuses, facilities, including classrooms, offices, labs, shop areas, restrooms, or commons areas. Smoking or tobacco use is not permitted on any campus or campus facility.

## Solicitation

Students are not permitted to solicit money from the student body for any cause unless permission is granted by the College administration. Students should not solicit for donations, loans, cigarettes, or rides in personal cars from faculty, staff or other students.

## Personal Property

The campus will not be held responsible for personal properties of students.

## Weapons Policy

Carrying a firearm or dangerous weapon as defined in R.S. 14:2, by a student or non-student on campus property, at a campus-sponsored function, or in a firearm-free zone is unlawful. Such action shall be defined as possession of any firearm or dangerous weapon on one's person at any time while on campus, on college transportation, or at any college-sponsored function in a specified designated area including, but not limited to, any extracurricular activities, or within one thousand feet of each campus.

## Grievance Procedures

Central Louisiana Technical College (CLTCC) has established a policy which sets forth the guidelines and standards for student grievances not involving an academic or grade appeal; refund appeals; admission appeals and other matters within the jurisdiction of other committees of the College. This policy reflects the College's commitment to the principles, goals, and ideals described in CLTCC's Mission Statement and its core values.

Any enrolled student has the right to file a grievance when he/she feels unjustly or improperly treated by the College or another student. The process set out here is not intended to initiate disciplinary actions against a member of the faculty, staff, or administration, or to alter College policy. In cases involving sexual harassment, discrimination on the basis of race, sex, creed, color, religion, sexual orientation, national origin, age, marital status, pregnancy, veteran's status, or disabling condition, etc., the Vice Chancellor of Student Services shall be responsible for receiving complaints.

## Grievance Process

- Investigation of the complaint by the student's Campus Dean;
- Review by an impartial grievance/hearing committee if warranted;
- An opportunity to present evidence both documentary and testimonial and to present evidence to the contrary;
- The right of the student to be counseled during the proceedings at the student's expense;
- A summary record of the hearing, to be kept by the campus for a period of three years subject to provision of existing privacy and disclosure laws;
- A written recommendation by the hearing committee upon conclusion of the hearing;
- Right of appeal.

## Mediation Procedures

1. 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) working days of the alleged incident either:
  2. Request an appointment with the student's program Dean; or
  3. Complete a Student Incident Report and provide that report to the student's program Dean.
4. Within five (5) working days of the student requesting an appointment of their Dean or receiving a completed Student Incident Report, the Dean meets with the complainant to discuss the alleged incident.
5. If in the opinion of the Dean a violation has not occurred, the Dean will inform the student and make a written record of the discussion he/she had with the complainant. The complainant may accept the decision of the Dean or file a formal grievance.
6. If the Dean finds that a violation of College policy may have occurred, he/she offers to:
  7. 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 Dean (the Dean may also serve as the supervisor of the respondent and the mediator). Or;
  8. Investigate the alleged incident and provide feedback to the complainant without holding a mediation conference.
9. If the incident is deemed to be a potentially serious violation of CLTCC policy, the Dean will provide the student with a Student Grievance Form and encourage the student to complete and return the form within five (5) working days. If the student completes the Student Grievance Form within the timeframe, the Dean will forward it to the appropriate grievance committee.

## Mediation Conference

A mediation conference provides an opportunity for the complainant, the respondent, the respondent's supervisor, and Dean to discuss and attempt to resolve the alleged incident without a grievance hearing.

1. When the Dean has found that a violation might have occurred, and the respondent has accepted the offer of a mediation conference, the Dean establishes a day, time, and location for the conference. She/he notifies in writing, the complainant, respondent, and respondent's supervisor (the Dean may serve as the supervisor and the mediator) of the day, time, and location of the conference.
2. In addition, the Dean provides the respondent and his/her supervisor with a copy of the Student Incident Report, completed by the complainant, five (5) working days prior to the mediation conference.
3. If the respondent chooses not to attend the mediation conference, the Dean provides the student with a Student Grievance Form, encourages the student to complete and return the form within five (5) working days, and forwards it to the

- appropriate grievance committee.
4. If the respondent chooses to attend the Mediation Conference, and the complaint is resolved to the satisfaction of the complainant, the Dean notes the outcome in the files, and notifies the Vice Chancellor of Academic and Student Affairs.
  5. If during the Mediation Conference, the complaint cannot be resolved to the satisfaction of the complainant, the Dean informs the complainant, that he/she has the option of filing a formal grievance.

### Mediation without a Conference

The Dean follows the same procedures (and corresponding time line) as outlined above in C.1-5 for a Mediation Conference, but will not hold a face-to-face conference between the complainant and respondent.

In these situations, the complainant must complete the Student Incident Report, and the respondent is strongly encouraged to complete the Response to Student Incident Report.

### Formal Grievance Conditions and Procedures

A formal grievance may be filed if the following conditions are met:

- The Dean has found a serious violation of college policy might have occurred; or
- If the complainant has chosen to bypass mediation; or
- If the respondent has chosen not to attend a scheduled mediation conference; or
- If the complainant is not satisfied with the outcome of a mediation conference.

Once the conditions for a formal grievance have been met, the complainant must complete and return a Student Grievance Form, within five (5) days of E.1.a-d, to the Vice Chancellor of Academic and Student Affairs.

The grievance is then referred to the College Grievance Committee.

Prior to forwarding the Student Grievance Form to the College Grievance Committee, the Dean attempts to gather any information relevant to the alleged violation of college policy. Together with the Student Incident Report (if any) and the Student Grievance Form, the Dean forwards this information to the committee.

\*Note: Only grievances, incidents, and/or charges which were (at the time of the incident or incident report) discussed by the respondent's supervisor or Dean 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 institution level may be reported CLTCC's accrediting agency Council on Occupational Education (COE) whose address and

telephone number are provided below:

Council on Occupational Education 41 Perimeter Center East, NE  
Suite 640  
Atlanta, GA 30346  
Telephone: (770) 396-3898

## Safety and Accident Prevention

The safety of students, personnel, and visitors is of great importance. The College assumes the primary role of providing a safe environment. Students and employees should contribute to the safe atmosphere by assuming their own responsibility for safety. It is the campus' policy that safety shall not be sacrificed for speed or shortcuts.

Every attempt shall be made to reduce the possibility of accidents; therefore, the teaching of safe practices shall be integrated into the curriculum of all programs. It is the intent of all campuses to comply with safety laws and applicable standards mandated by the State of Louisiana, applicable OSHA standards, and standards set by the equipment manufacturers.

All accidents and/or serious illnesses occurring on the campuses must be reported to the Safety Coordinator or administrative office.

## Search and Seizure

Desks, furniture and equipment are the property of the College and are loaned to students for obtaining an education. As College property, they are subject to search for any contraband at any time, upon reasonable belief said property may contain material which is not allowed on campus.

Bringing a toolbox and operating a motor vehicle on campus are conditional privileges granted to students based upon the consent of the student to a search by the campus administration in order to determine if said property contains material which is not allowed on campus.

This search and seizure policy applies to materials such as weapons, illegal substances or drugs, alcoholic beverages, and other similar materials. Local law enforcement authorities may be included in this process if the campus administrator determines a need for such involvement.

## Sexual Harassment Definition and Policy Statement

By definition, sexual harassment is any unsolicited, non-reciprocal behavior that emphasizes an individual's sexuality over his/her function as a worker. Sexual harassment in any form will not be tolerated. The objective is to enforce policies that build a work site where all employees and students are treated fairly and can perform job

assignments in a non-threatening environment.

Any individual who feels that he/she has reason to file a charge of sexual harassment should meet with the Office of Student Affairs within seven (7) school days of the incident. Sexual harassment complaints will be processed in accordance with the procedures outlined for grievances.

## Substance Abuse and Drug-Free Policy

The College strictly adheres to the "Student Drug-Free School Policy for the Technical College System." The campus facilities have been designated as Drug/Alcohol-Free Zones. In addition, the campuses comply with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Institute and Communities Act Amendment of 1989.

## Title VI, Title IX and Section 504 Policy and Resources

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:

This is an equal opportunity agency and is dedicated to a policy of non-discrimination 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 qualified handicap. All students have equal rights to counseling and training.

### Campus Coordinators:

Title IX:	Gregory Willis, MPA Director of Human Resources 4311 S. MacArthur Dr. Alexandria, LA 71302 (318) 487-5443 Ext. 1144
Section 504:	Sendy Johnson Admissions and Student Success Counselor 4311 S. MacArthur Dr. Alexandria, LA 71302 (318) 487-5443 Ext. 3111
Special Populations:	Sendy Johnson Admissions and Student Success Counselor 4311 S. MacArthur Dr. Alexandria, LA 71302 (318) 487-5443 Ext. 3111

Anyone having inquiries regarding compliance with Title VI (Race), Title IX (Sex), Section 504 (Handicap), or Special Populations is directed to contact the above appropriate coordinator or the director of civil rights.

## General Education

CLTCC recognizes that associate degrees should contain a broad-based common educational experience that enhances students' ability to describe, interpret, and analyze their world. In addition to building awareness of a wide range of material and enriching the academic experience, general education should promote intellectual inquiry through basic content and methodology and contribute to the graduate's ability to communicate effectively in oral and written English.

General education courses are grouped into five categories:

- English Composition – Effective written communication skills are essential to prepare students to effectively and intelligently communicate in a variety of contexts.
- Mathematics/Analytical Reasoning – As a cornerstone for the liberal arts, engineering, and sciences, mathematical/analytical reasoning skills are an essential component of all disciplines.
- Natural Sciences – Natural sciences study both life and physical sciences in an approach to understanding the universe by studying objects, phenomena, laws of nature and the physical world.
- Humanities – Humanities offer a broad-based study of cultural traditions and the human condition, including everything from language, literature, and religion to history, philosophy, and communication.
- Social/Behavioral Sciences – Social and Behavioral Sciences study human behavior and the relationship between individuals and their societies.
- Fine Arts – The Fine Arts provide an opportunity to explore and to value aesthetic creation and form as an essential means of conceiving and expressing the human experience.

An associate of Applied Science requires 15 credit hours in general education, including one three credit hour course from each of the following areas: English Composition, Mathematics, Natural Sciences, Social Sciences, and Humanities.



## General Education Courses

Academic Area	Rubric/Number	Course Title	Credit Hours	
<b>English Composition</b>	ENGL 1010	English Composition I	3	
	ENGL 1020	English Composition II	3	
<b>Mathematics</b>	MATH 1100	College Algebra	3	
	MATH 1120	Trigonometry	3	
	MATH 1300	Contemporary Mathematics	3	
	MATH 1060	Finite Mathematics	3	
	MATH 2100	Introductory Statistics	3	
<b>Science</b>	BIOL 1010	General Biology I	3	
	BIOL 1020	General Biology II	3	
	BIOL 2200	Human Anatomy and Physiology I	3	
	BIOL 2300	Human Anatomy and Physiology II	3	
	BIOL 2600	Fundamentals of Human Nutrition	3	
	CHEM 1010	Introductory Chemistry I	3	
	GEOL 1010	Physical Geology	3	
	PHSC 1000	Physical Science I		
	PHSC 1200	Physical Science II	3	
	<b>Humanities</b> (Including Fine Arts)	ENGL 2010	Survey of British Literature I	3
ENGL 2070		Major Writers in World Literature	3	
ENGL 2110		Introduction to Fiction	3	
ENGL 2150		Introduction to Poetry	3	
FREN 1010		Elementary French I	3	
FREN 1020		Elementary French II	3	
HIST 1010		Western Civilization I	3	
HIST 1020		Western Civilization II	3	
HIST 2010		United States History I	3	
HIST 2020		United States History II	3	
HIST 2100		Louisiana History	3	
HUMA 1020		Introduction to Religion	3	
SPAN 1010		Elementary Spanish I	3	
SPAN 1020		Elementary Spanish II	3	
SPCH 1200		Introduction to Public Speaking	3	
ARTS 1200		Introduction to Visual Arts	3	
THTR 1200		Introduction to Theatre	3	
THTR 2050		Film Appreciation	3	
<b>Social Sciences</b>		ANTH 1010	Introduction to Anthropology	3
		ANTH 1030	Cultural Anthropology	3
	ECON 2010	Principles of Macroeconomics	3	
	ECON 2020	Principles of Microeconomics	3	
	GEOG 1010	World Regional Geography	3	
	GEOG 1030	Human Geography	3	
	GEOG 2010	Physical Geography	3	
	POLI 1100	Introduction to American Gov't	3	
	PSYC 2010	Introduction to Psychology	3	
	SOCL 1100	Introduction to Criminal Justice	3	
	SOCL 2010	Introduction to Sociology	3	

## **Program Offerings**

Programs are offered in which students can earn an associate degree, diploma or certificate. Each program has exit points where technical certificates can be earned. See curriculum listings for more details. The college offers several programs that are only available to incarcerated students, these programs are not included in the general catalog.

### **Diploma/Certificate Options**

Technical Certificate of Achievement (TCA)

Career and Technical Certificate (CTC)

Certificate of Technical Studies (CTS)

Technical Diploma (TD)

Associate of Applied Science (AAS)

## Programs of Study

### Air Conditioning and Refrigeration (47.0201)

**Program Coordinator:** Larry White - awhite@cltcc.edu

#### Program Description

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

#### Diploma/Certificate Options

CTC – HELPER I AND SOLAR SYSTEMS INSTALLER  
CTS – HELPER II  
CTS – DOMESTIC A/C REFRIGERATION TECHNICIAN  
CTS – HACR ENERGY SYSTEMS TECHNICIAN  
TD – RESIDENTIAL A/C & REFRIGERATION TECHNICIAN  
TD – COMMERCIAL AIR CONDITIONING TECHNICIAN  
TD – COMMERCIAL REFRIGERATION TECHNICIAN

#### Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
HACR 1150	HVAC Introduction	1	2	3	90
HACR 1160	Principles of Refrigeration I	1	2	3	90
HACR 1170	Principles of Refrigeration II	1	2	3	90
HACR 1180	Principles of Refrigeration III	1	2	3	90
	<b>CTC - HELPER I</b>			<b>12</b>	<b>360</b>
HACR 1210	Electrical Fundamentals	1	2	3	90
HACR 1220	Electrical Components	1	2	3	90
HACR 1230	Electric Motors	1	2	3	90
HACR 1240	Applied Electricity and Troubleshooting	1	2	3	90
	<b>CTS - HELPER II</b>			<b>24</b>	<b>720</b>
HACR 1410	Domestic Refrigeration	1	1	2	60

HACR 1420	Room Air Conditioners	1	1	2	60
	<b>CTS - DOMESTIC A/C &amp; REFRIGERATION</b>			<b>28</b>	<b>840</b>
HACR 2510	Residential Central Air Conditioning I	1	2	3	90
HACR 2520	Residential Central Air Conditioning II	1	1	2	75
HACR 2530	Residential System Design	1	1	2	60
HACR 2540	Residential Heating I	1	2	3	105
HACR 2550	Residential Heating II	1	2	3	90
HACR 2560	Residential Heat Pumps	1	1	2	60
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>TD - RESIDENTIAL A/C &amp; REFRIGERATION</b>			<b>45</b>	<b>1350</b>

Successful completion of CTC-Helper I, CTS-Helper II, JOBS 2450 plus following 3 courses:

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
HACR 2810	Commercial Air Conditioning I	2	4	6	210
HACR 2820	Commercial Air Conditioning Controls	3	4	7	210
HACR 2830	Commercial Air Conditioning II	2	4	6	180
	<b>TD - COMMERCIAL AIR CONDITIONING</b>			<b>45</b>	<b>1350</b>

Successful completion of CTC-Helper I, CTS-Helper II, JOBS 2450 plus following 3 courses:

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
HACR 2910	Commercial Refrigeration I	2	4	6	210
HACR 2920	Commercial Refrigeration Controls	3	4	7	210
HACR 2930	Commercial Refrigeration II	2	4	6	180
	<b>TD - COMMERCIAL REFRIGERATION</b>			<b>45</b>	<b>1350</b>

Additional Exit Points:

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
SOLR 1000	Solar Fundamentals	3	0	3	45

SOLR 1010	PV Solar Applications	1	2	3	75
SOLR 1020	Industrial Solar Applications	1	2	3	75
SOLR 1030	Solar Thermal Applications	1	2	3	75
	<b>CTC - SOLAR SYSTEMS INSTALLER</b>			<b>12</b>	<b>270</b>

Successful Completion of CTS-Helper II plus following 3 courses:

<b>Course No.</b>	<b>Course Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Total Credit Hrs.</b>	<b>Total Clock Hrs.</b>
HACR 2510	Residential Central Air Conditioning I	1	2	3	90
SOLR 1000	Solar Fundamentals	3	0	3	45
SOLR 1030	Solar Thermal Applications	1	2	3	75
	<b>CTS - HACR ENERGY SYSTEMS TECHNICIAN</b>			<b>33</b>	<b>930</b>

## Automotive Technology (47.0604)

**Program Coordinator:** Gerry Kesselbach – gerrykesselbach@cltcc.edu

### Program Description

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare individuals to engage in the servicing and maintenance of all types of automobiles at the entry level. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. Instruction in the diagnosis of malfunctions and the repair of engines; fuel, electrical, cooling, and brake systems; drive train; and suspension systems is included.

The competencies in the Automotive Technology program are directly correlated with the knowledge required to prepare an individual for the certification test given by the National Institute for Automotive Service Excellence (ASE). The content is organized into competency-based courses of instruction that specify occupational competencies the individual must successfully complete according to the priorities for tasks established by the National Automotive Technicians Education Foundation (NATEF).

### Diploma/Certificate Options

CTC – ELECTRICAL TECHNICIAN  
CTC – ENGINE PERFORMANCE TECHNICIAN  
CTC – ENGINE REPAIR TECHNICIAN  
CTC – STEERING, SUSPENSION & BRAKE TECHNICIAN  
CTC – HEATING & AIR CONDITIONING TECHNICIAN  
CTC – MANUAL DRIVE TRAIN TECHNICIAN  
CTC – AUTOMATIC TRANSMISSION & TRANSAXLE TECHNICIAN  
CTS – ENGINE TECHNICIAN

### Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
AUTO 1000	Introduction to Automotive Technology	0	2	2	60
AUTO 1010	General Electric/Electronic	0	5	5	150
AUTO 1020	Advanced Electric/Electronic I	0	3	3	90

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
AUTO 1440	Wheel & Tire Diagnosis & Repair	0	1	1	30
	<b>TCA - STEERING &amp; SUSPENSION TECHNICIAN</b>			<b>5</b>	<b>150</b>
AUTO 1500	Hydraulic Systems Diagnosis & Repair	0	1	1	30
AUTO 1510	Drum Brake Diagnosis & Repair	0	1	1	30
AUTO 1520	Disc Brake Diagnosis & Repair	0	1	1	30
AUTO 1530	Power Assist Diagnosis & Repair	0	1	1	30
AUTO 1540	Antilock & Traction Control Diagnosis & Repair	0	1	1	30
	<b>TCA - BRAKE TECHNICIAN</b>			<b>5</b>	<b>150</b>
AUTO 1600	General Electrical System Diagnosis	0	2	2	60
AUTO 1610	Battery Diagnosis & Repair	0	1	1	30
AUTO 1620	Starting Systems Diagnosis & Repair	0	2	2	60
AUTO 1630	Charging Systems Diagnosis & Repair	0	2	2	60
AUTO 1640	Lighting Systems, Gauges, Warning Devices, and Driver Information Diagnosis & Repair	0	1	1	30
AUTO 1650	Horn & Wiper/Washer Diagnosis & Repair	0	1	1	30
AUTO 1660	Electrical Accessories Diagnosis & Repair	0	1	1	30
	<b>TCA - ELECTRICAL TECHNICIAN</b>			<b>10</b>	<b>300</b>
AUTO 1700	HVAC System Diagnosis & Repair	0	1	1	30
AUTO 1710	Refrigeration System Component Diagnosis & Repair	0	1	1	30
AUTO 1720	Heating & Ventilation System Component Diagnosis & Repair	0	1	1	30
AUTO 1730	Operating Systems & Related Controls	0	1	1	30
AUTO 1740	Refrigerant Recovery, Recycling, and Handling	0	1	1	30

	<b>TCA - HEATING &amp; AIR CONDITIONING</b>			<b>5</b>	<b>150</b>
AUTO 1800	General Engine Diagnosis	0	3	3	90
AUTO 1810	Computerized Engine Controls Diagnosis &	0	3	3	90
AUTO 1820	Ignition Systems Diagnosis & Repair	0	2	2	60
AUTO 1830	Fuel, Air Induction, and Exhaust Systems	0	2	2	60
AUTO 1840	Emissions Systems Diagnosis & Repair	0	3	3	90
AUTO 1850	Engine Related Services	0	2	2	60
	<b>TCA - ENGINE PERFORMANCE</b>			<b>15</b>	<b>450</b>
JOBS 2450	Job Seeking Skills	2	0	2	30
CPTR 1000	Introduction to Computers	1	1	2	45
	<b>TD - AUTOMOTIVE TECHNICIAN</b>			<b>60</b>	<b>1740</b>

**CTS Exit Points:**

	<b>Total Credit Hrs.</b>
<b>Complete TCA ELECTRICAL TECHNICIAN and any <u>three</u> of the following TCAs:</b>	<b>10</b>
TCA - ENGINE REPAIR TECHNICIAN	6
TCA - AUTOMATIC TRANSMISSION & TRANSAXLE TECHNICIAN	5
TCA - MANUAL DRIVE TRAIN TECHNICIAN	5
TCA - STEERING & SUSPENSION TECHNICIAN	5
TCA - BRAKE TECHNICIAN	5
TCA - HEATING & AIR CONDITIONING TECHNICIAN	5
<b>CTS - ELECTRICAL TECHNICIAN</b>	<b>25</b>

	<b>Total Credit Hrs.</b>
<b>Complete <u>five</u> of the following TCAs:</b>	
TCA - ENGINE REPAIR TECHNICIAN	6
TCA - AUTOMATIC TRANSMISSION & TRANSAXLE TECHNICIAN	5
TCA - MANUAL DRIVE TRAIN TECHNICIAN	5
TCA - STEERING & SUSPENSION TECHNICIAN	5
TCA - BRAKE TECHNICIAN	5
TCA - HEATING & AIR CONDITIONING TECHNICIAN	5
<b>CTS - POWER TRAIN TECHNICIAN</b>	<b>25</b>
	<b>Total Credit Hrs.</b>
<b>Complete the following TCAs:</b>	
TCA - ELECTRICAL TECHNICIAN	10
TCA - ENGINE PERFORMANCE TECHNICIAN	15
<b>CTS - ENGINE PERFORMANCE TECHNICIAN</b>	<b>25</b>



## Building Technology Specialist (46.0401)

ONLY OFFERED IN THE PRISON SYSTEM

**Program Coordinator:** Bobby Bordelon - bobbybordelonjr@cltcc.edu

### Program Description

This program prepares individuals to keep a building functioning and service a variety of structures, including commercial and industrial buildings. The program includes instruction in the basic maintenance and repair skills related to the air conditioning, heating, plumbing, electrical, and other mechanical systems.

### Diploma/Certification Options

CTC – CONSTRUCTION SPECIALIST  
 CTC – PLUMBING SPECIALIST  
 CTS – ADVANCED CONSTRUCTION SPECIALIST  
 TD – BUILDING TECHNOLOGY  
 SPECIALIST

### Curriculum

Course No.	Course Title			Total Credit Hrs.	Total Clock Hrs.
ORNT 1000	Freshman Seminar			1	15
BLDG 1110	Introduction and Safety			1	15
BLDG 1130	Carpentry			4	150
BLDG 1140	Blueprint Reading			2	60
BLDG 1150	Masonry/Ceramic Tile			2	60
BLDG 1330	Customer Relations			2	30
	<b>CTC – CONSTRUCTION SPECIALIST</b>			<b>12</b>	<b>330</b>
BLDG 1220	Electricity I			5	165
BLDG 1221	Electricity II			5	165
BLDG 1135	Advanced Carpentry			6	210
BLDG 1155	Advanced Masonry			6	210
	<b>CTS – ADVANCED CONSTRUCTION</b>			<b>34</b>	<b>1080</b>
BLDG 1120	Mathematics			3	45
BLDG 1410	Plumbing I			3	105
BLDG 1420	Plumbing II			4	150
CPTR 1000	Introduction to Computers			2	45
JOBS 2450	Job Seeking Skills			2	30

	<b>TD – BUILDING TECHNOLOGY SPECIALIST</b>			<b>48</b>	<b>1455</b>
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**ADDITIONAL EXIT POINT:**

<b>Course No.</b>	<b>Course Title</b>			<b>Total Credit Hrs.</b>	<b>Total Clock Hrs.</b>
ORNT 1000	Freshman Seminar			1	15
BLDG 1110	Introduction and Safety			1	15
BLDG 1120	Mathematics			3	45
BLDG 1410	Plumbing I			3	105
BLDG 1420	Plumbing II			4	150
	<b>CTC – PLUMBING SPECIALIST</b>			<b>12</b>	<b>330</b>

## Business Office Administration (52.0401)

**Program Coordinator:** Laurel Comeaux – laurelcomeaux@cltcc.edu

### Program Description

This program prepares individuals to perform the duties of special assistants for business executives and top management. It includes instruction in business communications, public relations, scheduling and travel management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, professional standards, and legal requirements.

### Degree/Diploma/Certification Options      Concentrations

CTC – CUSTOMER SERVICE REPRESENTATIVE	GENERAL
CTC – SOFTWARE APPLICATIONS	ACCOUNTING
CTS – ADMINISTRATIVE ASSISTANT	MEDICAL OFFICE
CTS – ACCOUNTING OFFICE SPECIALIST	INFORMATION TECHNOLOGY
CTS – MEDICAL OFFICE SPECIALIST	
CTS – INFORMATION TECHNOLOGY SPECIALIST	
CTS – SOFTWARE APPLICATION SPECIALIST	
CTS – MEDICAL RECORDS/BILLING CLERK	
CTS – CUSTOMER SERVICE SPECIALIST	
TD – GENERAL CONCENTRATION	
TD – ACCOUNTING CONCENTRATION	
TD – MEDICAL OFFICE CONCENTRATION	
TD – INFORMATION TECHNOLOGY CONCENTRATION	
AAS – BUSINESS ADMINISTRATION	

**SPECIAL COMMENTS:** This degree consists of a core set of courses and 6 concentration areas from which the student can choose to complete the degree. The AAS degree consists of the core courses, one area of concentration, plus 15 credit hours of general education courses.

Pre-requisite courses are CPTR 1002 (Computer Literacy & Applications) and KYBD 1010 (Introductory Keyboarding).

### Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
<b>Pre-Requisite Courses</b>					
CPTR 1002	Computer Literacy & Applications	3	0	3	45
KYBD 1010	Introduction to Keyboarding	3	0	3	45
BUSE 1030	Business English	2	1	3	60
<b>CORE COURSES for all Concentration Areas</b>					
ORNT 1000	Freshman Seminar	1	0	1	15
CSRV 1000	Customer Service	3	0	3	45
BUSM 1050	Business Math	2	1	3	60
ISYS 1440	Word Processing	1	2	3	75
BUSI 1030	Introduction to Business	3	0	3	45
BUSO 1100	Records and Information Management	3	0	3	45
	<b>CTS – CUSTOMER SERVICE SPECIALIST</b>			<b>16</b>	<b>285</b>
<b>GENERAL CONCENTRATION: (Core + the following)</b>					
ACCT 1100	Principles of Accounting, Part I	2	1	3	75
ACCT 1500	Computerized Accounting	2	1	3	60
ISYS 1540	Advanced Word Processing	1	2	3	75
BUSE 1045	Business Communication	2	1	3	60
CPTR 1320	Spreadsheets	1	2	3	75
	<b>CTS – ADMINISTRATIVE ASSISTANT</b>			<b>31</b>	<b>630</b>
OSYS 2530	Office Procedures	2	1	3	75
CPTR 1420	Advanced Spreadsheets	1	2	3	75
	Approved Business Elective	3	0	3	45
	Approved Business Elective	3	0	3	45
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>TD – GENERAL CONCENTRATION</b>			<b>45</b>	<b>900</b>
<b>MEDICAL OFFICE CONCENTRATION: (Core + the following)</b>					
BOTH 1300	Medical Office Terminology	3	0	3	45
BOTH 1120	General Body Structure	3	0	3	45
BOTH 1210	Adm. Procedures for Medical Offices	3	0	3	45
ACCT 1100	Principles of Accounting, Part I	2	1	3	75
BUSE 1045	Business Communication	2	1	3	60
BOTH 2110	Medical Office Transcription	3	0	3	45
	<b>CTS – MEDICAL OFFICE SPECIALIST</b>			<b>34</b>	<b>600</b>

BOTH 1230	Insurance Billing	3	0	3	45
BOTH 1240	ICD Coding	3	0	3	45
BOTH 1250	CPT/HCPSC Coding	3	0	3	45
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>TD - MEDICAL OFFICE CONCENTRATION</b>			<b>45</b>	<b>765</b>
<b>INFORMATION TECHNOLOGY CONCENTRATION: (Core + the following)</b>					
INTE 1100	Installation and Troubleshooting, Part I	1	2	3	90
INTE 1110	Installation and Troubleshooting, Part II	1	2	3	90
INTE 1200	Operating Systems	1	2	3	90
INTE 1210	Introduction to Programming	1	2	3	90
INTE 1300	Internet Applications	1	2	3	90
INCT 1900	Web Page Design	1	2	3	90
INTE 2261	Desktop Support	1	2	3	90
	<b>CTS - INFORMATION TECHNOLOGY SPECIALIST</b>			<b>37</b>	<b>915</b>
CPTR 1320	Spreadsheets	1	2	3	75
BUSE 1045	Business Communication	2	1	3	60
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>TD - INFORMATION TECHNOLOGY CONCENTRATION</b>			<b>45</b>	<b>1,080</b>
<b>ACCOUNTING CONCENTRATION: (Core + the following)</b>					
ACCT 1100	Principles of Accounting, Part 1	2	1	3	75
ACCT 1250	Payroll Accounting	3	0	3	45
BUSE 1045	Business Communication	2	1	3	60
CPTR 1320	Spreadsheets	1	2	3	75
ACCT 2100	Introduction to Financial Accounting	3	0	3	45
	<b>CTS - ACCOUNTING OFFICE SPECIALIST</b>			<b>31</b>	<b>585</b>
ACCT 2110	Introduction to Managerial Accounting	3	0	3	45
ACCT 1500	Computerized Accounting	2	1	3	60
CPTR 1420	Advanced Spreadsheets	1	2	3	75
	Approved Business Elective	3	0	3	45
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>TD - ACCOUNTING CONCENTRATION</b>			<b>45</b>	<b>840</b>
<b>GENERAL EDUCATION COURSES</b>					
ENGL 1010	English Composition I	3	0	3	45

	General Ed. – Math Elective	3	0	3	45
	General Ed. – Behavioral/Social Science Elective	3	0	3	45
	General Ed. – Natural Science Elective	3	0	3	45
	General Ed. – Humanities Elective	3	0	3	45
	<b>AAS – BUSINESS ADMINISTRATION</b>			<b>60</b>	
<b>ADDITIONAL CERTIFICATE EXIT POINTS</b>					
	<b>CTS – SOFTWARE APPLICATIONS SPECIALIST</b>				
KYBD 1010	Introduction to Keyboarding	3	0	3	45
CPTR 1320	Spreadsheets ( <i>IBS-MOS Certification – Microsoft Excel</i> )	1	2	3	75
CPTR 1310	Database Management	2	1	3	60
ISYS 1440	Word Processing ( <i>IBS-MOS Certification – Microsoft Word</i> )	1	2	3	75
ISYS 1650	Desktop Publishing	2	1	3	60
ISYS 1540	Advanced Word Processing ( <i>IBS-MOS Certification – Microsoft Word</i> )	1	2	3	75
CPTR 1420	Advanced Spreadsheets ( <i>IBS-MOS Certification – Microsoft Excel</i> )	1	2	3	75
				<b>21</b>	<b>465</b>
	<b>CTS – MEDICAL RECORDS/BILLING SPECIALIST</b>				
BOTH 1300	Medical Office Terminology	3	0	3	45
BOTH 1120	General Body Structure	3	0	3	45
BOTH 1230	Insurance Billing	3	0	3	45
BOTH 1240	ICD Coding	3	0	3	45
BOTH 1250	CPT/HCPSC Coding	3	0	3	45
CPTR 1320	Spreadsheets	1	2	3	75
BOTH 1210	Adm. Procedures for Medical Offices	3	0	3	45
BOTH 2110	Medical Office Transcription	3	0	3	45
BUSO 1100	Records and Information Management	3	0	3	45
				<b>27</b>	<b>435</b>
	<b>CTS – SOFTWARE APPLICATIONS</b>				
ISYS 1440	Word Processing ( <i>IBS-MOS Certification – Microsoft Word</i> )	1	2	3	75
CPTR 1320	Spreadsheets ( <i>IBS-MOS Certification – Microsoft Excel</i> )	1	2	3	75
CPTR 1310	Database Management	2	1	3	60
				<b>9</b>	<b>210</b>
	<b>CTC – CUSTOMER SERVICE</b>				

	<b>REPRESENTATIVE</b>				
CPTR 1002	Computer Literacy & Applications <i>(IBC-IC3 Certification)</i>	3	0	3	45
CSRV 1000	Customer Service <i>(National Retail Foundation Certification)</i>	3	0	3	45
				<b>6</b>	<b>90</b>

## Carpentry (46.0201)

**Program Coordinator:** Bobby Bordelon - bobbybordelonjr@cltcc.edu

### Program Description

The Carpentry program prepares individuals to apply technical knowledge and skills to lay out, fabricate, erect, install, and repair wooden structures and fixtures using hand and power tools. The program also includes instruction in areas such as common systems for framing, construction materials, estimating, blueprint reading, and finish carpentry techniques.

### Diploma/Certificate Options

TCA – CARPENTER’S HELPER  
TCA – CARPENTRY TECHNICIAN I  
CTS – CARPENTRY TECHNICIAN II  
TD – CARPENTRY

### Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
ORNT 1000	Freshman Seminar	1	0	1	15
CARP 1110	Introduction and Safety	1	0	1	45
CARP 1120	Hand Tools	1	1	2	75
CARP 1130	Power Tools	2	2	4	120
	<b>TCA – CARPENTER’S HELPER</b>			<b>8</b>	<b>255</b>
CARP 1140	Building Materials	1	1	2	75
CARP 2620	Applied Mathematics I	2	1	3	90
	<b>TCA – CARPENTRY TECHNICIAN I</b>			<b>13</b>	<b>420</b>
CARP 1150	Blueprint Reading	2	3	5	150
CARP 2110	Site Layout	1	1	2	75
CARP 2120	Foundations & Floor Framing	2	3	5	135
CARP 2131	Wall & Ceiling Framing	0	4	4	135
	<b>CTS – CARPENTRY TECHNICIAN</b>			<b>29</b>	<b>915</b>
CPTR 1000	Introduction to Computers	1	1	2	45



CARP 2210	Roofing I	2	4	6	165
CARP 2220	Roofing II	2	4	6	180
CARP 2230	Exterior Finish & Trim	1	2	3	105
CARP 2310	Interior Finish & Trim	1	2	3	105
CARP 2320	Cabinetmaking	2	4	6	180
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>TD - CARPENTRY</b>			<b>57</b>	<b>1725</b>

## Collision Repair Technology (47.0603)

**Program Chair:** Shannon Parker – shannonparker@cltcc.edu

### Program Description

The purpose of this program is to provide specialized instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of Collision Repair Technology.

The Collision Repair Technology program prepares individuals to repair modern vehicles. This includes identification and analysis of damage, measurement, straightening, welding, structural repair and replacement, corrosion, alignment, refinishing, trim and glass replacement, plastic repair, and working with electrical and mechanical components as they pertain to collision repair.

### Diploma/Certificate Options

TCA – COLLISION REPAIR APPRENTICE  
CTS – BASIC STRUCTURAL REPAIR PERSON  
TD – COLLISION REPAIR

### Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
ORNT 1000	Freshman Seminar	1	0	1	15
CLRP 1110	Shop Orientation & Safety	1	0	1	15
CLRP 1121	Tools & Equipment	0	3	3	90
CLRP 1131	Identification and Analysis	0	3	3	90
CLRP 2130	Basic Metal Alignment & finish	1	5	6	240
	<b>TCA – COLLISION REPAIR APPRENTICE</b>			<b>14</b>	<b>450</b>
CLRP 1311	Automotive Trim & Glass	0	4	4	180
CLRP 1210	Frame & Body	2	4	6	150
CLRP 1150	Mechanical Components	3	3	6	135
	<b>CTS – BASIC STRUCTURAL REPAIR PERSON</b>			<b>30</b>	<b>915</b>
CLRP 1230	Panel Replacement	1	5	6	165

CLRP 2140	Corrosion	1	2	3	105
CLRP 1220	Welding & Cutting	1	3	4	105
CLRP 1140	Basic Automotive Electricity	2	1	3	60
CLRP 1320	Refinishing/Detailing	2	5	7	255
CLRP 2121	Plastic Repair	0	1	1	45
CLRP 2111	Restraint Systems	0	2	2	90
CPTR 1000	Introduction to Computers	1	1	2	45
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>TD - COLLISION REPAIR</b>			<b>60</b>	<b>1815</b>

## Computer Technology Specialist (11.0901)

**Program Coordinator:** Bryan Broussard – bryanbroussard1@cltcc.edu

### Program Description

This program is divided into two concentrations. The basic core courses of study will prepare individuals to troubleshoot, repair, and maintain computer systems and basic local area network problems. Students will also learn to operate a computer using current operating system software and use current application software for manipulating spreadsheets, databases, and word processing documents. The Computer Electronics Specialist concentration generally prepares individuals to assemble, install, operate, maintain, and repair electrical/electronic equipment used in business and industry. The Network Specialist concentration will prepare students to design, implement, and manage linked systems of computers, peripherals, and associated software/hardware to maximize efficiency and productivity.

### Diploma/Certificate Options

CTS – COMPUTER MAINTENANCE TECHNICIAN  
 CTS – INFORMATION SYSTEMS TECHNICIAN  
 CTS – COMPUTER ELECTRONICS TECHNICIAN  
 TD – COMPUTER TECHNOLOGY SPECIALIST  
 AAS – TECHNICAL STUDIES

### Concentrations

NETWORK SPECIALIST  
 COMPUTER ELECTRONICS SPECIALIST

**SPECIAL COMMENTS:** This diploma consists of a core set of courses and 2 concentration areas from which the student can choose complete the diploma credential.

### Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
<b>CORE COURSES:</b>					
ORNT 1000	Freshman Seminar	1	0	1	15
CPTR 1002	Computer Literacy and Applications	3	0	3	45
COMP 1105	Computer Maintenance I	1	3	4	135
COMP 1115	Computer Maintenance II	1	3	4	135
ETRN 2727	Basic Networking	1	3	4	120

	<b>CTS - COMPUTER MAINTENANCE TECHNICIAN</b>			<b>16</b>	<b>450</b>
INCT 1202	Operating Systems	2	2	4	120
INCT 2822	Server Technology	1	2	3	105
INCT 2122	Introduction to Basic Routers	2	2	4	120
INCT 2132	Intermediate Routing/Switching	1	2	3	90
ETRN 2730	Advanced Networking	2	2	4	90
	<b>CTS - INFORMATION SYSTEMS TECHNICIAN</b>			<b>34</b>	<b>975</b>
INCT 2842	Managing Network Security	1	2	3	105
INCT 1252	Project Management	1	2	3	105
	<b>Elective or Co-op</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>135</b>
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>TD - COMPUTER TECHNOLOGY SPECIALIST</b>			<b>45</b>	<b>1350</b>
ENGL 1010	English Composition I	3	0	3	45
MATH XXXX	College Algebra OR Contemporary Mathematics	3	0	3	45
	Social Science Elective	3	0	3	45
	Natural Science Elective	3	0	3	45
	Humanities Elective	3	0	3	45
	<b>AAS - TECHNICAL STUDIES</b>			<b>60</b>	<b>1575</b>

## Cosmetology (12.0401)

**Program Coordinator:** Petula Holden - petulaholden@nwltc.edu

### Program Description

The Purpose of this program is to prepare students to work efficiently in the role of cosmetologist and/or hair stylist. Classroom instruction includes the study of anatomy and physiology of the head, neck, and other areas, infection control, decontamination and sanitation of tools, hair cutting, styling, and coloring, permanent waving and relaxing, facials, and the application of cosmetic make-up. Manicuring, pedicuring, and salon management are also included.

### Diploma/Certificate Options

TCA - Shampoo Operator

TD - Cosmetology

### Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
ORNT 1000	Freshman Seminar	1	0	1	15
COSM 1110	Introduction, Decontamination, and Infection Control	1	3	4	105
COSM 1121	Properties of Skin, Scalp, and Hair	0	2	2	90
COSM 1130	Shampooing, Rinsing, and Conditioning	1	2	3	105
COSM 1211	Cells, Anatomy, and Physiology	0	2	2	60
	<b>TCA - SHAMPOO OPERATOR</b>			<b>12</b>	<b>375</b>
COSM 1220	Manicuring and Pedicuring	0	3	3	135
COSM 1230	Wet Hair Styling	1	3	4	150
COSM 1311	Hair Cutting	0	3	3	135
COSM 1321	Permanent Waving	0	5	5	150
COSM 1411	Chemical Hair Relaxing	0	2	2	60
COSM 1420	Thermal Services	1	1	2	45
COSM 1430	Hair Coloring	1	4	5	195
COSM 2510	Facial Services, Massage, and Make-up	1	2	3	75
COSM 2520	Artistry of Artificial Hair	1	1	2	45

COSM 2540	Salon Management	3	1	4	75
COSM 2530	Electricity and Light Therapy	1	1	2	45
JOBS 2450	Job Seeking Skills	2	0	2	30
CPTR 1000	Introduction to Computers	1	1	2	45
<b>TD - COSMETOLOGY</b>				<b>51</b>	<b>1560</b>
<i>Optional Electives</i>					
CSRV 1000	Customer Service	3	0	3	45
CSRV 2000	Customer Service and Sales	3	0	3	45
ENTP 1000	Foundations of Entrepreneurship	3	0	3	45
<i>With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.</i>					
COSM 2991	Special Projects I	0	1	1	30
COSM 2993	Special Projects II	0	2	2	60
COSM 2995	Special Projects III	0	3	3	90
COSM 2996	Special Projects IV	3	0	3	45
COSM 2997	Practicum	0	3	3	135
COSM 2999	Cooperative Education	0	3	3	135

## Drafting and Design Technology (15.1301)

Program Coordinator: Mr. Clay Ducote – claydecote@cltcc.edu

### Program Description

The Drafting and Design Technology program is a two-year technical program designed to give the student essential knowledge and skills required for efficient and productive performance in the drafting field. Central Louisiana Technical Community College grants a Diploma to students upon satisfactory completion of the curriculum and assists in placing students in gainful employment. Certificates are also offered for those needing a background in drafting without gaining all of the skills required for employment as a drafter.

### Degree/Diploma/Certificate Options

TCA – ENGINEERING AIDE I CTS – ENGINEERING AIDE II

TD – DRAFTING & DESIGN TECHNICIAN

AAS – TECHNICAL STUDIES (DRAFTING & DESIGN CONCENTRATION)

SPECIAL COMMENTS: Advanced Discipline courses require approval from advisor.

### Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
ORNT 1000	Freshman Seminar	1	0	1	15
DRFT 1110	Drafting Fundamentals	1	1	2	45
DRFT 1120	Geometric Construction	1	1	2	45
DRFT 1130	Pictorial Drawing	1	1	2	45
DRFT 1145	Machine & Section Drawing	1	2	3	105
DRFT 1161	Dimensioning	1	1	2	45
	<b>TCA – ENGINEERING AIDE I</b>			<b>12</b>	<b>300</b>
MATH 1110 or	Technical Math I OR Drafting Math I	3	0	3	45
DRFT 1215	Auxiliary Views/Intersections &	1	2	3	105
DRFT 1230	Fasteners	0	1	1	30
CADD 1210	Basic Computer Aided Drafting & Design	1	2	3	105
	<b>CTS – ENGINEERING AIDE II</b>			<b>22</b>	<b>585</b>
CADD 1215	Advanced Computer Aided Drafting & Design	1	2	3	105



DRFT 2310	Introduction to Manufacturing/Electri	1	2	3	105
DRFT 2320	Introduction to Architectural/Civil/Structu	1	2	3	105
DRFT 2330	Introduction to Piping/Marine	1	2	3	105
DRFT 2340	Advanced Discipline (Manufacturing/Electric	1	2	3	105
DRFT 2350	Advanced Discipline (Architectural/Civil/Structur	1	2	3	105
DRFT 2360	Advanced Discipline (Piping/Marine)	1	2	3	105
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>TD - DRAFTING &amp; DESIGN TECHNICIAN</b>			<b>45</b>	<b>1350</b>
ENGL 1010	English Composition I	3	0	3	45
MATH XXXX	College Algebra OR Contemporary Math	3	0	3	45
	Social Science Elective	3	0	3	45
	Natural Science Elective	3	0	3	45
	Humanities Elective	3	0	3	45
	<b>AAS - TECHNICAL STUDIES (DRAFTING &amp; DESIGN CONCENTRATION)</b>			<b>60</b>	<b>1575</b>

## Electrician (46.0302)

**Program Coordinator:** Ron Slay – ronslay@cltcc.edu

### Program Description

The purpose of this program is to provide a basic core of specialized instruction and practical shop experience to prepare students for employment in electrical trades.

Students who complete the basic core may choose any of the specialty areas. Specialty areas prepare the graduate as an Industrial Electrician, Marine Electrician, or Commercial Electrician.

The Industrial Electrician course will prepare individuals to install, troubleshoot, and repair wiring, electrical equipment, and other electrical devices used in the industrial environment, such as motors (AC and DC drives), transformers, control systems, instruments, PLC's, and lighting systems.

The Marine Electricity program prepares individuals to install and repair wiring fixtures, and equipment for electrical services aboard ships and in shipyard facilities. Marine wiring methods and equipment will also be covered.

The Commercial Electricity program generally prepares individuals to install, maintain, troubleshoot, and repair electrical devices, components, and equipment that are utilized in residential and commercial electrical systems. Students have two options to complete this diploma: by course work, or by employment in a work-based course with an electrical contractor.

### Diploma/Certificate Options

TCA – ELECTRICIAN HELPER  
TCA – ELEC: SOLAR SYSTEMS INSTALLER CTS –  
RESIDENTIAL ELECTRICIAN  
CTS – ELEC: ENERGY SYSTEMS TECHNICIAN  
CTS – ELECTRICAL NCCER LEVEL 4  
TD – INDUSTRIAL ELECTRICIAN  
TD – COMMERCIAL WIRING I TD –  
COMMERCIAL WIRING II

### Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
ORNT 1000	Freshman Seminar	1	0	1	15

ELEC 1120	Basic Electricity	2	4	6	150
ELEC 1210	Residential Wiring	2	4	6	150
	<b>TCA – ELECTRICIAN HELPER</b>			<b>13</b>	<b>315</b>
ELEC 2460	Technical Mathematics for Electricians	1	1	2	45
ELEC 1220	Electrical Raceways	0	3	3	90
ELEC 1230	National Electrical Code	0	2	2	90
ELEC 1311	Residential Wiring Installation	1	5	6	165
ELEC 1430	Blueprint Interpretation	1	2	3	75
CPTR 1000	Introduction to Computers	1	1	2	45
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>CTS – RESIDENTIAL ELECTRICIAN</b>			<b>33</b>	<b>855</b>

Successful completion of CTS – Residential Electrician (Basic Electrical Core) plus the following courses:

ELEC 1330	Generators/Motors & Transformer Operation	0	2	2	90
ELEC 1420	Introduction to Motor Controls	0	2	2	90
ELEC 1440	Motor Controls	0	3	3	135
ELEC 2520	Solid State Theory	1	2	3	75
ELEC 2540	Logic Functions	0	2	2	90
ELEC 2720	Introduction to Programmable Logic Controllers	0	2	2	90
	<b>TD – INDUSTRIAL ELECTRICIAN</b>			<b>47</b>	<b>1425</b>

Successful completion of CTS – Residential Electrician (Basic Electrical Core) plus the following courses:

ELEC 2542	Electrical Work-Based I	1	7	8	330
ELEC 2543	Electrical Work-Based II	1	5	6	240
	<b>TD – COMMERCIAL WIRING I</b>			<b>47</b>	<b>1425</b>

Successful completion of CTS – Residential Electrician (Basic Electrical Core) plus the following courses:

ELEC 1330	Generators/Motors & Transformer Operation	0	2	2	90
ELEC 1420	Introduction to Motor Controls	0	2	2	90
ELEC 1440	Motor Controls	0	3	3	135
ELEC 1410	Commercial Wiring	1	4	5	195
	<b>TD – COMMERCIAL WIRING II</b>			<b>45</b>	<b>1365</b>

Additional Exit Points:

SOLR 1000	Solar Fundamentals	3	0	3	45
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SOLR 1010	PV Solar Applications	1	2	3	75
SOLR 1020	Industrial Solar Applications	1	2	3	75
SOLR 1030	Solar Thermal Applications	1	2	3	75
	<b>TCA - ELEC: SOLAR SYSTEMS INSTALLER</b>			<b>12</b>	<b>270</b>

SOLR 1000	Solar Fundamentals	3	0	3	45
SOLR 1010	PV Solar Applications	1	2	3	75
SOLR 1020	Industrial Solar Applications	1	2	3	75
ELEC 1120	Basic Electricity	2	4	6	150
ELEC 1210	Residential Wiring	2	4	6	150
ELEC 2460	Technical Mathematics for Electricians	1	1	2	45
ELEC 1230	National Electrical Code	0	2	2	90
ELEC 1311	Residential Wiring Installation	1	5	6	165
ELEC 1420	Introduction to Motor Controls	0	2	2	90
	<b>CTS - ELEC: ENERGY SYSTEMS TECHNICIAN</b>			<b>33</b>	<b>885</b>

## Forest Technology (03.0511)

**Program Coordinator:** Brian Thompson - brian.thompson@cltcc.edu

### Program Description

The purpose of this program is to provide specialized instruction and practical field experience to prepare students for employment in a variety of jobs in the area of Forest Technology or to provide training for persons previously or currently employed in related forest technology occupations.

The Forest Technology program prepares individuals in a general way to produce, protect, and manage timber; maintain and operate related equipment; and select, grade, harvest, and market forest raw materials for converting into a variety of consumer goods.

### Diploma/Certificate Options

TCA – RESOURCE MANAGEMENT ASSISTANT  
CTS – FOREST HARVESTING & PLANTING ASSISTANT  
CTS – FOREST TECHNICIAN SITE ASSISTANT  
TD – FOREST TECHNOLOGY

### Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
ORNT 1000	Freshman Seminar	1	0	1	15
FRTY 1111	Introduction to Forest Technology	3	0	3	45
CPTR 1000	Introduction to Computers	1	1	2	45
FRTY 2720	Wildlife Habitat Ecology & Game Management	1	1	2	45
FRTY 2410	Forestry Products	1	1	2	45
	<b>TCA – RESOURCE MANAGEMENT ASSISTANT</b>			<b>10</b>	<b>195</b>
FRTY 2420	Introduction to Global Information System & Global Positioning Systems	2	1	3	60

FRTY 1330	Timber Harvesting	2	2	4	90
FRTY 2520	Forest Mensuration I	2	1	3	60
	<b>CTS - FOREST HARVESTING &amp; PLANTING ASSISTANT</b>			<b>20</b>	<b>405</b>
FRTY 1310	Silviculture	3	3	6	135
FRTY 2510	Forest Insects and Diseases	2	1	3	60
FRTY 2620	Reforestation	2	2	4	90
FRTY 1120	Dendrology	3	3	6	135
	<b>CTS - FOREST TECHNICIAN SITE ASSISTANT</b>			<b>39</b>	<b>825</b>
FRTY 1000	Forest and Construction Equipment Lab	0	3	3	135
FRTY 2710	Prescribed Burning & Wildfire Control	3	3	6	135
FRTY 1210	Forest Surveying	2	3	5	120
FRTY 2610	Forest Mensuration II	3	3	6	135
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>TD - FOREST TECHNOLOGY</b>			<b>61</b>	<b>1380</b>

## Industrial Instrumentation & Electrical Technology (46.0302)

**Program Chair:** Roberto O'Neal – robertooneal@ctcc.edu

### Program Description

The purpose of this program is to provide specialized classroom instruction and practical experience to prepare students for employment in Industrial Instrumentation careers in manufacturing and production industries. Upon completion, graduates will understand the principles of electricity and electronics, industrial instrumentation and automated equipment, and industrial instruments and their basic operations. Graduates will also demonstrate an understanding of the motor controls and PLC control environment. And they will be able to perform work functions within the regulatory and safety systems established for these industries.

### Diploma/Certificate Options

TCA – BASIC ELEC/ELTR REPAIR

CTS – INDUSTRIAL ELEC/ELTR REPAIR

TD – INDUSTRIAL INSTRUMENTATION & ELECTRICAL TECHNICIAN

### Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hours	Total Clock Hrs.
ORNT 1000	Freshman Seminar	1	0	1	15
CPTR 1000	Introduction to Computers	1	1	2	45
IJET 1113	Electricity/Electronics Fundamentals	2	3	5	150
IJET 1123	Wiring Application Fundamentals	1	2	3	90
	<b>TCA – BASIC ELEC/ELTR REPAIR</b>			<b>11</b>	<b>300</b>
INST 1110	Introduction to Industrial Instrumentation	1	2	3	75
IJET 1213	Semiconductors/Circuits Fundamentals	2	3	5	150
IJET 1433	Wiring/Electrical Blueprint Interpretation	2	1	3	90
ELMT 2520	National Electrical Code	0	2	2	90
	<b>CTS – INDUSTRIAL ELEC/ELTR REPAIR</b>			<b>24</b>	<b>705</b>

IJET 1423	Understanding Motor Controls	2	1	3	105
INST 1330	Instrumentation II	1	3	4	150
IJET 1413	Instrumentation Troubleshooting	2	1	3	90
IJET 2123	Understanding Programmable Controllers	1	2	3	90
IJET 2813	PLC Applications II	2	1	3	90
IJET 2113	Solid State Circuits II	1	2	3	90
IJET 2633	Motor Controls Theory and Applications	1	2	3	90
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>TD - INDUSTRIAL INSTRUMENTATION &amp; ELECTRICAL TECHNICIAN</b>			<b>48</b>	<b>1440</b>



# Industrial Maintenance Technology (47.0303)

**Program Coordinator:** Karl Young – karlyoung@nwltc.edu

## Program Description

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the industrial maintenance field. This program prepares individuals to install, repair, and maintain industrial machinery and equipment such as pumps, motors, pneumatic and hydraulic systems, and production machinery.

