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Sowela Technical Community College (Sowela) is a member of the Louisiana Community and Technical College System and under the governance of the Louisiana Board of Regents.

The course offerings and requirements of Sowela are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but makes no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and Sowela.

Sowela reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students, to be effective whenever determined by the institution. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

Sowela provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of the College, are qualified for teaching at the college level. The acquisition and retention of knowledge by any student is, however, contingent upon the student’s desire and ability to learn, and his or her application of appropriate study techniques to any course or program.

EEO/TITLE IX/SECTION 504/ADA

Sowela does not discriminate on the basis of race, sex, color, religion, national origin, age or disability. This policy extends to employment by, admission to, or educational opportunities and benefits provided by the College.

Inquiries concerning EEO, Title IX, the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should be directed to the Chancellor’s Office. For specific information on services for students with disabilities, refer to that section of the catalog. Sowela is an affirmative action/equal opportunity college. It is committed to the education of a non-racially identifiable student body.

Failure to read this publication does not excuse students from the requirements and regulations described herein.

ACCREDITATION

Sowela is accredited by the Council on Occupational Education (COE), a national accrediting agency that specializes in the accreditation of job training and workforce development institutions. The Council is the successor to the Commission on Occupational Education Institutions, founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools.
MESSAGE FROM THE CHANCELLOR

Welcome to Sowela Technical Community College's emerging campus. Thank you for your interest in one of Louisiana's newest comprehensive technical community colleges. As a comprehensive technical community college, Sowela offers excellent technical programs while continuing the transition to expand its mission to include academic programs designed to transfer to four-year colleges and universities. As a community of scholars, we passionately and enthusiastically embrace our past, celebrate our present accomplishments and effectively plan for an exciting future. Sowela is an extraordinary place in which faculty, staff and administrators are dedicated to empowering students to meet their highest potential in a learning-centered, supportive, and stimulating environment. We are committed to student success, and to this end, we provide excel. Our students are prepared to participate in and contribute to the local community and the global society. As a leading partner in workforce and community development, we participate in the advancement of individual, social, economic and cultural interests in Southwest Louisiana. To ensure successful participation and workforce contribution, Sowela has implemented the “Day One Guarantee”. The “Day One Guarantee” promises that Sowela graduates are highly skilled and prepared to work on their very first day on the job or we will retrain at no cost to the graduate or the employer.

As we emerge to meet the changing needs of the community we serve, we are excited about the best part of our future - you – our next student. Whether you come to us directly from high school, or as an adult who needs a degree and/or a few courses to increase your earning power, or whether you decide to change careers and enroll to learn an entirely new set of knowledge and skills—our focus is on you!

Together, the diversity of our students, faculty and staff and the experiences we all bring make Sowela Technical Community College a unique and exciting place to be.

Dr. Andrea Lewis Miller
Chancellor
FALL 2009 SEMESTER ACADEMIC CALENDAR*

August 17 – December 4, 2009

July 15 (Wed) ................................................................. Fall 2009 Registration
8:00am – 10:00am ............................................................ Graduates
10:00am – 11:30am ......................................................... All Students
1:30pm – 6:00pm .............................................................. All Students

July 16 (Thurs) ............................................................... Fall 2009 Registration
8:00am – 12:00pm ............................................................ All Students

August 3 (Mon) .............................................................. Deadline for New Applications for the Fall Semester

August 10 (Mon) 3:00pm ................................................ Fees Due for Fall 09 Registration
August 11 (Tues) 3:00pm ............................................... Purge Unpaid Schedules

August 12 (Wed) ............................................................ Fall 2009 Late Registration
8:00am – 11:30am ............................................................ All Students
1:30pm – 6:00pm .............................................................. All Students

August 13 (Thurs) ........................................................... Fall 2009 Late Registration
8:00am – 3:00pm .............................................................. All Students

August 14 (Fri) ............................................................... Fall 2009 Late Registration
8:00am – 12:00pm ............................................................ All Students

August 17 (Mon) .............................................................. Classes Begin / Add / Drop Period Begins
August 18 (Tues) ............................................................. Last Day to Add Classes
August 19 (Wed) 3:00pm ....... All Fees Due for Late Registration and Add Period
August 20 (Thurs) 3:00pm ............................................... Purge Unpaid Schedules

August 21 (Fri) ............................................................... Last Day for 75% Refund
August 28 (Fri) ............................................................... Last Day for 50% Refund

September 3 (Thurs) ...................................................... 14th Instructional Day / Reporting Day
September 7 (Mon) ........................................................ Labor Day Holiday

October 19 (Mon) ......................................................... Last Day to Drop a Class or Withdraw from School

November 9 – November 13 (Mon-Fri) ................................ Advising Days
November 17 (Tues) ........................................................ Spring 2010 Registration
8:00am – 10:00am ............................................................ Graduates
10:00am – 11:30am ......................................................... Fall 2009 Continuing Students
1:30pm – 6:00pm .............................................................. All Students

November 18 (Wed) ...................................................... Spring 2010 Registration
8:00am – 3:00pm .............................................................. All Students

November 19 (Thurs) ..................................................... Spring 2010 Registration
8:00am – 12:00pm ............................................................ All Students

November 25 – 27 (Wed – Fri) ................................. Thanksgiving Holiday

December 4 (Mon) ....................................................... Fall Semester Ends, Grades Due 12:00 Noon

December 4 (Fri) ............ Deadline for Removal of Incompletes from Previous Semester

December 10 (Thurs) ........ Deadline for New Applications for the Spring Semester

*Subject to Change
SPRING 2010 SEMESTER ACADEMIC CALENDAR*

January 12 – May 10, 2010

January 5 (Tues) 3:00 pm ................................................. Fees Due for Spring 2010 Registration
January 6 (Wed) 3:00 pm ................................................... Purge Unpaid Schedules
January 7 (Thurs) ............................................................... Spring 2010 Late Registration

8:00am – 10:00am ......................................................... Graduates
10:00am – 11:30am .......................................................... All Students
1:30pm – 6:00pm ................................................................. All Students

January 8 (Fri) ................................................................. Spring 2010 Late Registration
8:00am – 12:00pm ................................................................. All Students

January 12 (Tues) ............................................................. Classes Begin / Add / Drop Period Begins
January 13 (Wed) .................................................................. Last Day to Add classes
January 14 (Thurs) 3:00pm ............................................. All Fees Due for Late Registration and Add Period
January 15 (Fri) 3:00pm ................................................... Purge Unpaid Schedules
January 18 (Mon) ............................................................... Martin Luther King Jr. Holiday
January 19 (Tues) ............................................................... Last Day for 75% Refund
January 26 (Tues) ............................................................... Last Day for 50% Refund

February 1 (Mon) ............................................................. 14th Instructional Day / Reporting Day
February 15 – 16 (Mon – Tues) ............................................... Mardi Gras Holiday
March 17 (Wed) ................................................................. Last Day to Drop a Class or Withdraw from School
March 15 – 19 (Mon – Fri) ...................................................... Advising Days
March 17 – 19 (Wed – Fri) ...................................................... STEPS Testing Days
March 25 – Apr 2 (Thurs – Fri) ............................................... Spring Break

April 7 (Wed) ...................................................................... Summer 2010 Registration

8:00am – 10:00am ......................................................... Graduates
10:00am – 11:30am ............................................................. Continuing Students
1:30pm – 6:00pm ................................................................. All Students

April 8 (Thurs) .................................................................... Summer 2010 Registration

8:00am – 11:30am ................................................................. All Students
1:30pm – 4:00pm ................................................................. All Students

May 6 (Thurs) ......................................................... Deadline for New Applications for the Summer Semester
May 10 (Mon) .............................................................. Spring Semester Ends, Grades Due 12:00 Noon
May 10 (Mon) ........................................... Deadline for Removal of Incompletes from Previous Semester
May 14 (Fri) 3:00pm ................................................... Fees Due for Summer 2010 Registration
May 17 (Mon) 3:00pm ................................................ Purge Unpaid Schedules
May 18 (Tues) ................................................................. Spring 2010 Commencement

*Subject to Change
SUMMER 2010 TERM ACADEMIC CALENDAR*

June 1 – July 23, 2010

May 26 (Wed) ........................................ Summer 2010 Late Registration
8:00am – 11:30am ........................................ All Students
1:30pm – 4:00pm ........................................ All Students

May 27 (Thurs) ........................................ Summer 2010 Late Registration
8:00am – 12:00noon ....................................... All Students

June 1 (Tues) ........................................ Classes Begin / Add / Drop Period Begins
June 2 (Wed) ........................................... Last Day to Add Classes
June 3 (Thurs) 3:00pm ........................ All Fees Due for Late Registration and Add Period
June 3 (Thurs) ........................................ Last Day for 75% Refund
June 4 (Fri) 3:00pm .................................. Purge Unpaid Schedules
June 7 (Mon) ........................................... Last Day for 50% Refund
June 9 (Wed) ........................................... 7th Instructional Day / Reporting Day
July 2 (Fri) ........................................... Last Day to Drop a Class or Withdraw from School
July 5 (Mon) ............................................ July 4 Holiday
July 6 – 9 (Mon – Fri) ................................ Advising Days
July 13 (Tues) ........................................... Fall 2010 Registration
8:00am – 10:00am ........................................ Graduates
10:00am – 11:30am .................................... Continuing Students
1:30pm – 6:00pm ........................................ All Students

July 14 (Wed) ........................................... Fall 2010 Registration
8:00am – 11:30am ........................................ All Students
1:30pm – 4:00pm ........................................ All Students

July 15 (Thurs) ........................................... Fall 2010 Registration
8:00am – 12:00noon ..................................... All Students

July 23 (Fri) ........................................ Summer Term Ends, Grades Due 12:00 Noon
July 23 (Fri) ........................................ Deadline for Removal of Incompletes from Previous Semester

*Subject to Change
HISTORY

Technical education deals with knowledge, skills, and attitudes that prepare an individual for a specific occupation or vocation. To assist in the accomplishment of this task, the Southwest Louisiana Trade School was established by the Louisiana Legislature in 1938, and in 1940, classes began in five programs of training. In 1962, the name was changed to Sowela Technical Institute due to expansion of facilities, growth of the student body, increased curricula, and the need for additional technical education.

In 1971, Sowela Technical Institute gained significant recognition upon its accreditation by the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools - one of the most prestigious educational accrediting agencies in the United States.

Sowela Technical Institute moved to its present location at 3820 Sen. J. Bennett Johnston Avenue in January 1980. The institute was renamed Sowela Regional Technical Institute in March 1990, as it served as the regional center for Region Five.

Another milestone was reached on July 27, 1995, when the school was renamed Louisiana Technical College - Sowela Campus. Sowela was among the largest and most progressive post-secondary technical colleges in the state. The Louisiana Community and Technical College System Board of Supervisors changed the status of Louisiana Technical College - Sowela Campus to Sowela Technical Community College effective July 1, 2003.

MISSION

Sowela Technical Community College seeks to empower students in transfer, career and technical education with a commitment to superior programs and services through state-of-the-art learning experiences.

VISION

Sowela Technical Community College seeks to become an exemplary institution recognized for excellence in education, training, and service.

VALUES

Sowela Technical Community College has a commitment to Student Success, Excellence in Education, Faculty and Staff, Access, Diversity, Campus Environment, and Community.

SERVICE AREA

Sowela is located at 3820 Sen. J. Bennett Johnston Avenue in Lake Charles, Louisiana. The campus is located in Calcasieu Parish and serves citizens of Calcasieu, Cameron, Jeff Davis, Allen and Beauregard Parishes.

GOVERNING BOARD

Sowela Technical Community College is a part of the Louisiana Community and Technical College System (LCTCS), a division of the Board of Regents of the State of Louisiana. Members of the Board of Supervisors of the LCTCS are listed below.

Chair - Stephen C. Smith
First Vice Chair - Vincent St Blanc, III
Second Vice Chair - Michael “Mickey” Murphy
Edward Barham
Helen Bridges Carter
Tommy Clark
Keith Gamble
Kathy Sellers Johnson
Brett Mellington
Michael “Mickey” Murphy
Woody Oge’
Dan Packer
Stephen C. Smith
Vinney St. Blanc, III
F. “Mike” Stone
Geraldine “Deni” Taylor
Allen Scott Terill
Stephen Toups

Student Board Members:
Brock Dubois
Jared Hauge
Sowela Technical Community College subscribes to the open door mission of the community and technical colleges in Louisiana. The open door policy applies to admission to Sowela programs which do not have restricted admissions. Procedures for admissions to restricted programs are available upon request. Applicants are encouraged to complete admissions procedures at least thirty days prior to registration. Early application is important since some program enrollments may be limited. There is no application fee. Applications may be obtained by visiting or calling the Admissions Office or by visiting the College website (www.sowela.edu). Sowela accepts applications throughout the year.

GENERAL ADMISSIONS REQUIREMENTS

All applicants must submit the following items:

1. A completed application form. The application must be submitted prior to the published deadline. Incomplete or false information may jeopardize admission to Sowela.

2. All official transcripts of previous schooling. These official transcripts must be submitted to the Admissions Office at the time of application. Failure to do so may delay admission to Sowela.

3. Proof of immunization. As required by Louisiana Law R.S. 17:110, all first time students born after 1956 must provide proof of immunization against measles, mumps, rubella, and tetanus - diphtheria as a condition of enrollment. Forms are provided to students at orientation to be completed by their physician/health unit. Students will not be allowed to complete the registration process until they have satisfied the immunization requirement. A waiver may be signed by the student, however, in the event of an outbreak of measles, mumps, rubella, tetanus, or diphtheria on campus, the college will require the students who are not immunized to stop attending classes until the outbreak is over or until they submit proof of adequate immunization.

4. Proof of Selective Service status. In accordance with the requirements of Louisiana Law R.S. 17:3151 and the Federal Selective Service Act, male applicants who are between the ages of 18 and 25 must provide written evidence that they have registered with Selective Service before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant’s Selective Service Registration card or a printout from the Selective Service web site indicating the applicant’s status.

The following categories of applicants are exempt from this requirement:

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

ADMISSION OF FIRST-TIME FRESHMEN

An applicant must be 17 years of age prior to entry into the college.

A state approved high school diploma or high school equivalency diploma (GED) is required for admission into the associate degree programs and the Practical Nursing program. Students who are homeschooled or who graduated from a high school that is not approved by the state of Louisiana can be admitted with a GED or with ACT scores of at least 14 in English and 15 in math on a single ACT administration. The ACT scores are required in addition to the required Sowela placement test scores unless the ACT scores meet the minimum ACT requirements as determined by the Louisiana Board of Regents.

Students planning to enroll should request that their ACT scores be sent to the Admissions Office at Sowela. ACT scores must be no older than five years. Sowela’s ACT Code is 5064. Official transcripts from postsecondary educational institutions accredited by one of the six regional accrediting agencies may be substituted for the placement exam for all programs except Practical Nursing. The official transcript must indicate successful completion of college English and Math.

ASSET or COMPASS scores may also be used for placement. Students whose test scores indicate a need for additional preparation in basic skills will be required
to enroll in appropriate transitional courses to help prepare them for success in higher level courses.

Sowela’s placement exams are administered for course placement only and are not used in determining admission to the college except when academic achievement levels are required by a licensure board (i.e., the Louisiana State Board of Practical Nurse Examiners). Test scores are primarily used for advising and placement purposes. A student that tests into transitional courses may be permitted to enroll in a limited number of other courses determined by the department as not requiring a prerequisite.

ADMISSION OF INTERNATIONAL STUDENTS

Sowela welcomes international students and values their contribution to enhancing the cultural diversity of the College. International students are issued a SEVIS form I-20 by Sowela after the applicant:

1. Completes a Sowela application.
2. Meets entrance requirements on Sowela’s placement test or ACT, or (if the applicant’s native language is not English) scores 450 or more on the paper/pencil Test of English as a Foreign Language (TOEFL) or a 133 on the computerized TOEFL. If the applicant has completed coursework for regular academic credit at another USA institution, it may be used in place of TOEFL.
3. Provides the following documentation to the Admission’s Office:
   a. Birth Certificate or other proof of citizenship.
   b. Documentation of high school completion.
   c. Affidavit of support (INS Form I-134) or Sowela’s affidavit of support.
   d. Proof of immunization as required of all students.

All documentation must be in English or accompanied by certified translations in English.

An M-I student must be a full-time student and is not allowed to accept any form of employment. An M-I student has 30 days to depart the United States after completion of his/her course of study. For additional information call 1-800-256-0483 or 337-491-2688.

ADMISSION OF TRANSFER STUDENTS

A transfer student is any student who has been previously enrolled at any college or university. Transfer students may enroll at Sowela if they are eligible for readmission at the last school attended. Transfer students may be admitted provisionally with approval of the Registrar until all required transcripts have been received.

Transfer students must complete a placement test. Transfer students who receive transfer credit for college-level English and/or mathematics are exempted from placement testing in the corresponding courses. However, where placement scores are required as part of the admissions criteria set by licensure boards (i.e., the Louisiana State Board of Practical Nurse Examiners), no such waiver will be permitted. Information regarding the awarding of transfer credit is included in Academic Policies.

A student who is ineligible to return to the previous college may be admitted at Sowela on probation.

ADMISSION TO SENIOR TECHNICAL EDUCATION PROGRAM (STEPS)

Students from participating high schools may enroll in the Senior Technical Education Program at Sowela (STEPS), under the direction of the STEPS Coordinator and their high school counselor, if they are a graduating senior (have 17 credits) and need a maximum of two core courses (English, Math, or Science). STEPS provides high school seniors an opportunity to get a step ahead on a college education while saving time and money on tuition. Placement test requirements must be satisfied to qualify for this program.

Since a high school diploma is required for admission into an associate degree program, credits earned while enrolled will be banked. The STEPS students must complete their entire senior year at Sowela and meet all requirements for graduation from their high school before the banked credits will be awarded.
For additional information, contact the counselor at participating high schools or phone the STEPS office at 337-491-2607.

ADMISSION OF NON-CREDIT STUDENTS

Students interested in gaining a basic understanding of course material without the pressure of examination may take classes for non-credit. A notation of satisfactory (S) will be assigned to the student’s Sowela transcript. Those students taking classes for non-credit are not required to provide a high school transcript or take the placement examination. Fees are the same as those for credit students.

Enrollment as “non-credit” in day classes must be approved by the Dean of Instruction and registration must be done during the drop/add/late registration period, giving degree-seeking students first priority. Coursework will not be retroactively assigned a grade for non-credit students.

AMERICANS WITH DISABILITIES ACT

Students with disabilities are entitled to equal access to a post-secondary education and Sowela actively recruits prospective qualified students, including those with disabilities. Title I and Title II of the Americans with Disabilities Act (ADA) are strictly adhered to and the campus will make reasonable accommodations in facilities, services, policies, and practices so that qualified individuals with disabilities may have access to training. Students with impaired sensory, manual, or speaking skills or other disabilities have the responsibility to provide documentation in a timely fashion regarding reasonable accommodation needs. The ADA Coordinator may be contacted through the Office of Student Support Services at least 30 days prior to enrollment.

The Office of Student Support Services serves as an advocate for students with documented disabilities to ensure equal access to the College. Various support services have been established to assist students according to their documented needs. Every effort is made to help students make a smooth transition to college and to succeed throughout their college experience. Students with disabilities are encouraged to contact the Office of Student Support Services prior to the beginning of each semester.

ORIENTATION

All new students are required to participate in an orientation session designed to assist in adjusting to college life. First time students must participate in orientation in order to register for their first term. (Orientation dates are sent by the Admissions Office to newly admitted students).

Orientation is conducted each term for new students by the Offices of Enrollment Management and Academic Affairs and Student Success to acquaint each student with the staff, buildings and grounds, policies, and rules and regulations of Sowela.

Each student will be assigned a departmental faculty adviser after the orientation. The faculty adviser will assist the student with curriculum advisement and scheduling of classes during registration.
## TUITION SCHEDULE FOR FALL 2009 SEMESTER

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**Fees**

- Registration/Re-entry**: $5.00
- Student I.D.**: $5.00
- Parking*(each year) $5.00
- SGA* (each semester) $5.00
- Testing Fee* (if applicable) $20.00

*Fee is not covered by TOPS.

**Fee is covered by TOPS for first-time, full-time students.
FOR OUT-OF-STATE RESIDENTS

Tuition for out-of-state residents is double the tuition for Louisiana and Texas residents. Academic excellence, operational, and other fees are the same as for residents.

REFUND POLICY

The Refund Policy for Sowela Technical Community College for fall and spring semesters is as follows:

- A 100% refund of tuition, academic excellence fees operational and general fees will be made only when classes are cancelled or if a student withdraws prior to the first day of class.

- A 75% refund of tuition, academic excellence and operational fees will be made to students withdrawing during the first five instructional days of the semester.

- A 50% refund of tuition, academic excellence and operational fees will be made to students withdrawing during the 6th to 10th instructional day of the semester.

- No refund shall be made after the 10th instructional day of the semester.

- No refund shall be made for leisure learning classes unless the class is cancelled.

- No refund shall be made for web fees unless the web class is cancelled.

Refunds will be made within 30 days of the last day of the refund period.

FINANCIAL ASSISTANCE

The Office of Financial Aid works closely with all applicants and students to provide information on financial aid programs which assist with the costs related to their education. It is the responsibility of the applicant or student to make application and provide necessary documentation to establish eligibility with each financial aid source. The financial aid staff works with the agencies providing funding to Sowela students. As requested, attendance and progress reports are provided to the funding agencies.

Brief descriptions of financial aid sources follow. More details can be obtained through the Office of Financial Aid or from the various agencies.

2009-2010 Academic Year

Fall 2009, Spring 2010, and Summer 2010

The Financial Aid process can take time and some funds are limited so we encourage you to apply as soon as possible. All documents must be submitted to the Financial Aid Office before registration in order to use any aid you may be eligible for, to assist with fee payment. Please note our office is always open and welcomes the opportunity to assist you with completing your application.

Steps to Apply:

1. Complete the Free Application for Federal Student Aid (FAFSA). This form may be found on the FAFSA web site at www.fafsa.ed.gov. Our office is happy to assist students in completing the application online. If a student needs assistance in applying, they should come to the Financial Aid Office with all 2008
income-related information including their federal tax return and if applicable their parents tax return.

2. Submit any additional requested documentation to the Financial Aid Office.

3. Must be enrolled in an eligible diploma or associate degree program. The student must have a high school diploma or a G.E.D. in order to receive Title IV aid. In addition, all males 18 or older must be registered with selective service.

4. An award letter will be mailed with the amount and type of aid you may be eligible to receive. You must notify the office if you wish to accept, decline, or reduce any portion of your award.

Please note: All students awarded Title IV financial aid at Sowela are required to maintain satisfactory academic progress (SAP) while receiving aid. This requires a GPA of 2.0 and an overall completion of at least 67% of classes pursued. Please read below for full policy:

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is posted online at www.sowela.edu. In addition, a copy of the policy is mailed to each student with their award letter.

Federal Regulation requires the Financial Aid Office to monitor the academic progress of all students toward completion of a degree or certificate. This process is called Satisfactory Academic Progress (SAP) and is required of all financial aid applicants at Sowela Technical Community College (STCC). All recipients of Federal (Title IV, VA, National Guard, etc.), State or Institutional funding must maintain Satisfactory Academic Progress toward their degree/diploma objective to be eligible and remain eligible for financial assistance.

SOWELA Technical Community College (STCC) uses a qualitative (quality of work) standard and a quantitative (amount of work) standard to measure satisfactory academic progress.

Minimum Standards

- Grade point average (GPA) - Maintain a 2.0 cumulative grade point average.
- Percentage of attempted courses completed - Complete and pass a minimum of 67% of the cumulative courses attempted at Sowela Technical Community College.
- Maximum credit hours needed in which to complete a degree or certificate - Complete all degree or certificate requirements within 150% of the minimum number of credits required to graduate.

Any student not maintaining the satisfactory academic progress policies will be subject to losing Financial Aid eligibility.

The qualitative standard is a cumulative (overall) grade point average of not less than 2.0 GPA on a 4.0 point scale.

The quantitative standard is a cumulative completion rate of not less than 67%. In calculating the quantitative measure, ALL hours attempted will be considered. These include, but are not limited to, courses passed, courses from which the student withdrew, repeated courses, transfer courses, and non-degree credit remedial/developmental coursework.

Special Grading Considerations:

The following grading options do not count toward grade point average (GPA), but will be considered in hours attempted and the maximum allowable timeframe for Financial Aid purposes.

- Withdrawals (W) & Non-credit (U) count as credits attempted but not earned.
- Pass (P) & Satisfactory (S) count as credits attempted and earned.
- Repeated courses will count as credits attempted and earned but the grade of the first course will have no impact on GPA. The credits attempted for the first course are calculated in to the 150% maximum allowable timeframe.
- Incompletes (I) count as credits attempted but not earned until final grade is established.
MAXIMUM HOURS ALLOWED

In addition to the 67% completion rate, a student must complete an eligible program of study within 150% of the published length (# of credit hours) of that program as defined by STCC. All hours attempted, regardless of degree/diploma objective changes, and transfer credit will be counted toward the 150% completion time.

Example: If the degree/ certificate program requires 60 hours to complete the program, multiply 60 hours X 1.50 = 90. The maximum allowable attempted hours for the degree program in this example = 90 hours.

Students exceeding 150 percent attempted credit hours will not be eligible for further Title IV funding unless an appeal has been granted. (See below for terms of appeal)

Please note the following when calculating your maximum hours allowed:

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

- Change of program or study/major -- A student may change from one program of study/major to another during his attendance at STCC. Students who change from one program of study/major to another are still expected to maintain Satisfactory Academic Progress and complete the course work within the maximum hours allowed for that program even if the student did not receive aid.

- Pursuit of a second degree or certificate - Students may receive aid while pursuing a second degree. The qualitative and quantitative SAP standards will be evaluated. All attempted hours for previous courses will be considered in the 150% maximum timeframe for a 2nd degree.

Developmental (remedial) Classes

A student may receive financial aid for up to 24 semester hours of developmental classes provided he/she is enrolled in an eligible program. All remedial courses attempted will be counted in determining the remaining maximum hours allowed for a degree or certificate and for assessing the student’s overall GPA and completion rate.

Frequency of Monitoring

The academic year is defined as a fall and a subsequent spring semester. The Satisfactory Academic progress is evaluated once each academic year, after spring semester grades are posted. However, if a student withdraws from the institution, does not earn any of the attempted hours (all F’s), or attends the summer semester then Satisfactory Academic Progress will be measured again at the end of that term. In addition, if a student sits out a semester the next semester enrolled before receiving financial aid satisfactory academic progress will be evaluated. If satisfactory academic progress is not being made, the student will be notified in writing by the Financial Aid office that they are no longer eligible for financial aid.