## Diploma/Certificate Options

- TCA – WELDER HELPER
- TCA – FABRICATION APPRENTICE
- TCA – ELECTRICAL HELPER
- TCA – PNEUMATIC HELPER
- TCA – HYDRAULIC HELPER
- TCA – MILLWRIGHT HELPER
- CTS – PNEUMATIC/HYDRAULIC APPRENTICE
- CTS – MILLWRIGHT APPRENTICE
- TD – INDUSTRIAL MAINTENANCE TECHNOLOGY

## Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
IMMT 1110	Introduction to Industrial Maintenance Technology	1	0	1	15
IMMT 1111	Welding I	0	3	3	150
IMMT 1211	Material Handling	0	1	1	30
	<b>TCA – WELDER HELPER</b>			<b>5</b>	<b>195</b>
<i>TCA-Welder Helper PLUS the following result in TCA-Fabrication Apprentice</i>					
IMMT 1112	Welding II	0	2	2	115
IMMT 1120	Blueprint Reading	2	0	2	30
	<b>TCA – FABRICATION APPRENTICE</b>			<b>9</b>	<b>340</b>
<i>IMMT 1110 PLUS the following result in TCA-Electrical Helper</i>					
IMMT 1311	Pipefitting	0	2	2	60
IMMT 1410	Basic Electricity	1	0	1	30
IMMT 1411	Basic Electricity Lab	0	3	3	90
	<b>TCA – ELECTRICAL HELPER</b>			<b>7</b>	<b>195</b>

<i>IMMT 1110 PLUS the following result in TCA-Pneumatic Helper</i>					
IMMT 1220	Pneumatics	3	0	3	90
IMMT 1221	Pneumatics Application	0	2	2	85
	<b>TCA – PNEUMATIC HELPER</b>			<b>6</b>	<b>190</b>
<i>IMMT 1110 PLUS the following result in TCA-Hydraulic Helper</i>					
IMMT 1230	Hydraulics	3	0	3	90
IMMT 1440	Programmable Logic Controllers	0	3	3	120
IMMT 1241	Hydraulics Troubleshooting Projects	0	3	3	150
	<b>TCA – HYDRAULIC HELPER</b>			<b>10</b>	<b>375</b>
	<b>CTS – PNEUMATIC/HYDRAULIC APPRENTICE</b>			<b>30</b>	<b>1055</b>
<i>IMMT 1110 PLUS the following result in TCA-Millwright Helper</i>					
IMMT 1320	Millwright I	3	0	3	90
IMMT 1321	Millwright I Lab	0	2	2	150
	<b>TCA – MILLWRIGHT HELPER</b>			<b>6</b>	<b>255</b>
<i>IMMT 1110, IMMT 1111, IMMT 1211, IMMT 1112, IMMT 1120, IMMT 1311, IMMT 1410, IMMT 1411, IMMT 1220, IMMT 1320, IMMT 1321 PLUS the following result in CTS-Millwright Apprentice</i>					
IMMT 1330	Millwright II	2	0	2	30
IMMT 1331	Millwright II Lab	0	3	3	150
	<b>CTS – MILLWRIGHT APPRENTICE</b>			<b>39</b>	<b>1535</b>
IMMT 1430	Motor Controls	0	4	4	135
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>TD – INDUSTRIAL MAINTENANCE TECHNOLOGY</b>			<b>45</b>	<b>1700</b>
<i>With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.</i>					
IMMT 2991	Special Projects I	0	1	1	30
IMMT 2993	Special Projects II	0	2	2	60
IMMT 2995	Special Projects III	0	3	3	90
IMMT 2996	Special Projects IV	3	0	3	45
IMMT 2997	Practicum	0	3	3	135
IMMT 2999	Cooperative Education	0	3	3	135

\*Revised August 25, 2017\*

# Industrial Manufacturing Technology (15.0613)

**Program Chair:** Roberto O'Neal – robertooneal@cltcc.edu

## Program Description

The Industrial Manufacturing Technology Program is a new program to CLTCC. It was implemented after the administration of the Alexandria Campus received numerous requests from local business and industry for individuals trained in the competencies contained in such a program.

The Industrial Manufacturing Technology program is offered at the Alexandria Main Campus. The broader range of mechanical, electrical, and electronic skills are offered in this program. With continued high demand among employers for qualified manufacturing personnel, the skills taught in the Industrial Manufacturing Technology Program are valuable assets for our students as they pursue positions in industry.

The mission of the Industrial Manufacturing Technology Program is to provide a high-quality education in a high-demand field for students seeking employment, transfer, or life-long learning. The Program offers courses leading to certificates, technical diplomas, and appropriate licensure. Students are provided with a learner-centered curriculum based on integrated academic and technical content, employability skills, along with work-based learning opportunities that enable them to connect what they are learning with real-live work scenarios. Students are prepared for success in a high-demand area through the Industrial Manufacturing Technology program that is closely aligned with the needs of employers, industry, and labor.

## Diploma/Certificate Options

CTS – CERTIFICATION FOR MANUFACTURING (C4M)  
CTS – INDUSTRIAL ELECTRONICS TECHNICIAN  
CTS – MILLWRIGHT APPRENTICE  
CTS – CNC OPERATOR  
TD – INDUSTRIAL MANUFACTURING TECHNOLOGY

## Concentrations -

ELECTRICAL & INSTRUMENTATION (E&I)  
MILLWRIGHT  
MACHINE TOOL TECHNOLOGY

SPECIAL COMMENTS: This diploma consists of a core set of courses and 4 concentration areas from which the student can choose to complete the diploma credential. Optional prep course is CPTR 1002 (Computer Literacy & Applications)

## Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.

	<b>CORE COURSES:</b>				
ORNT 1000	Freshman Seminar	1	0	1	15
IMFG 1100	Introduction to Manufacturing	3	0	3	45
IMFG 1120	Tools and Equipment Used in Manufacturing	1	3	4	135
IMFG 1200	Automation	1	3	4	120
IMFG 1300	Introduction to Fabrication, Process Technology, & Machining	1	3	4	135
	<b>CTS - Certification for Manufacturing (C4M)</b>			16	450
<b>INDUSTRIAL ELECTRICAL &amp; INSTRUMENTATION CONCENTRATION: (Core + the following)</b>					
IJET 1433	Wiring/Electrical Blueprint Interpretation	2	1	3	90
IMFG 1150	Fluid Power I	0	3	3	90
IMFG 1215	DC/AC Electronics	1	2	3	90
IMFG 1220	Digital Electronics	1	2	3	105
	<b>CTS - INDUSTRIAL ELECTRONICS TECHNICIAN</b>			28	825
IJET 2123	Understanding Programmable Controllers	1	2	3	90
IMFG 1235	Motor Controls	0	3	3	105
IMFG 1260	Introduction to Industrial Networking	1	2	3	90
IMFG 2100	Process Measurements	1	2	3	90
IMFG 2200	Industrial Control Components and Equipment	1	2	3	105
JOBS 2500	Critical Skills in the Workplace	2	0	2	30
	<b>TD -INDUSTRIAL MANUFACTURING - (ELECTRICAL &amp; INSTRUMENTATION CONCENTRATION)</b>			45	1350
<b>MILLWRIGHT CONCENTRATION: (Core + the following)</b>					
IMFG 1320	Millwright I	3	0	3	45
IMFG 1321	Millwright I Lab	0	2	2	90
IMFG 1420	Millwright II	2	0	2	60
IMFG 1421	Millwright II Lab	0	3	3	105
IMFG 1130	Pneumatics Applications	0	2	2	90
	<b>CTS - MILLWRIGHT APPRENTICE</b>			28	840
IMFG 1325	Pipefitting	0	2	2	60
IMFG 1140	Hydraulics Applications	0	3	3	90
IMFG 1210	Material Handling	1	1	2	60
IMFG 1315	Welding	0	2	2	90
	Elective or Co-op	0	3	3	90

	Elective or Co-op	0	3	3	90
JOBS 2500	Critical Skills in the Workplace	2	0	2	30
	<b>TD - INDUSTRIAL MANUFACTURING - (MILLWRIGHT CONCENTRATION)</b>			45	1350
<b>MACHINE TOOL TECHNOLOGY CONCENTRATION: (Core + the following)</b>					
IMFG 1110	Shop Mathematics	2	1	3	75
IMFG 1310	Machine Shop I	3	3	6	150
IMFG 1340	Basic Lathe	0	3	3	135
IMFG 1440	Basic Mill	0	3	3	135
	CTS-CNC OPERATOR			31	945
IMFG 1410	Machine Shop II	3	3	6	150
IMFG 2710	CNC	1	2	3	135
	Elective or Co-op	0	3	3	90
JOBS 2500	Critical Skills in the Workplace	2	0	2	30
	<b>TD - INDUSTRIAL MANUFACTURING - (MACHINE TOOL TECHNOLOGY CONCENTRATION)</b>			45	1350

<b>ASSOCIATE OF APPLIED SCIENCE IN TECHNICAL STUDIES</b>					
<b>Industrial Manufacturing Concentration: (General Education + TD)</b>					
ENGL 1010	English Composition I	3	0	3	45
MATH XXXX	College Algebra or Contemporary Math	3	0	3	45
	Social Science Elective	3	0	3	45
	Humanities Elective	3	0	3	45
	Natural Science Elective	3	0	3	45
	Technical Diploma In Industrial Manufacturing			45	1350
	<b>AAS - TECHNICAL STUDIES (CIP 47.9999)</b>			60	1575

# Industrial Manufacturing Technology (15.0613)

**Program Coordinator:** Karl Young – karlyoung@nwltc.edu

## Program Description

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the industrial manufacturing field. This program consists of a core set of courses and four concentration areas from which the student can choose to make up the diploma.

### Diploma/Certificate Options

CTS – CERTIFICATION FOR MANUFACTURING (C4M)  
 CTS – INDUSTRIAL ELECTRONICS TECHNICIAN  
 CTS – MILLWRIGHT APPRENTICE  
 CTS – CNC OPERATOR  
 TD – INDUSTRIAL MAINTENANCE TECHNOLOGY

### Concentrations

AUTOMATION AND CONTROLS  
 MILLWRIGHT  
 MACHINE TOOL TECHNOLOGY  
 INDUSTRIAL INSTRUMENTATION  
 AND ELECTRICAL TECHNICIAN

## Curriculum

\*Optional prep course is CPTR 1002 (Computer Literacy & Applications)

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
<b>Core Courses</b>					
ORNT 1000	Freshman Seminar	1	0	1	15
IMFG 1100	Introduction to Manufacturing	3	0	3	45
IMFG 1120	Tools and Equipment Used in Manufacturing	1	3	4	135
IMFG 1200	Automation	1	3	4	120
IMFG 1300	Introduction to Fabrication, Process Technology, & Machining	1	3	4	135
	<b>CTS – CERTIFICATION FOR MANUFACTURING (C4M)</b>			<b>16</b>	<b>450</b>
<b>Automation and Controls Concentration: (Core + the following)</b>					
IMFG 1140	Hydraulics Applications	0	3	3	90
IMFG 1130	Pneumatics Applications	0	2	2	90
IMFG 1215	Basic Electronics	2	2	4	90
IMFG 1220	Digital Electronics	1	2	3	105

	<b>CTS – INDUSTRIAL ELECTRONICS TECHNICIAN</b>			<b>28</b>	<b>825</b>
IMFG 1230	Introduction to Programming	1	2	3	105
IMFG 1235	Motor Controls	0	3	3	105
IMFG 1250	Advanced PLC Applications	0	3	3	105
	Elective or Co-op	0	3	3	90
	Elective or Co-op	0	3	3	90
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>TD-INDUSTRIAL MANUFACTURING TECHNOLOGY Automation and Controls Concentration</b>			<b>45</b>	<b>1350</b>
<b>Millwright Concentration: (Core + the following)</b>					
IMFG 1320	Millwright I	3	0	3	45
IMFG 1321	Millwright I Lab	0	2	2	90
IMFG 1420	Millwright II	2	0	2	60
IMFG 1421	Millwright II Lab	0	3	3	105
IMFG 1130	Pneumatics Applications	0	2	2	90
	<b>CTS – MILLWRIGHT APPRENTICE</b>			<b>28</b>	<b>840</b>
IMFG 1325	Pipefitting	0	2	2	60
IMFG 1140	Hydraulics Application	0	3	3	90
IMFG 1210	Material Handling	1	1	2	60
IMFG 1315	Welding	0	2	2	90
	Elective or Co-op	0	3	3	90
	Elective or Co-op	0	3	3	90
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>TD – INDUSTRIAL MANUFACTURING TECHNOLOGY Millwright Concentration</b>			<b>45</b>	<b>1350</b>
<b>Machine Tool Technology Concentration: (Core + the following)</b>					
IMFG 1110	Shop Mathematics	2	1	3	75
IMFG 1310	Machine Shop I	3	3	6	150
IMFG 1340	Basic Lathe	0	3	3	135
IMFG 1440	Basic Mill	0	3	3	135
	<b>CTS – CNC OPERATOR</b>			<b>3</b>	<b>945</b>
IMFG 1410	Machine Shop II	3	3	6	150
IMFG 2710	CNC	1	2	3	135
	Elective or Co-op	0	3	3	90
JOBS 2450	Job Seeking Skills	2	0	2	30

	<b>TD – INDUSTRIAL MANUFACTURING TECHNOLOGY Machine Tool Technology Concentration</b>			<b>45</b>	<b>1350</b>
<b>Industrial Instrumentation &amp; Electrical Concentration: (Core + the following)</b>					
INST 1110	Introduction to Industrial	1	2	3	75
IJET 1433	Wiring/Electrical Blueprint Interpretation	2	1	3	60
IJET 1214	Basic Electronics	1	2	3	90
ELMT 2520	National Electrical Code	0	2	2	90
IJET 2123	Understanding Programmable Controllers	1	2	3	90
IMFG 1235	Motor Controls	0	3	3	105
INST 1330	Pressure and Level Measurement	1	3	4	150
IJET 1413	Flow and Final Control	2	1	3	90
IJET 2733	Introduction to Temperature & Analytical Processes	2	1	3	90
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>TD – INDUSTRIAL MANUFACTURING TECHNOLOGY Industrial Instrumentation &amp; Electrical Technician Concentration</b>			<b>45</b>	<b>1350</b>



## Outdoor Power Equipment Technology (47.0606)

**Program Coordinator:** Gary Prichard - GaryPrichard@cltcc.edu

### Program Description

The purpose of this program is to provide specialized classroom instruction and practical hands-on experience to prepare individuals to maintain and repair outdoor power equipment such as outboard motors, lawnmowers, chainsaws, motorcycles, rotary tillers, all-terrain vehicles, portable electric generators, compact diesel engines, and small garden tractors, as well as the use of technical manuals.

### Diploma/Certificate Options

TCA – OPET TECHNICIAN I

CTS – OPET TECHNICIAN II

TD – OUTDOOR POWER EQUIPMENT TECHNICIAN

### Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
ORNT 1000	Freshman Seminar	1	0	1	15
OPET 1111	Occupational Introduction & Safety	1	1	2	60
OPET 1121	Basic Tools & Repair Techniques	1	1	2	60
OPET 1131	Shop Management	1	2	3	75
OPET 1141	Engine Principles	1	3	4	150
OPET 1151	Fuel Systems	1	2	3	105
	<b>TCA – OPET TECHNICIAN I (TCA-OPET)</b>			<b>15</b>	<b>465</b>
OPET 1161	Engine Lubrication & Cooling Systems	1	1	2	60
OPET 1221	Basic Electricity	1	2	3	105
OPET 1231	Charging Systems	1	2	3	75
OPET1241	Ignition Systems	1	2	3	75
OPET 1251	Starting Systems	1	1	2	60
OPET 1261	Drive Train	1	2	3	75
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>CTS – OPET TECHNICIAN II (CTS-OPETC)</b>			<b>33</b>	<b>945</b>

CPTR 1000	Introduction to Computers	1	1	2	45
OPET 1311	Hydraulics & Brakes	1	2	3	75
OPET 1321	Generators	1	1	2	75
OPET 1331	Frames, Suspension, and Decks	1	2	3	75
OPET 1341	Systems Troubleshooting	2	2	4	120
OPET 2111	Outboard Engine Overhaul	1	1	2	75
OPET 2121	Motorcycle Engine Overhaul	1	1	2	75
OPET 2131	Lawn & Garden Engine overhaul	1	1	2	75
OPET 2141	All-Terrain Vehicle Engine Overhaul	1	1	2	75
OPET 2151	Lawn & Garden Diesel Engine Overhaul	1	1	2	75
OPET 2161	Personal Watercraft Engine Overhaul	1	1	2	75
	<b>TD - OUTDOOR POWER EQUIPMENT TECHNICIAN (TD- OPTT)</b>			<b>59</b>	<b>1785</b>

## Patient Care Technician (51.2601)

**Program Coordinator:** Mignonne Ater – mignonneater@cltcc.edu

### Program Description

The Patient Care Technician certificate program prepares individuals for a variety of job opportunities in the Health Services areas and is generated to meet the need for cross training of employees in health care facilities. Graduates may find employment in long-term care facilities, hospitals, laboratories, and clinics where basic bedside nursing skills are required, as well as the skills of phlebotomy, performing electrocardiograms (EKG), stress testing, and holter monitoring procedures.

All OBRA skill standards are included into this competency-based curriculum. The program consists of classroom/lab instruction and supervised/preceptor clinical activities.

Upon successful completion of this competency-based program, students will receive certification as a Nurse Aide on the Louisiana Nurse Aid Registry, and will be eligible to take national certification exams in Phlebotomy, Electrocardiogram (EKG) Technician, and/or Patient Care Technician.

Regular admissions shall;

1. meet the recommended scores for CLTCC Patient Care Technician program in reading, language, and mathematics on an approved entrance examination;
2. provide health certification from a licensed physician;
3. be fingerprinted and complete a college required Office of State Police Right to Review Criminal Background Check;
4. meet all admission requirements set by the Louisiana Department of Health and Central Louisiana Technical Community College.

#### ENTRANCE EXAMINATION RECOMMENDED SCORES FOR PATIENT CARE TECHNICIAN:

Placement Test	Reading	Language	Math
ACT (sub score)	17	15	17
COMPASS	78	50	42
ACCUPLACER	46	52	30

Each nursing and allied health student is required to obtain and continue personal health insurance, at his or her own expense throughout the term of his or her participation in the program. In the event of an accident or injury, the student is responsible for any medical expenses including ambulance service fees.

### Certificate Options

CTC - NURSE ASSISTANT (51.1614)

TCA - EKG SKILLS

TCA - PHLEBOTOMY SKILLS  
 CTS - PATIENT CARE TECHNICIAN

**Curriculum**

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
	<b>Required Related Courses:</b>				
ORNT 1000	Freshman Orientation	1	0	1	15
CPTR 1000	Introduction to Computer	2	0	2	45
	<b>Required Program Courses:</b>				
HNUR 1211	Nursing Fundamentals I	3	1	4	75
HCOR 1212	Skills Application	0	1	1	45
	<b>CTC - NURSE ASSISTANT (51.1614)</b>			<b>6</b>	<b>135</b>
HCOR 1200	Introduction to A & P (with Med. Terminology)	3	0	3	75
HCOR 1210	Administrative Procedures for Allied Health	2	1	3	75
HCOR 1300	Professional Aspects for Allied Health	1	0	1	30
HCOR 1320	Allied Health Communication Techniques	2	0	2	45
HEKG 1400	EKG Techniques	2	1	3	105
HPHL 1420	Phlebotomy Techniques	2	2	4	200
	<b>CTS - PATIENT CARE TECHNICIAN (Inclusion of required related courses)</b>			<b>24</b>	<b>690</b>

\*Clock/credit hours non-inclusive of related courses

Additional Credentials:

HCOR 1200	Introduction to A & P (with Med. Terminology)	3	0	3	60
HEKG 1400	EKG Techniques	2	1	3	105
	<b>TCA-EKG Tech</b>			<b>6</b>	<b>165</b>
HCOR 1200	Introduction to A & P (with Med. Terminology)	3	0	3	60
HPHL 1420	Phlebotomy Techniques	2	2	4	200
	<b>TCA- Phlebotomy Tech</b>			<b>7</b>	<b>260</b>

\*Related courses are not a requirement of TCA exit credential

## Pharmacy Technician (51.0805)

**Program Coordinator:** Mignonne Ater – mignonneater@cltcc.edu

### Program Description

The objective of the Pharmacy Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in pharmacies as Pharmacy Technicians.

The Pharmacy Technician program prepares graduates to take the National Pharmacy Technician Certification Examination offered by the Pharmacy Technician Certification Board (PTCB). The Pharmacy Technician program at Central Louisiana Technical Community College is approved and monitored by the Louisiana Board of Pharmacy and Louisiana Community and Technical College System.

Regular admissions shall:

1. meet the recommended scores for CLTCC Pharmacy Technician program in reading, language, and mathematics on an approved entrance examination;
2. provide certification of high school graduation or satisfactory completion of the State Department of Education equivalency examination;
3. provide health certification from a licensed physician;
4. be fingerprinted and complete a college required Office of State Police Right to Review Criminal Background Check;
5. meet all admission and application requirements set by the Louisiana Board of Pharmacy and CLTCC.

#### ENTRANCE EXAMINATION RECOMMENDED SCORES FOR PHARMACY TECHNICIAN:

Placement Test	Reading	Language	Math
ACT (sub score)	13	13	14
COMPASS	62	32	25
ACCUPLACER	54	64	38

Each nursing and allied health student is required to obtain and continue personal health insurance, at his or her own expense throughout the term of his or her participation in the program. In the event of an accident or injury, the student is responsible for any medical expenses including ambulance service fees.

### Certificate Option

CTC – PHARMACY CLERK  
CTS – PHARMACY TECHNICIAN

### Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
	<b>Required Related Courses:</b>				
HNUR 1000	Orientation for PN/AH	1	0	1	15
CPTR 1000	Introduction to Computers	2	0	2	30
	<b>Required Program Courses:</b>				
HPHM 1220	Pharmacy Technician Fundamentals, Law & Ethics	3	1	4	75
CSRV 1000	Customer Service	3	0	3	45
	<b>CTC – PHARMACY CLERK</b>	<b>9</b>	<b>1</b>	<b>10</b>	<b>165</b>
HPHM 1230	Math & Dosage Calculations for Pharmacy Technicians	3	0	3	60
HPHM 1240	Pharmacology for Pharmacy Technicians	3	2	5	105
HPHM 2000	Professionalism for Pharmacy Technicians	1	0	1	15
HPHM 2010	PTCB Review	2	0	2	30
HPHM 2030	Pharmacy Technician Experiential Practice	0	6	6	360
HPHM 2040	Sterile Compounding for Pharmacy Technicians	1	1	2	45
	<b>CTS – PHARMACY TECHNICIAN</b> Inclusive of Required Related Courses	<b>19</b>	<b>10</b>	<b>29</b>	<b>780</b>

## Practical Nursing (51.3901)

**Dean of Nursing and Allied Health:** Mignonne Ater – mignonneater@cltcc.edu

### Program Description

The Practical Nursing program is designed to prepare the student to meet the licensure requirements for Licensed Practical Nurse (LPN), as established by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). The program progresses from simple to complex and consists of classroom instruction, lab practicum and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies.

Students should note that some courses have prerequisites, which must be completed before enrolling into upper level courses and continuing in the program. Advanced standing/articulated credit, including CNA to PN articulation, is determined based on LSBPNE and CLTCC policy.

Each course in the PN program must be completed with a minimum score of 80%. Students who successfully complete all the required competencies in the Practical Nursing curriculum as mandated by the Louisiana State Board of Practical Nurse Examiners, CLTCC, and the Louisiana Community and Technical College System are granted technical college diplomas. Upon graduation, the graduates are eligible to apply for licensure with the Louisiana State Board of Practical Nurse Examiners and take the NCLEX-PN examination administered by the National Council of State Boards of Nurses (NCSBN).

Practical Nursing is a limited enrollment program. Students must be admitted to the program to enroll in any of the PN courses.

Admission Requirements: Students must apply to the campus/program of their choice and meet the minimum admission standards, including:

1. meet all admission and application requirements set by the Louisiana State Board of Practical Nurse Examiners and CLTCC;
2. provide official certification of high school graduation or satisfactory completion of the State Department of Education equivalency examination;
3. meet the minimum scores for CLTCC Practical Nursing Program in reading, language, and mathematics on an approved entrance examination;
4. provide documentation of 2<sup>nd</sup> step assessment - WorkKeys Work Readiness Certificate (Bronze, Silver, Gold or Platinum);
5. be admitted with the regularly scheduled class except in the case of admission with advanced standing;
6. provide certified copy of birth certificate or possess a valid United States passport;
7. provide health certification from a licensed physician; physical examination

- must be repeated for re-admit, transfer, or advanced standing students if a period of twelve months or more has lapsed since the last physical examination;
8. be fingerprinted and complete a college required Office of State Police Right to Review Criminal Background Check;
  9. not be currently serving under any court imposed order of supervised probation, work-release, school release, or parole in conjunction with any felony conviction(s), plea agreement, or any agreement pursuant to the Louisiana Code of Criminal Procedure, Article 893. Applicants who fall into any of these categories are not eligible for admission;
  10. participate in and complete the Practical Nursing Pre-Enrollment Success Workshop.

Additional departmental/program policies are included in the Practical Nursing Policy Handbook.

**ENTRANCE EXAMINATION RECOMMENDED SCORES FOR PRACTICAL NURSING:**

<b>Placement Test</b>	<b>Reading</b>	<b>Language</b>	<b>Math</b>
ACT (sub score)	20	17	18
COMPASS	85	70	55(Pre-Algebra) 33 (Algebra)
ACCUPLACER	65	74	48

Each nursing and allied health student is required to obtain and continue personal health insurance, at his or her own expense throughout the term of his or her participation in the program. In the event of an accident or injury, the student is responsible for any medical expenses including ambulance service fees.

As documented by a physician on the history & physical exam document, students must demonstrate ability to meet following technical/performance standards (related to ADA compliance) while receiving the instruction as outlined in each course syllabus:

- a) Read and communicate orally and in writing using the English language.
- b) Hear with or without auditory aids to understand normal speaking voice without viewing the speakers face.
- c) Visually, with or without corrective lenses, observe changes in client's condition and actively participate in learning process.
- d) Utilize stamina, strength and psychomotor coordination necessary to perform routine practical nursing procedures at floor or bed level.
- e) Demonstrate use of gross and fine motor skills necessary to provide independent, safe and effective practical nursing care.
- f) Solve problems and apply critical thinking skills while providing safe and efficient client care.
- g) Interact with individuals/families/groups from various socioeconomic and cultural backgrounds.
- h) Adapt and function in a multi stressor environment while adhering to legal/ethical



guidelines of the school, Louisiana Practical Nurse (PN) Practice Act and clinical agencies.

## Diploma/Certificate Options

TCA – HEALTH AID

TD – PRACTICAL NURSING

## Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.	Total Clock Hrs.
	<b>Required Related Courses:</b>				
ORNT 1000	Freshman Orientation	1	0	1	15
CPTR 1000	Introduction to Computer	2	0	2	30
	<b>Required Program Courses:</b>				
HNUR 1211	Nursing Fundamentals I	3	1	4	75
HNUR 1212	Geriatric Clinical I	0	1	1	30
	<b>TCA – Health Aid</b>				
HNUR 1302	A & P for Nursing & Allied Health	4	0	4	90
HNUR 1312	Basic Nutrition	2	0	2	45
	<b>Required Core Courses:</b>				
HNUR 1310	Introduction to Practical Nursing	2	0	2	60
HNUR 1311	Advanced Nursing Fundamentals	1	1	2	90
HNUR 1322	Basic Pharmacology for PN	1	1	2	75
HNUR 1460	Advanced Pharmacology	2	0	2	45
HNUR 2113	Medical Surgical Nursing I	5	3	8	260
HNUR 2123	Medical Surgical Nursing II	5	3	8	260
HNUR 2133	Medical Surgical Nursing III	5	3	8	260
HNUR 2143	Mental Illness Nursing	1	1	2	80
HNUR 2153	Maternal Child Nursing	1	1	2	80
HNUR 2163	Pediatric Nursing	1	1	2	80
HNUR 2173	PN Professionalism, Leadership, & Management	3	1	4	105
HNUR 2183	IV Therapy for Practical Nursing	2	0	2	45
	<b>TD – PRACTICAL NURSING</b>			<b>58</b>	<b>1735</b>

## Welding (48.0508)

**Program Coordinator:** John Martin – johnmartin@cltcc.edu

### Program Description

The purpose of the Welding Program is to prepare individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding including oxy-fuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe-welding, plasma arc cutting, blueprint reading, weld symbols, and joints. After completion of this program, the student will have covered the skills designated by the AWS (American Welding Society) and will be prepared to take the AWS Entry Level Welder test.