Financial Aid Appeal

Students who are placed on Financial Aid suspension may appeal. If a student feels there are mitigating circumstances that caused him/her to not meet the Satisfactory Academic Progress, the student may appeal to reestablish eligibility. Mitigating circumstances may include illness, death of a family member, financial difficulties, unusual circumstances that have been disruptive to the student’s academic performance or personal injury. Students should include appropriate documentation such as doctor’s note, hospital records, etc. to their appeal letter before submitting.

All appeals must be typed and submitted along with the appeals form. The request should include a detailed description, along with supporting documentation, of the circumstance(s) that contributed to the student not maintaining satisfactory academic progress.

Students appealing for an extension to the maximum hours allowed must include a detailed explanation for not completing the degree/diploma in the
allotted timeframe and an anticipated date of completion for the degree/diploma. Or if appealing to receive aid for completion of a second degree or certificate, the student must include the total number of credit hours required for the second degree and the anticipated date of completion for the second degree or certificate.

The appeals committee will not meet directly with students. The Financial Aid Appeals Committee ruling will be final.

**Reinstatement of Financial Aid**

If a student’s financial aid is reinstated the student will be considered on probation and will be notified in writing of the conditions of reinstatement. The student must comply with all conditions established by the Financial Aid Office, until the student has once again met the SAP requirements. If a student is reinstated SAP will be reviewed after each semester until the student once again meets the cumulative GPA of 2.0 and overall completion rate of 67%. All students will receive notification in writing, mailed to their current address on file concerning the outcome of the appeal.

If the student’s appeal is denied, he/she may not receive federal financial aid until he/she has earned the deficient number of hours and/or a 2.0 cumulative GPA at the students own expense. If denied the student may not appeal again for reinstatement until after AT LEAST one semester of maintaining SAP. The student will need to submit a new appeal letter to the Financial Aid Office. Please note the student does not automatically regain eligibility by paying for his/her own classes (i.e. not receiving Title IV aid) for a semester or by sitting out a semester.

**RETURN OF IV FUNDS POLICY**

**ATTENTION FINANCIAL AID RECIPIENTS:**

Class enrollment and attendance should be taken seriously, it is important to know and understand your class schedule and it is your responsibility to attend class. If you must resign from STCC you must do so officially by contacting the registrar’s office and completing the required resignation form.

If a student, who is disbursed Title IV financial assistance, withdraws or stops attending class on or before completing 60% of the semester in which the Title IV aid was disbursed, the following Return of Title IV Funds policy will be applied. Sowela Technical Community College will apply the federal Return of Title IV Funds policy per the Higher Education Act of 1998. This policy will apply to any student who receives Title IV aid: Federal Pell Grant, Federal ACG. This applies to any student receiving Title IV aid who officially withdraws, drops out, is suspended, takes an unapproved leave of absence (unofficial withdrawal), and/or does not attend ALL scheduled classes. The policy will also apply when a student is dropped from their classes by the instructor due to excessive absences.

The amount of Title IV Funds to return to the applicable federal programs will be determined, using the student’s withdrawal date, by calculating the percentage of the enrollment period for which the student did not complete. Scheduled breaks of five or more consecutive days are excluded. Sowela Technical Community College will return the lesser of the total of unearned aid or an amount equal to institutional charges multiplied by the percentage of unearned aid. STCC must return unearned funds within 45 days of the date of determination of the withdrawal date.

Failure to attend class or failure to resign properly could cause the student to receive a letter grade of “F” in all courses. In this case, the student would still be subject to the return of funds policy once an official withdrawal date is established. Merely discontinuing class attendance is not considered to be a formal resignation from the college. For any student for whom the last date of academic activity cannot be documented as occurring on or after the 60% point of semester, the withdrawal date will be considered the mid-point of the semester unless documented otherwise.

If the student’s portion of unearned Title IV aid is a loan, the money will be returned to the lender, thus reducing the student’s outstanding principal balance. The student will be responsible for repaying the remaining loan balance to the lender in accordance to the
terms and conditions as set forth by the master promissory note that was signed with the lender. If student’s portion of unearned Title IV funds is a federal grant, the student will be required to return no more than 50% of the amount received for the enrollment period. The student will be notified of the amount of money that must be repaid to STCC due to unearned funds that the school had the responsibility to return.

In the event of resignation, the STCC institutional refund policy will be applied and tuition will be reduced by that amount. The student may be liable for any Title IV funds disbursed to their account in excess of the amount allowed federal regulations. The school will collect the portion of any assistance owed by the student. If no payment is received, holds will be placed on the student’s account and the student will lose eligibility for Title IV aid unless the overpayment is paid in full or satisfactory repayment arrangements are made.

Unearned funds are allocated to the Title IV programs from which the student received assistance, in the following order: Unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, Federal Pell Grant, and Federal ACG.

After the institutional refund has been credited in this order, any remaining amount will be returned to the student.

**Withholding of Academic Transcripts**

Transcript requests will be denied for individuals who are in default on a federal student loan or who owe a refund on a federal educational grant. Please contact the Financial Aid Office with any questions or concerns regarding this policy.

**Types of Aid Available:**

**Federal Pell Grant**

The Federal Pell Grant is considered gift-aid that does not have to be repaid. The amount the student receives depends on his/her financial need, cost of attendance, and enrollment status. Student must complete the FAFSA (Free Application for Federal Student Assistance). The Pell Grant award is based upon the student’s EFC and enrollment status. The Pell Grant award is based solely on financial need.

**Federal Academic Competitiveness Grant (ACG)**

The Academic Competitiveness Grant award is in addition to the student’s Pell Grant award. The ACG is available for first-year students in an eligible degree plan, who graduated from high school after January 1, 2006, and for second-year students who graduated from high school after January 1, 2005. In addition, the student must have completed a rigorous high school curriculum program, such as the Louisiana TOPS core curriculum. The student must be enrolled full time (12 hours).

**GO Grant**

The Go Grant is a state grant that does not have to be repaid. The grant ranges from $500 to $2000 per year depending on enrollment status. The requirements include but are not limited to, a Louisiana residence, must be a Federal Pell Grant recipient and must be enrolled in a certificate or degree program. The award is given to students who are either a 1) first time freshman OR 2) age 25 or older and have not enrolled in a college or university in credit-bearing courses for at least one academic year. The Go Grant award is based upon the student’s Education Cost Gap (ECG). The ECG will be determined by the Financial Aid Office.

**TOPS program Louisiana Office of Student Financial Aid**

The Tuition Opportunity Program for Student (TOPS) scholarship is awarded to graduating Louisiana high school seniors who have met certain academic requirements and have filed a Free Application for Federal Student Aid (FAFSA). The TOPS scholarship will only fund the tuition portion of institutional charges for 2 academic years. It does not cover the cost of books, supplies, and fees. TOPS recipients must enroll in an eligible school, as a full time student, within one year after graduation from high school. To maintain el-
eligibility, completion of 24 credit hours during the fall and spring semesters, with a minimum overall GPA of 2.5, and yearly submission of the FAFSA are required. For more information, please contact your high school counselor or the Louisiana Office of Student Financial Assistance (1-800-259-5626 ext: 1012).

**Federal Work-Study Program**

The Federal Work-Study Program (FWS) is an award from federal and state funds that allows a student to earn money to meet educational expenses. A student must have a financial need to be awarded work-study. This program encourages community service and work related to the student’s course of study. Students will be paid at least the federal minimum wage and can work 10 to 20 hours per week.

**Veterans Affairs Educational Benefits**

The potential recipient must complete the application process online at www.gibill.va.gov or through the local Veteran’s Affairs Office located at 1000 Ryan Street, Lake Charles, LA 70601 or by Phone: (337)491-2309.

Verification of enrollment for the student is completed electronically by the Financial Aid Office after the application process and no sooner than the first week of class.

*Note:* Once the student receives an eligibility letter from the Department of Veteran’s affairs, he/she should contact the Financial Aid Office.

**Louisiana National Guard**

Members of the Louisiana National Guard may be exempt from paying the tuition portion of fees. The exemption only covers the tuition portion and the student is still responsible for any and all additional fees relevant to payment of classes before the semester of study begins. The student may claim the exemption at the time of registration by identifying himself/herself as an eligible recipient of this exemption. Eligibility is confirmed via a list of eligible recipients given to the Financial Aid Office by the state.

**Scholarships**

A number of SOWELA Foundation and institutional scholarships are available due to the generosity of local donors and supporters of STCC. A scholarship application may be completed in the Financial Aid Office. Notices will be posted in the Financial Aid Office and throughout the campus when a specific scholarship becomes available. Departmental scholarship notices will be posted within the specific department.

**Louisiana Rehabilitation**

A person with a physical or mental disability severe enough to be considered a vocational handicap may qualify for financial assistance through Louisiana Rehabilitation Services. Students wishing to apply under this program should contact the local Louisiana Rehabilitation Office for assistance at 3616 Kirkman Street, Lake Charles, LA 70605, or call 337-475-8038.

**Workforce Investment Act (WIA)**

WIA is a federally funded program that assists adults, dislocated workers, and youth (ages 14 – 21) by providing job training, education, and employment services. Interested individuals must participate in a three step process (Core, Intensive, and Training), after which eligibility is determined by the WIA office. Services are subject to availability, but may include tuition, books, supplies, child care, transportation, etc. For more information contact the Workforce Center at 4250 5th Ave. Lake Charles, or by phone at 337-475-4901.
INDEBTEDNESS TO THE INSTITUTION

Students who do not meet their financial obligations as scheduled are not permitted to continue attending classes. The college will not release a transcript or other information unless the financial account of the student is paid in full and the student is in good standing.

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

A non-sufficient fund fee of $25 will be charged to students who write NSF checks to Sowela. The amount owed, plus the $25 fee, must be paid in cash in the Business Office upon notification by the school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Sowela intends to fully comply with the Family Educational Rights and Privacy Act (FERPA). This Act gives students the right to inspect and review their educational records, to request correction of inaccurate or misleading information, to authorize disclosure of educational records, and to file complaints with the U.S. Department of Education concerning alleged failure to comply with the act.

Student information will be released only upon the student’s written request or authorization.

To gain access to their education records, students must submit a written request, available in the Registrar’s Office, which specifies the records that they wish to inspect. Access to records will ordinarily be provided within 24 hours of the student’s request.

If students believe that any information in their records is inaccurate, misleading, or in violation of their privacy rights, they may complete a Request to Amend Records form available in the Student Affairs office.

At the post-secondary level parents have no inherent right to inspect a student’s educational record. The right to inspect is limited solely to the student.

Records or information may be given to parents only if the following conditions have been met:

1. Student signs a written consent. Consent forms are available in the Office of the Registrar.

2. Request is in connection with a health or safety issue.

3. Parent submits evidence that he/she claimed the student as a dependent on his/her most recent Federal Income Tax Form.

Students may not inspect or review the following: financial information submitted by their parents, nor employment, job placement, or education records containing information about more than one student (in which case the institution will permit access only to that part of the record which pertains to the inquiring student).

HARASSMENT/SEXUAL HARASSMENT POLICY

Harassment, including sexual harassment, is prohibited by the Equal Employment Opportunity Commission, the Office for Civil Rights, and state regulations (R.S.23:301,312,332), and therefore, it is the policy of the Louisiana Community and Technical College System Board of Supervisors and Sowela Technical Community College that unlawful harassment of employees and students is prohibited.

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

Sexual Harassment is defined by the Equal Employment Opportunity Commission as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when (1) submission to such conduct is made either explic-
licity or implicitly a term or condition of an individual’s employment/academic success, (2) submission or rejection of such conduct by an individual is used as the basis for employment/academic decisions affecting such individual, or (3) such conduct has the purpose and effect of unreasonably interfering with an individual’s work/academic performance or creating an intimidating, hostile or offensive working/academic environment.

Sowela applies this definition to the areas of academic advancement, academic standing, or academic performance.

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

- Taking any personnel/academic action on the basis of an employee/student's submission to or refusal of sexual overtures
  - Unwelcome or unwanted conversation
  - Unwelcome or unwanted touching
  - Continued or repeated verbal abuse of sexual nature
- Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance
  - Offensive comments regarding sexual or private matters
  - Display of sexually suggestive pictures, objects
  - Offensive jokes
  - Verbal abuse, comments, names, or slurs that in any way relate to an individual’s race, color, sex, sexual orientation, age, religion, national origin, or disability
  - Any other offensive or abusive physical, visual or verbal conduct

This policy applies to all members of the LCTCS Board of Supervisors, employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with Sowela. It is the policy of Sowela that no member of the Sowela community may harass another. This includes harassment of an employee by another employee, of a student by an employee, of an employee by a student, of a student by another student. Additionally, under appropriate circumstances, Sowela may take action to protect its employees and students from harassment, on Sowela property, or at Sowela sponsored events, by individuals who are not students or employees of Sowela.

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. Any employee who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to his/her direct supervisor, and the institution’s human resource department. Sowela has developed a system of recording all formal written complaints to be submitted and kept on file in the Office of the Vice Chancellor for Academic and Student Success.

Any student who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to Office of Student Support Services personnel. He/she also may submit a complaint to the Chancellor. No student or employee is required to report or make a complaint of harassment to the person who is allegedly engaging in the problematic conduct. In the event that an individual feels uncomfortable making a complaint at the institution level, such complaints may be made at the system level with the LCTCS Director of Human Resources (225-219-8700), Louisiana Community and Technical College System, 265 South Foster Drive, Baton Rouge, Louisiana 70806.

Employee complaints of harassment should be reported to:
Student complaints of harassment should be reported to:

**Vice Chancellor for Academic Affairs and Student Success**

Academic and Student Affairs Services; Administration Building Suite 1124
Phone: (337) 491-2008

Complaints of harassment will be investigated promptly and in an impartial and confidential manner as possible. A member of human resources will conduct investigations, unless otherwise deemed necessary, in order to assure an impartial and confidential investigation. Sowela will not tolerate any type of discipline or retaliation, direct or indirect, against any employee/student or other person who, in good faith, files a complaint of or responds to questions in regard to having witnessed prohibited harassment. False charges are treated as serious offenses and may result in disciplinary and/or civil action.

Any employee/student or member of management who is found, after appropriate investigation to have engaged in harassing conduct is subject to appropriate disciplinary action up to and including termination of employment and/or student standing per the college's current policies which govern students.

**STUDENT CONDUCT POLICY**

Students are expected to conduct themselves at all times in a manner that reflects respect for the rights of others and an appreciation of a diverse population. Behavior that interferes with the learning process, that is discriminatory, or that is derogatory in nature will not be tolerated.

In an educational environment, each instructor has the responsibility to maintain a classroom climate conducive to student learning. The instructor also has the authority to temporarily dismiss from class a student that disrupts that climate or interferes with the rights of other members to learn. The instructor does have an obligation to make students aware of rules for the class and to inform students if they are violating any class rules. A disruptive student may be required to attend a session mediated by a counselor before returning to the class. Extended or permanent exclusion from the classroom can be achieved only through appropriate procedures of the College.

The Chancellor or her designated representative may suspend or expel a student for violation of school rules or for conduct that is disruptive of the educational process. The disciplinary action shall be taken in accordance with the procedure provided for in this section.

**SUSPENSION**

A student at Sowela may be suspended for up to ten days by the Chancellor or her representative without the necessity of a formal due process hearing. Prior to the suspension, however, the student shall be advised by the Chancellor or her representative of the particular conduct of which he/she is accused, as well as the basis for the accusation. The student is given the opportunity to explain his/her version of the events to the Chancellor or her representative. After giving the student this chance to respond to the charges against him/her, the Chancellor or her representative may investigate further. Or, if satisfied that sufficient information has been obtained, the Chancellor or representative may take appropriate disciplinary action not to exceed a ten day suspension.

The Chancellor or her representative should document the circumstances involved in the action taken, along with the explanation given by the student, and prepare a written memorandum for the school’s files.

**EXPULSION**

No student shall be expelled for disciplinary reasons or suspended for more than ten days without being offered the opportunity for a due process hearing on the charges made against him/her. If the Chancel-
lor learns of charges against a student which, if proved true, might necessitate expulsion, the Chancellor shall offer the student an opportunity to participate in a hearing on the charges. The student may be suspended from appearing on the school premises until time of the due process hearing; however, every effort should be made to provide for a prompt scheduling of the due process hearing.

At the due process hearing, the student may bring such witnesses as he/she desires to testify on his/her behalf on any matter pertinent to the allegations against him/her. He/she may introduce pertinent evidence, may cross-examine any witness against him/her, and may have representation by legal counsel or such other person as he/she desires to act on his/her behalf.

Upon completion of the due process hearing, the Chancellor or her representative shall make a determination as to the disciplinary action to be taken as soon as possible and shall so inform the student of the action to be taken and the reasons why disciplinary action is being taken.

No hearing shall be required for terminating a student’s enrollment for failure to meet the school’s attendance requirements.

STUDENT GRIEVANCE POLICY

Every attempt should be made to reconcile the problem with the appropriate person or persons. However, if this is not possible, the student should be reminded of the formal grievance procedure.

The purpose of this grievance procedure is to provide an orderly and efficient method by which students may air and resolve their complaints about the conditions and policies at Sowela.

THE GRIEVANCE PROCESS

Step 1: Student

The student must address the instructor, staff member, or student with whom the problem originated. If a satisfactory resolution to the problem is not achieved, the student may contact the department head or the staff member’s supervisor, or the Office of Student Support Services if the complaint is against a student. An attempt will be made to resolve the matter equitably and informally at this level. This contact must take place within five (5) working days of the incident which generated the complaint.

Step 2: Student – Department Head

If the grievance cannot be resolved at the instructor, staff, or student level, the student may contact the department head. If the complaint is against a student, the grievant will contact the Director of Student Support Services. The supervisory person will review the grievance and promptly schedule a conference between the involved parties. This conference should take place within ten (10) working days of the incident which generated the complaint. An attempt will be made to resolve the matter equitably and informally at this level.

Step 3: Student - Student Grievance Committee

If the grievance is not resolved in Steps 1 or 2, a student who desires to continue the grievance process must file a written grievance using the Student Grievance Form. The Student Grievance Form shall be made available in the Office of Student Support Services. The completed Student Grievance Form must be presented to the Vice Chancellor of Academic Affairs and Student Success within thirty (30) days of the incident. The Vice Chancellor of Academic Affairs and Student Success will review the grievance and refer it to the chair of the Student Grievance Committee who shall promptly schedule a grievance hearing. The Student Grievance Committee is a standing committee appointed by the Chancellor of the college. It is comprised of a faculty chair, two (2) faculty members, and two (2) students.

The Conduct of the Committee Hearings:

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
   • The grievant and party or parties against whom the grievance is addressed.
• Witnesses who shall give testimony singularly and in the absence of other witnesses and leave the committee meeting room immediately upon completion of their testimony.

2. Within five (5) working days of completion of a hearing, the Committee shall render a decision on the grievance.

3. Decisions of the Committee shall be based upon a preponderance of the evidence as determined by a majority of the Committee.

4. The decision of the Committee shall be in writing.

5. Within ten (10) working days of the hearing, the Grievance Chairperson shall send a copy of the decision to the Vice Chancellor of Academic Affairs and Student Success, the grievant, the party or parties against whom the grievance is addressed and the Chancellor.

Step 4: Student – Appeal to the Chancellor

If the grievant or the party or parties against whom the grievance is addressed desire to appeal a decision of a Student Grievance Committee, he or she must deliver a written request for such appeal to the Chancellor within three (3) working days of receipt of the Committee’s decision. A request should describe in detail all reasons or bases upon which the grievant or the party contends the decision of the Student Grievance Committee is erroneous. The Chancellor shall have the authority to affirm, remand, modify, or reverse the decision or the findings of the Committee. Within approximately twenty (20) working days of receiving the written request, the Chancellor shall send the grievant and the party or parties against whom the grievance has been filed her decision by certified mail, return receipt requested.

The decision of the Chancellor is final as to all student appeals, except those in which the grievant is alleging discrimination on the basis of age, sex, race, national origin, religion, or disability, the full Board of Supervisors will serve as the College’s final appellate authority.

Step 5: Student - Appeal to the Louisiana Community and Technical College System (LCTCS) Board of Supervisors

To initiate this final step of the grievance process, a grievant or the party or parties against whom the grievance has been filed who is not satisfied with the determination made by the Chancellor may appeal the ruling to the full Board of Supervisors. In order to be considered, the appeal must be made in writing within fifteen (15) working days after the date the Chancellor’s determination is mailed to the grievant or the party or parties against whom the grievance has been filed and be addressed to the Executive Assistant to the President, Board of Supervisors, 265 South Foster Drive, Baton Rouge, LA 70806-4104 via certified mail.

The Board of Supervisors shall render a written disposition of the grievance appeal within twenty (20) school days from the date of the appeal hearing unless all parties agree to an extension. The decision of the Board of Supervisors may be appealed to judicial courts.

Effect of Failure to Comply with Time Requirements or Voluntary Withdrawal

1. If a student fails to comply with any of the time requirements set forth herein with respect to completing and delivering the documents required to pursue his or her appeal, to appear, or be represented at any hearing, or otherwise to meet his or her other obligations under these procedures, then the last decision rendered on behalf of the college will stand as final, and all proceedings will be terminated.

2. The college shall make every reasonable effort to comply with the timeliness requirement specified. The Chancellor shall investigate failures to comply with the timeliness requirements and take appropriate action. The college’s failure to meet any deadline shall not exempt the student from any sanctions under this policy.
3. A student’s decision to withdraw from school during a disciplinary proceeding shall not affect the college’s right to continue the disciplinary process or impose sanction.

**CAMPUS SECURITY ACT**

The campus of Sowela is comprised of 50 acres, including buildings, parking lots, and vacant land. Campus police are available between 6:00 a.m. and 9:30 p.m. and can be reached at 337-274-9790 if needed. The following policies have been adopted to comply with the requirements of the Campus Security Act (PL 101-542):

1. In the event that students, faculty, or staff members witness or discover a criminal/illegal activity, they should first notify campus police. A report will be written and kept on file, with action taken as needed.

2. Records shall also be maintained of any illegal acts which occur during any off-campus school-sponsored activities.

3. Campus crime statistics are made available by the Office of Enrollment Management.

**STUDENT PROHIBITIONS/FIREARMS POLICY**

The following are not allowed on Sowela’s campus: alcoholic beverages, narcotics, other controlled substances, fireworks, and gambling.

Carrying a firearm or any dangerous weapon on the Sowela campus, or at any school function, is also prohibited as defined in R.S. 14:2.

**DRUG-FREE SCHOOL POLICY**

Sowela is committed to providing a drug-free environment for students, visitors, and employees. Sowela prohibits unlawful possession, use, or sale of any alcoholic beverage or controlled dangerous substance.

Any person who violates the school policy will be subject to disciplinary action, up to and including termination of employment or enrollment. Violations are subject to referral to the appropriate authorities for prosecution. The revocation of federal licenses and benefits, such as public housing tenancy or pilot licenses, etc., rests with authorities of the individual federal agencies. Students, visitors, and employees are expected to adhere to all federal, state, and local laws and ordinances concerning illicit drug violations. Sowela will make every effort to keep a copy of the current laws and ordinances on file in the Administration office.

As part of its drug-free awareness program, brochures and videos are available in the Library and Learning Resource Center.

Each new student is provided the following information during orientation:

- Policy of maintaining a drug-free workplace and campus.
- Statement that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on campus property or as part of any of its activities.
- Description of health risks associated with the use of illegal drugs and the abuse of alcohol.
- A clear statement that the institution will impose disciplinary sanctions on students (consistent with local, state, and federal law) and a description of those sanctions, up to and including expulsion and referral for prosecution when appropriate.

**SEARCH AND SEIZURE**

Lockers and desks are the property of Sowela. As the property of the school, they are subject to search for any contraband at any time, upon the reasonable belief of the Chancellor that the lockers and/or desks may contain material which is not allowed on the school campus. Bringing a tool box or book bag and operating a motor vehicle on campus are privileges granted to students. The granting of these privileges is conditional upon the consent of the students to a search by the school administration of tool boxes, book bags and/or motor vehicles to determine if they contain material which is not allowed on the school campus.

This search and seizure policy applies to materials such as weapons, illegal substances or drugs, alco-
holic beverages, and other similar material. Local law
enforcement authorities may be included in this pro-
cess if the Chancellor determines a need for such in-
volve ment.

EMERGENCY PROCEDURES

The campus will follow the procedure as outlined
in the Emergency Policy and Procedure Bulletin lo-
cated in each classroom and shop area. All personnel
and students should leave the building in accordance
with the evacuation plan. Emergency procedures are
reviewed at the department orientation.

PERSONAL PROPERTY

The school will not be held responsible for per-
sonal property of students. Vehicles cannot be left on
school property after hours without permission from
administration. Lost or stolen property should be re-
ported to the program instructor and campus police.

SAFETY

At Sowela, the safety of students, personnel, and
visitors is of great importance. The college assumes
the primary role of providing a safe atmosphere in which
to work and study. Campus Police are available be-
tween the hours of 6:00 A.M. and 9:30 P.M., Monday
through Friday.

Students and employees should contribute to the
safe atmosphere by assuming their own responsibility
for safety. 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.

Each student should be alert to prevent injury to
herself/himself and to others. Students should avoid
damaging equipment, tools, and buildings. All safety
practices should be followed at all times in the op-
eration of equipment. Instructors will provide specific
rules for each program area. Students should not op-
erate machines or equipment on which they have not
received instruction. Students may work in the shop
areas only under instructor supervision. Visiting from
shop to shop will not be permitted.

In case of sickness or minor accidents, students
should first inform the instructor. Appropriate first-aid
treatment will be provided. If necessary, the school will
telephone an emergency contact to come to the school
for the injured or sick student. No emergency or sick
room is maintained at the school. A first-aid kit is lo-
cated in each department.

In case of a serious accident, notify emergency per-
sonnel @ 274-9790 or 491-2869; an ambulance may
be summoned. Personnel in charge at the time of the
accident will make that determination. All medical ex-
penses are the responsibility of the student.

The Director of Facilities and safety coordinator
shall be consulted in all safety/accident situations.

TOBACCO USE/SMOKING

All campus buildings are tobacco free facilities.
Tobacco use is permitted only in designated areas on
the campus. Students must use proper receptacles for
disposal of tobacco/cigarettes.

SOLICITATIONS

No one is permitted to solicit money from the stu-
dent body for any cause unless permission is granted by
the school administration.

TELEPHONE

As a courtesy to students and instructors, beepers,
pagers, and cell phones must be turned off or set in vi-
brate mode when in classrooms, labs or shop areas.

TRAFFIC AND PARKING

The speed limit is 15 miles per hour on the cam-
pus, with two-way traffic lanes. Students are to park
in designated areas. Students should not park in spac-
es for Faculty/Staff or Visitors and should not park in
driveways or exits. Campus police will handout park-
ing tickets for parking violations.

Handicapped parking is provided. Permits for dis-
abled student may be obtained from the Office of En-
rollment Management.
TEXTBOOKS

Textbooks and supplies may be purchased/rented from TRI Textbook Rentals located at 3815 Sen. J. Bennett Johnston Ave., across from the Sowela campus. Online bookstores may also be used to purchase books.
ACADEMIC LOAD

Full time students are those who are registered for a least twelve (12) semester credit hours during the fall and spring semesters and at least six (6) semester credit hours during the summer session.

Students will be allowed to enroll for a maximum of nineteen (19) semester credit hours in the fall and spring semesters and ten (10) semester credit hours in the summer session. Only with the written recommendation of the Department Chair and approval from the Vice Chancellor of Academic Affairs and Student Success is a student permitted to exceed those limits.

Semester credit hours earned from enrollment in alternative delivery systems (e-learning courses, independent study, etc.) are included in the above enrollment policies.

STUDENT RECORDS

Permanent student records are maintained by the Office of the Registrar. All student records are confidential. Students who wish to review their records may do so through the Office of the Registrar.

Students are expected to notify the Registrar’s Office of all changes in their legal name, permanent address, and/or telephone number. A copy of legal records should be submitted to document a name change. The College is not responsible for a student’s failure to receive official information due to an incorrect name or address.

CHANGE OF MAJOR

Each student should discuss academic goals and programs with his/her academic advisor. When it is necessary for a student to change his/her major, a department change form should be completed and delivered to the Registrar’s Office for processing. The change will become effective the semester following the submission of the request.

A student may transfer from one program to another provided the student meets the requirements that are in the current catalog for the new program. The Registrar approves the change of major and sends a student termination record to the department chair of the program from which the student is leaving. The Registrar’s Office will forward a copy of the department change form to the department chair of the new program. All applicable credit earned will transfer to the new program.

CURRICULUM AND CATALOG REVISIONS

The catalog is published periodically. The provisions of this catalog are not to be regarded as an irrevocable contract between the student and Sowela Technical Community College. Normally, a student may expect to be graduated under the requirements published in the catalog year in which he/she was officially accepted into a specific program; however, the college does reserve the right to make and designate the effective date of changes in curriculum, course offerings, fees and other regulations if such changes are considered to be desirable or necessary.

If changes are made in curriculum, courses, and/or other requirements, the changes may be applied to students already enrolled provided those changes do not increase the number of hours needed to complete a program of study and to receive a degree/diploma. If a program of study is revised, but the changes are not applied to the students already enrolled, a student may voluntarily elect to follow the new requirements; however, the total credit hours required for graduation could be increased. A change in major or program of study will require the student to meet the requirements specified in the catalog published at the time of change.

GENERAL EDUCATION CORE REQUIREMENTS

In accordance with the policies established by the Louisiana Board of Regents, the LCTCS Board of Supervisors, and the Commission on Colleges of SACS, Sowela requires that graduates of degree programs must demonstrate competency in general education. To fulfill the General Education Core Requirement, students must complete the minimum hours of coursework as
indicated by their respective degree plans.

Minimum Semester Hours of General Education Required for AAS and AGS Degrees.

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<thead>
<tr>
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<th>AAS</th>
<th>AGS</th>
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</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td>3</td>
<td>6</td>
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</tbody>
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In addition to the credit hours above, graduates must also demonstrate basic computer and informational literacy. Most degrees require a computer course to fulfill this requirement.

Sowela students enrolled in AAS degrees are required to take ENGL 1010 (English Composition I) and MATH 1100 (College Algebra) in order to comply with this mandate. The remaining nine semester hours vary by program of study but must be selected from each of the following areas: humanities/fine arts, social/behavioral sciences, and mathematics/natural sciences.

The following courses may be used to meet the General Education Core Requirements. Specific course requirements vary by degree program; therefore, students should confer with their advisors.

Math

MATH 1100 College Algebra
MATH 1110 Trigonometry
MATH 2100 Elementary Statistics

Natural Sciences

BIOL 1010 General Biology 1
BIOL 1011 General Biology 1 Laboratory
BIOL 1020 General Biology 2
BIOL 1021 General Biology 2 Laboratory
CHEM 1010 General Chemistry
PHSC 1000 Physical Science 1
PHSC 1200 Physical Science 2
PHSC 1500 Astronomy
PHYS 2100 General Physics 1
PHYS 2110 General Physics 1 Laboratory

Humanities

ENGL 2200 Major British Writers
ENGL 2210 Major American Writers
HIST 2010 American History 1
HIST 2020 American History 2
HIST 2020 History of Louisiana

Fine Arts

ARTS1200 Introduction to Fine Arts

Social/Behavioral Sciences

ECON 2010 Macroeconomics
ECON 2020 Microeconomics
POLI 1100 American Government
PSYC 2010 Introduction to Psychology
SOCL 2010 Introduction to Sociology
SOCL 2020 Social Problems

ATTENDANCE

Class attendance is considered both a privilege and a responsibility. As such, students are expected to attend all classes for which they are enrolled. All instructors will maintain attendance records and provide information in the course syllabus that details how absences and tardiness will affect the student’s overall grade. Students are responsible for reading the course syllabus. Faculty members report last day of attendance to the Registrar and the Financial Aid Office.

Absences for school-sanctioned activities, mandatory military exercises, validated illnesses, and jury duty are excused. Other absences from class may be considered excused or unexcused as determined by the instructor. Regardless of the reason or nature of the absence, students are responsible for the work covered by the instructor and for timely submission of all assignments. The instructor may, at his or her sole discretion, allow the student to hand in assignments late or make up work, quizzes, examinations, or presentations missed.

If a student accumulates excessive unexcused ab-
ences (10% or more of the scheduled class meetings in a given class) or excessive total absences (20%), i.e., a combination or excused and/or unexcused absences, the instructor may recommend to the student’s department chair that he/she be withdrawn from that class (administrative withdrawal). Instructors must clearly state in the syllabus whether or not they will drop a student for non-attendance. Students are responsible for understanding the attendance and drop policies as noted in the syllabus for each class in which they enroll. Instructors who drop students for non-attendance must notify the students that such action has occurred. Students who are dropped for non-attendance have the right to appeal. (See Academic Appeals Procedures)

Any student who receives a Pell Grant or other financial aid and who withdraws from any or all classes may be subject to losing the Pell Grant or funding for the next semester. Students receiving a Pell Grant may also be subject to repaying a portion of the grant in certain circumstances.

ABSENCES FOR SCHOOL-SANCTIONED ACTIVITIES

Faculty advisors for school-sponsored and/or school-sanctioned activities may request excused absences for participating students. Advisors should address such requests to the Vice Chancellor for Academic Affairs and Student Success prior to the event. Students will be permitted to make up any work that is missed. Further, any assignments due on the day(s) of the events will be accepted on the first day of class following the event, without a penalty being levied. (If students miss an exam, they will be permitted to make up the exam without penalty.) Advisors should make every attempt to limit the number of absences by working around the student’s class schedule as much as possible.

DROPPING CLASSES

Students are responsible for dropping classes if they are unable to complete the classes and do not intend to receive a grade. Students are expected to obtain a Drop Request from their department chair or their advisor if they intend to drop a class. Students must not assume that a faculty member will drop them from class.

Students who officially drop a class prior to the published deadline will receive a grade of “W” in that class for the semester. This deadline is published each semester in the Schedule of Classes. Failure to properly drop may result in a grade of “F” being assigned for the semester. If a student who is dropping a class or classes or who is withdrawing from the college is receiving any type of financial aid, he/she must notify the Office of Financial Aid, the WIA Office, and/or any other source of funding. Failure to do so may jeopardize any future financial aid and may result in the student owing a repayment of funds.

WITHDRAWAL FROM SOWELA (DROPPING ALL CLASSES)

Students are expected to notify their advisor or department chair if they are withdrawing from the college. An exit interview form will be completed by the advisor or department chair and the form will be forwarded to the Registrar’s Office. Students should notify the Office of Financial Aid if they are receiving any type of financial aid. Equipment, books or any other items belonging to the college or instructor must be returned. Lockers should be cleaned out. The college is not responsible for any items left on campus. Failure to properly withdraw may jeopardize a student’s financial aid and will result in a grade of “F” being assigned.

Employment information should be given to the department chair or advisor when students withdraw from the college or if the students secure employment after withdrawal.

ACADEMIC HONESTY

Sowela Technical Community College encourages academic honesty in all classes and requires academic honesty from all students. Students are expected to maintain honesty and integrity when completing all academic assignments and examinations.

Academic dishonesty includes, but is not limited
to the following:

- Submitting another student’s work as your own or allowing a student to submit your work as their own.
- Copying from another student on assignments or during an exam or allowing a student to copy from your assignments or exams.
- Receiving exam questions from a student who has already taken an exam or giving questions to a student who has not taken an exam.
- Listing false references.
- Making up research data.
- Using an author’s work without proper credit and citation (plagiarism).
- Plagiarizing any part of an assignment, essay, or exam.
- Using unauthorized materials obtained from instructors or students.
- Receiving unauthorized help on assignments or exams.
- Altering grades.
- Using a cell phone, pager, etc. during an exam.

Plagiarism, cheating, and other forms of academic dishonesty will not be tolerated. Any student found guilty of such dishonorable acts in academic work will receive a grade of 0% for the work presented. The instructor may also refer the student to the appropriate administrator for further disciplinary action that could result in an “F” in the course, dismissal from the course, dismissal from the college, and/or possible legal action.

To refer a student for further disciplinary action, the instructor should inform the appropriate Department Chair in writing and submit documentation to support the conclusion of academic dishonesty. The instructor should also recommend the disciplinary action(s) to be taken within the guidelines of this policy. The instructor’s request should be forwarded through the chain of command: Instructor, Department Chair, Vice Chancellor of Academic Affairs and Student Success.

At each point along the chain, the academic administrator will review the evidence presented and may decide to advance the recommendation or terminate the action. If the recommendation is confirmed, the student will be informed in writing of the final decision and a record of the action will be filed in the student’s records.

The student has the right to appeal any decision by following the institution's grievance policy.

**ACADEMIC APPEALS PROCEDURE**

A student who seeks to appeal a grade must follow the academic chain of authority (Instructor – Department Chair – Vice Chancellor of Academic Affairs and Student Success – Chancellor). Grades may be challenged within the first two weeks of the semester following the awarding of the grade. The student is responsible for moving through the process as expeditiously as possible.

A student who seeks to appeal an administrative withdrawal must follow the academic chain of authority. An appeal of an administrative withdrawal must be initiated within 10 days of the notice provided to the student by the instructor that such action has been made.

**STUDENT IDENTIFICATION CARDS (ID)**

Student identification cards are issued to students at the time of initial registration. All students enrolled at Sowela must have an ID card and it should, for security purposes, be carried while on campus to permit immediate identification of Sowela students. Students pay a $5 identification card fee. ID cards are required for students to access library services and for admission to social, cultural, athletic, and cultural events sponsored by the college.

**LIVE-WORK POLICY**

Certain occupational areas require specific skills or competency mastery that can best be obtained or demonstrated in a laboratory environment with real items
or projects. Live-work projects provide real-world working conditions to such industrial and technical occupations as auto mechanics, auto body repair, and welding. Instructional live-work projects, when carefully managed and controlled, provide an essential dimension to laboratory learning for certain occupations as a planned and integrated component of the curriculum.

As a part of their training at Sowela, students may be involved in live-work projects in which competencies are taught. Acceptance of live work is at the discretion of the instructor and is determined by the need for projects which relate directly to the curriculum being taught at a given time. The school maintains the following for work done under this premise:

1. Work is limited to property owned by students, school employees, civic enterprises, or charitable organizations.

2. A written request for work must be approved by the program instructor, who will assign a student to the project and note competencies and/or units of instruction to be addressed.

3. The Chancellor or her representative must approve the request.

4. All costs involved in the work (parts, supplies, etc.) must be borne by person(s) requesting the work.

5. Neither the student(s) performing the work, nor the instructor supervising the work, nor the college, will be liable for losses or damages that might occur in connection with the work.

GRADUATION REQUIREMENTS

Sowela Technical Community College holds an annual graduation ceremony at the end of the spring semester. Candidates for graduation must fulfill the following requirements:

1. Be enrolled at Sowela the semester of graduation.

2. Complete curriculum requirements with a minimum overall grade point average of 2.0 on all courses counted toward the degree or diploma.

3. Meet specific departmental requirements including a grade of “C” or better in all coursework required in the major subject area.

4. Earn at least 25% of the required hours in a program at Sowela and at least one third of the major course work required in a program at Sowela.

5. Be free of debt to Sowela.

6. File an application for graduation, accompanied by the appropriate fees, at the time of registration for the last semester in which the candidate completes degree requirements for graduation.

HONOR GRADUATES

Students with excellent academic achievement are designated as “Honor Graduates.” Honor graduates must 1) earn a cumulative grade point average of 4.0 in all coursework attempted, 2) earn a minimum of 45 semester hours in their program at Sowela, and 3) complete the final 15 semester hours of a program at Sowela.

Students who receive the award of “Graduation with Distinction” must 1) earn a cumulative grade point average of at least 3.50 on all coursework attempted, 2) earn a minimum of 45 semester hours in their program at Sowela, and 3) complete the final 15 semester hours of a program at Sowela.
GRADING SYSTEM

Sowela uses a point grading system that ranges from 0.0 to 4.0. The academic performance level of each student is designated on the transcript by a letter grade which has an assigned point value. Grades earned are determined by instructors at the end of each semester and are recorded on the student’s transcript which is maintained by the Registrar’s Office.

Students are evaluated by their instructors relative to the following factors: knowledge of course work, ethical behavior, safety, job performance, work attitudes, ability to follow instructions, ability to get along with others, attention to assignments, and pride in workmanship.

**A:** 90-100% - Excellent; earns credit hours; carries a value of 4 grade points for each credit hour.

**B:** 80-89% - Above average; earns credit hours; carries a value of 3 grade points for each credit hour.

**C:** 70-79% - Average; earns credit hours; carries a value of 2 grade points for each credit hour.

**D:** 60-69% - Below average; earns credit hours but may not meet graduation requirements; carries a value of 1 grade point for each credit hour.

**F:** 59% or below - Failure; earns no credit hours; carries 0 grade points for each credit hour.

**I:** Incomplete - indicates some work is incomplete due to mitigating circumstances in a course taught in the traditional manner. The student may not re-enroll in the class. An “I” does not affect GPA calculation and earns no credit hours. The student must complete the coursework by the deadline published in the academic calendar, or the “I” grade will be changed to an “F” grade.

**W:** Withdrawal - indicates that a student has officially withdrawn (dropped) from a course.

**W/R:** Withdrawal due to natural disaster or unforeseen circumstances.

**NG:** No grade reported

**NR:** No grade recorded / class in progress

**NC:** No credit earned.

**S:** Satisfactory (Transitional and non-credit courses only).

**U:** Unsatisfactory (Transitional and non-credit courses only).

**P:** Pass/credit earned.

**CR:** Credit received.

**R:** Repeat.

Students hereby informed that the grading scale may vary in programs regulated by state boards or federal guidelines.

All students are mailed a grade report at the end of each semester/term. Grade reports are mailed to the address on file in the Registrar’s Office.

REPEAT COURSES

If a student repeats a course, the letter grade earned in previous attempts to pass the course will appear on the student’s transcript as grade/R. Only the last grade earned will be used in computing the GPA (even if the last grade is lower than the previous grade).

Transitional Studies students enrolled in the lowest level offerings of English (TSEN 0091), Math (TSMA 0092), and/or Reading (TSRE 0091), may enroll in the course a maximum of three times.

INCOMPLETE GRADES

An Incomplete “I” grade may be requested only in extraordinary circumstances when a student who is passing is unable to complete the course on schedule. “I” grades may be issued for students who are currently passing the class, attending regularly, and can reasonably complete the coursework by the deadline published in the academic calendar or by the date agreed upon in the Incomplete Grade Contract. The student is responsible for making up the work within the mandated time period. The “I” grade will convert to an “F” grade if not changed by the day grades are due the semester following the issuance of the “I”.

Examples of extraordinary circumstances are seri-
ous illness or injury, death in the family, sudden change in employment schedule or sudden need for employment, act of nature, and other emergencies deemed appropriate and verified by the instructor.

The Procedure for Awarding an “I” is as Follows:

1. The student should initiate the request for grade of “I” with the instructor.

2. After the student provides verification of the extraordinary circumstances, the student and instructor complete and sign the Incomplete Grade Contract/Request Form.

3. The Incomplete Grade Contract/Request Form must be approved by the Vice Chancellor of Academic Affairs and Student Success.

4. The Incomplete Grade Contract/Request Form, accompanied by the appropriate verification, must be submitted to the Registrar’s Office no later than the date the semester grades are due.

AWARDING OF TRANSFER CREDIT

An applicant should submit a currently issued official transcript from all institutions of higher education that he/she has attended within thirty days of the beginning of the first semester/session of enrollment. Transcripts become the property of Sowela and part of the permanent student record.

Decisions regarding the award of transfer credit will be determined no later than the end of the first semester a student is enrolled. Requests for transfer of credit must be made through a formal request by contacting the Registrar and must be accompanied by the appropriate transcripts to be considered. Failure to request credit at the time of application could jeopardize this opportunity.

Transfer credit is generally accepted from institutions that are accredited through recognized agencies. Transfer credit from other institutions will be considered on a case-by-case basis. Conversion from quarter hours to semester hours and conversion to a four-point grading scale will be made as needed. Course content, prerequisites and level of instruction will be reviewed. The student may be required to provide course syllabi to determine transfer credit eligibility.

Transfer of credit will be considered only for comparable courses within the current curriculum at Sowela. Only grades of “C” or better will be considered for transfer credit. No credit will be transferred for remedial or transitional courses. Once the credit becomes a part of the student’s official record at Sowela, it will not be removed.

Application of transfer credit toward the completion of program requirements will be determined by the student’s academic department. Grades accepted for transfer credit will not be used in the computation of grade point average for the purpose of determining graduation with honors.

No credit will be given for courses taken at other institutions while under suspension from Sowela.

CREDIT EXAMS

A student who is enrolled in good standing at Sowela may take a credit examination in a course if that student has fundamental knowledge of the content and/or skills associated with the course. Permission to take the credit exam must be granted by the chair of the department offering the course; the credit exams are developed and graded by faculty. Credit examinations are not available for all courses. A non-refundable fee is assessed for each credit exam. An 80% proficiency performance is required for a grade of “Pass”. A credit exam for an individual course may be taken only once. A student who passes a credit exam will receive a grade of “CR.”

DEAN’S LIST

The Dean’s List has been established as a means of encouraging and recognizing academic excellence. The criteria for qualification are as follows:

- Full-time students (those who complete twelve or more semester credit hours in a semester and/or six semester credit hours in a summer term) will qualify for the Dean’s List if their Grade Point Average (GPA) for the current term is 3.5 or greater.
• Students must not have a grade of “F” or an incomplete (“I”) for the current semester, nor can grades for transfer credit be used in the computation of GPA for the Dean’s List.

ACADEMIC PROBATION

A student who fails to maintain satisfactory academic progress (GPA of 2.0) during any term will be placed on academic probation at the end of that term. The student will remain on academic probation during the following enrollment period. A student on academic probation is encouraged to contact their advisor during the semester of probation to develop a plan for academic success. A student on academic probation may be required to attend workshops designed to bolster academic performance. If the student on probation earns a 2.0 or higher, he/she is removed from probation. A student on academic probation must wait to register for the subsequent semester until the previous semester grades are available.

ACADEMIC SUSPENSION

If a student is unable to maintain satisfactory academic progress while on academic probation, the student is then suspended for the upcoming regular semester. The summer term is not counted as a regular semester. A student that is suspended in the spring may not enroll for the summer term or fall semester. During this suspension term, the student may not enroll in any programs at Sowela. No credit will be given for courses taken at other institutions while a student is under suspension from Sowela.

Students reentering school after academic suspension will reenter on academic probation. Students not maintaining satisfactory academic progress after one semester/term of academic probation will not be allowed to enroll in any program for one calendar year from the date of the second suspension.

NOTE: Satisfactory academic progress and readmission guidelines for the Practical Nursing program differ due to policies of the Nursing Department and the Louisiana State Board of Practical Nurse Exam-
STUDENT SUPPORT SERVICES

The Office of Student Support Services is a multifaceted office providing services for students with disabilities, career guidance, counseling, and student enrichment activities. Our goal is to provide opportunities for students to gain their full career and educational potential using state of the art learning resources.

DISABILITY SERVICES

The ADA Coordinator may be contacted through the Office of Student Support Services. The Office of Student Support Services serves as an advocate for students with documented disabilities to ensure equal access to the College. Various support services have been established to assist students according to their documented needs. Every effort is made to help students make a smooth transition to college and to succeed throughout their college experience. Students with disabilities are encouraged to contact the Office of Student Support Services prior to the beginning of each semester.

ADVISING SERVICES

Career and academic counseling services are available through the Office of Student Support Services. We provide students with activities that foster campus-wide learning as well as increase their retention of knowledge and improve the educational outcome of SOWELA.

Each student is assigned a faculty advisor during the process of orientation. The advisor provides the student with information about educational, administrative, career, and extracurricular matters; guides the student through the chosen program of study; and helps the student plan the class schedule each semester. Students are encouraged to visit with their advisor early and often as the advisor can help the student make the most of their educational experience.

CAREER SERVICES

Career Services offers a lifetime of career assistance to the students and alumni of Sowela. We work closely with students seeking employment by working cooperatively with business and industry to stay informed of employment needs and opportunities. We are committed to serving our students and employers in our region.

Career services offers a variety of career guidance resources, job search related services, and skills in resume writing and interviewing. Career guidance resources include our Strong Interest Inventory and the Myer-Briggs Personality Assessment. The Strong Interest Inventory Assessment combined with the Myer-Briggs Type Indicator helps students gain a better understanding of who they are, and how their personality and interests help in developing a satisfying and productive workplace. The assessments do not measure skills or abilities, but the results can help guide students toward rewarding careers, work activities, areas of study, and leisure activities.

Career fairs are held bi-annually on campus to offer an opportunity for students and alumni to network and make connections with potential employers.

STUDENT ORGANIZATIONS

Sowela encourages participation in student organizations and activities and offers students opportunities to grow socially, personally, and intellectually outside of the classroom. The activities of clubs and organizations enhance the educational experience of the student body. Participation in student activities helps students to develop leadership, communication, interpersonal relations and problem solving skills. For information concerning any of the organizations below, contact the Office of Student Support Services at 337-491-2664.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Every student duly enrolled at Sowela Technical Community College (STCC) shall be a member of the Student Government Association. The SGA is designed to facilitate student involvement within the college. The SGA promotes the general welfare of the college in a democratic fashion and facilitates commu-
communication among the student body, the faculty and the administration. The purpose of the SGA is to serve students by advocating for student rights as well as providing programs that enrich the college experience. The SGA governing body is comprised of an Executive Branch and Student Senate. An elected president, vice-president, secretary, and treasurer form the Executive Branch. Senators are chosen by each department/organization to represent the interests of that department/organization.

FUTURE BUSINESS LEADERS OF AMERICA - PHI BETA LAMBDA (PBL)

FBLA-PBL is the largest business career student organization in the world. Phi Beta Lambda is a national organization for all students enrolled in business or office programs in post-secondary schools and colleges. The major purposes of the organization are to develop competent, aggressive business leadership, to strengthen the confidence of students in themselves and their work and to create more interest in and understanding of American business enterprise. Exclusive membership and career recognition programs are designed for each division to provide additional personal and chapter development opportunities. The Gamma Alpha Pi Chapter of PBL has been active at Sowela since 1975. Sowela's chapter competes across the state and nation, frequently winning top honors. Visit www.fbla-pbl.org.

SKILLS USA

Skills USA is a national organization serving more than 250,000 high school and college students and professional members who are enrolled in training programs in technical, skilled, and service occupations, including health occupations. Skills USA prepares America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communication skills. It emphasizes total quality at work, high ethical standards, superior work skills, lifelong education and pride in the dignity of work. More than 1,000 corporations, trade associations, and labor unions actively support Skills USA on a national level through financial aid, in-kind contributions, and involvement of their people in Skills USA activities. Team Sowela competes on the state and national levels and has brought home many gold, silver and bronze medals in Skills USA competitions. Visit www.skillsusa.org.

THE INSTRUMENTATION, SYSTEMS AND AUTOMATION SOCIETY (ISA)

ISA is an organization for advancing the arts and sciences related to the theory, design and manufacturing of instrumentation, computers, and systems for measurement and control in the various sciences and technologies for the benefit of mankind. The Sowela student chapter hosts guest speakers, organizes field trips to refineries and manufacturing facilities, and also helps the greater Lake Charles Chapter with instrumentation shows and fundraisers. The Sowela student chapter of ISA received its charter on October 28, 1994, by action of the Executive Board of the Instrument Society of America. ISA Student Sections are found in colleges, universities, institutes and similar organized training centers around the world. ISA's approximately 180 Student Sections worldwide enable like-minded students to meet regularly, share ideas, develop lasting friendships, and work on projects of mutual interest. Some Student Sections choose to participate in the ISA International Student Games. Qualifying for the Games is accomplished at the district level. Visit www.isa.org.

SOUTHWEST STUDENT CHAPTER OF THE LOUISIANA RESTAURANT ASSOCIATION (LRA)

The Southwest Student Chapter of the Louisiana Restaurant Association is a trade organization in the hospitality industry. The Student Chapter works with the Southwest LRA Chapter to foster education, progress, fraternity, professionalism, and dignity in the hospitality industry. It is the goal of the organization to practice active community citizenship by participating in civic and business development through association
and cooperation with responsible community leadership while maintaining a high standard of integrity. Activities include participation in the Annual Louisiana Food Expo, Southwest Chapter LRA Gold Tournament, community service projects and student competitions. Visit www.lra.org.

**SOWELA ARTISANS AMERICAN ADVERTISING FEDERATION**

The American Advertising Federation (AAF) protects and promotes the well-being of advertising through a unique, nationally coordinated grass roots network of advertisers, agencies, media companies, local advertising clubs, and college chapters. The AAF’s college chapter program has 210 affiliated chapters throughout the United States and abroad. The program includes both student members and faculty advisors. AAF provides numerous programs to guide its college students through advertising curriculum and job placement. AAF’s programs include more than 1,000 internship opportunities, scholarships, career guides, industry mentors and networking with top agency and corporate recruiters. Visit www.aaf.org.
Program Description:

The Associate of Applied Science in Accounting Technology is designed to prepare the student for general office work emphasizing manual and computerized accounting.