### Required Courses

The following program course listings and exit points are non-sequential and delivered depending on industry need and student selection. Courses are required to be taken only once if successfully completed to satisfy exit credentials. The student advisor will assist in proper course sequencing to obtain exit credentials. Additional industry specific courses can be developed as needed.

### Required Electives

To meet the requirements to earn a diploma, students must complete the program core and select an additional minimum of 16 credits from ANY of the courses listed as "Required Electives."

### Diploma/ Certificate Options

TCA – WELDER HELPER TCA –  
THERMAL CUTTER TCA – ARC  
CUTTER  
TCA – ARC WELDER SKILLS UPGRADE TCA –  
TACK WELDER/FITTER HELPER TCA –  
PRODUCTION LINE WELDER CTS –  
PRODUCTION LINE WELDER II CTS – ARC  
WELDER-GTAW  
CTS – ARC WELDER-GMAW CTS –  
ARC WELDER-FCAW CTS – ARC  
WELDER-SMAW  
CTS – CONSTRUCTION WELDER  
TD – WELDING

### Curriculum

<b>Course No.</b>	<b>Course Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Total Credit Hours</b>	<b>Total Clock Hrs.</b>
WELD 1110	Occupational Orientation & Safety	2	1	3	60
WELD 1120	Basic Blueprint, Metallurgy & Weld Symbols	2	1	3	75
WELD 1130	Welding Inspection & Testing	1	1	2	60
WELD 1140	Electrical Fundamentals	1	1	2	45
WELD 1210	Oxyfuel Systems	1	1	2	60
WELD 1310	Cutting Processes - CAC/PAC	1	1	2	45
WELD 1410	SMAW Basic Beads	1	1	2	60
WELD 1411	SMAW Fillet Weld	0	3	3	105
WELD 1412	SMAW V-Groove BU/Gouge	0	3	3	105
WELD 2110	FCAW Basic Fillet Welds	1	2	3	105
WELD 2111	FCAW Groove Welds	0	3	3	105
WELD 2210	GTAW Basic Multi-Joint	1	2	3	105
WELD 2230	GTAW Aluminum Multi-Joint	1	2	3	105
WELD 2310	GMAW Basic Fillet Weld	1	2	3	105
WELD 2311	GMAW Groove Weld	0	3	3	105
CPTR 1000	Introduction to Computers	1	1	2	45
JOBS 2450	Job Seeking Skills	2	0	2	30
	<b>PROGRAM CORE TOTALS</b>			<b>44</b>	<b>1320</b>
WELD XXXX	Required Electives (minimum credits)			16	480
	<b>TD - WELDING</b>			<b>60</b>	<b>1800</b>

	<b>Required Elective Options:</b>				
WELD 1420	SMAW V-Groove Open	1	3	4	120
WELD 1510	SMAW Pipe 2G	1	3	4	120
WELD 1511	SMAW Pipe 5G	0	4	4	120
WELD 1512	SMAW Pipe 6G	0	4	4	120
WELD 1610	SMAW Stainless Steel (SMAW-SS) Multi-Joint	1	3	4	120
WELD 1620	SMAW Stainless Steel (SMAW-SS) 5G Pipe	1	3	4	120
WELD 1621	SMAW Stainless Steel (SMAW-SS) 2G Pipe	0	4	4	120
WELD 1622	SMAW Stainless Steel (SMAW-SS) 6G Pipe	0	4	4	120
3	FCAW Pipe 5G	1	3	4	120
WELD 2113	FCAW Pipe 2G	0	4	4	120
WELD 2114	FCAW Pipe 6G	0	4	4	120
WELD 2220	GTAW Pipe 5G	1	3	4	120
WELD 2221	GTAW Pipe 2G	0	4	4	120
WELD 2222	GTAW Pipe 6G	0	4	4	120
WELD 2240	GTAW Low Alloy (STAW-LA) 5G Pipe	1	3	4	120
WELD 2241	GTAW Low Alloy (STAW-LA) 2G Pipe	0	4	4	120
WELD 2242	GTAW Low Alloy (STAW-LA) 6G Pipe	0	4	4	120
WELD 2250	GTAW Stainless Steel (GTAW-SS) 5G Pipe	1	3	4	120
WELD 2251	GTAW Stainless Steel (GTAW-SS) 2G Pipe	0	4	4	120
WELD 2252	GTAW Stainless Steel (GTAW-SS) 6G Pipe	0	4	4	120
WELD 2260	GTAW Aluminum (GTAW-AL) 5G Pipe	1	3	4	120
WELD 2261	GTAW Aluminum (GTAW-AL) 2G Pipe	0	4	4	120
WELD 2262	GTAW Aluminum (GTAW-AL) 6G Pipe	0	4	4	120
WELD 2320	GMAW Pipe 2G	1	3	4	120
WELD 2321	GMAW Pipe 5G	0	4	4	120
WELD 2322	GMAW Pipe 6G	0	4	4	120
WELD 2330	GMAW Aluminum Multi-Joint	1	3	4	120

WELD 2340	GMAW Aluminum (GMAW-AL) 5G Pipe	1	3	4	120
WELD 2341	GMAW Aluminum (GMAW-AL) 2G Pipe	0	4	4	120
WELD 2342	GMAW Aluminum (GMAW-AL) 6G Pipe	0	4	4	120

**CERTIFICATE EXIT POINTS:**

<b>Course No.</b>	<b>Course Title</b>	<b>Total Credit Hrs.</b>
WELD 1110	Occupational Orientation & Safety	3
WELD 1140	Electrical Fundamentals	2
	<b>TCA - WELDER HELPER</b>	<b>5</b>
WELD 1110	Occupational Orientation & Safety	3
WELD 1210	Oxyfuel Systems	2
	<b>TCA - THERMAL CUTTER</b>	<b>5</b>
WELD 1110	Occupational Orientation & Safety	3
WELD 1140	Electrical Fundamentals	2
WELD 1310	Cutting Processes - CAC/PAC	2
	<b>TCA - ARC CUTTER</b>	<b>7</b>
WELD 1110	Occupational Orientation & Safety	3
WELD 2883	Basic Skills Evaluation	1
	<b>OR</b>	
WELD 2885	Advanced Skills Evaluation	1
	Minimum of 4 credits from Required Electives	4
	<b>TCA - ARC WELDER SKILLS UPGRADE</b>	<b>8</b>
WELD 1110	Occupational Orientation & Safety	3
WELD 1210	Oxyfuel Systems	2
WELD 1120	Basic Blueprint, Metallurgy & Weld Symbols	3
WELD 1410	SMAW Basic Beads	2
	<b>TCA - TACK WELDER/FITTER HELPER</b>	<b>10</b>
WELD 1110	Occupational Orientation & Safety	3
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 1410	SMAW Basic Beads	2
	<b>PLUS ONE OF THE FOLLOWING COURSES:</b>	
WELD 1411	SMAW Fillet Weld	3
WELD 2110	FCAW Basic Fillet Welds	3
WELD 2210	GTAW Basic Multi-Joint	3
WELD 2310	GMAW Basic Fillet Weld	3
	<b>TCA - PRODUCTION LINE WELDER</b>	<b>12</b>
WELD 1110	Occupational Orientation & Safety	3
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2

WELD 1410	SMAW Basic Beads	2
WELD 1310	Cutting Processes – CAC/PAC	2
	Elective	2
	<b>PLUS 4 COURSES FROM THE FOLLOWING:</b>	<b>12</b>
WELD 1411	SMAW Fillet Weld	3
WELD 1412	SMAW V-Groove BU/Gouge	3
WELD 2110	FCAW Basic Fillet Welds	3
WELD 2111	FCAW Groove Welds	3
WELD 2210	GTAW Basic Multi-Joint	3
WELD 2230	GTAW Aluminum Multi-Joint	3
WELD 2310	GMAW Basic Fillet Weld	3
WELD 2311	GMAW Groove Weld	3
	<b>CTS – PRODUCTION LINE WELDER II</b>	<b>25</b>
WELD 1110	Occupational Orientation & Safety	3
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 1310	Cutting Processes – CAC/PAC	2
WELD 2210	GTAW Basic Multi-Joint	3
	<b>PLUS 3 COURSES FROM REQ. GTAW ELECTIVES</b>	<b>12</b>
	<b>CTS – ARC WELDER-GTAW</b>	<b>24</b>
WELD 1110	Occupational Orientation & Safety	3
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 1310	Cutting Processes – CAC/PAC	2
WELD 2310	GMAW Basic Fillet Weld	3
WELD 2311	GMAW Groove Weld	3
	<b>PLUS 3 COURSES FROM REQ. GMAW ELECTIVES</b>	<b>12</b>
	<b>CTS – ARC WELDER-GMAW</b>	<b>27</b>
WELD 1110	Occupational Orientation & Safety	3
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 1310	Cutting Processes – CAC/PAC	2
WELD 2110	FCAW Basic Fillet Welds	3
WELD 2111	FCAW Groove Welds	3
	<b>PLUS 3 COURSES FROM REQ. FCAW ELECTIVES</b>	<b>12</b>
	<b>CTS – ARC WELDER-FCAW</b>	<b>27</b>
WELD 1110	Occupational Orientation & Safety	3
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 1310	Cutting Processes – CAC/PAC	2
WELD 1410	SMAW Basic Beads	2
WELD 1411	SMAW Fillet Weld	3
WELD 1412	SMAW V-Groove BU/Gouge	3
WELD 1420	SMAW V-Groove Open	4

	<b>PLUS 3 COURSES FROM REQ. SMAW ELECTIVES</b>	<b>12</b>
	<b>CTS - ARC WELDER-SMAW</b>	<b>33</b>
WELD 1120	Basic Blueprint, Metallurgy , & Weld Symbols	3
WELD 1411	SMAW Basic Fillet Weld	3
WELD 1420	SMAW V-Groove Open	4
WELD 2220	GTAW Pipe 5G	4
WELD 2222	GTAW Pipe 6G	4
	<b>CTS - CONSTRUCTION WELDER</b>	<b>18</b>
	Students may substitute any of the following courses for any course listed above	
WELD 2221	GTAW Pipe 2G	4
WELD 2250	GTAW Stainless Steel (GTAW-SS) 5G Pipe	4
WELD 2251	GTAW Stainless Steel (GTAW-SS) 2G Pipe	4
WELD 2252	GTAW Stainless Steel (GTAW-SS) 6G Pipe	4

## Course Descriptions

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### **AIR CONDITIONING & REFRIGERATION**

#### **HACR 1150-HAVC Introduction (1/2/3)**

Produces information needed to prepare individuals to enter the Air Conditioning and Refrigeration Industry. Includes basic safety and health, inventory control, stock management, vehicle maintenance, licensure, certification requirements, and basic business management practices. Prerequisite: Provisional admission

#### **HACR 1160-Principles of Refrigeration I (1/2/3)**

Presents the proper and safe use of hand tools including power tools and materials in the HVAC Industry. This course also provides for a review of HVAC and refrigeration processes and applications. Prerequisite: HACR 1150

#### **HACR 1170-Principles of Refrigeration II (1/2/3)**

Provides the student with the skills and knowledge to install, repair, and service major components of a refrigeration system. Topics include: compressors; evaporators; condensers; metering devices; service procedures; refrigeration systems; and safety. Prerequisites: HACR 1150, 1160.

#### **HACR 1180-Principles of Refrigeration III (1/2/3)**

This course teaches the skills and knowledge to evacuate, charge, and leak check a sealed system according to EPA and Industry standards. Topics include: triple Evacuation, burn-out cleanup of system, weigh-in charging, superheat settings, and sub-cool adjustments and safety. Prerequisites: HACR 1150 AND 1160, and Co-requisite: HACR 1170.

#### **HACR 1210-Electrical Fundamentals (1/2/3)**

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. Prerequisite: Provisional admission.

#### **HACR 1220-Electrical Components (1/2/3)**

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. Prerequisites: HACR 1210.

#### **HACR 1230-Electric Motors (1/2/3)**

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. Prerequisites: HACR 1210, 1220.

### **HACR 1240-Applied Electricity and Troubleshooting (1/2/3)**

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. Prerequisites: HACR 1210, 1220, 1230.

### **HACR 1410-Domestic Refrigeration (1/1/2)**

Presents the proper procedures to diagnose and repair domestic refrigerators and freezers. Prerequisites: HACR 1150, 1160, 1170, 1210, 1220, 1230, 1240.

### **HACR 1420-Room Air Conditioning (1/1/2)**

The operation, diagnosis and science of room air conditioning. Emphasis is devoted to diagnosis and repair. Prerequisites: HACR 1150, 1160, 1170, 1210, 1220, 1230, 1240.

### **HACR 2510-Residential Central Air Conditioning I (1/2/3)**

The study and theory of the major components and functions of central air conditioning systems. Includes the study of Air Conditioning systems types and the proper and safe use of instruments and safety. Prerequisites: HACR 1150, 1160, 1170, 1210, 1220, 1230, 1240.

### **HACR 2520-Residential Central Air Conditioning II (1/1/2)**

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. Prerequisites: HACR 1150, 1160, 1170, 1210, 1220, 1230, 1240, 2510.

### **HACR 2530-Residential System Design (1/1/2)**

Theory and practice of different types of residential air conditioning systems heat loads. Topics include calculations, duct design, air filtration, and safety practices.

### **HACR 2540-Residential Heating I (1/2/3)**

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, principles of combustion and safety for gas and electrical heating. Prerequisites: HACR 1150, 1160, 1170, 1210, 1220, 1230, 1240.

### **HACR 2550-Residential Heating II (1/2/3)**

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. Prerequisites: HACR 1150, 1160, 1170, 1210, 1220, 1230, 1240, 2540

### **HACR 2560-Residential Heat Pump (1/1/2)**

Theory and study of heat pumps and related systems. Provides for the fundamentals of

heat pump operation and diagnosis. Installation procedures, diagnosis, servicing procedures, valves, electrical components and geothermal ground source applications, dual fuel systems, and safety are topics included. Prerequisites: HACR 1150, 1160, 1170, 1210, 1220, 1230, 1240

### **HACR 2810-Commercial Air Conditioning I (2/4/6)**

Introduces fundamental theory and techniques to identify major components and functions of commercial system. Instruction is given on types of commercial air conditioning systems pressure, and temperature charts. Prerequisites: Basic A/C Refrigeration core; CTS Helper II

### **HACR 2820-Commercial Air Conditioning Controls (3/4/7)**

Emphasis will be placed on service of split-systems, add-on package system, and safety. Also provides troubleshooting and repair of major components parts of a commercial air conditioning system. Prerequisites: Basic A/C & Refrigeration core, CTS Helper II and Co-requisite: HACR 2810

### **HACR 2830-Commercial Air Conditioning II (2/4/6)**

This course teaches topics that will include types of commercial air conditioning systems heat loads, calculations, duct design, air filtration, and safety principles. Prerequisite: Program Core courses completed and Co-requisite: HACR 2820

### **HACR 2910-Commercial Refrigeration I (2/4/6)**

Introduces fundamental theory and techniques to identify major components and function of commercial system. Instruction is given on types of commercial refrigeration system, and pressure and temperature charts. Prerequisites: Basic A/C & Refrigeration core

### **HACR 2920-Commercial Refrigeration Controls (3/4/7)**

Emphasis will be placed on service of slit-systems, add-on, package system, and safety. Also provides troubleshooting and repair of major component parts of a commercial refrigeration systems heat loads. Calculations, duct design, air filtration, and safety principles. Pre-requisite: Basic A/C & Refrigeration core, CTS Helper II and Co-requisite: HACR 2910

### **HACR 2930-Commercial Refrigeration II (2/4/6)**

Topics will include types of commercial refrigeration systems heat loads, calculations, duct design, air filtration, and safety principles. Prerequisites: Basic A/C & Refrigeration Core; CTS Helper II and Co-requisites: HACR 2910, 2920

### **HACR 2991-Special Projects I (0/1/1)**

A course designed for the student who has demonstrated specific special needs.

### **HACR 2993-Special Projects II (0/2/2)**

A course designed for the student who has demonstrated specific special needs.

### **HACR 2995-Special Projects III (0/3/3)**

A course designed for the student who has demonstrated specific special needs.

**HACR 2996-Special Projects IV (3/03)**

A course designed for the student who has demonstrated specific special needs.

**HACR 2997-Practicum (0/3/3)**

A practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

**HACR 2999-Cooperative Education (0/3/3)**

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.

## **AUTOMOTIVE TECHNOLOGY**

**AUTO 1100-General Engine Diagnosis and Repair (0/2/2)**

This course teaches the techniques used in diagnosing automotive engines and determining the necessary repair procedures. It also covers removal and installation of automotive engines.

**AUTO 1110-Cylinder Head & Valve Train Diagnosis and Repair (0/1/1)**

This course teaches the procedures and repair methods for diagnosing and reconditioning cylinder heads.

**AUTO 1120-Engine Block Assembly Diagnosis and Repair (0/1/1)**

This course teaches the procedures and repair methods for diagnosing and reconditioning engine blocks.

**AUTO 1130-Lubrication and Cooling System Diagnosis and Repair (0/1/1)**

This course teaches the procedures and methods for the diagnosis and repair of automotive engine lubrication and cooling system

**AUTO 1200-General Transmission and Transaxle Diagnosis (0/1/1)**

This course teaches the techniques and procedures used in the diagnosis of Automatic transmissions and transaxles.

**AUTO 1210-Transmission and Transaxle Maintenance (0/1/1)**

This course teaches the procedures for the servicing of automatic transmissions and transaxles. It also teaches linkage adjustments.

**AUTO 1220-In Vehicle Repair (0/1/1)**

This course teaches the repair and adjustment procedures that can be performed with the transmission or transaxle installed in the vehicle.

**AUTO 1230-Off-Vehicle Transmission and Transaxle Repair I (0/1/0)**

This course teaches the procedures for removal, disassembly, reassembly, and reinstallation of automatic transmissions and transaxles. It also covers the procedures for the repair of torque converters and oil pump assemblies.

**AUTO 1240-Off-Vehicle Transmission and Transaxle Repair II (0/1/1)**

This course teaches the procedures for the inspection and measurement of gear trains, shafts, bushings and cases.

**AUTO 1300-Drive Train and Clutch Diagnosis and Repair (0/1/1)**

This course teaches the procedures and methods of diagnosis for manual drive trains and clutches. It also covers removal, installation, and adjustments of clutches.

**AUTO 1310-Transmission and Transaxle Diagnosis and Repair (0/1/1)**

This course teaches the procedures and methods for removal, installation, and reconditioning of manual transaxle and transmission units.

**AUTO 1320-Drive and Half Shaft and Universal Joint Repair (0/1/1)**

This course teaches the procedures and methods for diagnosis and repair of drive, half, and universal joints.

**AUTO 1330-Drive Axle Diagnosis and Repair (0/1/1)**

This course teaches the procedures and methods for diagnosis and repair of standard differentials, limited slip differentials and drive axle shafts.

**AUTO 1340-Four and All Wheel Drive Diagnosis and Repair (0/1/1)**

This course teaches the procedures and methods for diagnosis and repair of four and all-wheel drive vehicles.

**AUTO 1400-General Steering and Suspension Diagnosis (0/1/1)**

This course teaches the procedures and methods used in diagnosing steering and suspension systems.

**AUTO 1410-Steering System Diagnosis and Repair (0/1/1)**

This course teaches the different types of steering systems and the procedures and methods to diagnose and repair steering systems. It also includes instruction on supplemental restraint systems (Air Bags).

**AUTO 1420-Suspension Systems Diagnosis and Repair (0/1/1)**

This course teaches the different types of suspension systems and the procedures and methods used for diagnose and repair.

**AUTO 1430-Wheel Alignment Diagnosis and Repair (0/1/1)**

This course teaches the principles of geometry necessary to understand the procedures and methods for diagnosis and alignment of steering systems.

**AUTO 1440-Wheel and Tire Diagnosis and Repair (0/1/1)**

This course teaches the procedures and methods in the servicing automotive tire and wheel assemblies including rotating, balancing, and repair.

**AUTO 1500-Hydraulic Systems Diagnosis and Repair (0/1/1)**

This course teaches the principles of physics as related to fluid pressures and hydraulics. It also teaches the procedures and methods of diagnosis of the automotive hydraulic system.

**AUTO 1510-Drum Brake Diagnosis and Repair (0/1/1)**

This course teaches the procedures and methods necessary to diagnose and repair drum brake systems.

**AUTO 1520-Disk Brake Diagnosis and Repair (0/1/1)**

This course teaches the procedures and methods necessary to diagnose and repair disc brake systems.

**AUTO 1530-Power Assist Diagnosis and Repair (0/1/1)**

This course teaches the procedures and methods necessary to diagnose and repair power assist units in automotive braking systems.

**AUTO 1540-Antilock and Traction Control Diagnosis and Repair (0/1/1)**

This course teaches the procedures and methods necessary to diagnose and repair antilock brake systems and traction control systems.

**AUTO 1600-General Electrical System Diagnosis (0/2/2)**

This course teaches the electrical principles of Ohm's Law, Series Circuits, Parallel Circuits, and Series Parallel circuits. It also teaches the basic methods of electrical diagnosis and use of schematic and wiring diagrams.

**AUTO 1610-Battery Diagnosis and Repair (0/1/1)**

This course teaches the procedures and methods necessary to diagnose and repair the battery and associated electrical components.

**AUTO 1620-Starting Systems Diagnosis and Repair (0/2/2)**

This course teaches the procedures and methods necessary to diagnose and repair starting systems including the removal and installation of components.

**AUTO 1630-Charging Systems Diagnosis and Repair (0/2/2)**

This course teaches the procedures and methods necessary to diagnose and repair charging systems including removal and installation of components.

**AUTO 1640-Lighting Systems, Gauges, Warning Devices, Driver Information, Diagnosis and Repair (0/1/1)**

This course teaches the procedures and methods necessary to diagnose and repair lighting systems, gauges, warning devices and driver information systems.

**AUTO 1650-Horn and Wiper /Washer Diagnosis and Repair (0/1/1)**

This course teaches the procedures and methods necessary to diagnose and repair windshield wiper/washer systems and the horn system.

**AUTO 1660-Electrical Accessories Diagnosis and Repair (0/1/1)**

This course teaches the procedures and methods necessary to diagnose and repair other electrical accessories such as power door locks and GPS navigation systems.

**AUTO 1700-Air Conditioning System Diagnosis and Repair (0/1/1)**

This course teaches the principles of refrigeration and the procedures and methods necessary to diagnose and repair automotive air conditioning systems.

**AUTO 1710-Refrigeration System Component Diagnosis and Repair (01/1)**

This course teaches the procedures and methods necessary to diagnose and repair individual components of the air conditioning system.

**AUTO 1720-Heating and Ventilation Systems Diagnosis and Repair (0/1/1)**

This course teaches the procedures and methods necessary to diagnose and repair automotive heating and ventilation systems.

**AUTO 1730-Operating Systems and Related Controls (0/1/1)**

This course teaches the procedures and methods necessary to diagnose and repair electrical, vacuum, and automatic temperature controls.

**AUTO 1740-Refrigerant Recover, Recycling and Handling (0/1/1)**

This course teaches the procedures and methods necessary to properly handle and store refrigerants.

**AUTO 1800-General Engine Diagnosis (0/3/3)**

This course teaches the principles of internal combustion engines and the procedures and methods necessary to diagnose general engine mechanical problems.

**AUTO 1810-Computerized Engine Controls, Diagnosis and Repair (0/3/3)**

This course teaches the procedures and methods necessary to diagnose and repair computerized engine controls by retrieving and storing diagnostics codes.

**AUTO 1820-Ignition Systems Diagnosis and Repair (0/2/2)**

This course teaches the procedures and methods necessary to diagnose and repair the various types of ignition systems in use today.

**AUTO 1830-Fuel, Air Induction, and Exhaust Systems (0/2/2)**

This course teaches the procedures and methods necessary to diagnose and repair fuel supply and fuel delivery systems. It also teaches the repair procedures for intake and exhaust systems.

**AUTO 1840-Emissions Systems Diagnosis and Repair (0/3/3)**

This course teaches the procedures and methods necessary to diagnose and repair the myriad of emissions controls systems on modern automobiles.

**AUTO 1850-Engine Related Services (0/3/3)**

This course teaches the procedures and methods necessary to diagnose and repair mechanical timing devices, and cooling system components.

**AUTO 2991-Special Projects I (0/1/1)**

A course designed for the student who has demonstrated specific special needs.

**AUTO 2993-Special Projects II (0/2/2)**

A course designed for the student who has demonstrated specific special needs.

**AUTO 2995-Special Projects III (0/3/3)**

A course designed for the student who has demonstrated specific special needs.

**AUTO 2996-Special Projects IV (3/0/3)**

A course designed for the student who has demonstrated specific special needs.

**AUTO 2997-Practicum (0/3/3)**

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

**AUTO 2999-Cooperative Education (0/3/3)**

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.

## **BUSINESS OFFICE ADMINISTRATION**

**ACCT 1100-Principles of Accounting I (2/1/3)**

This course covers fundamental principles of double-entry accounting, with emphasis on journalizing, posting, and the preparation of financial statements; also accounting for cash and work at close of the fiscal period using the cash basis for a service enterprise.

**ACCT 1200-Principles of Accounting II (2/1/3)**

This course covers fundamental accounting principles relating to sales and receipts, purchases and payments, cash, and payroll; accrual accounting for a merchandising business including the periodic summary, adjustments, and end-of-period closing procedures.

**ACCT 1250-Payroll Accounting (3/0/3)**

This course covers accounting principles and procedures relating to payroll accounting, including payroll and personnel records and reports; computation and payment of wages and salaries, social security taxes, income tax withholding; unemployment compensation taxes; and the analysis and recording of payroll transactions.

**ACCT 1300-Intermediate Accounting (2/1/3)**

Accounting principles relating to accounts receivable, accounts payable, uncollectible accounts, notes and interest, merchandise inventory, property, plant, and equipment; and accounting for partnerships.

**ACCT 1400-Advanced Accounting (2/1/3)**

Principles relating to the corporate organization, including accounting for accounting principles and reporting standards. Financial reporting and analyses including cash flow statements, measures of profitability, liquidity, and financial strength, and accounting for departmentalized profit and cost centers.

**ACCT 1500-Computerized Accounting (2/1/3)**

This course covers basic accounting principles utilizing the application of a computerized accounting package which includes setting up the accounting system, recording routine transactions, preparing financial statements, and completing the year-end operations.

**BOTH 1120-General Body Structure (3/0/3)**

This course covers identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each.

**BOTH 1210-Administrative Procedures for Medical Office (3/0/3)**

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.

**BOTH 1230-Insurance Billing (3/0/3)**

This course covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases (ICD) and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available. Prerequisites: BOTH 1240, BOTH 1250

**BOTH 1240-ICD Coding (3/0/3)**

The course will focus on basic diagnosis coding skill and guidelines associated with International Classification of Diseases, Clinical Modification (ICD-CM) and International Classification of Diseases, Procedural Coding System (ICD-PCS). Prerequisites: BOTH 1120, BOTH 1300; can be taken concurrently with BOTH 1250

**BOTH 1250-CPT/HCPCS Coding (3/0/3)**

This course covers Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) coding. Students may participate in selected clinical sites as part of this course, if available. Prerequisites: BOTH 1120, BOTH 1300; can be taken concurrently with BOTH 1240

**BOTH 1300-Medical Office Terminology (3/0/3)**



This course is an introduction of basic medical terms by use of prefixes, suffixes, and anatomical roots.