The mission of this program is to provide specialized classroom instruction and practical experience to prepare students for employment as accounting technicians or to provide supplemental training for persons previously or currently employed as accounting technicians.

The program prepares individuals to provide technical support to professional accountants and other management personnel. It includes instruction in general accounting principles and practices, posting transactions to accounts, record-keeping systems, and accounting software operation.

The program emphasizes safe and efficient work practices, basic occupational skills, and employability skills. The content is organized into competency-based courses that specify occupational competencies that the student must successfully complete.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1100</td>
<td>Principles of Accounting, Part I</td>
<td>1/2/3</td>
</tr>
<tr>
<td>BUSI 1210</td>
<td>Business Math</td>
<td>3/0/3</td>
</tr>
<tr>
<td>ISYS 1250</td>
<td>Introduction to Computers</td>
<td>3/0/3</td>
</tr>
<tr>
<td>KYBD 1110</td>
<td>Introduction to Keyboarding</td>
<td>1/2/3</td>
</tr>
<tr>
<td><strong>TCA – General Clerk</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 1150</td>
<td>Federal Income Tax</td>
<td>3/0/3</td>
</tr>
<tr>
<td>ACCT 1200</td>
<td>Principles of Accounting, Part II</td>
<td>1/2/3</td>
</tr>
<tr>
<td>ISYS 1450</td>
<td>Basic Word Processing</td>
<td>1/2/3</td>
</tr>
<tr>
<td>BUSI 1030</td>
<td>Introduction to Business</td>
<td>3/0/3</td>
</tr>
<tr>
<td>ISYS 1330</td>
<td>Introduction to Spreadsheets</td>
<td>3/0/3</td>
</tr>
<tr>
<td><strong>CTS – Accounting Clerk</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 1300</td>
<td>Intermediate Accounting</td>
<td>1/2/3</td>
</tr>
<tr>
<td>ACCT 1250</td>
<td>Payroll Accounting</td>
<td>3/0/3</td>
</tr>
<tr>
<td>BUSI 2300</td>
<td>Business Communications</td>
<td>3/0/3</td>
</tr>
<tr>
<td>ACCT 1210</td>
<td>Computerized Accounting I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>ISYS 2640</td>
<td>Advanced Spreadsheet Applications</td>
<td>3/0/3</td>
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<tr>
<td><strong>CTS – Payroll Clerk</strong></td>
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</tr>
<tr>
<td>ACCT 1400</td>
<td>Advanced Accounting</td>
<td>1/2/3</td>
</tr>
<tr>
<td>ACCT 1510</td>
<td>Computerized Accounting II</td>
<td>3/0/3</td>
</tr>
<tr>
<td>ISYS 1310</td>
<td>Introduction to Database Management</td>
<td>3/0/3</td>
</tr>
<tr>
<td>JOBS 2450</td>
<td>Job Seeking Skills</td>
<td>2/0/2</td>
</tr>
<tr>
<td><strong>TD – Accounting Technology</strong></td>
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</tr>
</tbody>
</table>
### ACCOUNTING TECHNOLOGY CONT.

Required General Education Courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL1010</td>
<td>English Composition I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>MATH1100</td>
<td>College Algebra</td>
<td>3/0/3</td>
</tr>
<tr>
<td>PHSC1000</td>
<td>Physical Science I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL1010</td>
<td>General Biology I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>PSYC2010</td>
<td>Introduction to Psychology</td>
<td>3/0/3</td>
</tr>
<tr>
<td>HIST2010</td>
<td>American History I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST2020</td>
<td>American History II</td>
<td>3/0/3</td>
</tr>
</tbody>
</table>

**AAS- Accounting Technology**

*A minimum grade of “C” is required in all Accounting Technology major-specific courses.*
SOWELA TECHNICAL COMMUNITY COLLEGE

AUTOMOTIVE TECHNOLOGY
CIP Code: 470604
Program Type: Diploma
Program Length: 60 Semester Credit Hours

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. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment; provides instruction in the diagnosis of malfunctions and the repair of engines; analysis of fuel, electrical, cooling, and brake systems; drive train; and suspension systems is included.

The competencies in the automotive technology program are closely 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 that the individual must successfully complete according to the priorities for tasks established by the National Automotive Technicians Education Foundation (NATEF).

SEMESTER ONE

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO1002</td>
<td>Introduction to Automotive Technology</td>
<td>2/1/3</td>
</tr>
<tr>
<td>AUTO1602</td>
<td>Electrical/Electronic I</td>
<td>2/3/5</td>
</tr>
<tr>
<td>AUTO1612</td>
<td>Electrical/Electronic II</td>
<td>2/3/5</td>
</tr>
<tr>
<td>CPTR1100</td>
<td>Computer Basics</td>
<td>1/1/2</td>
</tr>
<tr>
<td></td>
<td>TCA – Electrical Technician</td>
<td></td>
</tr>
</tbody>
</table>

SEMESTER TWO

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO1802</td>
<td>Engine Performance I</td>
<td>2/3/5</td>
</tr>
<tr>
<td>AUTO1812</td>
<td>Engine Performance II</td>
<td>2/3/5</td>
</tr>
<tr>
<td>AUTO1822</td>
<td>Engine Performance III</td>
<td>2/2/4</td>
</tr>
<tr>
<td></td>
<td>TCA – Engine Performance Technician</td>
<td></td>
</tr>
<tr>
<td>JOBS2450</td>
<td>Job Seeking Skills</td>
<td>2/0/2</td>
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</table>

SEMESTER THREE

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>AUTO1102</td>
<td>Engine Repair</td>
<td>2/3/5</td>
</tr>
<tr>
<td></td>
<td>TCA – Engine Repair Technician</td>
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</tr>
<tr>
<td>AUTO1202</td>
<td>Automatic Transmission &amp; Transaxle</td>
<td>2/3/5</td>
</tr>
<tr>
<td></td>
<td>TCA – Automatic Transmission &amp; Transaxle Technician</td>
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</tr>
<tr>
<td>AUTO1702</td>
<td>Heating and Air Conditioning</td>
<td>2/2/4</td>
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<td></td>
<td>TCA – Heating and Air Conditioning</td>
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</tbody>
</table>

SEMESTER FOUR

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO1302</td>
<td>Manual Drive Trains</td>
<td>2/3/5</td>
</tr>
<tr>
<td></td>
<td>TCA – Manual Drive Train Technician</td>
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</tr>
<tr>
<td>AUTO1402</td>
<td>Steering &amp; Suspension</td>
<td>2/3/5</td>
</tr>
<tr>
<td>AUTO1502</td>
<td>Brakes</td>
<td>2/3/5</td>
</tr>
<tr>
<td></td>
<td>TCA – Manual Brake Technician</td>
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<tr>
<td></td>
<td>TD – Automotive Technician</td>
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</tbody>
</table>

A minimum grade of “C” is required in all Automotive Technology major-specific courses.
Program Description:

The mission of the Aviation Maintenance Technology program is to provide a teacher-learning environment that will prepare students for certification by the Federal Aviation Administration (FAA) in airframe and powerplant mechanics. The certification process consists of three separate tests detailing the General, Airframe, and Powerplant sections. In addition, three separate oral and practical tests are administered by an FAA designated examiner. Upon successful completion of the three tests, the graduate is awarded the FAA-A & P Mechanic Certificate.

The Aviation Maintenance Technology program provides a safe and healthy environment for learning, encourages students to become critical thinkers and lifelong learners and attempts to establish relationships with students and employers that promotes upgrading of skills for continued advancement in the field.

SEMESTER ONE

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMTG1030</td>
<td>Ground Operation and Servicing</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>AMTG1040</td>
<td>Materials and Processes</td>
<td>1/1/2</td>
</tr>
<tr>
<td>AMTG1060</td>
<td>Cleaning and Corrosion Control</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>AMTG1080</td>
<td>Documents &amp; Regulations</td>
<td>1/1/2</td>
</tr>
<tr>
<td>AMTG1090</td>
<td>Basic Electricity</td>
<td>2/1/3</td>
</tr>
<tr>
<td>AMTG1110</td>
<td>Aircraft and Engine Fire Protection</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>ENGL1010</td>
<td>English Composition I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>CPTR1100</td>
<td>Computer Basics</td>
<td>1/1/2</td>
</tr>
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</table>

TCA-Aviation Maintenance Helper

SEMESTER TWO

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMTG1010</td>
<td>Aircraft Math &amp; Physics</td>
<td>1/1/2</td>
</tr>
<tr>
<td>AMTG1020</td>
<td>Aircraft Drawings</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>AMTG1050</td>
<td>Fluid Lines and Fittings</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>AMTG1070</td>
<td>Weight and Balance</td>
<td>1/1/2</td>
</tr>
<tr>
<td>AMTG1100</td>
<td>Aircraft Fuel Systems</td>
<td>1/1/2</td>
</tr>
<tr>
<td>MATH1100</td>
<td>College Algebra</td>
<td>3/0/3</td>
</tr>
<tr>
<td>PSYC2010</td>
<td>Introduction to Psychology</td>
<td>3/0/3</td>
</tr>
</tbody>
</table>

TCA-Aviation Maintenance Helper

SEMESTER THREE

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMTA2010</td>
<td>Wood Structures and Covering</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>AMTA2020</td>
<td>Aircraft Finishes</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>AMTA2030</td>
<td>Sheet Metal</td>
<td>2/2/4</td>
</tr>
<tr>
<td>AMTA2040</td>
<td>Composites</td>
<td>1/1/2</td>
</tr>
<tr>
<td>AMTA2050</td>
<td>Welding</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>AMTA2060</td>
<td>Assembly and Rigging</td>
<td>1/1/2</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Description</td>
<td>Lec./Lab/Total Cr. Hrs.</td>
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<tr>
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<tr>
<td>HIST2010</td>
<td>American History I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>HIST2020</td>
<td>American History II</td>
<td>3/0/3</td>
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</tbody>
</table>

**TCA-Aviation Maintenance Helper**

**SEMESTER FOUR**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMTA2070</td>
<td>Hydraulics and Pneumatics</td>
<td>1/1/2</td>
</tr>
<tr>
<td>AMTA2080</td>
<td>Landing Gear &amp; Position/Warning System</td>
<td>1/1/2</td>
</tr>
<tr>
<td>AMTA2090</td>
<td>Aircraft Electrical Systems</td>
<td>2/2/4</td>
</tr>
<tr>
<td>AMTA2100</td>
<td>Aircraft Instruments</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>AMTA2110</td>
<td>Communication and Navigation System</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>AMTA2120</td>
<td>Cabin Atmosphere</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>AMTA2130</td>
<td>Ice and Rain</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>AMTA2140</td>
<td>Airframe Inspection</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>JOBS2450</td>
<td>Job Seeking Skills</td>
<td>2/0/2</td>
</tr>
</tbody>
</table>

**TCA-Aviation Maintenance Helper**

**CTS-Airframe (upon completion of all AMTA courses)**

**SEMESTER FIVE**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMTP2210</td>
<td>Reciprocating Engines</td>
<td>2/3/5</td>
</tr>
<tr>
<td>AMTP2250</td>
<td>Lubrication Systems</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>AMTP2260</td>
<td>Engine Electrical Systems</td>
<td>2/1/3</td>
</tr>
<tr>
<td>AMTP2290</td>
<td>Fuel Metering Systems</td>
<td>2/1/3</td>
</tr>
<tr>
<td>AMTP2300</td>
<td>Propellers and Rotors</td>
<td>2/1/3</td>
</tr>
<tr>
<td>AMTP2310</td>
<td>Engine Inspection</td>
<td>.5/.5/1</td>
</tr>
</tbody>
</table>

**TCA-Aviation Maintenance Helper**

**SEMESTER SIX**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMTP2220</td>
<td>Turbine Engines &amp; APU</td>
<td>2/1/3</td>
</tr>
<tr>
<td>AMTP2230</td>
<td>Induction &amp; Engine Airflow Systems</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>AMTP2240</td>
<td>Exhaust (Reverser) and Cooling Systems</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>AMTP2270</td>
<td>Engine Instruments</td>
<td>.5/.5/1</td>
</tr>
<tr>
<td>AMTP2280</td>
<td>Ignition and Starting Systems</td>
<td>1/1/2</td>
</tr>
<tr>
<td>PHSC1000</td>
<td>Physical Science I</td>
<td>3/0/3</td>
</tr>
</tbody>
</table>

**TCA-Aviation Maintenance Helper**

**CTS-Powerplant (upon completion of all AMTP courses)**

*Completion of all AMT courses along with CPTR1100 and JOBS2450 can result in TD-Aviation Maintenance Technology Airframe and Powerplant.*

**AAS - Aviation Maintenance Technology**
COLLISION REPAIR TECHNOLOGY

CIP Code: 470603
Program Type: Diploma
Program Length: 60 Semester Credit Hours

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.

SEMESTER ONE

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLRP 1110</td>
<td>Orientation &amp; Safety</td>
<td>1/0/1</td>
</tr>
<tr>
<td>CLRP 1121</td>
<td>Tools, &amp; Equipment</td>
<td>0/3/3</td>
</tr>
<tr>
<td>CLRP 1131</td>
<td>Identification and Analysis</td>
<td>0/3/3</td>
</tr>
<tr>
<td>CLRP 1140</td>
<td>Basic Automotive Electricity</td>
<td>2/1/3</td>
</tr>
<tr>
<td>CLRP 1150</td>
<td>Mechanical Components</td>
<td>3/3/6</td>
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</table>

SEMESTER TWO

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>CLRP 1210</td>
<td>Frame and Body</td>
<td>3/0/3</td>
</tr>
<tr>
<td>CLRP 1211</td>
<td>Frame and Body Lab</td>
<td>0/4/4</td>
</tr>
<tr>
<td>CLRP 1230</td>
<td>Panel Replacement</td>
<td>1/5/6</td>
</tr>
<tr>
<td>CLRP 2121</td>
<td>Plastic Repair</td>
<td>0/1/1</td>
</tr>
<tr>
<td>CLRP 1220</td>
<td>Welding and Cutting</td>
<td>1/3/4</td>
</tr>
</tbody>
</table>

SEMESTER THREE

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLRP 1311</td>
<td>Automotive Trim and Glass</td>
<td>0/4/4</td>
</tr>
<tr>
<td>CLRP 1320</td>
<td>Refinishing/Detailing</td>
<td>2/5/7</td>
</tr>
<tr>
<td>CPTR 1100</td>
<td>Computer Basics</td>
<td>1/1/2</td>
</tr>
</tbody>
</table>

CTS – Automotive Refinisher

SEMESTER FOUR

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLRP 2111</td>
<td>Restraint Systems</td>
<td>0/2/2</td>
</tr>
<tr>
<td>CLRP 2130</td>
<td>Basic Metal Alignment &amp; Finish</td>
<td>1/5/6</td>
</tr>
<tr>
<td>CLRP 2140</td>
<td>Corrosion</td>
<td>1/2/3</td>
</tr>
<tr>
<td>JOBS 2450</td>
<td>Job Seeking Skills</td>
<td>2/0/2</td>
</tr>
</tbody>
</table>

CTS – Structural Repair Person

TD - Collision Repair

A minimum grade of “C” is required in all Collision Repair Technology major-specific courses.
**Program Description:**

The mission of the Commercial Art program is to provide a teacher-learning environment that will afford students an opportunity to obtain competency skills for employment and advancement in the fields of advertising, photography, printing, video, and animation.

The Commercial Art program provides a safe and healthy environment for learning, encourages students to become critical thinkers, and attempts to establish a relationship with students and employers that promotes upgrading of skills for continued advancement in the field.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMA1010</td>
<td>Introduction to Commercial Art</td>
<td>2/1/3</td>
</tr>
<tr>
<td>COMA1020</td>
<td>Illustration</td>
<td>1/2/3</td>
</tr>
<tr>
<td>COMA1030</td>
<td>Color</td>
<td>1/2/3</td>
</tr>
<tr>
<td>COMA1230</td>
<td>Desktop Publishing</td>
<td>1/2/3</td>
</tr>
<tr>
<td>COMA1050</td>
<td>Advertising Theory</td>
<td>2/1/3</td>
</tr>
<tr>
<td><strong>TCA - Graphic Assistant</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMA1210</td>
<td>Typography</td>
<td>1/2/3</td>
</tr>
<tr>
<td>ENGL1500</td>
<td>Creative Copy Writing</td>
<td>3/0/3</td>
</tr>
<tr>
<td>COMA1040</td>
<td>Design</td>
<td>1/2/3</td>
</tr>
<tr>
<td>COMA1240</td>
<td>Photography I</td>
<td>1/2/3</td>
</tr>
<tr>
<td><strong>CTS - Photo Assistant</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMA1250</td>
<td>Computer Graphics I</td>
<td>1/2/3</td>
</tr>
<tr>
<td>MATH1250</td>
<td>Math for Graphic Communication</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>COMA1250</td>
<td>Math for Graphic Communication</td>
</tr>
<tr>
<td>COMA2040</td>
<td>Screen Printing</td>
<td>1/2/3</td>
</tr>
<tr>
<td>COMA2020</td>
<td>Videography I</td>
<td>1/2/3</td>
</tr>
<tr>
<td>COMA2030</td>
<td>Computer Animation I</td>
<td>1/2/3</td>
</tr>
<tr>
<td><strong>CTS - Graphic Designer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMA2050</td>
<td>Pre-Press</td>
<td>1/2/3</td>
</tr>
<tr>
<td>JOBS2450</td>
<td>Job Seeking Skills</td>
<td>2/0/2</td>
</tr>
<tr>
<td>COMA2210</td>
<td>Web Page Design</td>
<td>1/2/3</td>
</tr>
<tr>
<td>COMA2240</td>
<td>Computer Graphics II</td>
<td>1/2/3</td>
</tr>
<tr>
<td>COMA2220</td>
<td>Photography II</td>
<td>1/2/3</td>
</tr>
<tr>
<td>COMA2500</td>
<td>Portfolio Preparation &amp; Presentation</td>
<td>0/1/1</td>
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</table>

**Electives: (one of the following is required)**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMA2320</td>
<td>Videography II</td>
</tr>
<tr>
<td>COMA2340</td>
<td>Interactive Media</td>
</tr>
</tbody>
</table>

**TD - Commercial Art**
### Required General Education Courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL1010</td>
<td>English Composition I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>MATH1100</td>
<td>College Algebra</td>
<td>3/0/3</td>
</tr>
<tr>
<td>PHSC1000</td>
<td>Physical Science I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>PSYC2010</td>
<td>Introduction to Psychology</td>
<td>3/0/3</td>
</tr>
<tr>
<td>HIST2010</td>
<td>American History I</td>
<td>3/0/3</td>
</tr>
</tbody>
</table>

or

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST2020</td>
<td>American History II</td>
<td>3/0/3</td>
</tr>
</tbody>
</table>

### AAS - Commercial Art

A minimum grade of “C” is required in all Commercial Art major-specific courses.
SOWELA TECHNICAL COMMUNITY COLLEGE

COMPUTER SPECIALIST - OPERATIONS

CIP Code: 520407
Program Type: Associate of Applied Science
Program Length: 69 Semester Credit Hours

Program Description:

The purpose of this program is to provide a thorough background in computer operations, system software, applications software, PC computer hardware, internet and networking technologies, communications, and programming. The program emphasizes safe and efficient work practices, basic occupational skills, and employability skills. These courses prepare the student for various certifications in CompTIA’s, A+, Network+; and Microsoft’s MOUS, MCP.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISX1300</td>
<td>Internet Applications</td>
<td>1/2/3</td>
</tr>
<tr>
<td>CISX1005</td>
<td>Introduction to Computers</td>
<td>1/2/3</td>
</tr>
<tr>
<td>CISX2911</td>
<td>Business Technology &amp; Ethics</td>
<td>3/0/3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>1/2/3</td>
</tr>
</tbody>
</table>

TCA – Web Page Support Technician

Operating Systems Elective | 2/2/4

CISX1050 | Software Applications | 2/2/4
CISX1001 | Keyboarding | 0/2/2
ACCT1100 | Principles of Accounting I | 1/2/3
WEBB1010 | Introduction to Internet & HTML | 1/2/3
WEBB1020 | Web Page Design | 1/2/3

CTS – Applications Apprentice

Programming Electives | 2/4/6
Networking Electives | 2/4/6
Applications Electives | 2/4/6

ENGL2535 | Technical Report Writing | 3/0/3
JOBS2450 | Job Seeking Skills | 2/0/2

TD - Computer Specialist-Operations

Required General Education Courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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<tbody>
<tr>
<td>ENGL1010</td>
<td>English Composition I</td>
<td>3/0/3</td>
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<tr>
<td>MATH1100</td>
<td>College Algebra</td>
<td>3/0/3</td>
</tr>
<tr>
<td>PHSC1000</td>
<td>Physical Science I</td>
<td>3/0/3</td>
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<tr>
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</tr>
<tr>
<td>BIOL1010</td>
<td>General Biology I</td>
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</tr>
<tr>
<td>PSYC2010</td>
<td>Introduction to Psychology</td>
<td>3/0/3</td>
</tr>
<tr>
<td>HIST2010</td>
<td>American History I</td>
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</tr>
<tr>
<td>or</td>
<td></td>
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</tr>
<tr>
<td>HIST2020</td>
<td>American History II</td>
<td>3/0/3</td>
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</tbody>
</table>

AAS - Computer Specialist – Operations

A minimum grade of “C” is required in all Computer Specialist–Operations major-specific courses
SOWELA TECHNICAL COMMUNITY COLLEGE

COMPUTER TECHNOLOGY-NETWORKING SPECIALIST

CIP Code: 110901
Program Type: Associate of Applied Science
Program Length: 71 Semester Credit Hours

Program Description:

The core for this program provides a thorough background in PC computer hardware and operating systems, local networking and internet technologies. In addition, the course provides a background in analyzing business requirements and designing and implementing network infrastructure for business solutions. Implementation responsibilities include installing, configuring and troubleshooting network systems. The courses prepare the student for various certifications in CompTIA’s A+, Network+, Server+ and Security+, Microsoft’s MOUS, MCP, and CISCO/MCSE.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs</th>
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</thead>
<tbody>
<tr>
<td>CISX1005</td>
<td>Introduction to Computers</td>
<td>1/2/3</td>
</tr>
<tr>
<td>CISX1100</td>
<td>Installation &amp; Troubleshooting Part I</td>
<td>1/2/3</td>
</tr>
<tr>
<td>CISX1110</td>
<td>Installation &amp; Troubleshooting Part II</td>
<td>1/2/3</td>
</tr>
<tr>
<td>CISX1050</td>
<td>Software Applications</td>
<td>2/2/4</td>
</tr>
<tr>
<td>CISX1001</td>
<td>Keyboarding</td>
<td>0/2/2</td>
</tr>
<tr>
<td>CISX1400</td>
<td>Networking Technologies</td>
<td>2/2/4</td>
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<td>or</td>
<td>Operating Systems Elective</td>
<td>2/2/4</td>
</tr>
<tr>
<td>CISX2110</td>
<td>Introduction to Wide Area Networking</td>
<td>2/2/4</td>
</tr>
<tr>
<td>or</td>
<td>Networking Elective</td>
<td>1/2/3</td>
</tr>
<tr>
<td>ENGL2535</td>
<td>Technical Report Writing</td>
<td>3/0/3</td>
</tr>
<tr>
<td>CISX 2999</td>
<td>Comprehensive Networking Project</td>
<td>1/2/3</td>
</tr>
<tr>
<td>JOBS2450</td>
<td>Job Seeking Skills</td>
<td>2/0/2</td>
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</table>

TD – Computer Technology-Networking Specialist

Required General Education Courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Cr. Hrs</th>
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</thead>
<tbody>
<tr>
<td>ENGL1010</td>
<td>English Composition I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>MATH1100</td>
<td>College Algebra</td>
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<tr>
<td>PHSC1000</td>
<td>Physical Science I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>or</td>
<td>General Biology I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>PSYC2010</td>
<td>Introduction to Psychology</td>
<td>3/0/3</td>
</tr>
<tr>
<td>HIST2010</td>
<td>American History I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>or</td>
<td>American History II</td>
<td>3/0/3</td>
</tr>
</tbody>
</table>

A minimum grade of “C” is required in all Computer Technology/Networking Specialist major-specific courses.
SOWELA TECHNICAL COMMUNITY COLLEGE

COMPUTER TECHNOLOGY – PROGRAMMING SPECIALIST

CIP Code: 110202
Program Type: Associate of Applied Science
Program Length: 69 Semester Credit Hours

Program Description:

Students will be trained to write computer program code to run on a microcomputer as well as a mini-computer such as IBM AS/400; operate a microcomputer using current operating system software; operate a minicomputer; use current application software for manipulating spreadsheets, databases, and word processing documents; design a database; and write SQL code. The courses prepare the student for various certifications in CompTIA’s iNet+, Microsoft’s MOUS, and MCP.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISX1300</td>
<td>Internet Applications</td>
<td>1/2/3</td>
</tr>
<tr>
<td>CISX1005</td>
<td>Introduction to Computers</td>
<td>1/2/3</td>
</tr>
<tr>
<td>CISX2911</td>
<td>Business Technology &amp; Ethics</td>
<td>3/0/3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>1/2/3</td>
</tr>
<tr>
<td>TCA – Web Page Support Technician</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISX1050</td>
<td>Software Applications</td>
<td>2/2/4</td>
</tr>
<tr>
<td></td>
<td>Operating Systems Elective</td>
<td></td>
</tr>
<tr>
<td>CISX1001</td>
<td>Keyboarding</td>
<td>0/2/2</td>
</tr>
<tr>
<td>ACCT1100</td>
<td>Principles of Accounting I</td>
<td>1/2/3</td>
</tr>
<tr>
<td>CISX1210</td>
<td>Introduction to Programming</td>
<td>3/0/3</td>
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<tr>
<td>CISX1320</td>
<td>Introduction to DB Development</td>
<td>1/2/3</td>
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<td>CTS – PC Software Apprentice</td>
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<td></td>
<td>Programming Electives</td>
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<td>Elective</td>
<td>1/2/3</td>
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<td>ENGL2535</td>
<td>Technical Report Writing</td>
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<tr>
<td>CISX2998</td>
<td>Comprehensive Programming Project</td>
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<td>JOBS2450</td>
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<tr>
<td>TD – Computer Technology-Programming Specialist</td>
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</table>

Required General Education Courses:

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<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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<tbody>
<tr>
<td>ENGL1010</td>
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<td>3/0/3</td>
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<td>MATH1100</td>
<td>College Algebra</td>
<td>3/0/3</td>
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<tr>
<td>PHSC1000</td>
<td>Physical Science I</td>
<td>3/0/3</td>
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<td>or</td>
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<tr>
<td>BIOL1010</td>
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<td>3/0/3</td>
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<td>PSYC2010</td>
<td>Introduction to Psychology</td>
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<td>or</td>
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</tr>
<tr>
<td>HIST2020</td>
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</tbody>
</table>

AAS – Computer Technology-Programming Specialist

A minimum grade of “C” is required in all Computer Technology – Programming Specialist major-specific courses.
**Program Description:**

The mission of the Criminal Justice program is to provide specialized classroom instruction and practical experience to prepare students for employment or promotional opportunities in criminal justice agency positions in crime prevention, public safety, corrections, or other related fields.