**BOTH-2110-Medical Office Transcription (3/0/3)**

This course covers principles of medical transcription along with practical application and usage of medical forms, reports and case studies with integrated medical terminology and medical keyboarding. Students may participate in selected clinical sites as part of this course, if available.

**BOTL 1300-Legal Terminology (3/0/3)**

This course presents an overview of the areas of law and legal professions, including: spelling, pronunciation, and definition of legal terms.

**BOTL 2110-Legal Transcription (3/0/3)**

Skill development in legal document production using computers. Skill refinement in specialized legal vocabularies, grammar and punctuation with emphasis on proofreading and formatting.

**BTEL 1000-Bank Teller Procedures (3/0/3)**

A concentrated and intensive study of the role of a Bank Teller focusing on understanding the specific banking skills needed in today's banking industry for handling checks, processing transactions, handling cash, and balancing cash. Specific topics covered in this course include the development of fundamental skills and techniques for using the telephone effectively on the job and professional behavior in the workplace.

**BUSI 1000-Business Law (3/0/3)**

Introduces a study of legal principles and practices in the business environment. Reviews the nature and sources of law, the judicial system, contractual relationships, contracts, employee/employer obligations, and ethics.

**BUSE 1030-Business English (3/0/3)**

This course is a concentrated and intensive study of English grammar and usage as applied to business documents and applications.

**BUSE 1045-Business Communication (3/0/3)**

This course is a study of concepts and methods of business communication.

**BUSM 1050-Business Math (2/1/3)**

A study of various business-related mathematical processes, principles, and techniques used to solve business problems on the electronic calculator

**CCRV 1000-Telephone Sales & Skills (3/0/3)**

This course covers information about basic telephone skills in a call center environment, and information needed to make effective sales calls.

**CCRV 1100-Call Center Procedures (3/0/3)**

This course covers information about communication, customer service, decision making,

and customer information in a call center setting.

**CPTR 1000-Introduction to Computers (1/1/2)**

This course introduces students to basic operations and use of the microcomputers. It also introduces students to computer application software, hardware, and the internet. The course covers an introduction to word processing, electronic spreadsheet, database, and presentation software.

**CPTR 1002-Computerized Literacy and Applications (3/0/3)**

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.

**CPTR 1200-Introduction to Operating Systems (3/0/3)**

This course is designed to teach students basic topics in personal computer operating systems. It is a hands-on study of personal computer operating systems.

**CPTR 1400-Introduction to Networking Technologies (3/0/3)**

This course is an introductory study of networking technologies which includes the planning, implementation, and administration of networks. The course also includes the theoretical aspects of troubleshooting and security related issues.

**CPTR 1600-Presentation Software (3/0/3)**

The student will study the use of presentation software. The course will focus on design and proper technique for developing a presentation.

**CPTR 1310-Database Management (2/1/3)**

This course covers basic methods for creating a database, adding, changing and deleting information in a database, printing data in the form of reports, and the printing of address labels.

**CPTR 1320-Spreadsheets (1/2/3)**

This course focuses on the basic fundamentals of producing spreadsheets and graphs.

**CSRV 1000-Customer Service (3/0/3)**

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.

**ENTP 1000-Foundations of Entrepreneurship (3/0/3)**

This course is designed for those interested in starting their own business or have already started their own business. Individuals who hold leadership or management positions within a business, who are part of an existing family-business, or who want to know what it takes to be successful as an entrepreneur will find real-world applications and solutions to the every-day challenges of owning and running a business here.

**HURM 1000-Employment Law & Regulations (3/0/3)**

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

**HURM 1100-Training and Development (3/0/3)**

This course covers developing, conducting, and evaluation employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

**HURM 1200-Recruiting, Selecting, & Personnel Planning (3/0/3)**

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.

**HURM 1600-Human Resources Management (3/0/3)**

Explores what Human Resource Management (HRM) is, how it relates to the management process, and contributes to organizational effectiveness. Examines legal issues in the context of HRM and major HRM activities, including job analysis, recruitment and selection, compensation and benefits, safety, training and development.

**ISYS 1440-Word Processing (1/2/3)**

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.

**ISYS 1650-Desktop Publishing (2/1/3)**

This course includes basic concepts in creating documents containing graphics and text. Current version of popular word processing/graphics software is incorporated.

**MATR 1350-Machine Transcription (3/2/1)**

This course includes hands-on applications of machine transcription equipment, as well as production of documents from various fields of employment. Emphasis is on English language skills: punctuation, spelling, grammar, and vocabulary.

**OSYS 1100-Records Management (3/0/3)**

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

**OSYS 1250-Business Calculators (3/0/3)**

This course covers the 10-key touch system using electronic calculators to solve typical business problems and applications.

**OSYS 2530-Office Procedures (3/0/3)**

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.

## **BUILDING TECHNOLOGY SPECIALIST**

**BLDG 1110-Introduction and Safety (1/0/1)**

Overview of the Building Technology Specialist occupational area, basic safety and health information to prepare individuals entering the work force.

**BLDG 1120-Applied Building Technology Math (3/0/3)**

A course covering the basic concepts of arithmetic, percentage, ratio, and proportion, and plane geometry. Prerequisite: CPTR 1001

**BLDG 1130-Carpentry (1/3/4)**

A course covering the basic concepts and applications of carpentry. Includes safety, use of basic hand and power tools, and repair and construction techniques.

**BLDG 1140-Blueprint Reading (1/1/2)**

Identification of symbols and lines, reading and interpreting blueprints, and performing sketching techniques.

**BLDG 1150-Masonry/Ceramic Tile (1/1/2)**

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.

**BLDG 1220-Electricity I (2/3/5)**

A study of the application of electricity and electrical wiring and components found in residential and commercial buildings. Includes troubleshooting and repair or replacement of electrical components and appliances.

**BLDG 1221-Electricity II (2/3/5)**

A study of the application of electricity and electrical wiring and components found in residential and commercial buildings. Includes troubleshooting and repair or replacement of electrical components and appliances. Prerequisite: BLDG 1220

**BLDG 1310-Air Conditioning/Refrigeration I (2/4/6)**

A course covering the theory of refrigeration, the refrigeration cycle, and identification and function of the major components of air conditioning and refrigeration systems. Includes procedures for evacuating, dehydrating, and charging refrigeration systems.

**BLDG 1320-Air Conditioning/Refrigeration II (2/4/6)**

An advanced course involving the installation, service, repair, and maintenance of heating, cooling, and refrigeration systems used in residential and commercial applications. Prerequisite: BLDG 1310

**BLDG 1330-Customer Relations (2/0/2)**

A course designed to develop communication skills and interpersonal skills of individuals entering the work force.

**BLDG 1410-Plumbing I (1/2/3)**

A study of the tools, equipment, materials, and techniques used in the maintenance of plumbing systems. Emphasizes working with and joining pipe and tubing.

**BLDG 1420-Plumbing II (1/3/4)**

An advanced course involving the service and repair of residential and commercial potable and drainage waste vent (DWV) water systems. Prerequisite: BLDG 1410.

**BLDG 1430-Ground Maintenance (1/1/2)**

A study of maintenance procedures performed on non-turf grass areas.

**BLDG 1440-Pool Maintenance (1/0/1)**

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.

**BLDG 2991-Special Projects I (0/1/1)**

A course designed for the student who has demonstrated specific special needs.

**BLDG 2993-Special Projects II (0/2/2)**

A course designed for the student who has demonstrated specific special needs.

**BLDG 2995-Special Projects III (0/3/3)**

A course designed for the student who has demonstrated specific special needs.

**BLDG 2996-Special Projects IV (3/0/3)**

A Course designed for the student who has demonstrated specific special needs.

**BLDG 2997-Practicum (0/3/3)**

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum receive no compensation.

**BLDG 2999-Cooperative Education (0/3/3)**

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.

## **CARE AND DEVELOPMENT OF YOUNG CHILDREN**

### **CDYC 1110-Introduction to CDYC (3/0/3)**

An introduction to Care and Development of Young Children as a part of total education to include the study of theory, models, contemporary issues, professionalism, career opportunities, observing and recording, technology, and developmentally appropriate practices (DAP).

## **CARPENTRY**

### **CARP 1110-Introduction and Safety (1/0/1)**

Introduces industry trends, career levels, and future trends in carpentry. Covers safety required in the use of equipment and construction.

### **CARP 1120-Hand Tools (1/1/2)**

Basic skills and safety in the use of hand tools.

### **CARP 1130-Power Tools (2/2/4)**

Basic skills and safety in the use of portable power tools.

### **CARP 1140-Building Materials (1/1/2)**

Identification of types, sizes, and grades of building materials, and fasteners and adhesives.

### **CARP 1150-Blueprint Reading (2/3/5)**

Methods of reading an architect scale and sketching simple woodworking projects. Also includes reading and sketching house plans.

### **CARP 2110-Site Layout (1/1/2)**

Basic skills and use of transits, levels, and other measuring devices to lay out a building site and erect batter boards.

### **CARP 2120-Foundations and Floor Framing (2/3/5)**

Basic skills for building forms for patios, sidewalks, house slabs, and skills needed for framing floors.

### **CARP 2131-Wall and Ceiling Framing (0/4/4)**

Teaches the skills needed for framing walls and ceilings.

### **CARP 2210-Roofing I (2/4/6)**

Layout and framing skills used in basic roof design. Use of the framing square is covered.

**CARP 2220-Roofing II (2/4/6)**

Layout and framing skills used in more complex roof designs. Prerequisite: CARP 2210

**CARP 2230-Exterior Finish and Trim (1/2/3)**

Various exterior finishes, materials, and trim are covered.

**CARP 2310-Interior Finish and Trim (1/2/3)**

Various interior finishes, materials, and trim are covered.

**CARP 2320-Cabinetmaking (2/4/6)**

Cabinetmaking skills. Includes face frames, drawers, and raised panels.

**CARP 2620-Applied Mathematics (2/1/3)**

A general mathematics course covering general mathematical skills in whole numbers, fractions, and decimals.

**CARP 2991-Special Projects, I (0/1/1)**

A course designed for the student who has demonstrated specific special needs.

**CARP 2993-Special Projects, II (0/2/2)**

A course designed for the student who has demonstrated specific special needs.

**CARP 2995-Special Projects, III (0/3/3)**

A course designed for the student who has demonstrated specific special needs.

**CARP 2996-Special Projects, IV (3/0/3)**

A course designed for the student who has demonstrated specific special needs.

**CARP 2997-Practicum (0/3/3)**

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

**CARP 2999-Cooperative Education (0/3/3)**

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.

## **COLLISION REPAIR TECHNOLOGY**

**CLRP 1110-Shop Orientation and Safety (1/0/1)**

Overview of the collision repair industry and basic safety and health information needed to prepare individuals entering the work force.

**CLRP 1121-Tools and Equipment (0/3/3)**

Fundamentals of hand and power tools, identifying and safeguarding equipment and materials used in the collision repair industry

**CLRP 1131-Identification and Analysis (0/3/3)**

The analysis of body construction. Emphasis is given to diagnosis and repair of collision related items.

**CLRP 1140-Basic Automotive Electricity (2/1/3)**

A study of basic electrical properties and their behavior in electrical circuits. The course also emphasizes the reading and interpretation of wiring diagrams and schematics.

**CLRP 1150-Mechanical Components (3/3/6)**

Covers mechanical components such as steering, suspension, brakes, cooling system, climate control, etc. which might be damaged in a collision.

**CLRP 1210-Frame and Body (2/4/6)**

Includes instructions in unibody and frame construction. Emphasis is given to proper measuring and straightening techniques, stress and failure analysis, the use of gauging equipment, and alignment of components.

**CLRP 1220-Welding and Cutting (1/3/4)**

The application of welding equipment and procedures as they pertain to collision repair processes. Emphasis is given to the set up and use of oxy gas equipment, MIG, and other welding equipment.

**CLRP 1230-Panel Replacement (1/5/6)**

Provides the skills for panel removal, replacement, and alignment of bonded, welded, and bolted assemblies.

**CLRP 1311-Automotive Trim and Glass (0/4/4)**

The application of body trim and glass removal and installation. Includes the removal and replacement of interior and exterior trim and locking mechanisms as well as removal and replacement and alignment of moveable glass.

**CLRP 1320-Refinishing/Detailing (2/5/7)**

Theory and application of surface preparation, refinishing, and detailing procedures. Includes surface preparation and the proper operation of spray equipment, priming, top coat application, color adjustment, polishing and compounding.

**CLRP 2111-Restraint Systems (0/2/2)**

A study of the types and operation of passive and active restraint systems. Includes theory of operation, components, troubleshooting, and removal and replacement of restraint systems.

**CLRP 2121-Plastic Repair (0/1/1)**



The fundamentals of plastic repair. Emphasis is given to the proper repair procedures for rigid and flexible plastic. Includes plastic welding and bonding procedures.

**CLRP 2130-Basic Metal Alignment and Finish (1/5/6)**

Basic repair techniques used in the alignment of body panels such as dent pulling, minor repairs, etc... Also includes the basics of metal finishing.

**CLRP 2140-Corrosion (1/2/3)**

Theory and application leading to an understanding of corrosion principles applied by manufacturing for the protection against corrosion.

**CLRP 2991-Special Projects, I (0/1/1)**

A course designed for the student who has demonstrated specific special needs.

**CLRP 2993-Special Projects, II (0/2/2)**

A course designed for the student who has demonstrated specific special needs.

**CLRP 2995-Special Projects, III (0/3/3)**

A course designed for the student who has demonstrated specific special needs.

**CLRP 2996-Special Projects, IV (3/0/3)**

A course designed for the student who has demonstrated specific special needs.

**CLRP 2997-Practicum (0/3/3)**

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

**CLRP 2999-Cooperative Education (0/3/3)**

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.

## **COMPUTER TECHNOLOGY SPECIALIST**

**COMP 1105-Computer Maintenance I (1/3/4)**

Perform storing, protection, backup, recovering, evaluation, and maintenance of software and hardware and utilize equipment, schematics, diagnostics, error codes, and safety in troubleshooting and repairing computers, power supplies, and other related equipment.

**COMP 1115-Computer Maintenance II (1/3/4)**

Perform installation, configuration, troubleshooting and problem resolution of IBM compatibles and peripherals.

**ETRN 1120-Fundamentals of Direct Current Circuits**

An introduction to the concepts of DC electricity including Ohm's Law.

**ETRN 1125-Basic Electricity (1/3/4)**

Apply basic concepts of electricity and electronics that involve direct current (dc), alternating current (ac), series and parallel resistive circuits, network analysis, magnetism, inductance, capacitance, transformers, motors, residential wiring, electronic components, and various types of test equipment found in industry.

**ETRN 1130-Fundamentals of Alternating Current Circuits**

An introduction to the concepts of inductance, inductive reactance, capacitance, capacitive reactance, and reactive circuits; time constants; alternating current terms and principles; transformers; calculation of AC circuit values; identification of principles of motors and generators. Construction and troubleshooting are also included.

*Prerequisites:* ETRN 1120

**ETRN 1210-Fundamentals of Semiconductors**

An introduction to solid-state devices, diodes, transistors, special purpose diode thermistors, FET devices, VDRs, and optical devices. Includes testing, analyzing, troubleshooting, and repairing using technical manuals. Prerequisites: ETRN 1120 and 1130

**ETRN 1213-Semiconductors / Circuits Fundamentals**

An introduction to solid-state components and electronic circuits. The individual will gain knowledge of diodes, transistors, thermistors, and optical devices. To include power supplies, amplifier circuits, amplifier coupling and phase splitters. Prerequisite: IJET 1113

**ETRN 1220-Transistor Circuits**

This course covers half-wave, full-wave and bridge rectifier circuits. Also covers regulated and switched power supplies, amplifier fundamentals, and the theory of oscillation. Includes component testing and analyzing. Prerequisites: ETRN 1120, 1130, and 1210

**ETRN 1420-Digital Electronics**

An introduction to numbering systems, logic gates, digital integrated circuits, Boolean logic operations. Also covers Flip-Flop, DAC, ADC, and Binary Ladder Circuits. Introduction to Microprocessors and microprocessor circuits. Troubleshooting and repair of digital circuits.

**ETRN 1237-Digital Circuits (1/2/3)**

Perform classroom instruction and lab work on numbering systems, logic gates, digital integrated circuits, and Boolean logic operations.

**ETRN 2727-Basic Networking (1/3/4)**

Perform Cost Based Analysis for a Network Project, design Local Area Networks, install and configure LANs, manage LANS, manage Windows Based NOS, perform IP subnetting and perform TCP/IP connectivity.

**ETRN 2730-Advanced networking (2/2/4)**

Operate, multiplexers and de-multiplexers; implement switching methods, modern operation and methods of signal modulation; fast Ethernet technology; perform analysis and implementation of firewall and router and bridge technology. Apply advanced principles of communication networks.

**ETRN 2800-Electronic Troubleshooting I (1/2/3)**

Apply coverage of electronic systems, maintenance, troubleshooting, and repair to include symptom identification, proper repair procedures, repair checkout, and preventative maintenance with emphasis on safety and use of test equipment.

**ETRN 2841-Electronic Troubleshooting II (1/2/3)**

Apply advanced electronic troubleshooting technique beyond basic electronics.

**INCT 1202-Operating Systems (2/2/4)**

Perform customization of windows operating systems. Perform organization and management of files and folders. Perform backups and restoration of files and maintenance to optimize disk utilization and perform operating systems security tasks.

**INCT 1252-Project Management (1/2/3)**

Apply understanding of project management concepts and principles and familiarize with the complexity and challenge of managing public or private projects with tight schedules and limited resources.

**INCT 2122-Introduction to Basic Routers (2/2/4)**

Apply use of Open System Interconnection (OSI) Reference Model, local area networks (LANs), wide area networks (WANs), transmission control protocol/Internet protocol (TCP/IP) addressing, routers, router configuration, routing and routing protocols, internet work open system (IOS) images and network troubleshooting. Analyze and implement component of networks that make up LANs, WANs and the Internet. Use command protocols to configure networks and troubleshoot a router topology.

**INCT 2132-Intermediate Routing/Switching (1/2/3)**

Perform laboratory exercises with current and emerging networking technology Perform analysis of the Open System Interconnection (OSI) Reference Model, a study of the OSI layer functions, local area network (LAN) switching, Ethernet and virtual LANS (VLANs), LAN design, interior gateway routing protocol (IGRP), access control lists (ACLs). Apply methodologies for managing networks, with emphasis placed on clear and adequate documentation of the Network.

**INCT 2822-Server Technology (1/2/3)**

Implement, manage, and maintain Microsoft Windows Servers and server networking technologies. Perform implementation of routing; managing, and maintenance of Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); perform securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing

and monitoring network access.

### **INCT 2842-Managing Network Security (1/2/3)**

Perform network security applying fundamental techniques used in implementing a secure network. Apply understanding of common threats and attacks, and apply practical experience in attacking and defending networked systems.

## **COSMETOLOGY**

### **COSM 1110-Introduction, Decontamination, and Infection Control (1/3/4)**

This course provides an introduction to sanitation and safety procedures and federal and state regulations in salon businesses. Students will understand the importance of the attentiveness, awareness, and responsiveness to decontamination and infection control occurrences and its health practices.

### **COSM 1121-Properties of Skin, Scalp, and Hair (0/2/2)**

In this course, the skin and scalp are analyzed according to structure and function. The diseases of the skin, scalp, and hair are also explored. Topics of trichology, hypertrichosis, and keratinization will be covered.

### **COSM 1130-Shampooing, Rinsing, and Conditioning (1/2/3)**

This course is designed to teach students how to properly remove dust, dirt, and oil buildup through cleansing of the hair and scalp. The course will cover acid and alkaline solutions, types of shampoos and conditioners, detangling hair, sedimentation and filtration, and chemical services. Students should also have a full comprehension of the condition of the clients' hair.

### **COSM 1211-Cells, Anatomy, and Physiology (0/2/2)**

This course covers the basics of human anatomy and physiology including anatomical terminology, basic biochemistry, cells and tissues, and the understanding of the structure and function of some of the key systems in the human body, as well as a comprehensive review of the human anatomy for health professionals and students of the health professions. Introduces common human disease processes. Laboratory components include anatomical studies using microscopy, dissection, and the study of physiological concepts via experimentation.

### **COSM 1220-Manicuring and Pedicuring (0/3/3)**

This course covers all phases of nail preparation and care. Students will learn the anatomy, physiology, and pathology of the nails and skin, nail beauty techniques, and professional nail products and their uses. This course of study is designed to prepare students for state licensing examination and to provide knowledge and skills that will enable graduates to seek employment as licensed manicurists, product demonstrators, or salon managers/owners.

### **COSM 1230-Wet Hair Styling (1/3/4)**

This course provides practice in hair service of wet hairstyling on all types and lengths of hair. Students will examine the structure of hair, choose appropriate products and services for clients, apply the techniques of wet hairstyling, and create harmony in hairstyling using design principles and elements. The primary purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions in hairstyling or related career.

### **COSM 1311-Hair Cutting (0/3/3)**

In this course, students will learn about tools used to cut hair, including razors, scissors, and clippers. Students are introduced to basic cuts for men and women, such as crew cuts and bobs, as well as designs that are best suited for certain face shapes. Students will also learn about advanced techniques, including texturizing, personalized detailing, and finishing. Proper hygiene, sanitation, and sterilization measures are also taught as well.

### **COSM 1321-Permanent Waving (0/5/5)**

In this course, students will learn about chemicals used for permanent waves and straightening. Students also analyze what products work best with different hair types. With step-by-step instruction, students generally gain practical experience in permanent waves and chemical straightening using mannequins.

### **COSM 1411-Chemical Hair Relaxing (0/2/2)**

This course is a study of methods of chemically relaxing the structure of hair including product, chemistry, and safety. This course emphasizes the removal of curl from overly curly hair by the use of chemical agents. Upon completion of this lesson, students should be able to describe the structure and composition of hair, explain the impact of acids, alkalis, and pH on the hair and scalp, determine the relevance of porosity, density, texture and elasticity of the hair for chemical services, describe structural changes that take place in hair as a result of chemical relaxers, explain the factors critical to hair and scalp analysis, and apply a chemical relaxer correctly.

### **COSM 1420-Thermal Services (1/1/2)**

This course teaches the identification, discussion, and student demonstration of various thermal services. Students should be able to: describe the different types of hair pressing (e.g., electrical, marcel, and pressing comb), demonstrate various thermal iron manipulations and procedures, and demonstrate adherence to safety precautions and safe work practices.

### **COSM 1430-Hair Coloring (1/4/5)**

In this course students are introduced to hair color theory and techniques. The course demonstrates how to provide hair coloring consultations with clients prior to performing services. Students also learn safety methods and ways to prepare and mix customized colors, create highlights and lowlights, and perform color corrections.

### **COSM 2510-Facial Services, Massage, and Make-up (1/2/3)**

Students will learn to identify the composition of the skin, the different types of skin, its functions, diseases, and treatments rendered to treat and care for the skin. Students will be instructed in steps to follow during a facial treatment, including massage, makeup application, and hair removal. Students will also be trained to work with professional skin-care products concerning brand, location, contents, price and competitive merits.

**COSM 2520-Artistry of Artificial Hair (1/1/2)**

This course covers instruction in the artistry of hair design. Topics include: theory, techniques, and application of hair. Students should be able to explain the history and needs of wigs, define construction and material of wigs and hair pieces, demonstrate the fitting of a wig, cut, style, and clean wigs and hair pieces, and explain the safety and sanitary procedures for wigs.

**COSM 2540-Salon Management (3/1/4)**

This course will introduce the student to salon development. Topics include professional ethics and goals, salon operations, and record keeping.

**COSM 2530-Electricity and Light Therapy (1/1/2)**

In this course students will be instructed in treatment by means of light rays, light, or electrical waves. Students will be trained in different types of facials and basic corrective treatment and maintenance techniques, application of electrical techniques in facials, dermatological, mechanical, and chemical reactions of light therapy, and the use of proper methods to guarantee the health and well-being of clients.

## **CRIMINAL JUSTICE**

**CRMJ 1110-Introduction to Criminal Justice (3/0/3)**

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.

**CRMJ 1120-Introduction to Corrections (3/0/3)**

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.

**CRMJ 1130-Criminal Procedure (3/0/3)**

This course explains the procedures in which criminal justice officials must operate and limitations placed on evidence found during a criminal investigation by the U.S. Constitution and the Judiciary Branch of government.

**CRMJ 1210-Defensive Tactics (3/0/3)**

Study of physical techniques used to stop aggression

**CRMJ 1220-Police Systems and Practices (3/0/3)**

A study of organization and management of police agencies, focus on the role, scope, and functions of these agencies.

**CRMJ 1230-Interpersonal Communication (3/0/3)**

This course provides the student with a basic understanding of communication skills, both verbal and nonverbal, which are necessary when dealing with the public, conflict, and personal relationships. This course also provides the students with the skills needed to communicate effectively in writing by providing instruction in resume writing, cover letters, and job applications.

**CRMJ 1310-Community Based Corrections (3/0/3)**

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.

**CRMJ 1320-Criminal Investigation (3/0/3)**

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.

**CRMJ 1330-Criminal Law (3/0/3)**

Study of the substantive criminal law including definitions of law, crime, defenses, criminal responsibility, punishments, and court systems.

**CRMJ 1340-Criminology (3/0/3)**

A study of the theories used to explain criminal behavior.

**CRMJ 1410-Juvenile Delinquency (3/0/3)**

Study of juvenile delinquency with emphasis on theories, preventive programs, juvenile courts, treatment, and current problems in juvenile delinquency.

**CRMJ 1420-Judicial Process (3/0/3)**

Examination of the role, function, and structure of the courts and how they relate to the criminal justice system.

**CRMJ 2112-Social Problems in Criminal Justice (3/0/3)**

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 lifestyle diversity and their effects on the development of human systems is stressed.

**CRMJ 2510-Forensic Science (3/0/3)**

An introduction to the scientific discipline directed at the recognition, identification, and evaluation of physical evidence through application of the natural sciences to criminal investigation. Emphasis is placed on the role of the forensic scientist. This course includes lab study designed to reinforce important forensic skills.

**CRMJ 2520-Drugs & Alcohol in Society (3/0/3)**

An overview of drugs and alcohol use, their pharmacological effects, federal controlled substance schedules, history of drugs and alcohol, and “The War on Drugs” in our society.

**CRMJ 2552-Criminal Justice Externship (3/0/3)**

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 agent’s face on a daily basis. This experience will add to the students’ classroom knowledge.

**CRMJ 2991-Special Projects, I (0/1/1)**

A course designed for the student who has demonstrated specific special needs.

**CRMJ 2993-Special Projects II (0/2/2)**

A course designed for the student who has demonstrated specific special needs.

**CRMJ 2995-Special Projects, III (0/3/3)**

A course designed for the student who has demonstrated specific special needs.

**CRMJ 2996-Special Projects, IV (3/0/3)**

A course designed for the student who has demonstrated specific special needs.

**CRMJ 2997-Practicum (0/3/3)**

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

**CRMJ 2999-Cooperative Education (0/3/3)**

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.

**DRAFTING AND DESIGN TECHNOLOGY****CADD 1210-Basic Computer Aided Drafting & Design (1/2/3)**

Introduction to basic concepts and principles of CAD, covering basic CAD commands and creating non-3D entities.



**CADD 1215-Advanced Computer Aided Drafting and Design (1/2/3)**

This course covers the advanced principles of CAD; make use of advanced commands to develop complex drawings; the development of symbol libraries; and application of parametric principles. Prerequisite: CADD 2300

**DRFT 1110-Drafting Fundamentals (1/1/2)**

This course covers orientation to the drafting profession, sketching techniques, drafting instruments, equipment, and materials. Also includes lettering techniques.

**DRFT 1120-Geometric Construction (1/1/2)**

This course covers geometric construction. Prerequisite: DRFT 1110

**DRFT 1130-Pictorial Drawing (1/1/2)**

This course covers pictorial drawings. Prerequisite: DRFT 1161

**DRFT 1145-Machine Drawing (1/2/3)**

The fundamentals of orthographic projection and the application and the application of dimensioning practices in the preparation of formal multi-view drawings. Prerequisite: DRFT 1120

**DRFT 1160-Drafting Mathematics (3/0/3)**

This course covers a comprehensive compilation of integrated math problems and CAD operations that facilitates critical thinking, problem solving, and basic calculator to solve math problems in drafting and CAD.

**DRFT 1161-Dimensioning (1/1/2)**

The fundamentals and application of standard dimensioning practices used in preparation of technical drawings. Prerequisite: DRFT 1150

**DRFT 1210-Auxiliary Views and Descriptive Geometry (1/2/3)**

The identification and drawing of primary and secondary auxiliary views, construction of points, lines, and planes in space. Also covers the determination of the true size of angles and distances of lines and surfaces. Prerequisite: DRFT 1130

**DRFT 1230-Fasteners (0/1/1)**

The drawing of various types of threads, springs, and fastening devices and their designations. Also covers the drawing of welding symbols.

**DRFT 2310-Introduction to Drafting Disciplines I (0/1/1)**

This course introduces general background information, terms and conventions, and the various types of working drawings used in manufacturing, electrical/electronic, and architectural drafting. Prerequisite: ADD 2310

**DRFT 2320-Introduction to Drafting Disciplines II (1/2/3)**

This course introduces general background information, terms and conventions, and the various types of working drawings used in Civil, and Structural Drafting. Prerequisite: DRFT 2310

**DRFT 2330-Introduction to Drafting Disciplines III (1/2/3)**

This course introduces general background information, terms and conventions, and the various types of working drawings used in Marine and Piping Drafting.

Prerequisite: DRFT 2320

**DRFT 2340-Advanced Manufacturing/Electrical (1/2/3)**

The Manufacturing section of this course will present advanced technologies related to engineering design applications used for different materials: Metals, Plastics/ Polymers, Resins and Composite materials. The Electrical section of this course will review in detail the current Electrical Design Standards applied to both Architectural and Engineering fields.

**DRFT 2350-Advanced Architectural/Civil/Structural (1/2/3)**

The Architectural section of this course will expose the students to the most advanced Construction materials and the latest building technologies used in both residential and commercial construction. The Civil section of this course will present concepts and techniques related to surveys and site mapping/ preparation/ planning. The Structural section of this course will analyze advanced principles and methods of completing structural drawings for commercial construction in concrete, wood, steel and composite materials. Prerequisite: DRFT 2320

**DRFT 2360-Advanced Piping/Marine (1/2/3)**

The Piping section of this course presents advanced methods and techniques needed for the completion of process pipe drawings –including P&ID and ISOs. The Marine section of this course will review the latest aspects of marine and offshore construction, including materials and techniques associated with them. Prerequisite: DRFT 2330

**DRFT 2991-Special Projects I (0/1/1)**

A course designed for the student who has demonstrated specific special needs.

**DRFT 2993-Special Projects II (0/2/2)**

A course designed for the student who has demonstrated specific special needs.

**DRFT 2995-Special Projects, III (0/3/3)**

A course designed for the student who has demonstrated specific special needs.

**DRFT 2996-Special Projects, IV (3/0/3)**

A course designed for the student who has demonstrated specific special needs.

**DRFT 2997-Practicum (0/3/3)**

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

**DRFT 2999-Cooperative Education (0/3/3)**

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.

## **ELECTRICIAN**

### **ELEC 1120-Basic Electricity (2/4/6)**

An Introduction to the occupation, shop safety, electrical safety hazards and prevention and OSHA regulations, tools and equipment-some laboratory required for functions of common tools and equipment. Introduction to the concepts of DC/AC electricity fundamentals, matter and atomic theory; a study of Ohm's Law, series, and series-parallel circuits and meters. Laboratory requirements include constructing circuits, measuring voltage, amperage, and resistance.

### **ELEC 1210-Residential Wiring (2/4/6)**

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.

### **ELEC 1220-Electrical Raceways (0/3/3)**

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.

### **ELEC 1230-National Electrical Code (0/2/2)**

A study of the NEC calculations including: voltage/drops, fill capacities for boxes and conduits, service sizing, box sizing, grounding, and bonding.

### **ELEC 1311-Residential Wiring Installation (1/5/6)**

The installation and troubleshooting of single pole, 3/w, 4/w, and receptacle circuits, and breaker panels. The course includes building a residential service.

### **ELEC 1330-Generators/Motors and Transformer Operation (0/2/2)**

This course includes the fundamentals and principles of single phase and three phase motors and generators and transformer theory, application, and characteristics.

### **ELEC 1410-Commercial Wiring (1/4/5)**

An introduction to the identification and installation of raceways, wire ways, busways, commercial lighting, fire alarms, telephone, intercom, and climate control systems. Also covered is feeder sizing, making a material list from blue prints, and a study of different types of hazardous locations as identified in the NEC.

### **ELEC 1420-Introduction to Motor Controls (0/2/2)**

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.

### **ELEC 1430-Blueprint Interpretation (1/2/3)**

An introduction to blueprint reading skills, which includes specifications and trade-related elements. The course includes making a material list from a blueprint.

**ELEC 1440-Motor Controls (0/3/3)**

This course presents information on advanced motor control applications. Topics include: installation and troubleshooting of motors, reversing starters, and VFD (Variable Frequency Drive).

**ELEC 2460-Technical Mathematics for Electricians (1/1/2)**

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.

**ELEC 2520-Solid State Theory (1/2/3)**

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.

**ELEC 2540-Logic Functions (0/2/2)**

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.

**ELEC 2542-Electrical Work Based I (1/7/8)**

An introduction to electrical employment. Students will work for an electrical contractor to practice skills and increase knowledge in this area.

**ELEC 2543-Electrical Work Based II (1/5/6)**

An advanced course in electrical employment.

**ELEC 2720-Introduction to Programmable Logic Controllers (0/2/2)**

An introduction to Microprocessors, PLC types, theory, installation, applications, operations, and documentation.

**SOLR 1000-Solar Fundamentals (3/0/3)**

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

**SOLR 1010-PV Solar Applications (1/2/3)**

The student will gain sufficient skills required to specify, adapt, implement, configure, install, inspect, and maintain a PV solar system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable

codes, standards, and safety requirements.

### **SOLR 1020-Industrial Solar Applications (3/0/3)**

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

### **SOLR 1030-Solar-Thermal Applications (1/2/3)**

The student will gain sufficient skills required to install a solar water heating system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes and standards.

## **FOREST TECHNOLOGY**

### **FRTY 1111-Introduction to Forest Technology (3/0/3)**

An introductory course to familiarize the students with terms and objectives of the Forest Technology course, possible employment opportunities available upon graduation, and acquire knowledge of the forest industry in general and Louisiana in particular.

### **FRTY 1120-Dendrology (3/3/6)**

This course consists of the specifics on how trees grow, their reproductive methods, and scientific methods of identification. This includes field identification of woody plants such as trees and vines from the use of the leaves, twigs, bark, Flowers and fruit.

### **FRTY 1210-Forest Surveying (2/3/5)**

An introductory course designed to show the students various ways of surveying tracts of land. Methods include transit and compass and pacing methods of distance and acreage determinations.

### **FRTY 1310-Silviculture (3/3/6)**

Describes value of forest management and various methods of establishing, maintaining, and harvesting forest resources. Field laboratories are conducted to apply the various methods of establishing and maintaining forest resources.

Prerequisite: FRTY 1120

### **FRTY 1330-Timber Harvesting (2/2/4)**

The various methods and reasons for choosing a harvesting system are discussed along with environmental impacts on the sites utilizing the Best Management Practices (BMP) for Forestry. Laboratory field trips are taken to harvesting operations for first hand observation and study.

### **FRTY 2410-Forestry Products (1/1/2)**

An introductory course to the forest products manufactured in Louisiana, the processes utilized in their manufacturing, and the identification of wood utilized in these

manufacturing processes. Prerequisite: FRTY 1120

**FRTY 2420-Introduction to Global Information Systems and Global Positioning Systems (2/1/3)**

The student will be introduced to computer systems software associated with Geography Information Systems as utilized in forestry applications, use of the Internet for downloading images, and the methods of inputting and manipulating data in a GIS environment. The student will learn to take field Global Positioning Satellite data and interface that data with GIS. Prerequisite: CPTR 1000

**FRTY 2510-Forest Insects and Diseases (2/1/3)**

The major insects, diseases and other pests of the Southern forest tree species are studied along with any control methods. Laboratory field trips are taken to observe forest infestations and damage.

**FRTY 2520-Forest Mensuration I (2/1/3)**

This first course of two includes the collecting and processing of forest measurements in order to make wise economic and environmental choices for forest land. In field laboratories, the student learns to use specific equipment for measuring trees and logs in the forest environment; how to record and process the data collected; and the theory behind methodology used to collect and process the data.

**FRTY 2610-Forest Mensuration II (3/3/6)**

This course is the second part of Forest Mensuration and is a continuation of collecting and processing of forest measurements; the sampling of forested tracts using plotless cruising (point sampling), strip cruising and plot cruising; and application of mathematical calculations to expand the sample data into an estimated population. The calculations are made utilizing calculators and computers. Stand tables are constructed based upon sample data collected. Written presentations of timber stand location and data are prepared. Prerequisite: FRTY 2520

**FRTY 2620-Reforestation (2/2/4)**

This course includes the study of various methods of natural and artificial reforestation; the criteria for choosing which method to use; the approximate costs establishment; and environmental factors associated with each method. Laboratory field trips to: industrial planting operations, forest seedling nursery forest seed processing facility, tree improvement orchard, industrial site preparation operations, and various natural regeneration locations. Prerequisites: FRTY 1111, 1120

**FRTY 2710-Prescribed Burning and Wildfire Control (3/3/6)**

This course includes the various methods and procedures for wildfire control and prescribed burning including the weather and other climatic factors that affect fire behavior. Laboratories include hands-on fire line establishment and maintenance; dozer and fire plow operation and maintenance; prescribed burning of a donated tract of land; use and maintenance of hand firefighting equipment; and observation of industrial and governmental control burn applications.

**FRTY 2720-Wildlife Habitat, Ecology and Game Management (1/1/2)**

Included are the environmental factors that forests and wildlife need for proper growth and distribution. Included are the implications that particular forest management choices have on the ecology of the forest.

**FRTY 2991-Special Projects I (0/1/1)**

A course designed for the student who has demonstrated specific special needs.

**FRTY 2993-Special Projects, II (0/2/2)**

A course designed for the student who has demonstrated specific special needs.

**FRTY 2995-Special Projects, III (0/3/3)**

A course designed for the student who has demonstrated specific special needs.

**FRTY 2996-Special Projects, IV (3/0/3)**

A course designed for the student who has demonstrated specific special needs.

**FRTY 2997-Practicum (0/3/3)**

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation. Prerequisites: Consent of instructor

**FRTY 2999-Cooperative Education (0/3/3)**

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.

**HORT 1000 – Horticulture Lab I (0/3/3)**

This lab offers the hands-on experience to complement horticultural practices which are seasonal. This lab is critical to tie-in certain duties with their corresponding seasons and course work.

## **GENERAL EDUCATION COURSES**

**ANTH 1010-Introduction to Anthropology (3/0/3)**

Origin and evolution of man, the modern races, prehistory of mankind, and linguistic classification. [Common Course Number: CATR 1013]

**ANTH 1030-Cultural Anthropology (3/0/3)**

Nature of culture; social organization; primitive religion, magic, and arts. [Common Course Number: CATR 2013]

**ARTS 1200-Introduction to Visual Arts (3/0/3)**

Basic elements and principles of the visual arts: the vocabulary of art; appreciation and understanding of diverse styles and mediums of art, past and present; developing visual

literacy. Includes opportunities to experience art (reproductions and/or live). [Common Course Number: CART 1023]

**BIOL 1010-General Biology I (3/0/3)**

This course is a survey of broad biological principles for non-science majors. Topics include the scientific method, biological molecules, cell structure and function, genetics and evolution. [Common Course Number CBIO 1013]

**BIOL 1020-General Biology II (3/0/3)**

A taxonomic survey of living organisms (bacteria, protists, fungi, plants, and animals) and viruses. Includes study of structure and functions of organs and systems with emphasis on advanced plants and vertebrates. Also covers basic evolutionary and ecological principles and reinforces use of the scientific process. Prerequisite: BIOL 1010 [Common Course Number CBIO 1013]

**BIOL 2600-Fundamentals of Human Nutrition, (3/0/3)**

This course examines the chemistry of the basic nutrients, metabolic pathways, factors affecting utilization, food sources, dietary allowances, food habits and special needs. It includes dietary calculations, evaluation, and current issues in nutrition. Prerequisite: BIOL 1010

**CHEM 1010-Introductory Chemistry I (3/0/3)**

Fundamentals of chemistry, covering the basic topics of general, inorganic, organic, nuclear, and biochemistry. Prerequisite: eligibility for MATH 1100 [Common Course Number: CCEM 1003]

**ENGL 1010-English Composition I (3/0/3)**

The study of the basic rhetorical modes of English composition with emphasis on prewriting, writing, and revising techniques utilizing correct English grammar, usage, and punctuation. Prerequisite: 18 ACT English [Common Course Number: CENL 1013]

**ENGL 1020-English Composition II (3/0/3)**

The study and practice of rhetorical strategies, critical reading and thinking, culminating in the research paper. Prerequisite: A grade of "C" or higher in ENGL 1010 [Common Course Number: CENL 1023]

**ENGL 2010-Survey of British Literature I (3/0/3)**

A Survey of British literature from its beginnings to the end of the 18th century [Common Course Number: CENL 2013]

**ENGL 2070-Major Writers in World Literature (3/0/3)**

Including works by Homer, Cervantes, Moliere, Goethe, Flaubert, Dostoyevsky, Camus, and others, exclusive of English and American literature. Prerequisite: ENGL 1020 with a grade of "C" or better or equivalent [Common Course Number: CENL 2223]

**ENGL 2110-Introduction to Fiction (3/0/3)**

Introduction to the short story and the novel. [Common Course Number: CENL 2303]



**ENGL 2150-Poetry (3/0/3)**

Study of the forms and uses of poetry over time and across cultures. [Common Course Number: CENL 2313]

**FREN 1010-Elementary French I (3/0/3)**

Basic lexicon and structures of French. Emphasis on communicative language use. [Common Course Number: CFRN 1013]

**FREN 1020-Elementary French II (3/0/3)**

Basic lexicon and structures of French. Emphasis on communicative language use. Prerequisite: FREN 1010 [Common Course Number: CFRN 1023]

**GEOG 1010-World Regional Geography (3/0/3)**

An examination of the regions and societies of the world with emphasis on the natural, human, historical, cultural, economic, and population geography of each region or society. [Common Course Number: CGRG 2113]

**GEOG 2010-Physical Geography (3/0/3)**

Earth and solar system; bases of natural regionalism; weather and climate; landforms; hydrography; vegetation; soils and minerals. [Common Course Number: CGRG 2213]

**GEOL 1010-Physical Geology (3/0/3)**

Earth materials and land forms; processes at work on and within the earth. [Common Course Number: CGEO 1103]

**HIST 1010-Western Civilization I (3/0/3)**

Earliest cultures to 1648, contributions of the Romans and the Christian Church, feudalism and rise of national states, the Renaissance and Reformation. [Common Course Number: CHIS 1013]

**HIST 1020-Western Civilization II (3/0/3)**

Since 1648; mid-19th century revolution; nationalism and political reorganization; social, economic and cultural developments, commercial rivalry and colonial expansion; the system of alliances, wars and readjustments. [Common Course Number: CHIS 1023]

**HIST 2010-American History I (3/0/3)**

Colonial foundations; movement for independence; early years of the Republic; national growth and expansion; sectionalism and the Civil War. [Common Course Number: CHIS 2013]

**HIST 2020-American History II (3/0/3)**

Reconstruction; industrial expansion and related problems; imperialism; World War I and aftermath; depression and New Deal; World War II; U.S. since the war. [Common Course Number: CHIS 2023]

**HIST 2100-Louisiana History (3/0/3)**

General survey of the political, economic, social, and cultural development of Louisiana. Topics include French and Spanish colonial developments; state constitutional, political, and legal developments; the unique contributions of Louisiana's social, cultural and ethnic diversity; and the economic development of the state. [Common Course Number: CHIS 2033]

**HUMA 1030-Introduction to Religion (3/0/3)**

Introduction to the study of religion as an academic discipline, including ways of being religious; religious experience; function of religious scriptures; beliefs and rituals; nature of religious stories; role of religion in society and for individuals.

**JOBS 2450-Job Seeking Skills (2/0/2)**

This course assists students in making immediate and future decisions concerning job choices and educational growth by compiling resumes, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job. The completion of a student career presentation portfolio is minimum specifications will be a requirement for course completion.

**JOBS 2500-Critical Skills in the Workplace (2/0/2)**

Students will identify and use critical thinking skills, processes, and techniques that will assist them in their careers and personal lives. Students will develop their ability to investigate and evaluate various workplace related problems while identifying, analyzing, and formulating solutions. This course will provide students a realistic perspective of work and work expectations. Discussions and activities in leadership, teamwork, and communication skills will be included. Topics included: critical thinking skills, problem solving skills, conflict resolution, workplace ethics, research skills, business skills, employability skills, industry knowledge, workplace policies, troubleshooting skills, culminating skills, evaluation, technical skills competition (team and individual).

**KYBD 1010-Basic Keyboarding (3/0/3)**

This course is an introduction to basic keyboarding terminology and touch typing. Emphasis is placed on speed, accuracy, and correct techniques.

**KYBD 1111-Introduction to Formatting (1/2/3)**

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.

**LFRE 0091-Learning Foundations Reading and English I (4/0/4)**

This course provides students with the basic reading and writing skills for success in the work place. Reading strategies, strategies for paragraph writing, and common rules of punctuation, grammar, and usage are combined in lessons to provide students with an integrated approach to mastering the skills of basic comprehension and communication.

**LFRE 0092-Learning Foundations Reading and English II (4/0/4)**

This course provides students with the basic reading and writing skills for success in the

work place. Reading strategies, strategies for writing essays, and common rules of punctuation, grammar, and usage are combined in lessons to provide students with an integrated approach to mastering the skills of basic comprehension and communication.

### **MATH 0098-Algebra Foundations I (3/0/3)**

This course is designed as a foundation of algebraic concepts for students with limited algebraic background, but who possess a foundation in arithmetic. The major topics include algebraic expressions, solving equations, solving inequalities, exponents, polynomials, graphs and equations of lines, functions and systems of linear equations. A grade of “C” or better must be earned for the student to have satisfactorily completed MATH 0098 to meet the pre-requisite for MATH 0099. Placement scores: ACT MATH: 0-16; COMPASS (Algebra): 0–29; AccuPlacer: 20-64

### **MATH 0099-Algebra Foundations II (3/0/3)**

This course is designed as a foundation of additional algebraic skills for students to gain understanding of algebra before taking an entry level college math course. The major topics include polynomials and factoring, rational expressions and equations, radical expressions and equations, and solving and graphing with quadratics. A grade of “C” or better must be earned for the student to have satisfactorily completed MATH 0099 to meet the pre-requisite for an entry level college math course. Placement scores: ACT MATH 17 & 18; COMPASS: Algebra 30–39; AccuPlacer: 65-120

### **MATH 1100-College Algebra (3/0/3)**

This course covers topics from algebra involving real numbers and their properties, operations of polynomials, solving linear equations and inequalities, solving absolute value equations and inequalities, understanding of radical expressions, operations of complex numbers, solving quadratic equations, solving systems of equations, rectangular coordinate system and graphs, introduction to functions, graph linear equations and inequalities, graph quadratic equations, graph exponential and logarithm functions, and graphing systems of equations and inequalities Prerequisite: 19 ACT MATH [Common Course Number: CMAT 1213]

### **MATH 1110-Technical Math I (3/0/3)**

Apply fundamentals concepts of algebra, applied geometry, and right-triangle trigonometry including algebraic expressions and operations, equations, exponents, radicals, units of measure, formulas, approximate numbers and calculator operations.

### **MATH 1300-Contemporary Mathematics (3/0/3)**

A survey of practical mathematics for non-science majors. Topics can be chosen from, but are not limited to, sets, logic, number systems, number theory, geometry, finance, graph theory, voting, and mathematics history. Prerequisite: 19 ACT MATH [Common Course Number: CMAT 1103]

### **MATH 1022-Trigonometry (3/0/3)**

Trigonometric functions and identities; inverse trigonometric functions; graphs; solving triangles and equations; complex numbers; and polar coordinates of equations and inequalities. Prerequisite: a grade of “C” or higher in MATH1110 or permission [Common

Course Number: CMAT 1223]

**MATH 2100-Introductory Statistics (3/0/3)**

Statistics as a scientific tool; frequency distributions, tabular and graphical representation of data; measures of central tendency; normal curve; correlation; sampling; probability curve fitting; limitations of theory. Prerequisite: Three hours of mathematics. [Common Course Number: CMAT 1203]

**ORNT 1000-Freshman Seminar (1/0/1)**

This course is designed to introduce new CLTCC students to college life and career development through a variety of purposeful activities. This course is required for first semester students and is complemented by the Employability course, which is taken in the last semester. Students are given an overview of CLTCC's policies, procedures, and resources as well as introduced to study skills, test-taking and time management strategies. Students will also research occupational careers and take assessment tests to match their future careers with their personality, strengths, and interests. The students begin a career portfolio where they collect items to assist them in gaining employment. Students will also explore internship possibilities and participate in a service learning project geared toward their program of study.

**PHSC 1000-Physical Science I (3/0/3)**

Introductory study of topics in physical science including motion, energy, temperature, light and sound, electricity, and atomic structure. Not intended for science and engineering majors. [Common Course Number: CPHY 1023]

**PHSC 1200-Physical Science II (3/0/3)**

Surveys basic concepts and developments in chemistry, physics, astronomy and geology. Not intended for science and engineering majors. [Common Course Number: CPHY 1033]

**PSYC 2010-Introduction to Psychology (3/0/3)**

This course examines the nature of psychology, its history, techniques, learning theory, human adjustment, personality, states of consciousness, development, statistics, social, abnormal, and psychological topics. Furthermore, this course examines methodology, biological influences, sensations and perception, memory, thought, intelligence, motivation and emotion, personality theory, health psychology, abnormal behavior, therapy, and social psychology. [Common Course Number CPSY 2013]

**SOCL 1100-Introduction to Criminal Justice (3/0/3)**

Introduction to criminal justice, its historical and philosophical background; its organizations, agencies, and processes; the development of modern practices; and its role in a democratic society. [Common Course Number: CCRJ 1013]

**SOCL 2010-Introduction to Sociology (3/0/3)**

This course provides the student with a basic understanding of society, the group, and the person. Socio cultural processes will be examined as they relate to social institutions, social stratification, social change, and social control. [Common Course

Number: CSOC 2013]

**SOCL 2090-Criminology (3/0/3)**

A general introduction to the sociological study of crime including theories of crime causation, their relationship to society, and the criminal justice system. Offered as needed. [Common Course Number: CCRJ 2113]

**SPAN 1010-Elementary Spanish I (3/0/3)**

Basic lexicon and structures of Spanish. Emphasis on communicative language use. [Common Course Number: CSPN 1013]

**SPAN 1020-Elementary Spanish II (3/0/3)**

Basic lexicon and structures of Spanish. Emphasis on communicative language use. Prerequisite: SPAN 1010 [Common Course Number: CSPN 1023]

**SPCH 1200-Introduction to Public Speaking (3/0/3)**

Designed to teach students basic public presentation principles and skills. Students complete one speech each of personal introduction, information, persuasion, demonstration, and special occasion (influential person). [Common Course Number CCOM 2013]

**THTR 1020-Introduction to Theater (3/0/3)**

A survey of the history and arts of the theatre. [Common Course Number CTHE 1013]

**THTR 2050-Film Appreciation (3/0/3)**

This survey course will explore film from its beginnings to the present. It will study film's history, form, techniques, process and its impact on society.

## **INDUSTRIAL INSTRUMENTATION & ELECTRICAL TECHNOLOGY**

**ELMT 2520-National Electrical Code (0/2/2)**

An interpretation and study of the NEC including calculations of: voltage-drops, box and conduit fill capacities, service conductor sizing, and transformer and motor installation protection. Also a study of grounding and bonding, class and division identification, and special occupancies

**IJET 1113-Electricity/Electronic Fundamentals (2/3/5)**

An introduction to the concept of DC/AC electronics on Ohm's Law, series, series-parallel, and parallel circuits. To include the concepts of inductive and capacitive reactance, time constants, impedance, meters, magnetic relay, and solenoid principles.

**IJET 1123-Wiring Applications Fundamentals (1/2/3)**

The course includes the identification and uses of various types of conductors, equipment, devices, fitting, raceways and boxes used in residential installations.

Breaker panels and service entrance components will also be identified and discussed. Also an introduction to various methods of installing AC cable, EMT, rigid metallic conduit, PVC, flexible and surface raceways. Lab requirements include cutting, bending, and installing conduit.

### **IJET 1213-Semiconductors/Circuits Fundamentals (2/3/5)**

An introduction to solid-state components and electronic circuits. The individual will gain knowledge on diodes, transistors, thermistors, and optical devices. To include power supplies, amplifier circuits, amplifier coupling and phase splitters.

### **IJET 1214-Basic Electronics (1/2/3)**

An introduction to solid-state devices, diodes, transistors, special purpose diode thyristors, FET devices, varistors, optical devices, half-wave, full-wave and bridge rectifier circuits, regulated and switched power supplies, amplifier fundamentals, and the theory of oscillation. Includes testing and analyzing, troubleshooting, and repairing basic electronic components and circuits using technical manuals. Prerequisites: IMFG1110, IMFG 1120, IMFG 1200, and IMFG 1300.

### **IJET 1343-Operation of Generators and Transformers**

This course includes the fundamentals and principles of single phase and three phase motors and generators and transformer theory, application, and characteristics.

Prerequisite: INST 1113

### **IJET 1413-Instrumentation Troubleshooting (2/1/3)**

This course includes a review of troubleshooting using statistics and trouble-shooting diagrams constructed using statistical data. The course uses models for troubleshooting processes, such as heat exchangers, compressed air systems, pumps and value modeling, boiler models, furnace models, distillation models, Separation models. Quality control methods are also discussed as they relate to troubleshooting an instrumentation systems. Prerequisite: INST 1110

### **IJET 1423-Understanding Motor Controls (2/1/3)**

An introduction to basic manual and push button motor control systems. Topics include an understanding of ladder logic and its various components, and basic motor and control installations. Prerequisite: IJET 1113

### **IJET 1433-Wiring/Electrical Blueprint Interpretation (2/1/3)**

An introduction to blueprint reading skills, which includes specifications and trade related elements. The course includes making a material list from a blueprint.

### **IJET 2113-Solid State Circuits II (1/2/3)**

This course is designed to introduce students to more complex circuits such as differential amps, Operational Amps, oscillators, SCR's, Triac's, Diac's, and Power MOSFET control circuits, HMI interfaces and DCS control systems.