This program is designed to educate students who wish to pursue a career in criminal justice or for additional training of individuals already employed in the field.

The program emphasizes safe and efficient work practices, basic occupational skills, and the application of federal, state, and local laws as they apply to both emergency and routine situations. Course content is organized into competency-based courses of instruction that specify occupational competencies that the student must successfully complete.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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<tbody>
<tr>
<td>CRMJ1110</td>
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<tr>
<td>CRMJ1120</td>
<td>Introduction to Corrections</td>
<td>3/0/3</td>
</tr>
<tr>
<td>CRMJ1220</td>
<td>Police Systems and Practices</td>
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<tr>
<td>CPTR1100</td>
<td>Computer Basics</td>
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<td><strong>TCA – General Criminal Justice Studies</strong></td>
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<td>CRMJ2112</td>
<td>Social Problems for Criminal Justice</td>
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<tr>
<td>CRMJ1210</td>
<td>Defensive Tactics</td>
<td>2/1/3</td>
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<td>CRMJ1230</td>
<td>Technical Report Writing for Law Enforcement</td>
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<td>CRMJ1310</td>
<td>Community Based Corrections</td>
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<tr>
<td>CRMJ1322</td>
<td>Criminal Investigation</td>
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<tr>
<td>CRMJ1332</td>
<td>Introduction to Criminal Law</td>
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<td>CRMJ1340</td>
<td>Criminology</td>
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<td>CRMJ1410</td>
<td>Juvenile Delinquency</td>
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<td>CRMJ1422</td>
<td>Judicial Process</td>
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<td>Criminalistics</td>
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<td>CRMJ2997</td>
<td>Selected Topics in Criminal Justice</td>
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<td><strong>CTS - Criminal Justice System Studies</strong></td>
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<td>CRMJ2520</td>
<td>Drugs, Crime, and Criminal Justice</td>
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<tr>
<td>CRMJ2552</td>
<td>Criminal Justice Externship</td>
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<td>JOBS 2450</td>
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<td><strong>TD – Criminal Justice</strong></td>
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### Required General Education Courses:

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<tr>
<td>HIST2020</td>
<td>American History II</td>
<td>3/0/3</td>
</tr>
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</table>

**AAS – Criminal Justice**

*A minimum grade of “C” is required in all Criminal Justice major-specific courses.*
Program Description:

This program prepares students to work in service, production, fast foods, and baking areas of the food service industry. Program content includes American Culinary Federation information and guidelines for approved chef training, accreditation, and National Restaurant Association Pro Management Certification.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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<tbody>
<tr>
<td>CULN 1110</td>
<td>Culinary Math</td>
<td>3/0/3</td>
</tr>
<tr>
<td>CULN1120</td>
<td>Food and Beverage Service</td>
<td>1/1/2</td>
</tr>
<tr>
<td>CULN1130</td>
<td>Sanitation and Safety</td>
<td>2/1/3</td>
</tr>
<tr>
<td>CULN1140</td>
<td>Introduction to Culinary Skills</td>
<td>1/2/3</td>
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<tr>
<td>HOST1010</td>
<td>Orientation to the Hospitality/Tourism Industry</td>
<td>3/0/3</td>
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<tr>
<td>CULN1150</td>
<td>Meat Fabrication</td>
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**TCA - Entry Level Prep Cook III**

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<tbody>
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<td>Nutrition</td>
<td>3/0/3</td>
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<tr>
<td>CULN1210</td>
<td>Volume Food Production</td>
<td>2/6/8</td>
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<tr>
<td>CPTTR1100</td>
<td>Computer Basics</td>
<td>1/1/2</td>
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<td>CULN1230</td>
<td>Garde Manger</td>
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**CTS - Production Cook**

<table>
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<th>Course Description</th>
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<tr>
<td>CULN1310</td>
<td>Basic Baking Fundamentals</td>
<td>2/3/5</td>
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<tr>
<td>CULN1321</td>
<td>À La Carte</td>
<td>0/4/4</td>
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<tr>
<td>CULN2410</td>
<td>Regional Cuisine</td>
<td>1/2/3</td>
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**CTS – Entry Line Cook**

<table>
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<tr>
<th>Course Number</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>CULN2420</td>
<td>International Cuisine</td>
<td>1/2/3</td>
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<tr>
<td>CULN2430</td>
<td>Food &amp; Beverage Operation</td>
<td>2/1/3</td>
</tr>
<tr>
<td>CULN2440</td>
<td>Advanced Baking Fundamentals</td>
<td>2/3/5</td>
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<td>JOBS2450</td>
<td>Job Seeking Skills</td>
<td>2/0/2</td>
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</table>

**TD – Culinary Arts and Occupations**

*A minimum grade of “C” is required in all Culinary Arts and Occupations major-specific courses.*
Program Description:

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare individuals for employment as job entry-level diesel powered equipment technicians. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. The content includes, but is not limited to, disassembling engines and replacing parts, fuel injection systems, oil and water pumps, electrical systems, steering and suspension systems, brake systems, drive train, and chassis. Instruction also includes the use of technical manuals, preventive maintenance procedures, and safe and efficient work practices.

SEMESTER ONE

<table>
<thead>
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<th>Course Number</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>DPET1110</td>
<td>Safety Skills &amp; Orientation</td>
<td>1/0/1</td>
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<tr>
<td>DPET1120</td>
<td>Introduction to Diesel</td>
<td>1/2/3</td>
</tr>
<tr>
<td>DPET1130</td>
<td>Diesel Engine Parts ID &amp; Operating Principles</td>
<td>2/2/4</td>
</tr>
<tr>
<td>DPET1210</td>
<td>Basic Diesel Electrical Systems</td>
<td>1/3/4</td>
</tr>
<tr>
<td>DPET1220</td>
<td>Advanced Diesel Electrical Systems</td>
<td>1/3/4</td>
</tr>
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<td>CPTR1100</td>
<td>Computer Basics</td>
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SEMESTER TWO

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<tr>
<td>DPET1140</td>
<td>Engines</td>
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<tr>
<td>DPET1150</td>
<td>Engine Diagnostics</td>
<td>1/1/2</td>
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<tr>
<td>DPET1231</td>
<td>Diesel Engine Control Systems</td>
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<tr>
<td>DPET1240</td>
<td>Diesel Engine Fuel Systems</td>
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<tr>
<td>DPET1251</td>
<td>Alternative Fuel Systems</td>
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SEMESTER THREE

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<td>DPET2130</td>
<td>Brakes</td>
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<tr>
<td>DPET2140</td>
<td>Fundamentals of Steering</td>
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<tr>
<td>DPET2210</td>
<td>Fundamentals of Suspension</td>
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<td>DPET2220</td>
<td>Air Conditioning</td>
<td>2/2/4</td>
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<tr>
<td>DPET2231</td>
<td>Welding</td>
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SEMESTER FOUR

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<td>DPET1310</td>
<td>Introduction to Power Trains</td>
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<td>DPET1320</td>
<td>Transmissions</td>
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<td>DPET1330</td>
<td>Differentials</td>
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<td>DPET2110</td>
<td>Basic Hydraulics</td>
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<td>DPET2120</td>
<td>Advance Hydraulics</td>
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<td>TCA – Hydraulics Technician</td>
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A minimum grade of “C” is required in all Diesel Powered Equipment Technology major-specific courses.
DIETARY MANAGEMENT

CIP Code: 513104
Program Type: Technical Competency Area (TCA)
Program Length: 14 semester credit hours

Program Description:
This program offers a set of prescribed courses leading to a TCA in Dietary Management.

<table>
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<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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<tbody>
<tr>
<td>CULN2992</td>
<td>DMA Medical Nutrition Therapy</td>
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<td>CULN2994</td>
<td>DMA Resource Management</td>
<td>2/1/3</td>
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<td>CULN2996</td>
<td>DMA Food Service Operation</td>
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</tr>
<tr>
<td>CULN2998</td>
<td>DMA Sanitation and Safety</td>
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</table>

TCA – Dietary Management
DRAFTING AND DESIGN TECHNOLOGY

CIP Code: 151301
Program Type: Associate of Applied Science
Program Length: 72 Semester Credit Hours

Program Description:

The mission of the Drafting and Design Technology program is to provide a teacher-learning environment that will afford every student an opportunity to obtain the board and computer drafting skills needed for employment and advancement in the areas of Structural, Architectural, Civil/Surveying, Electrical, Machine/Manufacturing, Marine, Piping and Structural/Strength and Materials Drafting.

The Drafting program provides a safe and healthy environment for learning, encourages students to become critical thinkers, and attempts to establish a relationship with students and employers that promotes upgrading skills for advancement in their drafting career.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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<tbody>
<tr>
<td>CADD1101</td>
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<tr>
<td>DRFT1101</td>
<td>Drafting Fundamentals</td>
<td>1/1/2</td>
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<tr>
<td>DRFT1102</td>
<td>Geometric Construction</td>
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<td>DRFT1103</td>
<td>Pictorial/Working Drawing</td>
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<td>DRFT1104</td>
<td>Machine Drawing</td>
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<td>MATH1100</td>
<td>College Algebra</td>
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<td>CADD1201</td>
<td>Computer Aided Drafting II</td>
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<td>DRFT1202</td>
<td>Auxiliary Views / Descriptive Geometry</td>
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<td>DRFT1203</td>
<td>Fasteners &amp; Springs</td>
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<td>DRFT1204</td>
<td>Intersections &amp; Developments</td>
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<td>DRFT2301</td>
<td>Architecture I</td>
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<td>DRFT2302</td>
<td>Electrical/Electronics</td>
<td>1/2/3</td>
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<tr>
<td>DRFT2303</td>
<td>Machines/Manufacturing</td>
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<td>Piping</td>
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<tr>
<td>DRFT2305</td>
<td>Structural/Strength of Material</td>
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<td>DRFT2401</td>
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<td>DRFT2402</td>
<td>Civil/Surveying</td>
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<td>Marine Design</td>
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<td>TD – Drafting and Design Technician</td>
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SOWELA TECHNICAL COMMUNITY COLLEGE
**DRAFTING AND DESIGN TECHNOLOGY CONT.**

Required General Education Courses:

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**AAS - Drafting and Design Technology**

*A minimum grade of “C” is required in all Drafting and Design Technology major-specific courses.*
INDUSTRIAL ELECTRICITY (ELECTRICIAN)

CIP Code: 460302
Program Type: Diploma
Program Length: 46 Semester Credit Hours

Program Description:

The Industrial Electricity (Electrician) Program 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, industrial instruments, PLC’s, and lighting systems. Program specialties emphasize safe and efficient work practices, and basic occupational skills. They are organized into competency-based courses that specify occupational competencies, which the student must successfully complete. Areas of study also include all applicable codes and standards, blueprint reading, and wiring diagram interpretations, which are appropriate to the area.

### SEMESTER ONE

<table>
<thead>
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<th>Course Description</th>
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<td>ETRN1112</td>
<td>Fundamentals of Electricity/Electronics</td>
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<td>ELEC1122</td>
<td>Residential Wiring</td>
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<td>INST1110</td>
<td>Introduction to Instrumentation</td>
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</tbody>
</table>

**TCA – Electrician Helper**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>ELEC1222</td>
<td>Residential Wiring Installation</td>
<td>1/3/4</td>
</tr>
<tr>
<td>ELEC2460</td>
<td>Technical Math for Electricians</td>
<td>1/1/2</td>
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### SEMESTER TWO

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ETRN1212</td>
<td>Fundamentals of Semiconductors/Circuits</td>
<td>1/3/4</td>
</tr>
<tr>
<td>ETRN1232</td>
<td>Digital Electronics</td>
<td>1/2/3</td>
</tr>
<tr>
<td>ELEC1422</td>
<td>Introduction to Motor Controls</td>
<td>1/2/3</td>
</tr>
<tr>
<td>CPTR1100</td>
<td>Computer Basics</td>
<td>1/1/2</td>
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**CTS – Residential Electrician**

### SEMESTER THREE

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<th>Course Number</th>
<th>Course Description</th>
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</thead>
<tbody>
<tr>
<td>INST 2721</td>
<td>Introduction to Programmable Controllers</td>
<td>1/2/3</td>
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<tr>
<td>ELEC1230</td>
<td>National Electric Code</td>
<td>1/2/3</td>
</tr>
<tr>
<td>ELEC1430</td>
<td>Blueprint Interpretation</td>
<td>1/2/3</td>
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### SEMESTER FOUR

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<th>Course Description</th>
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<tbody>
<tr>
<td>ELEC 1340</td>
<td>Generator and Transformer Operations</td>
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<td>ELEC2630</td>
<td>Advanced Motor Controls</td>
<td>1/2/3</td>
</tr>
<tr>
<td>INST 2811</td>
<td>Advanced PLC’s</td>
<td>1/2/3</td>
</tr>
</tbody>
</table>

**TD – Industrial Electricity (Electrician)**

A minimum grade of “C” is required in all Industrial Electricity (Electrician) major-specific courses.
General Studies

CIP Code: 240102
Program Type: Associate of General Studies
Program Length: 62 Semester Credit Hours

Program Description:

The Associate of General Studies degree is a flexible program designed to help students reach their educational or occupational goals. The degree provides an opportunity for students to earn an associate degree when their specific needs are not met through other degree options. The degree also allows students to explore a variety of academic fields before selecting a specific educational or career path.

The Associate of General Studies degree is designed with three primary components. Graduates must complete the general education core requirements, an area of concentration, and enrichment courses.

Additionally, to be awarded this degree, students must earn a “C” or better in all courses within the area of concentration, earn a 2.5 GPA for all courses within the area of concentration, and earn a cumulative GPA of 2.00 or better in all credits used to fulfill degree requirements.

Objectives of the Associate of General Studies:

• To provide a flexible degree option for students whose educational needs are not met by existing degree programs.

• To provide coursework that allows students to transfer to a baccalaureate degree program with minimal or no loss of credit.

• To provide students a means of developing marketable skills for their chosen career paths.

Program of Study

Note: Students may not enroll in the AGS degree if they are placed in TSRE Transitional Reading. Students admitted to the AGS degree, whose academic skills require that they be placed in transitional mathematics and/or English, must complete the appropriate transitional sequence(s) before enrolling in MATH 1100 and ENGL 1010.

General Education Core Requirements 29
Area of Concentration 18
Enrichment Courses 15
Total hours 62

General Education Core Requirements:

English Composition 6
College Algebra 3
American History 3
Natural Science 6
Social/Behavioral Science 6
Fine Arts 3
Computer Literacy 2
Areas of Concentration:

Arts and Humanities
Natural Science/Mathematics

General Studies Enrichment Blocks:

(Minimum of 6 hours from two enrichment blocks other than the area of concentration)

Block 1: Arts and Humanities

(Communications, Literature, History)

Block 2: Natural Science/Mathematics

(Mathematics, Statistics, Biology, Environmental Science, Physical Science)

Block 3: Social/Behavioral Science

(Economics, Psychology, Sociology, Government, Geography)

Suggested Sequence of Coursework

<table>
<thead>
<tr>
<th>Semester 1:</th>
<th>Cr. Hrs.</th>
<th>Semester 2:</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>ENGL1010</td>
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<td>ENGL1020</td>
<td>3</td>
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<tr>
<td>MATH1100</td>
<td>3</td>
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<td>CPTR1100</td>
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<td>Concentration</td>
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</tr>
<tr>
<td>Natural Science</td>
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<td>Enrichment Block</td>
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<tr>
<td>Concentration</td>
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<td>Enrichment Block</td>
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<table>
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<th>Semester 3:</th>
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<th>Semester 4:</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
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<td>Fine Arts</td>
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<tr>
<td>Social/Behavioral</td>
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<td>Social/Behavioral</td>
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</tr>
<tr>
<td>Concentration</td>
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</tbody>
</table>
**SOWELA TECHNICAL COMMUNITY COLLEGE**

**HEATING, VENTILATION AND AIR CONDITIONING**

CIP Code: 470201  
Program Type: Certificate of Technical Studies  
Program Length: 25 Semester Credit Hours

**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, ventilation and air conditioning.

This certificate program prepares individuals to install, diagnose, repair, and maintain the operating condition of domestic and residential heating, air conditioning, and refrigeration systems.

### SEMESTER ONE

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETRN1112</td>
<td>Fundamentals of Electricity/Electronics</td>
<td>1/3/4</td>
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<tr>
<td>HACR1161</td>
<td>Principles of Refrigeration</td>
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<tr>
<td>HACR1140</td>
<td>Applied Mathematics</td>
<td>3/0/3</td>
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<tr>
<td>ELEC1430</td>
<td>Blueprint Interpretation</td>
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**TCA – HVAC Helper**

### SEMESTER TWO

<table>
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<tr>
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<th>Course Description</th>
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</thead>
<tbody>
<tr>
<td>HACR2112</td>
<td>Residential Air Conditioning &amp; Heating</td>
<td>1/2/3</td>
</tr>
<tr>
<td>HACR2541</td>
<td>Residential Heat Pumps/EPA Compliance</td>
<td>1/2/3</td>
</tr>
<tr>
<td>ELEC1230</td>
<td>National Electrical Code</td>
<td>1/2/3</td>
</tr>
<tr>
<td>ELEC1422</td>
<td>Introduction to Motor Controls</td>
<td>1/2/3</td>
</tr>
</tbody>
</table>

**CTS – Residential HVAC Technician**
INDUSTRIAL ELECTRONICS TECHNOLOGY

CIP Code: 470105
Program Type: Associate of Applied Science
Program Length: 63 Semester Credit Hours

Program Description:

The Industrial Electronics Technology program generally prepares individuals to assemble, install, operate, maintain, and repair electrical/electronic equipment used in business and industry. This course includes instruction, on actual equipment or associated trainers, relating to power supplies, amplifiers, motors, digital and computer circuitry, programmable controllers, computer peripherals, lasers, fiber optics, communication systems, and video systems.

SEMESTER ONE

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETRN1112</td>
<td>Fundamentals of Electricity/Electronics</td>
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<tr>
<td>ENGL1010</td>
<td>English Composition I</td>
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<tr>
<td>MATH1100</td>
<td>College Algebra</td>
<td>3/0/3</td>
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<td>CPTTR1100</td>
<td>Computer Basics</td>
<td>1/1/2</td>
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<tr>
<td>HIST2010</td>
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<td>3/0/3</td>
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<tr>
<td>or</td>
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SEMESTER TWO

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<th>Course Description</th>
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<tbody>
<tr>
<td>ETRN1212</td>
<td>Fundamentals of Semiconductors/Circuits</td>
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<tr>
<td>ETRN1232</td>
<td>Digital Electronics</td>
<td>1/2/3</td>
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<tr>
<td>ELEC 1340</td>
<td>Generator and Transformer Operations</td>
<td>1/2/3</td>
</tr>
<tr>
<td>PSYC2010</td>
<td>Introduction to Psychology</td>
<td>3/0/3</td>
</tr>
<tr>
<td>JOBS 2450</td>
<td>Job Seeking Skills</td>
<td>2/0/2</td>
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SEMESTER THREE

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INST 2721</td>
<td>Introduction to Programmable Controllers</td>
<td>1/2/3</td>
</tr>
<tr>
<td>ELEC1422</td>
<td>Introduction to Motor Controls</td>
<td>1/2/3</td>
</tr>
<tr>
<td>ETRN2112</td>
<td>Transistor Circuits</td>
<td>1/2/3</td>
</tr>
<tr>
<td>ETRN2120</td>
<td>Communications Principles and Systems</td>
<td>2/2/4</td>
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<td>CTS – Electronics Technician, Level II</td>
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<tr>
<td>ETRN2130</td>
<td>Telecommunications</td>
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SEMESTER FOUR

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<th>Course Number</th>
<th>Course Description</th>
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</thead>
<tbody>
<tr>
<td>INST 2811</td>
<td>Advanced PLC’s</td>
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<tr>
<td>ETRN1250</td>
<td>Digital Electronics II</td>
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</tr>
<tr>
<td>ETRN2140</td>
<td>Computer Systems and Interfacing</td>
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<tr>
<td>ETRN2800</td>
<td>Electronic Troubleshooting</td>
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<tr>
<td>PHSC1000</td>
<td>Physical Science I</td>
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</table>

AAS- Industrial Electronics Technology

TD – Industrial Electronics Technician - Awarded if the General Education Courses (ENGL1010, MATH1100, PHSC1000, PSYC2010, & HIST2010/20) are not completed.

A minimum grade of “C” is required in all Industrial Electronics Technology major-specific courses.
# INDUSTRIAL INSTRUMENTATION

**CIP Code:** 150404  
**Program Type:** Associate of Applied Science  
**Program Length:** 69 Semester Credit Hours

## Program Description:

The Industrial Instrumentation program generally prepares individuals to install, maintain, troubleshoot, and repair various types of measuring and control instruments and peripherals, such as measuring, transmitting, indicating, recording, and controlling devices, final elements, optical instruments and control areas of electronics, motor controls, and different types of measuring systems.

## SEMESTER ONE

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPTR1100</td>
<td>Computer Basics</td>
<td>1/1/2</td>
</tr>
<tr>
<td>ETRN1112</td>
<td>Fundamentals of Electricity/Electronics</td>
<td>1/3/4</td>
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<tr>
<td>INST1110</td>
<td>Introduction to Instrumentation</td>
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**TCA – Basic ELEC/ELTR Repair**

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<tr>
<td>ENGL1010</td>
<td>English Composition I</td>
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<tr>
<td>MATH1100</td>
<td>College Algebra</td>
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## SEMESTER TWO

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<th>Course Number</th>
<th>Course Description</th>
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</thead>
<tbody>
<tr>
<td>ETRN1212</td>
<td>Fundamentals of Semiconductors/Circuits</td>
<td>1/3/4</td>
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<tr>
<td>ELEC 1340</td>
<td>Generator and Transformer Operations</td>
<td>1/2/3</td>
</tr>
<tr>
<td>ETRN1232</td>
<td>Digital Electronics</td>
<td>1/2/3</td>
</tr>
<tr>
<td>INST1311</td>
<td>Pressure/Level Measurements</td>
<td>2/1/3</td>
</tr>
<tr>
<td>PHSC1000</td>
<td>Physical Science I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>ELEC1422</td>
<td>Introduction to Motor Controls</td>
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**CTS – Industrial ELEC/ELTR Repair**

## SEMESTER THREE

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<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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<tbody>
<tr>
<td>INST1411</td>
<td>Flow &amp; Final Control Elements</td>
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</tr>
<tr>
<td>INST 2721</td>
<td>Introduction to Programmable Controllers</td>
<td>1/2/3</td>
</tr>
<tr>
<td>ELEC1230</td>
<td>National Electric Code</td>
<td>1/2/3</td>
</tr>
<tr>
<td>INST2731</td>
<td>Temperature &amp; Analytical</td>
<td>2/1/3</td>
</tr>
<tr>
<td>ETRN2112</td>
<td>Transistor Circuits</td>
<td>1/2/3</td>
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<td>PSYC2010</td>
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## SEMESTER FOUR

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<th>Course Number</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>INST 2811</td>
<td>Advanced PLC's</td>
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<tr>
<td>INST 2611</td>
<td>Controllers</td>
<td>2/1/3</td>
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<td>INST 2841</td>
<td>Distributive Control</td>
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<tr>
<td>ELEC2630</td>
<td>Advanced Motor Controls</td>
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</tr>
<tr>
<td>JOBS 2450</td>
<td>Job Seeking Skills</td>
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<td>AAS - Industrial Instrumentation</td>
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**TD - Industrial Instrumentation**  
Awarded if the General Education Courses (ENGL1010, MATH1100, PHSC1000, PSYC2010, & HIST2010/20) are not completed.  
A minimum grade of “C” is required in all Industrial Instrumentation major-specific courses.
### Program Description:

The Industrial Machine Shop program prepares individuals to shape metal parts on machines such as lathes, grinders, drill presses, and milling machines. Computer numerical controlled machines are also introduced. The program includes making computations for dimensions and cutting feeds and speeds, using precision measuring instruments, laying out parts, and heat treatment of metals.

The instructor has the option of adding other specialty studies such as Numerical Control (NC), Computer Numerical Control (CNC), etc., in order to meet local industry needs.

### SEMESTER ONE

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>IMSS1112</td>
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<td>IMSS1100</td>
<td>Mathematics for Machine Tool Technology</td>
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<td>IMSS1132</td>
<td>Blueprint Reading</td>
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<td>IMSS1212</td>
<td>Benchwork</td>
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<td>IMSS1222</td>
<td>Drill Press</td>
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<tr>
<td>CPTR1100</td>
<td>Computer Basics</td>
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**TCA – Drill Press Operator**

### SEMESTER TWO

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<tbody>
<tr>
<td>IMSS1312</td>
<td>Basic Lathe I</td>
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</tr>
<tr>
<td>IMSS1322</td>
<td>Basic Lathe II</td>
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<tr>
<td>IMSS1332</td>
<td>Basic Lathe III</td>
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**CTS – Lathe Operator**

### SEMESTER THREE

<table>
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<th>Course Number</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>IMSS2512</td>
<td>Precision Grinding</td>
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<tr>
<td>IMSS1412</td>
<td>Basic Mill I</td>
<td>1/3/4</td>
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<tr>
<td>IMSS1422</td>
<td>Basic Mill II</td>
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**CTS – Mill Operator**

<table>
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<tbody>
<tr>
<td>JOBS2450</td>
<td>Job Seeking Skills</td>
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### SEMESTER FOUR

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<th>Course Number</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>IMSS2612</td>
<td>Advance Lathe</td>
<td>2/3/5</td>
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<tr>
<td>IMSS2622</td>
<td>Advance Mill</td>
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<tr>
<td>IMSS2522</td>
<td>Forming and Shaping</td>
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**CTS – Machinist Apprentice**

### SEMESTER FIVE

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</table>

**TD - Machine Tool Technology**

*A minimum grade of “C” is required in all Machine Tool Technology major-specific courses.*
Program Description:

The mission of this program is to provide specialized classroom instruction and practical experience to prepare students for employment or to provide supplemental training for persons previously or currently employed in the business field.

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.