Prerequisite: IJET 1213

### **IJET 2123-Understanding Programmable Controllers (1/2/3)**

An introduction to Microprocessors, PLC types, theory, applications, operations, documentation, and numbering systems as they relate to PLC operations. The student will also be introduced to PLC programming. Prerequisites: INST 1110 and CPTR 1100

**IJET 2633 Motor Controls Theory and Applications (1/2/3)**

This course presents information on advanced motor control applications. Topics include installation, preventive maintenance troubleshooting and repair of single phase and three phase motors, reversing motor circuits, reduced voltage starters, accelerating and decelerating methods, Variable speed drives including DC motor drives, AC Variable Frequency drives and troubleshooting DC and AC motor control systems. Prerequisite: IJET 1423

**IJET 2733-Introduction to Temperature and Analytical Processes (2/1/3)**

An introduction to the concepts of temperature measurement calculations, conversions, and operating principles of temperature sensing devices. Troubleshooting, calibration, and repair / replacement of electronic and pneumatic temperature sensing devices is also covered. The student will also be introduced to principles of liquid and gas analysis, as well as pH, conductivity, and temperature measurement. Prerequisite: INST 1110

**IJET 2813 PLC Applications II (1/2/3)**

An advanced programmable logic control course that covers the programming, testing, and troubleshooting of specific programmable logic control applications. Also included are the design and installation aspects of PLC's as they relate to industrial settings. Prerequisite: IJET 2123

**INST 1110-Introduction to Industrial Instrumentation (1/2/3)**

An introductory course providing an occupational analysis of job descriptions, working conditions, employment opportunities, certification requirements, and safety considerations in the class and for those employed in the field of Industrial Instrumentation.

**INST 1330 Instrumentation II (1/3/4)**

A study of advanced Instrumentation, including PID controllers, DCS, Instrumentation networking including wireless networking concepts. Advance control schemes including cascading, ratio, split-range controllers. Setup and troubleshooting will be the focus of all areas to be studied. Prerequisite: INST 1110

**INST 1410-Flow Measurement**

This course includes instruction in performing flow measurement calculations and conversions; procedure for using flow sensing devices; perform flow measurement; troubleshoot and repair/replace flow indicators, recorders, transmitters, transducers, and relays.

**INST 1420-Temperature Measurement**

An introduction to the concepts of temperature measurement calculations and conversions, operating principles of temperature sensing devices, and performing

temperature measurements. Also includes troubleshooting and repair/replacement of temperature indicators, temperature recorders, temperature transmitters, and temperature transducers.

### **INST 1430-Final Elements**

Includes the principles of operation, calibration, servicing, troubleshooting, and repairing/replacing actuators, positioners, and control valves.

### **INST 2610-Controllers**

This course includes the principles of operation, maintenance, testing, troubleshooting and repairing/replacing of pneumatic and electronic analog process controllers and associated test equipment.

### **INST 2620-Motor Controls, Circuitry**

This course covers concepts of motor controls, motor control circuitry, and troubleshooting and repairing/replacing motor control circuitry.

### **INST 2631-Variable Speed Drives**

Covers concepts of variable speed drives; frequency speed circuitry and troubleshooting. Replacing circuitry.

### **INST 2730-Analytical Measurements**

In this course the student will be introduced to the principles of liquid and gas analysis. Also covered is the terminology, techniques, and equipment used in the analysis of liquids and gases.

### **INST 2740-Programmable Logic Controllers**

An introduction to Microprocessors, PLC types, theory, installation, applications, operations, and documentation of Programmable Logic Controllers (PLC's). Also covers types of programming, testing, and troubleshooting specific PLC systems. Operational safety in use of PLC's in industry.

### **INST 2820-Principles of Process Control**

This course covers the concepts of automatic process control. Process characteristics and control applications will be presented, along with annunciator/shutdown systems and the concepts of Proportional, Integral, and Derivative control modes, loop tuning, and documentation.

### **INST 2830-Analog Control Systems**

The student will be asked to construct, troubleshoot, and repair process control loops using analog control devices. Loop documentation and drawings will also be presented.

### **INST 2840-Digital Control Systems**

Covers process measurements and control using computers. The student will configure computer-based control systems to implement loops, which they will document and troubleshoot. Data Acquisition, supervisory control, SCADA systems, direct digital control, distributed control, and field bus type systems will be presented.



## **INDUSTRIAL MAINTENANCE TECHNOLOGY**

### **IMMT 1110-Introduction to Industrial Maintenance Technology (1/0/1)**

This course provides an overall perspective and foundation for the industrial maintenance field. Students will learn the fundamentals of machine operations commonly used in the manufacturing industry. Topics such as general maintenance procedures, consumable supplies, fasteners, and machine operating specifications will be covered. In addition, high emphasis will be placed upon the understanding of machine blueprints which detail all the systems which are part of a functioning machine. You will also be exposed to parts and specification manuals utilized in the repair of industrial machinery. Finally, you will begin to learn the logical process utilized in the diagnosis of broken, worn, and defective machinery.

### **IMMT 1111-Welding I (0/3/3)**

A general introductory course in maintenance welding. A condensed version of the full-scale welding course including basic MIG, and Shield Metal Arc Welding (SMAW). Topics include: safety hazards, oxy-fuel equipment (types and components), set up and perform oxy-fuel operations, arc welding equipment, perform welding operation, and basic MIG welding (metal prep, machine setting, and perform welding operation).

### **IMMT 1112-Welding II (0/2/2)**

This course is designed to provide students with opportunities to effectively perform cutting and welding applications of the increasing complexity used in the manufacturing industry. Proficient students will build on the knowledge and skills of the *Welding I* course and apply them in work-related environments, while learning additional welding techniques not covered in previous courses. Prerequisites: IMMT 1110, IMMT 1111, IMMT 1211

### **IMMT 1120-Blueprint Reading (2/0/2)**

Identification of symbols and lines, reading and interpreting blueprints, and performing sketching techniques. Prerequisites: IMMT 1110, IMMT 1111, IMMT 1211

### **IMMT 1210-Material Handling (2/0/2)**

The study and application of the proper methods of storing, movement, and securing both solid and liquid material in an industrial setting. Topics Include: methods of solid material handling, types of conveyors, forklift operations, perform a forklift truck inspection, and operate a forklift truck, and use of hand signals.

### **IMMT 1220-Pneumatics (3/0/3)**

The course provides the necessary information on pneumatics and its important role in technology, mechanical work, and its use in the development of automation solutions. Students will learn about the majority of applications compressed air is used for as well as determining the status of processors (sensors), information processing (processors), switching of actuators by means of final control elements, and carrying out work (actuators).

### **IMMT 1221-Pneumatics Application (0/2/2)**

This course introduces the basics of pneumatic power and pneumatic circuits. This course progresses to additional study on the principles of process and flow, air logic, and pneumatic maintenance. Students will learn and demonstrate industry- relevant skills related to operation installation, performance analysis, maintenance, and design.

Pneumatic speed control circuits and pneumatic directional control valve applications are also covered. Topics Include: Pneumatic power, pneumatic safety, pneumatic circuits, pneumatic schematics, the principles of pneumatic pressure and flow, pneumatic speed control circuits, pressure regulation, air filtration, connecting pneumatic circuits, pneumatic cylinders, valves, actuators, pressure and volume, pneumatic cylinder loads, cylinder applications, quick exhaust valves, motor loads, air bearings, component sizing, air compressor operation, flow measurement, compressor performance, air filtration, lubricators, water removal, dryers, and pneumatic component maintenance.

### **IMMT 1230-Hydraulics (3/0/3)**

This course introduces the basic components and functions of hydraulic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

### **IMMT 1231-Hydraulics Application (0/3/3)**

An introduction to hydraulic power use and application in modern industry. Students will learn and demonstrate industry-relevant skills related to operation, installation, performance analysis, and design in hydraulics applications. Topics Include: Hydraulic power & safety, hydraulic circuits, hydraulic schematics, the principles of hydraulic pressure and flow, and hydraulic speed control circuits, pumps, fluid friction, hydraulic cylinders and valves, accumulator sizing, system design, circuit applications, component operation/installation, directional control valves (DCVs), cylinder types and mountings, pressure-compensated flow control valves, pilot-operated check valves, cylinder sequencing, remote pressure control, pump unloading circuits, and p-port check valves.

### **IMMT 1241-Hydraulic Troubleshooting Projects (0/3/3)**

This course will teach students the study and application of diagnosis of fluid power systems and components. Students will learn how to pinpoint, correct, and address mechanical issues found in a hydraulics electric system. Includes the use of testing devices, system specifications, codes, and applications and safety to determine the proper functions of the application.

### **IMMT 1311-Pipefitting (0/2/2)**

General knowledge of pipefitting procedures, types of pipe, and areas of application in an industrial setting. Topics Include: pipefitting tools, pipe (measuring, cutting, and threading), tubing (measuring, cutting, and bending), pipe and tube fittings, oxyacetylene welding, soldering techniques, PVC pipe, pipe/tubing (standards and codes), and insulation (applications and safety hazards).

**IMMT 1320/1321-Millwright I and Millwright I Lab (3/0/3 / 0/2/2)**

A general study and practical application of the design, installation, diagnosis and repair of mechanical systems in an industrial setting. Emphasis is placed on the proper operation and safety practices of rotating equipment. Topics Include: safety practices, measuring tools, pullers ( gears, seals, and bushings), pumps, compressors, turbines, bearing assemblies, seals and packing, clutches and brakes, universal joints, chain drives, variable speed drives, gear drives, couplings, installation and alignment techniques, and preventive maintenance (i.e. vibration analysis). Prerequisites: IMMT 1110

**IMMT 1330/1331-Millwright II and Millwright II Lab (2/0/2 / 0/3/3)**

Introduces the operation and practical application of precision machines such as lathes, mills, presses, and surface grinders. Topics Include: rigging (terms, equipment, and operations), lathes (components, function, and operation), milling machine operation, drill press operation, and metal cutting band saw operation. Prerequisites: IMMT 1110, IMMT 1111, IMMT 1211, IMMT 1112, IMMT 1120, IMMT 1311, IMMT 1410, IMMT 1411, IMMT 1220, IMMT 1221, IMMT 1320, and IMMT 1321

**IMMT 1410-Basic Electricity (1/0/1)**

Apply basic concepts of electricity and electronics that involve direct current (dc), alternating current (ac), series and parallel resistive circuits, network analysis, magnetism, inductance, capacitance, transformers, electronic components, and various types of test equipment found in the industry.

**IMMT 1411-Basic Electricity Lab (0/3/3)**

This course provides a strong foundation for future studies in electronics. Students in this course will work with real world components, learn how to fix electrical problems, and bring students up to speed in electrical troubleshooting skills as quickly and safely as possible. Students will also learn the basics of Ohm's Law through simple series, parallel circuit analysis, and elementary aspects of electronics and will build circuits using capacitors. The course is designed to cover the most commonly performed electrical troubleshooting tasks a maintenance technician faces in their job every day.

**IMMT 1430-MOTOR CONTROLS (0/4/4)**

This course presents information on advanced motor control applications. Topics include: installation and troubleshooting of motors, and reversing starters.

**IMMT 2991-Special Projects I (0/1/1)**

A course designed for the student who has demonstrated specific special needs.

**IMMT 2993-Special Projects II (0/2/2)**

A course designed for the student who has demonstrated specific special needs.

**IMMT 2995-Special Projects III (0/3/3)**

A course designed for the student who has demonstrated specific special needs.

**IMMT 2996-Special Projects IV (3/0/3)**

A course designed for the student who has demonstrated specific special needs.

**IMMT 2997-Practicum (0/3/3)**

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

Prerequisites: Consent of instructor

**IMMT 2999-Cooperative Education (0/3/3)**

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.

## **INDUSTRIAL MANUFACTURING TECHNOLOGY**

**ELMT 2520-National Electrical Code (0/2/2)**

An introduction and study of the NEC including calculations of: voltage drops, box and conduit fill capacities, service conductor sizing, and transformers and motor installation protection. Also a study of grounding and bonding, class and division identification, and special occupancies. Prerequisites: IMFG1110, IMFG 1120, IMFG 1200, and IMFG 1300.

**IJET 1413-Flow and Final Control (2/1/3)**

This course includes instructions in performing flow measurement calculations and conversions, procedures for using flow sensing devices, calibrating, troubleshooting and repair/replacing flow indicators, recorders, transmitters, transducers, and relays. Also included are the principles of final element operation and related actuators, positioners, and control valves to their function as the last system element in a process control loop.

Prerequisites: IMFG1110, IMFG 1120, IMFG 1200, IMFG 1300

**IMFG 1100-Introduction to Manufacturing (3/0/3)**

An overview of the functional and structural compositions of manufacturing; including processes, plant safety, and quality in the manufacturing environment. Presents the personal and interpersonal skills required to be part of a high performance team in a manufacturing environment. Topics Include manufacturing processes, general safety, quality, lean, team building, effective communication skills, ethics in the workplace.

**IMFG 1110-Shop Mathematics (2/1/3)**

An introductory course that will assist the student in understanding mathematics in the machining industry. Given basic information on blue prints and written documents commonly found in machine shop environments, students will be able to calculate additional information needed to manufacture the described product. Use of trigonometry, geometry, conversion between decimal and fractions, and between SAE (inch) and metric (SI) will be utilized. In addition, instruction on machine terminology, theory, part layout and bench work is included. Emphasis will be placed on shop safety, housekeeping and preventative maintenance. Prerequisite: IMFG 1300

**IMFG 1120-Tools and Equipment Used in Manufacturing (1/3/4)**

Provides an introduction to math, measurements, schematics, drawings, and prints used in manufacturing. Facilitates the application of these skills to safely and correctly use hand tools, power tools, hydraulic systems, and pneumatic systems. topics include occupational safety, precision measurement, hand tools, power tools, introduction to symbols & schematics, hydraulics, and pneumatics.

**IMFG 1130-Pneumatics Application (0/2/2)**

This course introduces the basics of pneumatic power and pneumatic circuits. This course progresses to additional study on the principles of process and flow, air logic, and pneumatic maintenance. Students will learn and demonstrate industry-relevant skills related to operation installation, performance analysis, maintenance, and design. Pneumatic speed control circuits and pneumatic directional control valve applications are also covered. Topics include pneumatic power, pneumatic safety, pneumatic circuits, pneumatic schematics, the principles of pneumatic pressure and flow, pneumatic speed control circuits, pressure regulation, air filtration, connecting pneumatic circuits, pneumatic cylinders, valves, actuators, pressure and volume, pneumatic cylinder loads, cylinder applications, quick exhaust valves, motor loads, air bearings, component sizing, air compressor operation, flow measurement, compressor performance, air filtration, lubricators, water removal, dryers, and pneumatic component maintenance. Prerequisites: IMMT 1110, 1220

**IMFG 1140-Hydraulics Applications (0/3/3)**

An introduction to hydraulic power use and application in modern industry. Students will learn and demonstrate industry-relevant skills related to operation, installation, performance analysis, and design in hydraulics applications. Topics Include hydraulic power & safety, hydraulic circuits, hydraulic schematics, the principles of hydraulic pressure and flow and hydraulic speed control circuits, pumps, fluid friction, hydraulic cylinders and valves, accumulator sizing, system design, circuit applications, component operation/installation, directional control valves (DCVs), cylinder types and mountings, pressure-compensated flow control valves, pilot-operated check valves, cylinder sequencing, remote pressure control, pump unloading circuits, and p-port check valves. Prerequisites: IMMT 1110, 1230

**IMFG 1150-Fluid Power I (0/3/3)**

This course includes hydraulic power use and application in modern industry. Students will learn and demonstrate industry-relevant skills related to operation, installation, performance analysis, and design in hydraulics applications. Topics Include: hydraulic power & safety, hydraulic circuits, hydraulic schematics, the principles of hydraulic pressure and flow, and hydraulic speed control circuits, pumps, fluid friction, hydraulic cylinders and valves, accumulator sizing, system design, circuit applications, component operation/installation, directional control valves (DCVs), cylinder types and mountings, pressure-compensated flow control valves, pilot-operated check valves, cylinder sequencing, remote pressure control, pump unloading circuits, and p-port check valves. This course also includes the basics of pneumatic power and pneumatic circuits. This course progresses to additional study on the principles of process and flow, air logic, and pneumatic maintenance. Students will learn and demonstrate industry-relevant skills

related to operation installation, performance analysis, maintenance, and design. Pneumatic speed control circuits and pneumatic directional control valve applications are also covered. Topics Include: pneumatic power, pneumatic safety, pneumatic circuits, pneumatic schematics, the principles of pneumatic pressure and flow, pneumatic speed control circuits, pressure regulation, air filtration, connecting pneumatic circuits, pneumatic cylinders, valves, actuators, pressure and volume, pneumatic cylinder loads, cylinder applications, quick exhaust valves, motor loads, air bearings, component sizing, air compressor operation, flow measurement, compressor performance, air filtration, lubricators, water removal, dryers, and pneumatic component maintenance. Prerequisite: IMFG 1120

### **IMFG 1200-Automation (1/3/4)**

An introduction to the automation components of manufacturing. Provides hands-on experience with electrical circuits, instrumentation, Programmable Logic Controllers (PLCs), computers and how to safely use this equipment. Topics include electrical, instrumentation, HMI, robotics, PLCs, and computing

### **IMFG 1210-Material Handling (1/1/2)**

The study and application of the proper methods of storing, movement and securing both solid and liquid material in an industrial setting. Topics include methods of solid material handling, types of conveyors, forklift operations, perform a forklift truck inspection and operate a forklift truck, and use of hand signals demonstration. Prerequisite: IMMT 1110

### **IMFG 1215-DC/AC Electronics (1/2/3)**

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques. This course will also provide an introduction to solid-state devices, diodes, transistors, special purpose diode thyristors, FET devices, half-wave, full-wave and bridge rectifier circuits, regulated and switched power supplies, amplifier fundamentals, and the theory of oscillation. Prerequisite: IMFG 1200

### **IMFG 1220-Digital Electronics (1/2/3)**

An introduction to numbering systems, logic gates, digital integrated circuits, Boolean logic operations. flip-flops, timers, counters, registers, combinational/sequential logic, encoders, decoders, display devices, digital to analog conversion, analog to digital conversion, multiplexers, and demultiplexers. Includes construction, troubleshooting, and repair of circuits while demonstrating safety procedures. Prerequisites: ETRN 1120, 1130; ETRM 1140, 1150, 1210, 1220, 1230

### **IMFG 1230-Introduction to Programmable Logic Controllers (1/2/3)**

Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include PLC hardware and software, PLC functions and terminology, PLC installation and set-up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

**IMFG 1235-Motor Controls (0/3/3)**

Motor controls covers electric relay control of AC electric motors found in industrial, commercial, and residential applications. Learners gain understanding of the operation, installation, design, and troubleshooting of AC electric motor control circuits for many common applications. Develops skills in interpreting schematics, system design, motor start / stop circuits, motor sequence control, reversing motor control, motor jogging, troubleshooting and repairing/replacing motor control circuitry. Safety is emphasized throughout, highlighting motor safety, lockout /tag-out and safety interlocks.

**IMFG 1250-Advanced PLC Applications (0/3/3)**

An advanced programmable logic control course that covers the programming, testing, and troubleshooting of specific programmable logic control (PLC) applications. This course teaches how to program, operate, and interface the PLC (SLC500/01, AB ControlLogix, or MicroLogix) and programmable software in a variety of industrial applications. Students learn industry-relevant skills including subject areas such as PLC orientation, operation, programming, motor control, discrete I/O interfacing, event sequencing, application development, timer instructions, and counter instructions. Learners will gain knowledge in how to design, program and operate a PLC to control a number of process applications used by industries all over the world. This course also introduces PLC troubleshooting by discussing levels of PLC troubleshooting, power supply troubleshooting, input troubleshooting and output troubleshooting.

**IMFG 1260-Introduction to Industrial Networking (1/2/3)**

Current concepts and technologies used with personal computers and PLCs in industrial (factory-floor) networks. Topics include: PC networking hardware and software, PLC hardware and programming and PLC networking alternatives. This course will include a hands-on computer lab project in which students have opportunity to explore some of the important concept features of the Modbus SCADA protocol and view/analyze its operational features and limitations.

Prerequisite: IMFG 1200

**IMFG 1300-Introduction to Fabrication, Process Technology, and Machining (1/3/4)**

An introduction to fabrication, process technology, and machining careers. Provides hands-on experience in each area.

**IMFG 1310-Machine Shop I (3/3/6)**

An introductory course that will assist the student in understanding an occupation in machine tool technology. The student utilizes basic machine tools such as the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, print reading, shop math, part layout, and bench work using common measuring tools are included. Emphasis will be placed on shop safety, housekeeping and preventative maintenance. Prerequisite: IMFG 1110 or concurrent enrollment.

**IMFG 1315-Welding (0/2/2)**

A general introductory course in maintenance welding. A condensed version of the full-scale welding course including basic MIG and TIG welding. Topics Include: safety

hazards, oxy-fuel equipment (types and components), set up and perform oxy-fuel operations, arc welding equipment, perform welding operation, basic MIG and TIG welding (metal prep, machine setting, and perform welding operation).

### **IMFG 1320/1321-Millwright I and Millwright I Lab (3/0/3)/(0/2/2)**

A general study and practical application of the design, installation, diagnosis and repair of mechanical systems in an industrial setting. Emphasis is placed on the proper operation and safety practices of rotating equipment. Topics Include: safety practices, measuring tools, pullers (gears, seals, and bushings), pumps, compressors, turbines, bearing assemblies, seals and packing, clutches and brakes, universal joints, chain drives, variable speed drives, gear drives, couplings, installation and alignment techniques, and preventive maintenance (i.e. vibration analysis) Prerequisites: IMMT 1110, 1320.

### **IMFG 1325-Pipefitting (0/2/2)**

General knowledge of pipefitting procedures, types of pipe and areas of application in an industrial setting. Topics Include: pipefitting tools, pipe (measuring, cutting, and threading), tubing (measuring, cutting, and bending), pipe and tube fittings, oxyacetylene welding, soldering techniques, PVC pipe, pipe/tubing (standards and codes), and insulation (applications and safety hazards). Prerequisite: IMMT 1110

### **IMFG 1340-Basic Lathe (0/3/3)**

An introduction and study of common types of lathes. Emphasis on basic parts, nomenclature, lathe operations, safety, shop mathematics, blueprint reading, and theory. Identify and use of special cutting tools and support tooling, such as form tools, carbide inserts, taper attachments, follower and steady rest. Prerequisite: IMFG 1310

### **IMFG 1410-Machine Shop II (3/3/6)**

This course is a continuation of Machine Shop I. The student utilizes basic machine tools such as the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, shop math, part layout, and bench work using common measuring tools are included. Emphasis will be placed on shop safety, housekeeping and preventative maintenance. Prerequisite: IMFG 1310.

### **IMFG 1420/1421-Millwright II and Millwright II Lab (3/3/6)/(0/3/3)**

Introduces the operation and practical application of precision machines such as lathes, mills, presses, and surface grinders. Topics include rigging (terms, equipment, and operations), lathes (components, function, and operation), milling machine operation, drill press operation, and metal cutting band saw operation.

Prerequisites: IMMT 1110, 1320, 1321, 1330

### **IMFG 1440-Basic Mill (0/3/3)**

An introduction and study of common types of milling machines, parts nomenclature, milling operations and procedures, safety, shop mathematics, blueprint reading, and theory. Identification and use of milling cutters and support tooling will be discussed and practiced in a classroom and shop setting.

Prerequisite: IMFG 1310 or concurrent enrollment.



### **IMFG 2100-Process Measurements (1/2/3)**

An introduction to the concepts of pressure and level measurement, calculations and sensing devices. The student will calibrate, troubleshoot and repair/replace pressure and level indicators, recorders, transmitters, and transducers. This course also includes instruction in performing flow measurement calculations and conversions, procedures for using flow sensing devices, calibrating, troubleshooting and repair/replacing flow indicators, recorders, transmitters, transducers, and relays. Also included are the principles of final element operation and relay actuators, positioners and control valves to their function as the last system element in a process control loop. An introduction to the concepts of temperature measurement calculations, conversions and operating principles of temperature sensing devices will be covered. Troubleshooting, calibration and repair/replacement of electronic and pneumatic temperature sensing devices are also covered. The student will study the grounding and bonding, class and division identification, and special occupancies. Prerequisite: Student must be at or above CTS level in Basic Electronics

### **IMFG 2200-Industrial Control Components and Equipment (1/2/3)**

A study of components, instruments, equipment, and control techniques used in Industrial Control. The focus of this course is to build a fundamental understanding of industrial control and applications for industrial components, such as electric motors, variable-speed drives, programmable logic controllers, servomechanisms, and sensors. Topics include: sensors (photo-eyes, proximity switches, limit switches, etc.); solenoid valves; mechanical relays, motor starters, contactors, etc.; solid state relays (SSRs); current limiting components (fuses, circuit breakers, overloads, etc.); transformers; DC power supplies; DC motor drives; AC motor drives (VFDs); Programmable Logic Controllers (PLCs); Human Machine Interface (HMIs); motion control systems (SERVO); safety circuit components ( safety relays, light curtains, emergency stop buttons, etc.); encoders. Prerequisites: IMFG 1210, 1220

### **IMFG 2710-CNC (1/2/3)**

This course is an introduction to computer numerical control (CNC) operations. The course includes an emphasis on CNC procedures for planning, preparing, and manufacturing a part. An introduction to CNC programming using "G" & "M" codes will be included. Students in the class are expected to have previous machine laboratory experience or concurrent enrollment. *Prerequisites:* IMFG 1410 or concurrent enrollment.

### **IMFG 2999-Cooperative Education (0/3/3)**

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.

### **INST 1330-Pressure/Level Measurement (1/3/4)**

An introduction to the concepts of pressure and level measurement, calculations and sensing devices. The student will calibrate, troubleshoot and repair/replace pressure and level indicators, recorders, transmitters, and transducers. Prerequisites: IMFG 1110, IMFG 1120, IMFG 1200, IMFG 1300

## **OUTDOOR POWER EQUIPMENT TECHNOLOGY**

### **OPET 1111-Occupational Introduction and Safety (1/1/2)**

Introduction to the OPE industry, shop safety, OSHA and EPA regulations. Some lab work required.

### **OPET 1121-Basic Tools and Repair Techniques (1/1/2)**

Identification of basic tools and equipment and their proper use. Prerequisite: OPET 1111

### **OPET 1131-Shop Management (1/2/3)**

Introduction to the use of manufacturer part and service media.

### **OPET 1141-Engine Principles (1/3/4)**

Introduction to the principles of operation of two-stroke, four-stroke cycle engines and diesel engines. Prerequisites: OPET 1111, 1121, 1131

### **OPET 1151-Fuel Systems (1/2/3)**

This course covers storage, delivery, and metering of fuel to the engine. Prerequisites: OPET 1111, 1121, 1131, 1141

### **OPET 1161-Engine Lubrication and Cooling Systems (1/1/2)**

This course covers types of lubricating oil, types and components of cooling systems, and identification of failures through analysis. Prerequisites: OPET 1111, 1121, 1141

### **OPET 1221-Basic Electricity (1/2/3)**

An introduction to the concepts of AC and DC electricity, circuit design, and repair. Prerequisites: OPET 1111, 1121

### **OPET 1231-Charging Systems (1/2/3)**

Identification of components, troubleshooting and repair of charging systems. Prerequisites: OPET 1111, 1121, 1221

### **OPET 1241-Ignition Systems (1/2/3)**

Identification of types and operation of ignition systems and their repair. Prerequisites: OPET 1221, 1231

### **OPET 1251-Starting Systems (1/1/2)**

Identification of types, components, troubleshooting, and repair of starting systems. Prerequisites: OPET 1221, 1231, 1241

### **OPET 1261-Drive Train (1/2/3)**

Identification and repair of types of drive trains.