The program emphasizes safe and efficient work practices, basic occupational skills, and employability skills. The content is organized into competency-based courses that specify occupational competencies that the student must successfully complete.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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<tbody>
<tr>
<td>ACCT 1100</td>
<td>Principles of Accounting, Part I</td>
<td>1/2/3</td>
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<tr>
<td>BUSI 1210</td>
<td>Business Math</td>
<td>3/0/3</td>
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<tr>
<td>ISYS 1250</td>
<td>Introduction to Computers</td>
<td>3/0/3</td>
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<td>KYBD 1110</td>
<td>Introduction to Keyboarding</td>
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<tr>
<td>TCA – General Clerk</td>
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<td>Principles of Accounting, Part II</td>
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<td>KYBD 1210</td>
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<tr>
<td>ISYS 1330</td>
<td>Introduction to Spreadsheets</td>
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<tr>
<td>ISYS 1450</td>
<td>Basic Word Processing</td>
<td>1/2/3</td>
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<tr>
<td>CTS – Word Processor Operator</td>
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<td>BUSI 2300</td>
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<td>ISYS 1550</td>
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<td>CTS – Office Assistant</td>
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<tr>
<td>MACH 1350</td>
<td>Introduction to Machine Transcription</td>
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</tr>
<tr>
<td>ISYS 1650</td>
<td>Desktop Publishing</td>
<td>3/0/3</td>
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<td>OSYS 2530</td>
<td>Office Procedures</td>
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<td>JOBS 2450</td>
<td>Job Seeking Skills</td>
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<td>TD – Office Systems Technology</td>
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## OFFICE SYSTEMS TECHNOLOGY (CONT.)

### Required General Education Courses:

<table>
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<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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<tbody>
<tr>
<td>ENGL1010</td>
<td>English Composition I</td>
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<td>MATH1100</td>
<td>College Algebra</td>
<td>3/0/3</td>
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<tr>
<td>PHSC1000</td>
<td>Physical Science I</td>
<td>3/0/3</td>
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<td>or</td>
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<tr>
<td>BIOL1010</td>
<td>General Biology I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>PSYC2010</td>
<td>Introduction to Psychology</td>
<td>3/0/3</td>
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<tr>
<td>HIST2010</td>
<td>American History I</td>
<td>3/0/3</td>
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<td>or</td>
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</tr>
<tr>
<td>HIST2020</td>
<td>American History II</td>
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</tr>
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</table>

### AAS - Office Systems Technology

A minimum grade of “C” is required in all Office Systems Technology major-specific courses.
PRACTICAL NURSING (INCLUDING IV THERAPY)

CIP Code: 511613
Program Type: Diploma
Program Length: 62 Semester Credit Hours

Program Description:

The Practical Nursing program is designed to prepare the student to become a Licensed Practical Nurse. The program consists of both classroom instruction and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies.

Since man is a biological, psychological, and spiritual being who is evolving across the life span, it is essential that nursing needs be met by caring, supportive persons who recognize the many facets and who respect individuality. The program content has been developed utilizing the Administrative Rules for the Louisiana State Board of Practical Nurse Examiners, the nursing process incorporates the concepts of holistic nursing, hierarchy of needs, stress and adaptation, creative problem-solving, and psychosocial development.

Students who are unable to complete the Practical Nursing Program may be awarded a Certificate in Nursing Assistant if they satisfactorily complete and can demonstrate the competencies of OBRA skills, as determined by the instructor, and complete a minimum of 40 hours of clinical activities.

Upon graduation, the student is awarded a diploma and is eligible to take the National Council of State Boards Licensure Examination (NCLEX) for Practical Nurses.

Students should note that some courses have prerequisites, which must be successfully completed before enrolling into upper levels courses. All course work must be completed with at least 80% or above for program progression and completion.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ANUR1010</td>
<td>Anatomy &amp; Physiology for Practical Nursing</td>
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<tr>
<td>ANUR1030</td>
<td>Introduction to Microbiology/Infection Control</td>
<td>2/0/2</td>
</tr>
<tr>
<td>ANUR1050</td>
<td>Health Care Concepts Related to Self, Family, &amp; Community</td>
<td>2/0/2</td>
</tr>
<tr>
<td>ANUR1020</td>
<td>Nutrition &amp; Diet Therapy</td>
<td>2/0/2</td>
</tr>
<tr>
<td>ANUR1340</td>
<td>Introduction to Practical Nursing</td>
<td>1/0/1</td>
</tr>
<tr>
<td>ANUR1220</td>
<td>Foundations of Practical Nursing</td>
<td>5/0/5</td>
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<tr>
<td>ANUR1222</td>
<td>Foundations of Practical Nursing Clinical</td>
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<tr>
<td>TCA - Certified Nursing Assistant</td>
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<tr>
<td>ANUR1441</td>
<td>Pharmacology - Drug Calculations</td>
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<tr>
<td>ANUR2320</td>
<td>Medical Surgical Nursing I</td>
<td>5/0/5</td>
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<tr>
<td>ANUR2322</td>
<td>Medical Surgical Nursing I Clinical</td>
<td>0/4/4</td>
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<tr>
<td>ANUR2430</td>
<td>Mental Health Nursing</td>
<td>2/0/2</td>
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<tr>
<td>ANUR2432</td>
<td>Mental Health Clinical</td>
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<tr>
<td>ANUR2620</td>
<td>I.V. Therapy</td>
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<tr>
<td>ANUR2621</td>
<td>I.V. Therapy Lab</td>
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<tr>
<td>ANUR3050</td>
<td>Medical Surgical Nursing II</td>
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<tr>
<td>ANUR3052</td>
<td>Medical Surgical Nursing II Clinical</td>
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<tr>
<td>ANUR3230</td>
<td>Maternal/Child Nursing</td>
<td>4/0/4</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<td>ANUR3234</td>
<td>Maternal/Child Clinical</td>
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<td>ANUR4050</td>
<td>Medical Surgical Nursing III</td>
<td>5/0/5</td>
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<tr>
<td>ANUR4052</td>
<td>Medical Surgical Clinical III</td>
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<tr>
<td>ANUR4230</td>
<td>Professionalism for Practical Nursing</td>
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<tr>
<td>ANUR4232</td>
<td>Professionalism for Practical Nursing Clinical</td>
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</tr>
</tbody>
</table>

TD - Practical Nursing (Including IV Therapy)
**Program Description:**

The purpose of this program is to provide classroom instruction and practical laboratory experience to prepare students for employment in a variety of jobs in the field of Process Technology or to provide supplementary training for persons previously or currently in related process operations.

The program generally prepares individuals to monitor, operate, and maintain equipment used in the processing of raw material into marketable chemical/petrochemical refinery products. Includes instruction in, but not limited to, the following: materials handling, extraction, distillation, evaporation, drying, absorption, heat transfer, cracking, and reaction processes. It also addresses industrial safety, health and environmental concerns in the field of Process Technology and general plant operations.

The program emphasizes safe and efficient work practices, basic occupational skills, and employability skills.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>CPTR1000</td>
<td>Introduction to Computers</td>
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</tr>
<tr>
<td>MATH1100</td>
<td>College Algebra</td>
<td>3/0/3</td>
</tr>
<tr>
<td>PTEC1010</td>
<td>Introduction to Process Technology</td>
<td>3/0/3</td>
</tr>
<tr>
<td>PTEC1310</td>
<td>Process Instrumentation I</td>
<td>2/1/3</td>
</tr>
<tr>
<td>CHEM1010</td>
<td>General Chemistry</td>
<td>3/0/3</td>
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<td>CHEM1411</td>
<td>Chemistry Lab</td>
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<td>PTEC1610</td>
<td>Process Equipment (PT I)</td>
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<tr>
<td>ENGL2535</td>
<td>Technical Report Writing</td>
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<tr>
<td>MATH1020</td>
<td>Applied Trigonometry</td>
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<td>PTEC1320</td>
<td>Process Instrumentation II</td>
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<tr>
<td>PTEC2030</td>
<td>Plant Safety, Health and Environmental</td>
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<tr>
<td>PTEC2620</td>
<td>Process Physics</td>
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<td>PTEC2620LB</td>
<td>Process Physics Lab</td>
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<td>PTEC2070</td>
<td>Statistical Quality Control</td>
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<td>PTEC2420</td>
<td>Process Systems (PT II)</td>
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<tr>
<td>PTEC2911</td>
<td>Campus Internship</td>
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<td>PTEC2912</td>
<td>Industrial Internship</td>
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<td>PTEC2440</td>
<td>Process Troubleshooting</td>
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<td>PTEC1000</td>
<td>Mechanical Aptitude &amp; Spatial Relations</td>
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<td>PTEC2630</td>
<td>Fluid Mechanics</td>
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<td>PTEC2430</td>
<td>Unit Operations (PT III)</td>
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<tr>
<td>JOBS2450</td>
<td>Job Seeking Skills</td>
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**TD-Process Technology**

**Required General Education Courses:**

- ENGL1010  English Composition I  3/0/3
- ECON2020  Microeconomics         3/0/3
- HIST2010  American History I     3/0/3

*or*

- HIST2020  American History II    3/0/3

**AAS - Process Technology**

*A minimum grade of “C” is required in all Process Technology major-specific courses.*
### SEMESTER ONE

<table>
<thead>
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<th>Course Description</th>
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<tbody>
<tr>
<td>WELD1110</td>
<td>Occupational Orientation &amp; Safety</td>
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<tr>
<td>WELD1120</td>
<td>Basic Blueprint, Metallurgy &amp; Weld Symbols</td>
<td>1/1/2</td>
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<tr>
<td>WELD1130</td>
<td>Welding Inspection and Testing</td>
<td>1/1/2</td>
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<tr>
<td>WELD1210</td>
<td>Oxyfuel Systems</td>
<td>1/1/2</td>
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<tr>
<td>WELD1310</td>
<td>Cutting Processes CAC/PAC</td>
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<tr>
<td>TCA- Arc Cutter Basic</td>
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<tr>
<td>WELD1410</td>
<td>SMAW - Basic Beads</td>
<td>1/1/2</td>
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<tr>
<td>WELD1411</td>
<td>SMAW - Fillet Weld</td>
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### SEMESTER TWO

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<td>WELD1420</td>
<td>SMAW - V-Groove Open</td>
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<tr>
<td>CTS- SMAW Structural Welder</td>
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<tr>
<td>WELD1510</td>
<td>SMAW - Pipe 2G</td>
<td>1/2/3</td>
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<td>WELD1514</td>
<td>SMAW – 5G Downhill</td>
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<td>WELD1515</td>
<td>SMAW – 6G Downhill</td>
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<td>WELD1516</td>
<td>SMAW - 5G Uphill</td>
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### SEMESTER THREE

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<td>WELD1517</td>
<td>SMAW - 6G Uphill</td>
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<tr>
<td>CTS- SMAW Pipe Welder</td>
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<tr>
<td>WELD2210</td>
<td>GTAW - Multi-Joint</td>
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<td>WELD2220</td>
<td>GTAW - Pipe 5G</td>
<td>1/3/4</td>
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<tr>
<td>WELD2221</td>
<td>GTAW - Pipe 2G</td>
<td>0/3/3</td>
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<tr>
<td>WELD2222</td>
<td>GTAW - Pipe 6G</td>
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### SEMESTER FOUR

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<td>WELD2230</td>
<td>GTAW - Aluminum Multi-Joint</td>
<td>1/1/2</td>
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<td>CTS- SMAW, GTAW Combination Welder</td>
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<tr>
<td>Course Number</td>
<td>Course Description</td>
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<tr>
<td>WELD2310</td>
<td>GMAW - Basic Fillet Weld</td>
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<tr>
<td>WELD2311</td>
<td>GMAW - Groove Weld</td>
<td>0/2/2</td>
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<tr>
<td>WELD2110</td>
<td>FCAW - Basic Fillet Welds</td>
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<tr>
<td>WELD2111</td>
<td>FCAW - Groove Welds</td>
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<tr>
<td>CTS - SMAW, GTAW, GMAW, FCAW Combination Welder</td>
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<tr>
<td>WELD2312</td>
<td>Basic Pipe &amp; Structural Fabrication</td>
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<td>JOBS 2450</td>
<td>Job Seeking Skills</td>
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<tr>
<td>CPT1 1100</td>
<td>Computer Basics</td>
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</tbody>
</table>

**TD – Welding**

*A minimum grade of “C” is required in all Welding major-specific courses.*
WORKFORCE DEVELOPMENT UNIT

The Workforce Development Unit (WDU) at Sowela focuses on providing educational and training opportunities beyond the scope of credit preparatory programs that award a degree, diploma, or certificate. This is in keeping with Sowela’s mission statement and that of the WDU:

The mission of the Workforce Development Unit is to develop, design, support, and provide educational and training programs and services that meet the specific needs of the employers, employees, and citizens in the communities we serve.

The WDU specializes in providing educational and training programs that are specifically designed for a narrow focus of learning. This can be for credit, non-credit, or continuing education units (CEUs), and can be as short as a one hour course to an apprenticeship training program of several hundred hours.

Sample WDU Courses:
- Achieve Global Management and Leadership Training
- Aviation Apprenticeships
- Carpenter Apprenticeships
- Command Spanish®
- Electrical Apprenticeships
- Entrepreneurship Training
- Equipment Care and Monitoring for Process Equipment
- Fast Track Welding
- High-Voltage Electrical Safety
- I-CAR Training
- Microsoft Word Beginner, Intermediate, and Advanced
- Microsoft Excel Beginner, Intermediate, and Advanced
- Microsoft Access Beginner, Intermediate, and Advanced
- NICET Levels 1, 2, 3, & 4 training for Industrial Instrumentation
- Nurse Assistant
- Plumbing Apprenticeships
- Programmable Logic Controller Operation
- Total Distributive Control Operations
- and many more.

The focus of the WDU is to provide just-in-time training, attentive to the needs of individuals or employers, at affordable rates and convenient times of delivery. In most cases, a class can be developed and ready to deliver on campus, at the employer’s site, or at a neutral location in ten working days. This response time coupled with very affordable rates make the Sowela Technical Community College Workforce Development Unit the best choice for individuals and employers looking for specialized and customized training.

For more information please contact:
Office of the Vice Chancellor for Economic and Workforce Development
(337) 491-2668 or richard.smith@sowela.edu

CONTINUING EDUCATION

Additionally, Sowela provides continuing education opportunities for professional and personal growth. These courses are conducted for groups of individuals on an as-needed basis. This can range from a course to teach health care workers how to perform a successful venipuncture to work as a phlebotomist to a course in regional cuisine preparation for couples wanting to learn new culinary skills for entertaining their families and friends.

For more information please contact:
Director of Workforce Development
(337) 491-2684 or william.mayo@sowela.edu

GRANT FUNDED TRAINING

Sowela serves as primary training provider for employers applying for the Incumbent Worker Training Program. This program is a funding stream that pays for upgrade training of current employees to meet the needs of a changing workforce. Sowela has experience with obtaining Workforce Investment Act (WIA) funds, National Emergency Grant (NEG) funds, and Community Development Block Grant (CDBG) funds.
For more information please contact:

Training Coordinator
(337) 491-2266 or alfred.caesar@sowela.edu

STRATEGIES TO EMPOWER PEOPLE (STEP)

Sowela WFD unit is pleased to coordinate the STEP program. This program assists client of the Office of Family Services with educational and training services that leads to employment and career with upward opportunities. This enables these students to overcome dependence on public assistance and become independent through self-reliance.

For more information please contact:

STEP Coordinator
(337) 491-2742 or johnny.thomas@sowela.edu
ACCT 1100. Principles of Accounting, Part I  
*Lecture 1, Lab 2, Credit 3*

Fundamental principles of double-entry accounting, with emphasis on journalizing, posting, and the preparation of financial statements; also accounting for cash and work at the end of the fiscal period using the cash and accrual basis for a service enterprise.

ACCT 1150. Federal Income Tax  
*Lecture 3, Lab 0, Credit 3*

Principles and practices relating to income tax returns for individuals. Special attention is given to tax planning, withholding allowances, and itemized deductions. Prerequisite: ACCT 1100 or approval of Department Head.

ACCT 1200. Principles of Accounting, Part II  
*Lecture 1, Lab 2, Credit 3*

Fundamental 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. Prerequisite: ACCT 1100.

ACCT 1210. Computerized Accounting I  
*Lecture 3, Lab 0, Credit 3*

Basic accounting principles utilizing the application of a current computerized accounting package which includes setting up the accounting system, recording routine transactions, preparing financial statements, and completing the year-end operations. Prerequisite: ACCT 1200 or approval of Department Head.

ACCT 1250. Payroll Accounting  
*Lecture 3, Lab 0, Credit 3*

Accounting principles and procedures relating to payroll accounting, including the required payroll and personnel records and reports; computation and payment of wages and salaries, social security taxes, income tax withholding; unemployment compensation taxes; and analysis and recording of payroll transactions. Prerequisite: ACCT 1200 or approval of Department Head.

ACCT 1300. Intermediate Accounting  
*Lecture 1, Lab 2, Credit 3*

Accounting principles relating to accounts receivable and accounts payable, uncollectible accounts, notes and interest, merchandise inventory, property, plant, and equipment; and accounting for partnerships. Prerequisite: ACCT 1200.

ACCT 1400. Advanced Accounting  
*Lecture 1, Lab 2, Credit 3*

This course is a study of the accounting for corporations and manufacturing concerns. Topics consist of accounting for capital stock, retained earnings, long-term debt, investments, financial reporting including cash flow statements, financial statement analysis, and basic accounting procedures for a manufacturing enterprise. Prerequisite: ACCT 1300.

ACCT 1510. Computerized Accounting II  
*Lecture 3, Lab 0, Credit 3*

Intermediate accounting principles utilizing the application of a current computerized accounting package which includes setting up the accounting system, recording routine transactions, preparing financial statements, and completing the year-end operations. Prerequisite: ACCT 1300 or approval of Department Head.

ACCT 2996. Special Projects  
*Lecture 3, Lab 0, Credit 3*

A course designed for the student who has demonstrated specific special needs. Prerequisite: Approval of Department Head.

AMTA 2010. Wood Structures and Covering  
*Lecture .5, Lab .5, Credit 1*

A study of the wooden structures and the organic/inorganic fabrics that cover these structures. Prerequisites: All AMTG courses.

AMTA 2020. Aircraft Finishes  
*Lecture .5, Lab .5, Credit 1*

A study of the selection, application, and subsequent inspection of aircraft finishes and trim. Prerequisites: All AMTG courses.
AMTA 2030. Sheet Metal
Lecture 2, Lab 2, Credit 4
A study which involves the bending, forming, riveting, and inspecting of aircraft metallic structures made of aluminum sheets. Prerequisites: All AMTG courses.

AMTA 2040. Composites
Lecture 1, Lab 1, Credit 2
A study of the various forms of nonmetallic structures that includes the inspection of these structures. Prerequisites: All AMTG courses.

AMTA 2050. Welding
Lecture .5, Lab .5, Credit 1
An introductory course to the science and methodology of welding, brazing, and soldering of materials used in the construction of aircraft. Prerequisites: All AMTG courses.

AMTA 2060. Assembly and Rigging
Lecture 1, Lab 1, Credit 2
A course of study detailing the assembly of primary and secondary flight controls and the subsequent rigging of these controls. Both fixed and rotary wing aircraft are addressed. Prerequisites: All AMTG courses.

AMTA 2070. Hydraulics and Pneumatics
Lecture 1, Lab 1, Credit 2
A study of the aircraft’s hydraulic and pneumatic systems and the associated components. Prerequisites: All AMTG courses.

AMTA 2080. Landing Gear and Position/Warning System
Lecture 1, Lab 1, Credit 2
A study of both large and small aircraft landing gear systems and their associated components. The course also includes the position indicating and warning system for retractable landing gear, as well as stall warning and other P&W systems. Prerequisites: All AMTG courses.

AMTA 2090. Aircraft Electrical Systems
Lecture 2, Lab 2, Credit 4
A course involving the installation, checking, servicing, and repairing of electrical wiring, controls, switches, indicators, components, and circuit protective devices. Prerequisites: All AMTG courses.

AMTA 2100. Aircraft Instruments
Lecture .5, Lab .5, Credit 1
A course of study on aircraft flight instruments that includes principles of operation, purpose, removals, installations, and system integration. Prerequisites: All AMTG courses.

AMTA 2110. Communication and Navigation System
Lecture .5, Lab .5, Credit 1
A study of the communication and navigation systems found on both general aviation and air carrier aircraft. Topics include autopilots, VHF and UHF radios, pulse systems, radar, antenna placement, and equipment installations. Prerequisites: All AMTG courses.

AMTA 2120. Cabin Atmosphere
Lecture .5, Lab .5, Credit 1
A course involving the principles of operation, servicing, inspecting, removing, installing, checking, troubleshooting, and repairing heating, cooling, air conditioning, pressurization, and oxygen systems. Prerequisites: All AMTG courses.

AMTA 2130. Ice and Rain
Lecture .5, Lab .5, Credit 1
A study of airborne systems to control the formation and removal of structural ice and rain. Prerequisites: All AMTG courses.

AMTA 2140. Airframe Inspection
Lecture .5, Lab .5, Credit 1
A course of study which allows the student to utilize previous studies in performing airframe conformity and airworthiness inspections. Prerequisites: All AMTG courses.
AMTG 1010. Aircraft Math and Physics
*Lecture 1, Lab 1, Credit 2*

A basic course involving the fundamentals of mathematics, physics, and aerodynamics and their relationship to aircraft maintenance.

AMTG 1020. Aircraft Drawings
*Lecture .5, Lab .5, Credit 1*

A basic course covering the fundamentals of aircraft drawings, sketches, blueprints, graphs, and charts.

AMTG 1030. Ground Operation and Servicing
*Lecture .5, Lab .5, Credit 1*

A course of study which prepares the student for basic flight line duties such as fueling, directing, securing, taxiing, and providing fire suppression for airplanes and helicopters.

AMTG 1040. Materials and Processes
*Lecture 1, Lab 1, Credit 2*

A study in the use of precision measuring tools, the identification of aircraft hardware and materials, nondestructive testing methods, inspection of welded structures, and basic heat-treating processes.

AMTG 1050. Fluid Lines and Fittings
*Lecture .5, Lab .5, Credit 1*

A course covering the fabrications, installation, and inspection of flexible and rigid fluid lines.

AMTG 1060. Cleaning and Corrosion Control
*Lecture .5, Lab .5, Credit 1*

A course covering the selection of cleaning materials and cleaning of aircraft and the inspection, identification, removal, and treatment of aircraft corrosion.

AMTG 1070. Weight and Balance
*Lecture 1, Lab 1, Credit 2*

A course of study that includes solving weight and balance problems, computing forward and aft-loaded center of gravity limits, equipment changes, loading schedules, helicopter weight and balance and examining weight and balance records.

AMTG 1080. Documents and Regulations
*Lecture 1, Lab 1, Credit 2*

The study and application of FAA and manufacturer maintenance publications, mechanic privileges and limitations, and maintenance forms and records.

AMTG 1090. Basic Electricity
*Lecture 2, Lab 1, Credit 3*

A basic course covering the relationship, measurement, and the calculation of voltage, current resistance, continuity and power in DC circuits, as well as the calculation of power, capacitance, resistance, and inductance in AC circuits. The inspection, servicing, and theory of operation of the different types of aircraft electrical systems are also discussed.

AMTG 1100. Aircraft Fuel Systems
*Lecture 1, Lab 1, Credit 2*

The study of the installation, inspection, maintenance, removal, overhaul, repair, and service of airframe and engine fuel systems, which also includes troubleshooting of fuel pressure and temperature warning systems, valves, and fuel pumps.

AMTG 1110. Aircraft and Engine Fire Protection
*Lecture .5, Lab .5, Credit 1*

A study in the operation and inspection of smoke and carbon monoxide detection systems, engine fire detection, and extinguishing systems.

AMTP 2210. Reciprocating Engines
*Lecture 2, Lab 3, Credit 5*

A study of the overhaul, repair, inspection, and troubleshooting of both opposed and radial reciprocating engines. Prerequisites: All AMTG courses.

AMTP 2220. Turbine Engines and APU
*Lecture 2, Lab 1, Credit 3*

A study of the theory, design, construction, installation, repair, and operation of the turbine engines and turbine powered APU. Prerequisites: All AMTG courses.

AMTP 2230. Induction and Engine Airflow Systems
*Lecture .5, Lab .5, Credit 1*

A course of study involving both turbine and reciprocating engine induction and airflow systems. Top-
ics include ice/rain protection, heat exchangers, turbo chargers, filters, and intake manifolds.

**AMTP 2240. Exhaust (Reverser) and Cooling Systems**  
*Lecture .5, Lab .5, Credit 1*

A course of study, in which both reciprocating and turbine exhaust and cooling systems are inspected, serviced, checked, and repaired. Prerequisites: All AMTG courses.

**AMTP 2250. Lubrication Systems**  
*Lecture .5, Lab .5, Credit 1*

A study of the lubrication systems of both turbine and reciprocating engines. Topics include identification and selection of lubricants, and the repair, inspection, and troubleshooting of the system. Prerequisites: All AMTG courses.

**AMTP 2260. Engine Electrical Systems**  
*Lecture 2, Lab 1, Credit 3*

A course of study involving the installation, checking, servicing, and repairing of electrical components, wiring, controls, switches, indicators, and protective devices found on engine electrical systems. Prerequisites: All AMTG courses.

**AMTP 2270. Engine Instruments**  
*Lecture .5, Lab .5, Credit 1*

A study of the instrumentation used in monitoring both reciprocating and turbine engine performance. Prerequisites: All AMTG courses.

**AMTP 2280. Ignition and Starting Systems**  
*Lecture 1, Lab 1, Credit 2*

A course of study in the repair, servicing, and troubleshooting of both reciprocating and turbine engine ignition and starting systems. Topics include magneto, ignition leads, spark plugs/igniters, and electrical/pneumatic starters. Prerequisites: All AMTG courses.

**AMTP 2290. Fuel Metering Systems**  
*Lecture 2, Lab 1, Credit 3*

A study of the fuel metering systems of both reciprocating and turbine engines. Topics include the inspection, repairing, servicing, and troubleshooting of these systems. Prerequisites: All AMTG courses.

**AMTP 2300. Propellers and Rotors**  
*Lecture 2, Lab 1, Credit 3*

A study of propellers, helicopter rotors, and their related systems, including maintenance, inspections, modifications, and overhaul techniques and practices. Prerequisites: All AMTG courses.

**AMTP 2310. Engine Inspection**  
*Lecture .5, Lab .5, Credit 1*

A course of study that allows the student to use previous studies to perform engine conformity and airworthiness inspections. Prerequisites: All AMTG courses.

**ARTS 1200. Introduction to Fine Arts**  
*Lecture 3, Lab 0, Credit 3*

A study of the nature and meaning of the visual arts including painting, drawing, sculpture, printmaking, photography, and architecture.

**AUTO 1002. Introduction to Automotive Technology**  
*Lecture 2, Lab 1, Credit 3*

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

**AUTO 1102. Engine Repair**  
*Lecture 2, Lab 3, Credit 5*

This course covers the theory, construction, and operation of the internal combustion engine. Topics include: automotive engine designs, performance testing of engines, engine removal and disassembly, cylinder head service, short block service, engine assembly and installation, engine lubrication system, and drivability problems related to internal engine problems. Prerequisite: AUTO 1002.
AUTO 1202. Automatic Transmission and Transaxle  
*Lecture 2, Lab 3, Credit 5*  
This course will cover theory, design, and operation of automatic transmissions and transaxles. Topics include the following: transmission design and components, electric transmission controls, and automatic transmission diagnosis and service. Prerequisite: AUTO 1002.

AUTO 1302. Manual Drive Trains  
*Lecture 2, Lab 3, Credit 5*  
This course will cover the theory, design, and function of the manual drive train. The following topics are included: manual transmission components, operation, diagnosis, and service; clutch assembly components, operation, diagnosis, and service; driveshaft and axle components, diagnosis, and service; differential components, diagnosis, and service; and four-wheel drive operation, diagnosis, and service. Prerequisite: AUTO 1002.

AUTO 1402. Steering and Suspension  
*Lecture 2, Lab 3, Credit 5*  
This course covers the theory, function, and operation of the automotive steering and suspension system. Topics include the following: steering and suspension system designs, inspection and service of steering and suspension system components, MacPherson Strut analysis and service, wheel bearing and spindle service, adjustable shock absorbers and electronic suspension controls, alignment procedures, and wheel and tire analysis and service. Prerequisite: AUTO 1002.

AUTO 1502. Brakes  
*Lecture 2, Lab 3, Credit 5*  
This course will cover theory, design, and operation of the automotive brake systems. Topics include the following: disc and drum brake system components; properties of brake fluids; components of the hydraulic brake system; diagnosing, replacing, and adjusting automotive brake systems; and the design, components, operations, diagnosis, and service of the antilock brake system (ABS). Prerequisite: AUTO 1002.

AUTO 1602. Electrical/Electronic I  
*Lecture 2, Lab 3, Credit 5*  
This course will teach the fundamentals of the electrical/electronic automotive systems. Topics will include the following: Ohms Law; electrical circuit design; principles of electricity; testing and service of automotive batteries; analysis and service of the automotive charging system, automotive lighting, and air conditioning; and using electrical troubleshooting manuals. Prerequisites: AUTO 1002.

AUTO 1612. Electrical/Electronic II  
*Lecture 2, Lab 3, Credit 5*  
This is the advanced-level electrical/electronic course. Topics include the following: principles of electronics; electronic circuit design; analysis and service of automotive gauges and warning devices; analysis and service of automotive computer system; analysis and service of active restraint systems; and the function, analysis, and service of the automotive computer system. Prerequisite: AUTO 1002.

AUTO 1702. Heating and Air Conditioning  
*Lecture 2, Lab 2, Credit 4*  
This course will cover the theory and design of automotive climate control systems. The following topics will be included in this course: principles of refrigeration, air conditioning design, components, and controls, diagnosis, and service of air conditioning systems; and automotive heating system components, diagnosis, and service. Prerequisite: AUTO 1002.

AUTO 1802. Engine Performance I  
*Lecture 2, Lab 3, Credit 5*  
Students will learn the fundamentals of the ignition system. Topics will include the following: engine and performance testing; ignition system theory, analysis, and service and design; ignition-related computerized engine controls; and drivability problems related to the ignition system. Prerequisite: AUTO 1002.

AUTO 1812. Engine Performance II  
*Lecture 2, Lab 3, Credit 5*  
This course is designed to teach the concepts of automotive fuel systems. Topics include the following:
fueled and fuel specifications; fuel supply systems; carburetor analysis and service; types of electronic fuel injection; components, testing, and service of electronic fuel injection; exhaust system analysis and service; and drivability problems related to fuel systems. Prerequisite: AUTO 1002.

**AUTO 1822. Engine Performance III**  
*Lecture 2, Lab 2, Credit 4*

This course will cover the design, function, and operation of the emissions systems as well as EPA guidelines. Topics include the following: relationship of automobile and air pollution, drivability problems related to emission systems, components of vehicle emission system, analysis and service of emission system operation, government mandated emission testing, use of exhaust gas analysis to test emission, and OBDI and OBDII systems. Prerequisite: AUTO 1002.

**BIOL 1010. General Biology I**  
*Lecture 3, Lab 0, Credit 3*

A study of basic biological principles and concepts. Intended for non-science majors.

**BIOL 1011. General Biology I Laboratory**  
*Lecture 0, Lab 1, Credit 1*

Laboratory investigations designed to demonstrate and complement the lessons of General Biology I. Prerequisite or co-requisite: BIOL 1010.

**BIOL 1020. General Biology II**  
*Lecture 3, Lab 0, Credit 3*

A study of basic biological principles and concepts. Intended for non-science majors.

**BIOL 1021. General Biology II Laboratory**  
*Lecture 0, Lab 1, Credit 1*

Laboratory investigations designed to demonstrate and complement the lessons of General Biology II. Prerequisite or co-requisite BIOL1020.

**BIOL 2100. Essentials of Anatomy and Physiology**  
*Lecture 3, Lab 0, Credit 3*

A basic study of the structure and function of the human body. It includes body systems, as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Intended for non-science majors.

**BIOL 2250. Human Anatomy and Physiology I**  
*Lecture 3, Lab 3, Credit 4*

A study of the structure and function of the following systems: skeletal, muscular, nervous, circulatory, and lymphatic.

**BIOL 2260. Human Anatomy and Physiology II**  
*Lecture 3, Lab 3, Credit 4*

A study of the structure and function of tissues and the following systems: endocrine, digestive, urinary, reproductive, and respiratory.

**BUSI 1000. Business Law**  
*Lecture 3, Lab 0, Credit 3*

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

**BUSI 1030. Introduction to Business**  
*Lecture 3, Lab 0, Credit 3*

A study of American business firms, organizational procedures, practices, and principles.

**BUSI 1210. Business Math**  
*Lecture 3, Lab 0, Credit 3*

A study of various business-related mathematical processes, principles, and techniques used to solve business problems. (Formerly MATH 1050)

**BUSI 2300. Business Communications**  
*Lecture 3, Lab 0, Credit 3*

This course includes the following: the communication theories and their applications; the role of technology; legality and ethics; the psychological approaches to preparing business letters; analysis and solution of business problems through effective letters and memos. (Formerly ENGL 1050)

**CADD 1101. Computer Aided Drafting 1**  
*Lecture 1, Lab 3, Credit 4*

This course is an introduction to computer-aided drafting. It introduces the basic concepts and principles of CAD, covering basic CAD commands. Empha-
sis is on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating and scaling objects; adding text, using layers; coordinating systems and input and output devices. Prerequisite: DRFT 1101 or Department approval.

**CADD 1201. Computer Aided Drafting II**  
*Lecture 1, Lab 3, Credit 4*

This course is an application of basic use of commands and components of a CAD workstation. It includes setting up and preparing working drawings. It covers the advanced principles of CAD and making use of advanced commands to develop complex, drawings. It is a continuation of practices and techniques used in Basic I. This course emphasizes the development of symbol libraries; application of parametric principles; dimensioning, blocks; three-dimensional and isometric drawings; customizing program menus and extracting attributes. Students create three-dimensional objects and link graphic entities to external non-graphic data. Prerequisite: CADD 1101.

**CHEM 1010. General Chemistry**  
*Lecture 3, Lab 0, Credit 3*

An introductory course including atomic and molecular structure, chemical nomenclature, measurement, and stoichiometry. Prerequisite: “C” or better in College Algebra.

**CHEM 1410. General Chemistry**  
*Lecture 3, Lab 0, Credit 3*

An introductory course designed to familiarize students with concepts and procedures specific to the process technology industry. Prerequisite: “C” or better in College Algebra.

**CHEM 1411. Chemistry Lab**  
*Lecture 0, Lab 1, Credit 1*

Use of laboratory experiences to develop understanding of chemical processes specific to the process technology industry. Prerequisite or co-requisite: CHEM 1010 or 1410.

**CISX 1001. Keyboarding**  
*Lecture 0, Lab 2, Credit 2*

Introduction to basic keyboarding terminology, touch typing, and basic word processing. Emphasis is placed on speed, accuracy, and correct technique.

**CISX 1005. Introduction to Computers**  
*Lecture 1, Lab 2, Credit 3*

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

**CISX 1050. Software Applications**  
*Lecture 2, Lab 2, Credit 4*

A hands-on approach in the use of microcomputer applications software including spreadsheets, word processing, and database concepts. Students will learn to create spreadsheets, word processing documents, and databases as well as the general function and purpose of each. Prerequisites: CISX 1005 and CISX 1001.

**CISX 1100. Installation and Troubleshooting Part I**  
*Lecture 1, Lab 2, Credit 3*

A hands-on intensive study involving PC hardware that prepares students for an industry-based certification such as the A+ hardware examination. The course includes installation of motherboards, various drives, and adapter cards. Provides a systematic approach towards PC diagnostics and troubleshooting through the use of practical industry standards diagnostic software. Prerequisite: CISX 1005, Co-requisite: CISX 1110.

**CISX 1110. Installation and Troubleshooting Part II**  
*Lecture 1, Lab 2, Credit 3*

A hands-on advanced study involving PC software that prepares students for an industry-based certification such as the A+ software examination. The course includes installation of operating systems, various applications, and communication software and their proper configuration. Provides a systematic approach towards PC diagnostics and troubleshooting through the use of practical industry standards diagnostic software. Prerequisite: CISX 1005. Co-requisite: CISX 1110.
CISX 1200. Operating Systems  
*Lecture 2, Lab 2, Credit 4*

A hands-on study of operating systems which prepares students for an industry-based certification such as the MCP examination. The course includes the installation and administration of a network operating system as well as troubleshooting and optimizing techniques. Prerequisite: CISX 1005.

CISX 1210. Introduction to Programming  
*Lecture 3, Lab 0, Credit 3*

Basic logic, variables, constants, TOE charts, Input/Output, Sequence Structure, Selection Structure, and Repetition Structure. Prerequisite: CISX 1005.

CISX 1250. Project Management  
*Lecture 1, Lab 2, Credit 3*

Provides the foundation for understanding the broad concepts of successful planning, organization, and implementation within the realm of software development, enhancement, and reconfiguration. Uses real-world examples and identifies common mistakes and pitfalls. Topics covered include project management software, estimating, budgeting, scheduling, tracking, and controlling. Prerequisites: CISX 1005 and KYBD 1000.

CISX 1300. Internet Applications  
*Lecture 1, Lab 2, Credit 3*

A hands-on study of Internet concepts which prepares students for an industry-based certification examination. The course includes a wide range of Internet basics such as HTML, networking concepts, TCP/IP protocols, IP addressing, and subnetting.

CISX 1320. Introduction to Database Development  
*Lecture 1, Lab 2, Credit 3*

A study of the theory and design of relational databases including ER diagrams and normalization. Includes a hands-on study on the use of creating and maintaining databases. Prerequisite: CISX 1005.

CISX 1330. Introduction to Midrange Systems  
*Lecture 3, Lab 0, Credit 3*

A hands-on study of Midrange multi-user systems including terminology, user access, messages, spooling, and GUI interface manipulation. Prerequisite: CISX 1005.

CISX 1400. Networking Technologies  
*Lecture 2, Lab 2, Credit 4*

A hands-on study of networking technologies which includes the planning, implementation, and administration of networks. The course also includes troubleshooting and security related issues. Prerequisite: CISX 1005.

CISX 1501. Programming Languages I  
*Lecture 1, Lab 2, Credit 3*

A study of Programming using various programming languages such as VB, VB.NET, Java, J Sharp, C Sharp, HTML, Perl, and others. Prerequisite: CISX 1210.

CISX 1502. Programming Languages II  
*Lecture 1, Lab 2, Credit 3*

A continuation of Programming Languages I. Prerequisite: CISX 1501.

CISX 1510. Introduction to Visual RPG  
*Lecture 1, Lab 2, Credit 3*

An introduction to the concept and design of object oriented programming using Visual RPG. Concepts of GUI interface design, ODNC data access, and aspects of fundamental programming design. Prerequisite: CISX 1210.

CISX 1520. CL Programming  
*Lecture 1, Lab 2, Credit 3*

The creation of programming routines that can be utilized to extract system information, job status, and user menus. Prerequisites: CISX 1210 and CISX 1330.

CISX 1531. C Programming Language I  
*Lecture 1, Lab 2, Credit 3*

Students are introduced to programming concepts and techniques using the C language. Upon completion, students should have the ability to write a wide variety of programs using the C language. Intensive hands-on applications. Prerequisite: CISX 1210.

CISX 1532. C Programming Language II  
*Lecture 1, Lab 2, Credit 3*

A continuation of C Programming Language I. Prerequisite: CISX 1531.
CISX 1550. Beginning Visual Basic  
*Lecture 1, Lab 2, Credit 3*  
An introduction to the Visual Basic environment. Concentration on basic syntax, object definition, screen layout, and selection and repetition structures. Prerequisite: CISX 1210.

CISX 1570. Programming with VBA  
*Lecture 1, Lab 2, Credit 3*  
This course teaches application programming with Visual Basic for Applications. Prerequisite: CISX 1210 and CISX 1320.

CISX 1571. Introduction to Java  
*Lecture 1, Lab 2, Credit 3*  
A study of logic structure, arrays, database handling, file connectivity, and various features using Java Programming Language. Prerequisite: CISX 1210.

CISX 1581. Oracle I  
*Lecture 1, Lab 2, Credit 3*  
A study of client/server databases and Oracle database architecture. Includes a hands-on study of creating and modifying database tables, performing queries, and creating forms, reports, and graphics. Prerequisites: CISX 1210 and CISX 1320.

CISX1610: Introduction to Game Programming I  
*Lecture 1, Lab 2, Credit 3*  
Introduction to Game Programming I is the first part of a first-year crash course covering the basics of game programming. Students will learn to program 2D and 3D games using Visual Basic and Windows API (Application Programming Interface). This first-year course will give students some experience writing several complete games in 2D and 3D. Prerequisite: some programming knowledge

CISX1620: Introduction to Game Programming II  
*Lecture 1, Lab 2, Credit 3*  
Introduction to Game Programming II is the continuation of Introduction to Game Programming I covering the DirectX API used for drawing, input, sound and music. A complete game will be built. Prerequisite: CISX1610

CISX 1800. Unix/Linux OS  
*Lecture 1, Lab 2, Credit 3*  
A study of the Unix and Linux operating systems, including topics of installations, configurations, troubleshooting, optimizing, and administration. Focus on: adding users and groups; assigning access rights along with user permissions and login authorizations; and hardware replacements and driver installations. Prerequisite: CISX 1110.

CISX 2010. MCSE II-Windows Server  
*Lecture 2, Lab 2, Credit 4*  
This course is designed to provide students with the background necessary to plan, install, configure, manage, and troubleshoot a Windows Server as a member server in an Active Directory environment. Prerequisite: CISX 1005.

CISX 2020. MCSE III-Windows Network  
*Lecture 2, Lab 2, Credit 4*  
This course is designed to provide students with the background necessary to install, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows network infrastructure. Prerequisite: CISX 1110.

CISX 2030. MCSE IV-Windows Directory Services Administration  
*Lecture 2, Lab 2, Credit 4*  
This course is designed to provide students with the background necessary to install, configure, and troubleshoot the Windows Active Directory components, DNS for Active Directory, and Active Directory security solutions. Prerequisite: CISX 2010.

CISX 2040. MCSE Core/Elective (Designing a MS Windows Directory Services Infrastructure)  
*Lecture 2, Lab 2, Credit 4*  
This course is designed to provide students with the background necessary to analyze the business requirements and design a directory service architecture including: Unified directory services such as Active Directory and Windows NT domains; connectivity between and within systems, system components, and applications; data replication such as directory replication and database replication. Prerequisite: CISX 2030.
CISX 2050. MCSE Core/Elective (Designing Security for MS Windows Network)  
Lecture 2, Lab 2, Credit 4  
This course is designed to provide students with the background necessary to analyze the business requirements for security and design a security solution that meets business requirements. Security includes: controlling access to resources, auditing access to resources, authentication and encryption. Prerequisite: CISX 2020.

CISX 2060. MCSE Core/Elective (Designing a MS Windows Network Infrastructure)  
Lecture 2, Lab 2, Credit 4  
This course is designed to provide students with the background necessary to analyze the business requirements for a network infrastructure and design a network infrastructure that meets business requirements. Network infrastructure elements include: Network topology, routing, IP addressing, name resolution such as WINS and DNS, virtual private networks, remote access and telephony solutions. Prerequisite: CISX 2020.

CISX 2070. Designing Highly Available Web Solutions  
Lecture 2, Lab 2, Credit 4  
This course prepares the student for the MCSE Core certification. The following topics are covered: identifying the features of the Highly Available Web Infrastructure; calculating system availability; supporting a Highly Available Web Infrastructure; and key concepts and strategies to make a highly available Web infrastructure. Prerequisite: CISX 2020.

CISX 2080. Managing a Microsoft Network Environment  
Lecture 1, Lab 2, Credit 3  
This course teaches students, through lectures, discussions, demonstrations, and lab exercises, the skills and knowledge necessary to administer and support a Microsoft Windows network and to prepare for Microsoft Certified Systems Administrator (MCSA) certification. It is a comprehensive course that begins with an introduction to the Windows networking architecture and covers a broad spectrum of essential topics including: setting up client and server computers; managing data storage, shared resources, and permissions; creating user and group objects and administering the Active Directory service; configuring and troubleshooting network infrastructure, including Transmission Control Protocol/Internet Protocol (TCP/IP), Dynamic Host Configuration Protocol (DHCP), Windows Internet Name Service (WINS), and Domain Name System (DNS) service; using group policies to manage desktops and network security; configuring remote access and Virtual Private Network (VPN) connections; and preventing and recovering from data loss. Prerequisite: CISX 2010.

CISX 2090. Installing, Configuring and Administration of MS Exchange Server  
Lecture 1, Lab 2, Credit 3  
This course teaches students, through lectures, discussions, demonstrations, and lab exercises, the skills and knowledge necessary to install, configure, optimize and administer a Microsoft Exchange Server and to prepare the Microsoft Exchange Server Administrator certification. Additional topics of scheduled backup, disaster recovery planning, and scaling for the enterprise. Prerequisite: CISX 2030.

CISX 2100. Installing, Configuring and Administration of SQL Enterprise Server  
Lecture 1, Lab 2, Credit 3  
This course teaches students, through lectures, discussions, demonstrations, and lab exercises, the skills and knowledge necessary to install, configure, optimize and administer a Microsoft SQL Enterprise Server and to prepare the Microsoft SQL Server Administrator certification. Additional topics of scheduled backup, disaster recovery planning, scaling for the enterprise, and programming procedures are covered. Prerequisite: CISX 1200 or CISX 2010.

CISX 2110. Introduction to Wide Area Networking  
Lecture 2, Lab 2, Credit 4  
A study of the OSI model, network topologies, IP addressing, network components and basic network
designs. This course is designed around the Cisco Networking Academy Program Semester 1 curriculum.

CISX 2120. Introduction to Basic Router Configuration
Lecture 2, Lab 2, Credit 4

A hands-on study of beginning router configurations and routed versus routing protocols. This course is designed around the Cisco Networking Academy Program Semester 2 curriculum. Prerequisite: CISX 2110.

CISX 2130. Advanced Router Configuration
Lecture 2, Lab 2, Credit 4

A hands-on study of advanced router configurations, LAN switching theory and design and Novel IPX issues. Students will also begin work on an extensive threaded case study that involves all aspects of designing a local area network. This course is designed around the Cisco Networking Academy Program Semester 3 curriculum. Prerequisite: CISX 2120.

CISX 2140. Wide Area Networking Protocols
Lecture 2, Lab 2, Credit 4

A hands-on study of WAN theory and design, WAN technologies, and network troubleshoot. It also includes the completion of the threaded case study that involves aspects of designing a wide area network. This course is designed around the Cisco Networking Academy Program Semester 4 curriculum. Prerequisite: CISX 2130.

CISX 2150. Advanced Routing-Interior Protocols
Lecture 1, Lab 2, Credit 3

This course teaches students, through discussion, demonstrations, and lab exercises, the skills and knowledge necessary to configure and troubleshoot interior routing protocols including IGRP, OSPF, and EIGRP. The course also covers IP addressing issues related to IPV4 and IPV6. The course will prepare students for the CCNP Routing (640-602) certification. Prerequisite: CISX 2140 or CCNA Certification.

CISX 2155. Advanced Routing-Exterior Protocols
Lecture 1, Lab 2, Credit 3

This course teaches students, through lectures, discussions, demonstrations, and lab exercises, the skills and knowledge necessary to configure and troubleshoot exterior routing protocols such as BGP. The course will prepare students for the CCNP Routing (640-602) certification. Prerequisite: CISX 2140 or CCNA Certification.

CISX 2160. Remote Access
Lecture 1, Lab 2, Credit 3

This course teaches students, through lectures, discussions, demonstrations, and lab exercises, the skills and knowledge necessary to configure and troubleshoot remote access technologies which include asynchronous dialup, ISDN, and frame relay as well as NAT implementation. The course will prepare students for the CCNP Routing (640-605) certification. Prerequisite: CISX 2140 or CCNA Certification.

CISX 2170. Multilayer Switching
Lecture 1, Lab 2, Credit 3

This course teaches students, through lectures, discussions, demonstrations, and lab exercises, the skills and knowledge necessary to configure and troubleshoot VLANs, Spanning Tree protocol, Multilayer Switching, Hot Standby Routing, and Multicast Routing. The course will prepare students for the CCNP Routing (640-604) certification. Prerequisite: CISX 2140 or CCNA Certification.

CISX 2180. Designing Networks
Lecture 1, Lab 2, Credit 3

A study of good design techniques which includes design goals, assessing existing networks, WAN design, LAN design, and building a prototype and pilot network. The course will prepare students for the Cisco Certified Design Associate (640-441) certification. Prerequisite: CISX 2110.

CISX 2220. Advanced Programming
Lecture 1, Lab 2, Credit 3

A hands-on study that includes the examination of database objects and the Structured Query Language (SQL), use of custom controls and windows common
controls, creating of a multiple-document application, and compiling and distributing programs. Prerequisites: CISX 1320 and any entry-level programming course.

CISX 2230. Introduction to SQL
Lecture 1, Lab 2, Credit 3
An extensive programming course using SQL in many different environments including Access, Oracle, Informix, and DBV. The use of data modeling and SQL commands will be observed as the standard of programming in SQL. Server applications and Server SQL programming will be observed during the course. Software includes MS SQL Server, Oracle, Informix and DBV. Prerequisite: CISX 1320.

CISX 2270. Advanced Spreadsheet Development
Lecture 3, Lab 0, Credit 3
This is a comprehensive course focusing on the most currently used spreadsheet package used in business and industry. It is a concentrated course on basic spreadsheet creation, formulas, charts, macros, database function, and programming using Visual Basic for Applications (VBA). Prerequisite: CISX 1050.

CISX 2280. Introduction to DB2
Lecture 1, Lab 2, Credit 3
Introduction to the database software package DB2. Topics will include table creation, queries, filtering and keys. Prerequisite: CISX 1210.

CISX 2300. Application Programming
Lecture 1, Lab 1, Credit 2
A study of using Visual Basic for Applications (VBA) using the current database program. Prerequisites: CISX 1210 and CISX 1320.

CISX 2391. DB2 II
Lecture 1, Lab 2, Credit 3
A continuation of DB2. Prerequisite: CISX 2280.

CISX 2450. Advanced Visual Basic
Lecture 1, Lab 2, Credit 3
A study of custom controls, toolbars, file handling, database referencing, and other advanced features of the Visual Basic programming language. Prerequisite: CISX 1550.

CISX 2501. Programming Language III
Lecture 1, Lab 2, Credit 3
A continuation of Programming Language II. Prerequisite: CISX 1502

CISX 2502. Programming Language IV
Lecture 1, Lab 2, Credit 3
A continuation of Programming Language III. Prerequisite: CISX 2501.

CISX 2510. Advanced Visual RPG
Lecture 1, Lab 2, Credit 3
A continuation of the programming language Visual RPG including advanced aspects of screen manipulation through the use of sub-files. Prerequisite: CISX 1510.

CISX 2531. C Programming Language III
Lecture 1, Lab 2, Credit 3
A continuation of C Programming Language II. Prerequisite: CISX 1532.

CISX 2532. C Programming Language IV
Lecture 1, Lab 2, Credit 3
A continuation of C Programming Language III. Prerequisite: CISX 2531.

CISX 2551. Visual Basic III
Lecture 1, Lab 2, Credit 3
A continuation of Advanced Visual Basic. Prerequisite: CISX 2450.

CISX 2552. Visual Basic IV
Lecture 1, Lab 2, Credit 3
A continuation of Visual Basic III. Prerequisite: CISX 2551.

CISX 2570. Advanced JAVA Programming
Lecture 1, Lab 2, Credit 3
A study of logic structure, arrays, database handling, file connectivity, and various advanced features. Prerequisite: CISX 1571.

CISX 2571. Java III
Lecture 1, Lab 2, Credit 3
A continuation of JAVA programming. Prerequisite: CISX 2570.
CISX 2572. Java IV  
*Lecture 1, Lab 2, Credit 3*  
A continuation of JAVA programming. Prerequisite: CISX 2571.

CISX 2581. Oracle II  
*Lecture 1, Lab 2, Credit 3*  
A continuation of Oracle's SQL language I. Prerequisite: CISX 1581.

CISX 2650. Advanced Database Development  
*Lecture 3, Lab 0, Credit 3*  
A further study of database applications including advanced concepts such as action queries, switchboards, custom toolbars and menus, converting objects to html files, and hyperlinks. Prerequisite: CISX 1320.

CISX 2670. Networking Security  
*Lecture 1, Lab 2, Credit 3*  
This course teaches the basic networking security requirements needed in local area networking and wide area networking systems. It prepares the student for certification such as CompTIA Security + certification test. Topics include: Public Key/ Private Key; basic hacker's attacks and firewall configurations; and future planning for securing the network. Prerequisite: CISX 1400 or CISX 2110.