**OPET 1311-Hydraulics and Brakes (1/2/3)**

Introduction of basic hydraulic theory and the repair of hydraulic and braking systems.  
Prerequisites: OPET 1211

**OPET 1321-Generators (1/1/2)**

Identification of types, components, and operation of Generators.  
Prerequisites: OPET 1111, 1221

**OPET 1331-Frames, Suspension and Decks ((1/2/3)**

Identification and repair of components for frame, suspension, and cutting decks.  
Prerequisites: OPET 1111, 1121

**OPET 1341-Systems Troubleshooting (2/2/4)**

Troubleshooting 2-cycle, 4-cycle engines and diesel engines.  
Prerequisites: OPET 1141, 1161, 1221, 1231, 1241, 1251

**OPET 2111-Outboard Engine Overhaul (1/1/2))**

This course will cover disassembly, inspection, and repair of outboard engines.  
Prerequisites: OPET 1211, 1141, 1221, 1231, 1241, 1251, 1151, 1261, 1341

**OPET 2121-Motorcycle Engine Overhaul (1/1/2)**

This course will cover disassembly, inspection, and repair of motorcycle engines.  
Prerequisites: OPET 1121, 1141, 1151, 1211, 1221, 1231, 1241, 1251, 1261, 1341

**OPET 2131-Lawn and Garden Gasoline Engine Overhaul (1/1/2)**

This course will cover disassembly, inspection, and repair of lawn and garden-type engines. Prerequisites: OPET 1121, 1131, 1141, 1151, 1211, 1221, 1231, 1241, 1251, 1261, 1341

**OPET 2141-All-Terrain Vehicle Engine Overhaul (1/1/2)**

This course will cover disassembly, inspection, and repair of all-terrain vehicle (ATV) engines. Prerequisites: OPET 1121, 1131, 1141, 1151, 1211, 1221, 1231, 1241, 1251, 1261, 1341

**OPET 2151-Lawn and Garden Diesel Engine Overhaul (1/1/2)**

This course will cover disassembly, inspection, and repair of lawn and garden-type diesel engines. Prerequisites: OPET 1121, 1141, 1151, 1211, 1221, 1231, 1241, 1251, 1261, 1341

**OPET 2161-Personal Watercraft Engine Overhaul (1/1/2)**

This course will cover disassembly, inspection, and repair of personal watercraft engines. Prerequisites: OPET 1211, 1141, 1221, 1231, 1241, 1251, 1151, 1261, 1341

## **PATIENT CARE TECHNICIAN**

**HCOR 1200-Introduction to Anatomy & Physiology with Medical Terminology (3/0/3)**

Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each body system. Analyzing and combining prefixes, root words, and suffixes to spell, use and pronounce medical terminology correctly and recognize medical terms is included in the course. Medical abbreviations are also included.

**HCOR 1210-Administrative Procedures for Allied Health (2/1/3)**

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.

**HCOR 1212-Skills Application (0/1/1)**

The student will perform, demonstrate, and practice a minimum of 80 hours of basic geriatric nursing care approved facilities, to include a minimum of 40 hours of long term care, under the supervision of the CLTCC 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.

**HCOR 1300-Professional Aspects for Allied Health (1/0/1)**

This course should be taken during the last semester of enrollment prior to completion of program requirements. 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. Submission of professional resume, application cover letter and resignation letter is required. Selected computer application skills are incorporated into this course. Included is a comprehensive review for state/national certification exams relative to specific focus of student (i.e. EKG Technician, Phlebotomy Technician, PCT, etc.)

**HCOR 1320-Allied Health Communication Techniques (2/0/2)**

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

**HEKG 1400-EKG Techniques (2/1/3)**

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 (45 hours) is an integral portion of this course and will allow student performance of EKG procedures.

**HNUR 1211-Nursing Fundamentals (3/1/4)**

Theory (45 hours) and supervised skills lab (30 hours) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations.

**HNUR 1212-Geriatric Clinical (0/1/1)**

Assigned course prep hours includes, but not limited to, assigned reading and research, written assignments, skills practice, ATI tutorials and modules. The student will perform, demonstrate, and practice a minimum of 40 hours of basic geriatric nursing care and skills in long term care facilities under the supervision and discretion of the CLTCC nursing faculty.

**HPHL 1420-Phlebotomy Techniques (1/2/3)**

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 80-hour classroom and 60-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 60 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 200 clock hours.

**PHARMACY TECHNICIAN****HPHM 1220-Pharmacy Technician Fundamentals, Law and Ethics (3/0/3)**

This course introduces the student to the role of the Pharmacy Technician and provides an overview of pharmacy practice and the opportunities available to Certified Pharmacy Technicians. This course also familiarizes the student with federal and state laws, as well as ethical issues relative to the Pharmacy Technician.

**HPHM 1230-Math and Dosage Calculations for Pharmacy Technicians (2/1/3)**

This course is a review of basic mathematics as well as use of systems of measurements, dosage calculations, concentrations and dilutions involving pharmaceutical calculations. It involves the application of formulas, calculations of

fractional dosages, and methods of calculating dosages from all drug forms.

**HPHM 1240-Pharmacology for Pharmacy Technicians (3/1/4)**

This course is designed to provide the Pharmacy Technician candidate with a foundation in drug related information and for actual preparation to dispense medications. This course emphasizes drug therapy, defines major drug classifications, drug nomenclature and drug dosage forms. The course also describes therapeutic and adverse effects of routes of drug administration. This course includes skills lab practice under the supervision of the Pharmacy Technician instructor.

**HPHM 2000-Professionalism for Pharmacy Technicians (3/0/3)**

This course is designed to prepare the future Pharmacy Technician by evaluating job opportunities, compiling a resume, and outlining information essential to finding, applying for, maintaining and terminating a job in the healthcare industry. The course includes preparation for the certification examination administered by the Pharmacy Technician Certification Board (PTCB).

**HPHM 2010-PTCB Review (3/0/3)**

This course is designed to prepare the Pharmacy Technician for the national certification examination administered by the Pharmacy Technician Certification Board (PTCB).

**HPHM 2020-Pharmacy Technician Clinical Externship (0/4/4)**

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. This course includes 600 hours of lab/clinical practice in the retail and/or hospital pharmacy under the supervision of a registered pharmacist.

## **PRACTICAL NURSING**

**HNUR 1302-Anatomy and Physiology for PN and Allied Health (4/0/4)**

This course is a study of structure and function of the human body systems to include cells, skeletal, muscular, circulatory/lymphatic, digestive, respiratory, urinary, reproductive, endocrine, nervous, sensory and integumentary systems. Medical terms and commonly used medical/nursing abbreviations related to each body system are addressed in detail in this course. Assigned course prep hours includes, but not limited to, assigned reading and research, written assignments, ATI tutorials and module.

**HNUR 1310-Introduction to Practical Nursing (2/0/2)**

This course includes information regarding vocational adjustments and personal, family, and community health issues. It expounds on the role of the practical nurse, practical nursing education and the Law Relating to the Practice of Practical Nursing as defined by the Louisiana State Board of Practical Nurse Examiners (LSBPNE), including the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC

46:XLVII.Nursing, subpart 1- Practical Nurses. Ethical/legal/cultural issues and trends, communication techniques, and personality development are addressed. It includes discussion of the concepts of health maintenance with identification of local, state and national health resources available for maintenance of health. Also included is an introduction to the normal aging process, including biological, psychosocial, cultural, spiritual, and pharmacological factors, including health maintenance throughout the life cycle. Additional topics covered in this course will include rehabilitative/restorative care and support of end-of-life issues utilizing therapeutic and preventive measures. Assigned course prep hours includes, but not limited to, assigned reading and research, written assignments, ATI tutorials and modules.

### **HNUR 1311-Advanced Nursing Fundamentals (1/1/2)**

This course focuses on providing practical nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various healthcare environments. Advanced skills are presented through the application of the nursing process to assist in the management of all aged clients with health alterations. Assigned course prep hours includes, but not limited to, assigned reading and research, written assignments, skills practice, ATI tutorials and modules. This course includes 30 hours of theory and 60 hours of supervised skills lab experiences.

### **HNUR 1312-Basic Nutrition (2/0/2)**

Normal nutrition and the modification of the principles of normal nutrition for therapeutic purposes are studied. This course includes the role of the essential nutrients of proteins, carbohydrates, fats, vitamins, minerals and water in the maintenance of good health and wellness for all ages. Assigned course prep hours includes, but not limited to, assigned reading and research, written assignments, ATI tutorials and modules.

### **HNUR 1322-Basic Pharmacology for Practical Nursing (1/1/2)**

Medical math is an integral component of this course. The terminology and principles of medication administration are presented in this course. It includes medication assessment, procedures for administration of oral, parenteral, topical irrigation and instillation routes/methods, along with basic dosage calculations of medications/intravenous fluid rates. Safety precautions, guidelines and documentation are emphasized. A supervised skills lab (30 hours) is a basic component of this course. Assigned course prep hours includes, but not limited to, assigned reading and research, written assignments, skills practice, ATI tutorials and modules.

### **HNUR 1460-Advanced Pharmacology (2/0/2)**

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. Assigned course prep hours includes, but not limited to, assigned reading

and research, written assignments, nursing care plans, ATI tutorials and modules.

### **HNUR 2113-Medical/Surgical Nursing I (5/3/8)**

This course is a study of the nursing process as a method of individualizing patient care with special emphasis directed towards essential concepts related to body fluid/water, electrolytes, and acid-base balance, care of the perioperative adult client and the adult client experiencing alterations in cardiovascular/lymphatic/immune functioning. Included is a review of anatomy & 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. Students will begin to utilize a nursing process approach, and will perform applicable practical nursing clinical skills to assigned client(s) in approved health care facilities under the supervision and discretion of practical nursing faculty. Assigned course prep hours includes, but not limited to, assigned reading and research, written assignments, skills practice, nursing care plans/concepts maps, drug cards, ATI tutorials and modules. This course includes a 180-hour clinical component.

### **HNUR 2123-Medical/Surgical Nursing II (5/3/8)**

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. Assigned course prep hours includes, but not limited to, assigned reading and research, written assignments, skills practice, nursing care plans/concepts maps, drug cards, ATI tutorials and modules. This course includes a 180-hour clinical component.

### **HNUR 2133-Medical / Surgical Nursing III (5/3/8)**

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 in-direct supervision of the clinical instructor. Assigned course prep hours includes, but not limited to, assigned reading and research, written assignments, skills practice, nursing care plans/concepts maps, drug cards, ATI tutorials and modules. This course includes a 180-hour clinical component.



**HNUR 2143-Mental Illness Nursing (1/1/2)**

This 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. Assigned course prep hours includes, but not limited to, assigned reading and research, written assignments, skills practice, nursing care plans/concepts maps, drug cards, ATI tutorials and modules. This course includes a 30-hour clinical component.

**HNUR 2153-Maternal Child Nursing (1/1/2)**

Current issues, growth and development of the childbearing family, fetal development and gestation are studied. Care of the client during the ante-partal, intra-partal, and post-partal 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. Assigned course prep hours includes, but not limited to, assigned reading and research, written assignments, skills practice, nursing care plans/concepts maps, drug cards, ATI tutorials and modules. This course includes a 30-hour clinical component.

**HNUR 2163-Pediatric Nursing (1/1/2)**

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. Assigned course prep hours includes, but not limited to, assigned reading and research, written assignments, skills practice, nursing care plans/concepts maps, drug cards, ATI tutorials and modules. This course includes a 30-hour clinical component.

**HNUR 2173-PN Professionalism, Leadership and Management (2/1/3)**

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 1- 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. Assigned course prep hours includes, but not limited to, assigned reading and research, written assignments, nursing care plans, ATI tutorials and modules. This course includes a 30-hr clinical component.

#### **HNUR 2183-IV Therapy for Practical Nursing (2/0/2)**

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. Assigned course prep hours includes, but not limited to, assigned reading and research, written assignments, skills practice, nursing care plans/concepts maps, drug cards, ATI tutorials and modules. Supervised lab performance is an integral part of this course.

#### **HNUR 2993-Special Projects Alzheimer's and Dementia Care**

This course is designed to help students understand the basics of dementia care. Topics include an overview of Alzheimer's disease and related dementias, implementing person-centered care, formulating advance directives, employing therapeutic communication strategies, understanding and managing challenging behaviors, improving activities of daily living, and helping families cope with progression of disease.

#### **HNUR 2997-Special Projects CPR**

The CPR course will equip the healthcare provider with knowledge related to cardiac and respiratory emergencies and skills for response and intervention when an emergency occurs.

## **WELDING**

### **WELD 1110-Occupational Orientation & Safety (2/1/3)**

An introduction to the occupation of welding including facility layout, policies, safety 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 skills, and essential workplace skills.

### **WELD 1120-Basic Blueprint, Metallurgy & Welding Symbols (2/1/3)**

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.

### **WELD 1130-Welding Inspection & Testing (1/1/2)**

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.

### **WELD 1140-Electrical Fundamentals (1/1/2)**

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.

### **WELD 1210-Oxyfuel Systems (1/1/2)**

An introduction to and practice of safety, setup, and handling of Oxyfuel cylinders and cutting equipment including practice cutting mild steel. Prerequisite: WELD 1110

### **WELD 1310-Cutting Processes – CAC/PAC (1/1/2)**

An introduction to and practice of safety, setup, and handling of Carbon Arc Cutting and Plasma Arc Cutting equipment including practice cutting ferrous and non-ferrous metals. Prerequisite: WELD 1110

### **WELD 1410-SMAW Basic Beads (1/1/2)**

An introduction to the fundamentals of shielded metal arc welding including safety and practice of welding beads. Prerequisite: WELD 1110

### **WELD 1411-SMAW Fillet Weld (0/3/3)**

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.

### **WELD 1412-SMAW V-Groove BU/Gouge (0/3/3)**

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.

### **WELD 1420-SMAW V-Groove Open (1/3/4)**

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.

**WELD 1510-SMAW Pipe 2G (1/3/4)**

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.

**WELD 1511-SMAW Pipe 5G (0/4/4)**

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.

**WELD 1512-SMAW Pipe 6G (0/4/4)**

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.

**WELD 1610-SMAW Stainless Steel (SMAW-SS) Multi-Joint (1/3/4)**

An introduction to the principals of Shielded Metal Arc Welding Stainless Steel (SMAW-SS), component and consumable identification including the safe setup of equipment and practice of groove welds in the flat, vertical, horizontal, and overhead positions using stainless steel consumables.

**WELD-1620-SMAW Stainless Steel (SMAW-SS) 5G Pipe (1/3/4)**

An introduction to the safe setup of equipment and principals of Shielded Metal Arc Welding of Stainless Steel Pipe (SMAW-SS Pipe) in the 5G horizontal fixed position, joint preparation, proper weld quality, qualification testing, and practice welding Shielded Metal Arc Welding of Stainless Steel Pipe (SMAW-SS Pipe) in the 5G horizontal fixed position.

**WELD 1621-SMAW Stainless Steel (SMAW-SS) 2G (0/4/4)**

Safely setup equipment and apply principals of Shielded Metal Arc Welding of Stainless Steel Pipe (SMAW-SS Pipe) in the 2G vertical fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Stainless Steel Pipe (SMAW-SS Pipe) in the 2G vertical fixed position.

**WELD 1622-SMAW Stainless Steel (SMAW-SS) 6G Pipe (0/4/4)**

Safely setup equipment and apply principals of Shielded Metal Arc Welding of Stainless Steel Pipe (SMAW-SS 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 Stainless Steel Pipe (SMAW-SS Pipe) in the 6G - 45° fixed position.

**WELD 2110-FCAW Basic Fillet Welds (1/2/3)**

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.

**WELD 2111-FCAW Groove Welds (0/3/3)**

Safely setup and operate Flux Core Arc Welding (FCAW) equipment with practice of V-Groove welds with a backing or back gouging in the flat, horizontal, vertical, and overhead positions.

**WELD 2112-FCAW Pipe 5G (1/3/4)**

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.

**WELD 2113-FCAW Pipe 2G (0/4/4)**

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.

**WELD 2114-FCAW Pipe 6G (0/4/4)**

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.

**WELD 2210-GTAW Multi Joint (1/2/3)**

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.

**WELD 2220-GTAW Pipe 5G (1/3/4)**

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.

**WELD 2221-GTAW Pipe 2G (0/4/4)**

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.

**WELD 2222-GTAW Pipe 6G (0/4/4)**

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.

**WELD 2230-GTAW Aluminum Multi-Joint (1/3/4)**

An introduction to the principals 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.

**WELD 2240-GTAW Low Alloy (GTAW-LA) 5G Pipe (1/3/4)**

An introduction to the principals of Gas Tungsten Arc Welding of Low Alloy Pipe (GTAW- Low Alloy Pipe) in the 5G horizontal fixed position, proper assembly of a 5G pipe joint, proper weld quality, protecting the root, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint.

**WELD 2241-GTAW Low Alloy (GTAW-LA) 2G Pipe (0/4/4)**

Safely setup and operate Gas Tungsten Arc Welding Low Alloy pipe (GTAW- Low Alloy 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.

**WELD 2242-GTAW Low Alloy (GTAW-LA) 6G Pipe (0/4/4)**

Safely setup and operate Gas Tungsten Arc Welding Low Alloy pipe (GTAW- Low Alloy 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.

**WELD 2250-GTAW Stainless Steel (GTAW-SS) 5G Pipe (1/3/4)**

An introduction to the principals of Gas Tungsten Arc Welding of Stainless Steel Pipe (GTAW- Stainless Steel Pipe) in the 5G horizontal fixed position, proper assembly of a 5G pipe joint, proper weld quality, protecting the root, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint..

**WELD 2251-GTAW Stainless Steel (GTAW-SS) 2G Pipe (0/4/4)**

Safely setup and operate Gas Tungsten Arc Welding Stainless Steel pipe (GTAW- Stainless Steel 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.

**WELD 2252-GTAW Stainless Steel (GTAW-SS) 6G Pipe (0/4/4)**

Safely setup and operate Gas Tungsten Arc Welding Stainless Steel pipe (GTAW- Stainless Steel 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.

**WELD 2260-GTAW Aluminum (GTAW-AL) 5G Pipe (1/3/4)**

An introduction to the principals of Gas Tungsten Arc Welding of Aluminum Pipe (GTAW- Aluminum Pipe) in the 5G horizontal fixed position, proper assembly of a 5G pipe joint, proper weld quality, protecting the root, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint.

**WELD 2261-GTAW Aluminum (GTAW-AL) 2G Pipe (0/4/4)**

Safely setup and operate Gas Tungsten Arc Welding Aluminum pipe (GTAW- Aluminum 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.

**WELD 2262-GTAW Aluminum (GTAW-AL) 6G Pipe (0/4/4)**

Safely setup and operate Gas Tungsten Arc Welding Aluminum pipe (GTAW- Aluminum 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.

**WELD 2310-GMAW Basic Fillet Weld (1/2/3)**

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.

**WELD 2311-GMAW Groove Weld (0/3/3)**

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.

**WELD 2320-GMAW Pipe 2G (1/3/4)**

An introduction to the principals 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.

**WELD 2321-GMAW Pipe 5G (0/4/4)**

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.

**WELD 2322-GMAW Pipe 6G (0/4/4)**

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.

**WELD 2330-GMAW Aluminum Multi-Joint (1/3/4)**

An introduction to the principals 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.

**WELD 2340-GMAW Aluminum (GMAW-AL) 5G Pipe (1/3/4)**

An introduction to the principals of Gas Metal Arc Welding of Aluminum Pipe (GMAW- Aluminum Pipe) in the 5G horizontal fixed position, proper assembly of a 5G pipe joint,

proper weld quality, protecting the root, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint.

**WELD 2341-GMAW Aluminum (GMAW-AL) 2G Pipe (0/4/4)**

Safely setup and operate Gas Metal Arc Welding Aluminum pipe (GMAW- Aluminum 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.

**WELD 2342-GMAW Aluminum (GMAW-AL) 6G Pipe (0/4/4)**

Safely setup and operate Gas Metal Arc Welding Aluminum pipe (GMAW-Aluminum 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.



## **CLTCC Administration and Staff**

### **Finance and Administration**

**Jimmy Sawtelle**, Chancellor, M.S.

**Mignonne Ater**, Campus Dean & Dean of Academic & Allied Health, M.S.

**Kim Andrews**, Interim Campus Dean & Financial Aid Officer

**Jacqueline Ausbon**, Campus Dean & Asst. Coordinator of Financial Aid, M.Ed.

**Charlotte Barnes**, Campus Operations Coordinator

**Elizabeth Bynog**, Financial Analyst/Facilities, B.S.

**Jackie Coates**, Assistant Registrar – North

**Laurel Comeaux**, Instructor/Acting Campus Dean

**Leah Carpenter**, Accounting Technician

**Bernadette Cupit Barfield**, Administrative Assistant

**Amanda Deshotel**, Procurement Specialist

**Hannah Hemphill**, Adult Education Transitions Coordinator

**Geralyn Janice**, Campus Dean & Workforce Development, B.S.

**Jeff Johnson**, Campus Dean & Adult Education Program Manager

**Sharon Laycock**, Instructional Technology Manager, Ed.D

**Kristy Lowe**, Student Accounts Receivable Accountant, AAT

**Lee Moore**, C.P.A., Vice Chancellor of Finance and Administration

**Franchesca Phoenix**, Strategic Outreach Coordinator & Assistant to Chancellor, B.S.

**Heather Poole**, Executive Vice Chancellor of Student Affairs & Enrollment Management, MBA

**Durrell Reeves**, Administrative Assistant

**Jennifer Rigney**, Accounting Coordinator

**Misty Slayter**, Vice Chancellor of Workforce Development & Enterprise Services, M.Ed.

**Regina Smith**, Registrar Assistant-South

**Casey Soileau**, Campus Services Coordinator

**Magan Soileau**, Human Resource Manager, AAT

**Dana Stanley**, Customer Service Representative, B.S.

**Carol “Frog” Theriot**, Information Specialist,

**William Tulak**, Vice Chancellor of Academic and Institutional Effectiveness; M.A., Missouri State University

**Greg Willis**, Director of Human Resources, MPA, Grambling State University

**Gary Yelm**, Property/Safety/Fleet Specialist, B.S.

## Student Services

**Adrina Alexander**, Student Services Assistant

**Kathryn Brown**, Admissions Coordinator, AAS

**Kelly Caruso**, Financial Aid Coordinator

**Diamond Davies**, Admissions & Student Success Assistant – South

**Lacey Hardy-Brown, J.D.**, Carl D. Perkins Administrator & College and Career Transitions Coordinator, M.Ed.

**Sendy Johnson**, Admissions & Student Success Counselor

**Helen Lewis**, Financial Aid Assistant – North

**Angela Morgan**, Campus Services Coordinator

**Amber Neikirk Ford**, Admissions & Student Success Assistant – North

**Netartia Thompson**, Campus Services Coordinator

**Rebeka Wilson**, Registrar, B.S.

## Library Services

## Workforce Development

**Ramon Milano**, Commercial Driving Instructor

**Aston “Nub” Parker**, Project Director, Manufacturing Training Center & Instruction

## CLTCC Instructional Staff and Administration

### Instructional Staff

**Lawrence Adams**, Welding Instructor; Certificate, Louisiana Technical College Cottonport

**Larry Book**, Manufacturing Instructor; TD, Avoyelles Parish Trade School

**Bobby Bordelon**, Carpentry Instructor; A.A.T., Sowela Technical Community College

**Ashley Boyd**, Welding Instructor; T.D. Central Louisiana Technical Community College

**Darla Boyd**, Health Occupations Instructor; B.S.N., Louisiana College

**Angela Brown**, Nursing Instructor; A.N., Louisiana State University at Alexandria

**Jason Brock**, Computer Technology Instructor; Louisiana Technical College at Natchitoches

**Frances Chatelian**, Nursing Instructor; B.S.N., Northwestern State University

**David Clark**, Criminal Justice/Accounting Instructor; B.A., Kent State University, M.P.A., Ohio State University

**Denise Cloud-Miller**, Adult Education Instructor; B.S., University of Louisiana at Lafayette

**Chris Cogdill**, Welding Instructor; T.D., Louisiana Technical College Huey P Long Campus

**Laurel Comeaux**, Business Instructor; B.B.A., University of Louisiana at Monroe

**Lisa Couvillion**, Nursing Instructor, B.S.N., Northwestern State University; A.N., Louisiana State University at Alexandria

**Stacy Grimes**, Nursing Instructor; A.S.N., Excelsior College; T.D., Avoyelles Technical Institute

**Judy Deshautelle**, Nursing Instructor; A.N., Louisiana State University at Alexandria

**Clay Ducote**, Drafting and Design Technology Instructor; A.A.T., Sowela Technical Community College; T.D., Delta School of Business

**Cassandra Evans**, Nursing Instructor; A.S.N Louisiana State University at Alexandria

**Sherry Earnest**, Adult Education Instructor

**Laura Fletcher**, Nursing Instructor; Northwestern State University

**Travis Futrell**, Welding Instructor; T.D. Central Louisiana Technical Community College

**Makquel Gales**, Adult Education Instructor; B.S., A.A., Louisiana State University at Alexandria

**Stephanie Gaspard**, Business Instructor; B.S., B.A., Appalachian State University; A.A.S., Fayetteville Technical Institute

**Teresa Gilmore**, Health Occupations Instructor; A.S.N Louisiana State University at Alexandria

**Tom Glorioso**, Cabinetry Instructor; NCCER Certified Carpentry Instructor

**Rose Graffagnini**, Nursing Instructor; A.D.N.

**Lisa Henton**, Business Division Chair; M.B.A., Texas State University – San Marcos; B.S., Southern University

**Kimberly James**, Adult Education Instructor;

**Johnny Johnson**, Welding Instructor; Certificate, Louisiana Technical College; Certificate, Arco Technical Institute

**Brandon Jones**, Adult Education Instructor;

**Gerry Kesselach**, Automotive Instructor, ASE Master Technician Certification

**Francis LeDoux**, Nursing Instructor; M.Phil, M.S.N., Emory University; B.S.N.; University of Texas

**Regina Lee**, Nursing Instructor; A.S.N., Louisiana State University at Alexandria

**Scott Lee**, Masonry Instructor; NCCER Certified Masonry Instructor

**Jennifer Marchard**, Nursing Instructor; A.S.N, Louisiana State University at Alexandria

**John Martin**, Welding Instructor; T.D., Central Louisiana Technical Community College

**Anna Matthews**, Business Instructor; B.S., Northwestern State University

**Willie Mayeux**, Welding Instructor; T.D., Central Louisiana Technical Community College

**Teresa Miles**, Allied Health Instructor; A.S.N., Louisiana Tech University; T.D. Louisiana Technical College at Ruston

**Michelle Morea**, Nursing Instructor; A.A.S., Midland Community College

**Maxine Murphy**, Adult Education Instructor; M.S., B.S., Northwestern State University

**Bert O'Neal**, Manufacturing Instructor; B.S., Mississippi State University

**Barbara Painter**, Nursing Instructor; B.S.N., Northwestern State University

**Shannon Parker**, Collision Repair Instructor; Certificate, U.S. Army Amour School; ASE certified Master Collision Repair Technician

**Gary Prichard**, OPET Instructor; Certificate, Sabine Valley Vocational Technical Institute

**Angela Redmond**, Nursing Instructor; B.S.N., University of Colorado Health Science Center

**Justina Salassi**, Coordinator of General and Developmental Education; M.A., B.A., University of Louisiana at Monroe

**Ron Slay**, Electrician Instructor; T.D., Louisiana Technical College at Alexandria

**Ree Smith**, Nursing Instructor; B.S.N., McNeese State University

**Jennifer Smith**, Nursing Instructor; B.S.N., University of Texas at Arlington, A.A.S., Kilgore College

**Mary Stevens**, Nursing Instructor; B.S.N., University of Louisiana at Lafayette

**Tiffany Thomas**, Allied Health Instructor; A.S.N., Louisiana State University at Alexandria; T.D., Louisiana Technical College at Oakdale

**Brian Thompson**, Forestry Instructor; B.S., McNeese State University

**Alicia Trissler**, Business Office Administration Instructor; Ed.S., M.A., B.A., A.D., Northwestern State University

**Bruce Twigg**, HVAC Instructor; Certificate, Central Louisiana Technical Community College

**Kyle Vidrine**, Welding Instructor; T.D., Louisiana Technical College Morgan Smith Campus

**Larry White**, HVAC Instructor; NCCER Certified Instructor

**Pamela William**, Allied Health Instructor; A.S.N., Northwestern State University

**Teresa Wilson**, Nursing Instructor; A.D.N., Northwestern State University