CISX 2820. Server Hardware  
*Lecture 1, Lab 2, Credit 3*  
The Server Hardware course focuses on complex activities and solving complex problems to ensure servers are functional and applications are available. This course will provide students with an understanding of the planning, installing, configuring, and maintaining servers, including knowledge of server-level hardware implementations, data storage subsystems, data recovery, and I/O subsystems. Students will learn interrelationships of all parts of the server system and understand ramifications of their actions. The course will prepare students for Comp TIA's Server+ certification. Prerequisite: CISX 1110.

CISX 2830. Voice and Data Cabling  
*Lecture 1, Lab 2, Credit 3*  
This course prepares the student for the Certification tests associated with Voice and Data Wiring and cabling. Topics include Levels and Categories of different types of wiring and Fiber Optics; terminations of copper wiring CAT 5; Fiber Optic terminations; Wiring closets, distributions, cable specifications, troubleshooting, and design of wide enterprising systems. Prerequisite: CISX 1005.

CISX 2911. Business Technology and Ethics  
*Lecture 3, Lab 0, Credit 3*  
This course teaches the ethics and management techniques in the Information Technology arena and focuses on the methodologies of the IT professional as it relates to business and professionals. Topics include DRM (Digital Rights Management), Copyrights, EULA (End User Licenses Agreements), use of software agreements and licensing, software piracy, responsibilities of the IT professional, ethical responsibilities, and methods in management, relationships to supervisors, coworkers, and subordinates, and end users and/or clients/customers.

CISX 2997. Comprehensive Applications Project  
*Lecture 1, Lab 2, Credit 3*  
This course is taken during the student's final semester and provides career related work experience in the applications development field at the campus or at an employer's site under the supervision of a faculty member. Prerequisite: Department Head approval.

CISX 2998. Comprehensive Programming Project  
*Lecture 1, Lab 2, Credit 3*  
This course is taken during the student's final semester and provides career related work experience in the programming field at the campus or at an employer's site under the supervision of a faculty member. Prerequisite: Department Head approval.

CISX 2999. Comprehensive Networking Project  
*Lecture 1, Lab 2, Credit 3*  
This course is taken during the student's final semester and provides career related work experience in the networking field at the campus or at an employer’s
site under the supervision of a faculty member. Prerequisite: Department Head approval.

**CLRP 1110. Orientation and Safety**  
*Lecture 1, Lab 0, Credit 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**  
*Lecture 0, Lab 3, Credit 3*  
Fundamentals of hand and power tools, equipment, and materials used in collision repair industry. Prerequisites: CLRP 1110.

**CLRP 1131. Identification and Analysis**  
*Lecture 0, Lab 3, Credit 3*  
The analysis of body construction. Emphasis is given to diagnosis and repair of collision related items. Prerequisites: CLRP 1110.

**CLRP 1140. Basic Automotive Electricity**  
*Lecture 2, Lab 1, Credit 3*  
A study of basic electrical properties and their behavior in electrical circuits. The course emphasizes the reading and interpretation of wiring diagrams and schematics. Prerequisites: CLRP 1110.

**CLRP 1150. Mechanical Components**  
*Lecture 3, Lab 3, Credit 6*  
Covers mechanical components such as steering, suspension, brakes, cooling system, climate control, etc. which may be damaged in a collision. Prerequisites: CLRP 1110.

**CLRP 1210. Frame and Body**  
*Lecture 3, Lab 0, Credit 3*  
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. Prerequisites: CLRP 1110.

**CLRP 1211. Frame and Body Lab**  
*Lecture 0, Lab 4, Credit 4*  
The application of hydraulic pulling equipment used to force the body structure or frame back to pre-accident dimensions; includes the use of anchoring equipment to hold the vehicle stationary while performing pulling operations. Prerequisites: CLRP 1110, CLRP 1210.

**CLRP 1220. Welding and Cutting**  
*Lecture 1, Lab 3, Credit 4*  
The application of welding equipment and procedures as they pertain to collision repair processes. Emphasis is given to the setup and use of oxyacetylene, MIG, and other welding equipment. Prerequisites: CLRP 1110.

**CLRP 1230. Panel Replacement**  
*Lecture 1, Lab 5, Credit 6*  
Provides the skills for panel removal, replacement, and alignment; Includes door panels, fenders, hood, and body panels. Prerequisites: CLRP 1110.

**CLRP 1311. Automotive Trim and Glass**  
*Lecture 0, Lab 4, Credit 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, replacement, and alignment of moveable glass. Prerequisites: CLRP 1110.

**CLRP 1320. Refinishing/Detailing**  
*Lecture 2, Lab 5, Credit 7*  
Theory and application of proper refinishing and detailing procedures; Includes the proper operation of spray equipment, surface preparation, priming, top coat application, polishing and compounding, and color adjusting. Prerequisites: CLRP 1110.

**CLRP 2111. Restraint Systems**  
*Lecture 0, Lab 2, Credit 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. Prerequisites: CLRP 1110.

**CLRP 2121. Plastic Repair**  
*Lecture 0, Lab 1, Credit 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. Prerequisites: CLRP 1110.
CLRP 2130. Basic Metal Alignment and Finish  
*Lecture 1, Lab 5, Credit 6*  
Basic repair techniques used in alignment of body panels such as dent pulling, minor repairs, etc. Prerequisites: CLRP 1110.

CLRP 2140. Corrosion  
*Lecture 1, Lab 2, Credit 3*  
Theory and application of the identification and repair of corrosion damage; includes methods used in restoring corrosion protection and sealant application. Prerequisites: CLRP 1110.

COMA 1010. Introduction to Commercial Art  
*Lecture 2, Lab 1, Credit 3*  
Introduction to occupational opportunities in art, safety, use of basic tools, orthographic and perspective illustration, portfolio preparation, research materials, and introduction to desktop publishing.

COMA 1020. Illustration  
*Lecture 1, Lab 2, Credit 3*  
An introduction to drawing inanimate objects, landscapes, perspective and the human figure, using a variety of mediums.

COMA 1030. Color  
*Lecture 1, Lab 2, Credit 3*  
Theory and application of color in relation to the commercial art field. Emphasis is placed on the development of the color wheel, properties of color, the use of grays, and the psychology of color.

COMA 1040. Design  
*Lecture 1, Lab 2, Credit 3*  
Basic design principles as applied to advertising.

COMA 1050. Advertising Theory  
*Lecture 2, Lab 1, Credit 3*  
Introduction to the concepts of media planning, positioning, advertising campaigns, and truth in advertising.

COMA 1210. Typography  
*Lecture 1, Lab 2, Credit 3*  
Parts of the typeface, classifications of type, printer’s measurement systems, sign production techniques and calligraphy.

COMA 1230. Desktop Publishing  
*Lecture 1, Lab 2, Credit 3*  
Use of the most popular typesetting and layout programs.

COMA 1240. Photography I  
*Lecture 1, Lab 2, Credit 3*  
Black and white photography, various types and uses of cameras, films, lenses, photographic techniques, safety and film processing.

*Lecture 1, Lab 2, Credit 3*  
Basic camera and video production techniques.

COMA 2020. Videography I  
*Lecture 1, Lab 2, Credit 3*  
Tools and materials, safety, direct/indirect photographic emulsions, and printing. Prerequisite: COMA 2010.

COMA 2030. Computer Animation I  
*Lecture 1, Lab 2, Credit 3*  
3-D modeling and rendering on the computer.

COMA 2040. Screen Printing  
*Lecture 1, Lab 2, Credit 3*  
Introduction to substrates and inks, stripping, plate making, bindery work, and introduction to digital pre-press production.

COMA 2210. Web Page Design  
*Lecture 1, Lab 2, Credit 3*  
Introduction to web page design. Prerequisite: COMA 2010 Computer Graphics I.

COMA 2220. Photography II  
*Lecture 1, Lab 2, Credit 3*  
Includes the use of color, advanced camera and lighting techniques and digital photography. Prerequisite: COMA 1240 Photography I.

COMA 2240. Computer Graphics II  
*Lecture 1, Lab 2, Credit 3*  
Digital production of vector based art.
COMA 2320. Videography II  
*Lecture 1, Lab 2, Credit 3*  
The use of advanced camcorder and editing techniques for video production and includes 2-D animation for video. Prerequisite: COMA 2020 Videography I.

COMA 2340. Interactive Media  
*Lecture 1, Lab 2, Credit 3*  
The production of interactive media through the use of industry standard software.

COMA 2500. Portfolio Preparation and Presentation  
*Lecture 0, Lab 1, Credit 1*  
Preparation of a portfolio and review by instructors during the final semester.

CPTR 1000. Introduction to Computers  
*Lecture 3, Lab 0, Credit 3*  
Introduction to computer hardware, operating systems, Internet concepts, microcomputer applications, and security and ethical issues.

CPTR 1002 Computer Basics for Nursing  
*Lecture 1, Lab 0, Credit 1*  
Basic computer applications instruction.

CPTR 1100. Computer Basics  
*Lecture 1, Lab 1, Credit 2*  
An introductory study of computer hardware, operating systems, Internet concepts, and security and ethical issues. Includes a hands-on approach in the use of microcomputer applications including spreadsheets, word processing, and database concepts.

CRMJ 1110. Introduction to Criminal Justice  
*Lecture 3, Lab 0, Credit 3*  
Review of history and philosophical background of the US criminal justice systems; the organization of its agencies and processes including the legislature, police, prosecutor, courts, corrections; including their development of modern practices and their role in today’s society.

CRMJ 1120. Introduction to Corrections  
*Lecture 3, Lab 0, Credit 3*  
Study of 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. The two worlds of the prison system are explored - administration and inmate.

CRMJ 1210. Defensive Tactics  
*Lecture 2, Lab 1, Credit 3*  
Study of physical techniques used to stop aggression.

CRMJ 1220. Police Systems and Practices  
*Lecture 3, Lab 0, Credit 3*  
Study of organization and management of police agencies, focusing on role, scope, functions of these agencies; history and styles of policing are explored; court rulings involving the police are examined.

CRMJ 1230. Technical Report Writing for Law Enforcement  
*Lecture 3, Lab 0, Credit 3*  
General procedures in writing police reports and law enforcement related reports, including development and organization of thoughts and ideas; covers grammar skills, proper punctuation, capitalization, and effective communication techniques.

CRMJ 1310. Community Based Corrections  
*Lecture 3, Lab 0, Credit 3*  
History, philosophy, operations of 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 1322. Criminal Investigation  
*Lecture 2, Lab 1, Credit 3*  
Study of investigation procedures including theory, legal aspects, evidence collection, preservation, submission, interviews, interrogations, search and protection of crime scene, patrol and observation, note taking, and report writing.

CRMJ 1332. Introduction to Criminal Law  
*Lecture 3, Lab 0, Credit 3*  
Study of substantive criminal law including definition of law, crime, defenses, criminal responsibility, punishments, and court systems.
CRMJ 1340. Criminology  
*Lecture 3, Lab 0, Credit 3*  
A study of the theories used to explain criminal behavior.

CRMJ 1410. Juvenile Delinquency  
*Lecture 3, Lab 0, Credit 3*  
Study juvenile delinquency with emphasis on theories, preventive programs, juvenile courts, and treatment.

CRMJ 1422. Judicial Process  
*Lecture 3, Lab 0, Credit 3*  
Examination of role, function, structure of courts and how they relate to criminal justice.

CRMJ 2112. Social Problems for Criminal Justice  
*Lecture 3, Lab 0, Credit 3*  
Analysis of major social problems in today’s society focusing on causes and consequences. This course is designed for Criminal Justice majors only.

CRMJ 2510. Criminalistics  
*Lecture 2, Lab 1, Credit 3*  
Study of investigative techniques and scientific methods used in criminal investigations.

CRMJ 2520. Drugs, Crime, and Criminal Justice  
*Lecture 3, Lab 0, Credit 3*  
Overview of illegal drugs, drug traffic, gang organizations in the local area; discussion of the care and use of firearms in law enforcement.

CRMJ 2552. Criminal Justice Externship  
*Lecture 0, Lab 3, Credit 3*  
Provides hands on experience at a criminal justice agency, allowing students to take classroom knowledge into the real working realities of the criminal justice system.

CRMJ 2997. Selected Topics in Criminal Justice  
*Lecture 3, Lab 0, Credit 3*  
Examines current issues in the criminal justice system; students will analyze, explore, question, and develop possible responses to issues presented.

CULN 1110. Culinary Math  
*Lecture 3, Lab 0, Credit 3*  
Solving culinary problems using fundamental math skills including cost per serving, adjusting recipe yields, and total cost and quantity of recipes.

CULN 1120. Food And Beverage Service  
*Lecture 1, Lab 1, Credit 2*  
A study of types of service used to enhance dining pleasure, as well as the preparation of beverages.

CULN 1130. Sanitation And Safety  
*Lecture 2, Lab 1, Credit 3*  
Safety, personal hygiene, and sanitary work procedures required to prevent food borne illnesses.

CULN 1140. Introduction to Culinary Skills  
*Lecture 1, Lab 2, Credit 3*  
Career options, personal traits, tools/equipment, recipe use, menu making, as well as the “mise en place” preparation principle for effective time management are studied.

CULN 1150. Meat Fabrication  
*Lecture 1, Lab 2, Credit 3*  
Covers the identification and fabrication of meats, poultry, fish, and seafood so that they are in a state where they can be used for final preparations in the other stations in the kitchen.

CULN 1210. Volume Food Production  
*Lecture 2, Lab 6, Credit 8*  
Preparing hot foods using appropriate preparation, holding, and serving procedures to maintain a quality food product.

CULN 1220. Nutrition  
*Lecture 3, Lab 0, Credit 3*  
Discussion of the Food Pyramid, essential nutrients, and the importance of meeting nutritional needs throughout the life cycle when planning menus.

CULN 1230. Garde Manger  
*Lecture 1, Lab 2, Credit 3*  
Preparing cold appetizers using appropriate preparation, holding, and serving procedures to maintain a quality product.
CULN 1310. Basic Baking Fundamentals  
*Lecture 2, Lab 3, Credit 5*
Preparation of yeast dough products, quick breads, cakes and icings, cookies, and pies.

CULN 1321. A’La Carte  
*Lecture 0, Lab 4, Credit 4*
Includes duties of salad, sandwich, fry, grill, and breakfast station workers.

CULN 2410. Regional Cuisine  
*Lecture 1, Lab 2, Credit 3*
Team preparation of a specified number and variety of regional dishes for portfolio, using advanced skills, instructor prepared criteria, and evaluation processes. Includes a research project.

CULN 2420. International Cuisine  
*Lecture 1, Lab 2, Credit 3*
Team preparation of a specified number and variety of international meals for portfolio, using advanced skills, instructor prepared criteria, and evaluation processes. Includes a research project.

CULN 2430. Food and Beverage Operation  
*Lecture 2, Lab 1, Credit 3*
Maintaining food quality by implementing appropriate procedures for purchasing, receiving and issuing food, food products and cooking supplies. Includes menu management.

CULN 2440. Advanced Baking Fundamentals  
*Lecture 2, Lab 3, Credit 5*
Preparation of puff pastry, éclair and cream puffs, meringues, soufflés, as well as creams, custards, puddings, sauces, and frozen and fruit desserts.

CULN 2991. Special Projects I  
*Lecture 2, Lab 0, Credit 2*
A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of instructor.

CULN 2992. DMA Medical Nutrition Therapy  
*Lecture 2, Lab 2, Credit 4*
Basic and advanced medical nutrition therapy concepts including the process of digestion, nutritional screening, interpretation and completion of nutritional care plans, nutritional needs during the life cycle, nutritional education, menu planning techniques and meal service in institutional facilities.

CULN 2993. Special Projects II  
*Lecture 2, Lab 1, Credit 3*
A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of instructor.

CULN 2994. DMA Resource Management  
*Lecture 2, Lab 1, Credit 3*
Management issues of a dietary manager. Issues include an understanding of state and federal employment laws; written performance standards, policies and procedures, and job descriptions; also interviewing, training and managing a diverse population of employees; managing staff and professional development.

CULN 2995. Special Projects III  
*Lecture 2, Lab 2, Credit 4*
A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of instructor.

CULN 2996. DMA Food Service Operation  
*Lecture 2, Lab 2, Credit 4*
Examine the size and scope of the food service industry. Determining customer preferences; evaluate meal service systems; preparation of standardized recipes, forecasting, purchasing, receiving and storage. Discussion of cooking procedures, equipment needs, verify quality, maintaining departmental budget, designing a marketing program and implementation of cost effective procedures.

CULN 2997. Practicum  
*Lecture 1, Lab 2, Credit 3*
A practicum provides supervised on-the-job work experience related to the student’s educational objectives. Students participating in Practicum do not receive compensation. Prerequisite: Permission of instructor.
CULN 2998. DMA Sanitation and Safety  
Lecture 2, Lab 1, Credit 3

Management of personnel and employee health, ensure quality of food from purchasing to preparation/service of menu items, HACCP system, and compliance with regulatory agencies to ensure the safety of the foodservice department.

DPET 1110. Safety Skills and Orientation  
Lecture 1, Lab 0, Credit 1

Overview of the diesel industry and basic safety information needed to prepare individuals entering the workforce.

DPET 1120. Introduction to Diesel  
Lecture 1, Lab 2, Credit 3

An introduction to the occupation of diesel powered equipment technology, safety, tools, test equipment, fasteners, bearings, and seals. Laboratory work required using tools and fasteners.

DPET 1130. Diesel Engine Parts Identification and Operating Principles  
Lecture 2, Lab 2, Credit 4

An introduction to the design and construction of diesel engines and identification of diesel engine parts. Prerequisite: DPET 1110.

DPET 1140. Engines  
Lecture 1, Lab 3, Credit 4

Identification, removal, disassembly, troubleshooting, and repair of diesel engine components to include blowers, turbochargers, water pumps, oil pumps and related components, engine, brakes, air, and exhaust systems. Prerequisite: DPET 1110.

DPET 1150. Engine Diagnostics  
Lecture 1, Lab 1, Credit 2

Perform preventive maintenance on diesel engines, diagnose engine malfunctions, and perform tune-ups using related service manuals and test equipment. Prerequisite: DPET 1110.

DPET 1210. Basic Diesel Electrical Systems  
Lecture 1, Lab 3, Credit 4

Electrical safety practices; tool use; connecting and disconnecting techniques; direct current symbols, components, and schematics; principles of DC voltage and current; Ohm's Law; and troubleshoot, repair, and calibrate electrical/electronic systems. Prerequisite: DPET 1110, DPET 1120.

DPET 1220. Advanced Diesel Electrical Systems  
Lecture 1, Lab 3, Credit 4

The study of DC resistance and conductance, principles of DC circuits, fundamentals of alternating current and semiconductors, basic electronic circuits, and digital electronics. Prerequisite: DPET 1210.

DPET 1231. Diesel Engine Control Systems  
Lecture 0, Lab 2, Credit 2

Identify types of governors, functions, and classifications. Disassemble, inspect, reassemble, and test governor according to manufacturer's specifications. Applications of electronic engine controls, types, and functions. Prerequisite: DPET 1110.

DPET 1240. Diesel Engine Fuel Systems  
Lecture 1, Lab 2, Credit 3

Identify types and functions of fuel injectors, nozzles, and unit injectors; troubleshoot, repair/replace injectors and nozzles. Identify types, parts, functions, operation, and uses of various fuel injection pumps; service and test various fuel injection pumps to manufacturer's specifications. Prerequisite: DPET 1110.

DPET 1251. Alternative Fuel Systems  
Lecture 0, Lab 1, Credit 1

Introduction to various fuel systems, components, and their functions. Proper storage, identification and grading of fuels; identification of mechanical and electronic fuel injection systems; review of alternative fuel systems. Prerequisite: DPET 1110.

DPET 1310. Introduction to Power Trains  
Lecture 1, Lab 1, Credit 2

The theory of operation and application of various mechanical gearing components. Prerequisite: DPET 1110.

DPET 1320. Transmissions  
Lecture 1, Lab 2, Credit 3

A detailed study of the function, construction, operation and servicing of automatic and manual transmissions. Prerequisite: DPET 1310
DPET 1330. Differentials
Lecture 1, Lab 2, Credit 3
Identify the parts of drive lines and differentials for medium/heavy duty trucks and heavy equipment. Service will also be performed in this course. Prerequisite: DPET 1310.

DPET 2110. Basic Hydraulics
Lecture 1, Lab 2, Credit 3
Principles of basic hydraulic systems. Troubleshoot hydraulic systems including use of schematics and control diagrams. Disassembly and assembly of hydraulic components. Application of safety rules and regulations. Prerequisite: DPET 1110.

DPET 2120. Advance Hydraulics
Lecture 1, Lab 2, Credit 3
Principles of advanced hydraulic systems. Troubleshooting and application of open-centered and closed-centered systems, center load sensing, variable displacement pump, positive displacement pump, hydrostatic systems, and electrohydraulic systems. Prerequisite: DPET 1110.

DPET 2130. Brakes
Lecture 1, Lab 3, Credit 4
Includes nomenclature, theory of operation, and service procedure for medium/heavy duty truck braking systems to include air and hydraulics. Prerequisite: DPET 1110.

DPET 2140. Fundamentals of Steering
Lecture 1, Lab 2, Credit 3
The theory of operation and service procedures for medium/heavy duty truck steering systems. Prerequisite: DPET 1110.

DPET 2210. Fundamentals of Suspension
Lecture 1, Lab 1, Credit 2
The theory of operation and service procedures for medium/heavy duty truck suspension systems. Prerequisite: DPET 1110.

DPET 2220. Air Conditioning
Lecture 2, Lab 2, Credit 4
An introductory course covering the physical and chemical laws governing the principles of refrigeration. The basic cycle and components will be covered. Applications will include alternate refrigerants, transferring, evacuation and system reprocessing. Prerequisite: Pre-requisite: DPET 1110.

DPET 2231. Welding
Lecture 0, Lab 1, Credit 1
Practical experience in the use of oxyacetylene and shielded arc welding of steel plate in the flat position. An introduction of oxyacetylene/cutting procedures is also included. Prerequisite: DPET 1110.

DRFT 1101. Drafting Fundamentals
Lecture 1, Lab 1, Credit 2
This course is an orientation to the drafting profession. It is an introduction to engineering drawing and design. The students will gain knowledge of drafting equipment, media and reproductions methods and will learn sketching, lettering and drawing using the alphabet lines.

DRFT 1102. Geometric Construction
Lecture 1, Lab 1, Credit 2
This course covers geometric construction. The objectives are for students to: draw parallel and perpendicular lines; construct bisectors and divide lines and spaces into equal parts; draw polygons, tangencies and ellipses; solve engineering problems by making a formal drawing with geometric constructions from an engineer’s sketch or layout. It deals with multi-view drawings and the preparation of single and multi-view drawings; selecting the appropriate views for presentations; drawing view enlargements, establishing run-outs, explaining the difference between first and third angle projection, preparing formal multi-view drawings from an engineer’s sketch and actual industrial layouts. Prerequisite: DRFT 1101.

DRFT 1103. Pictorial/Working Drawing
Lecture 1, Lab 1, Credit 2
This course covers pictorial and working drawings. The objectives are to have the students learn to draw complete sets of working drawings (including details, assemblies and parts lists); prepare written specifications of purchase parts for the parts lists; properly
group information on the assembly drawing with identification numbering systems; explain the engineering change process and prepare engineering changes; draw three-dimensional objects using isometric, diametric or trimetric methods; construct objects using oblique drawing methods; draw objects using one, two or three point perspective; apply a variety of shading techniques to pictorial drawings. Prerequisite: DRFT 1102.

**DRFT 1104. Machine Drawing**  
*Lecture 1, Lab 1, Credit 2*

This course deals with machine drawings, manufacturing materials and processes, dimensioning and tolerance. The objectives are for students to be able to define and describe various manufacturing materials; material terminology; numbering systems; material treatment; casting processes and terminology; forging processes and terminology; manufacturing processes; define and draw the representation of various machined features; explain tool design and drafting practices; draw a basic machine tool; discuss the statistical process quality control system; evaluate the results of an engineering and manufacturing problem; explain the use of computer-aided manufacturing (CAM) in today's industry; discuss robotics in industry; identify a variety of manufacturing processes used to create plastic products; identify and use common dimensioning systems; explain and apply dimensioning standards based on ASME Y14.5; apply proper specific notes for manufacturing features; place proper general notes and delta notes on a drawing; interpret and use correct tolerance techniques; prepare completely dimensioned multi-view drawings; provide surface finish symbols on drawings; solve tolerance problems including limits and fits; use an engineering problem as the basis for layout techniques; and describe the purpose of ISO 9000 Quality Systems Standard and related standards. Students learn the fundamentals of orthographic projection and the application of dimensioning practices in the preparation of formal multi-view drawings. Prerequisite: DRFT 1103.

**DRFT 1201. Section Drawing**  
*Lecture 1, Lab 1, Credit 2*

This course deals with the identification and drawing of section conventions and different types of sectional views. The objectives are for students to: be able to draw proper cutting-plane line representations; draw sectional views, including full, half, aligned, broken-out, auxiliary, revolved, and removed sections; identify features that should remain un-sectioned in a sectional view; prepare drawings with conventional revolutions and conventional breaks; modify the standard sectioning techniques as applied to specific situations; make sectional drawings; create a cam displacement diagram. Prerequisite: DRFT 1104.

**DRFT 1202. Auxiliary Views/Description Geometry**  
*Lecture 1, Lab 1, Credit 2*

This course deals with the identification and drawing of primary and secondary auxiliary views, construction of points, lines, and planes in space. It also covers the determination of the true size of angles and distances of lines and surfaces. The objectives are for students to: be able to describe the purpose of an auxiliary view; explain how an auxiliary view is projected; discuss and draw viewing-plane lines related to auxiliary views; draw primary and secondary auxiliary views along with the related multi-view from given engineering problems; define and describe bearing, slope, and percent of grade, true angle, true distance, skew, piercing point and vectors. Prerequisite: DRFT 1201.

**DRFT 1203. Fasteners and Springs**  
*Lecture 1, Lab 1, Credit 2*

This course deals with the drawing of various types of threads, springs, and fastening devices and their designations. It also covers the drawing of welding symbols and geometric tolerancing. The objectives are for students to: draw screw thread representations and provide correct thread notes; prepare drawings for fastening devices; draw completely dimensioned spring representations; label data features on a drawing; establish basic dimensions; use and interpret material condition symbols. Prerequisite: DRFT 1202.
DRFT 1204. Intersections and Developments
Lecture 1, Lab 1, Credit 2

This course deals with the development of intersections of geometric surfaces and flat patterns of geometric shapes. The objectives are for students to: be able to discuss the purpose and functions of HVAC systems; draw sheet metal pattern developments and intersections; calculate and apply bend allowances to sheet metal components; draw and completely dimension precision sheet metal fabrication drawings. Prerequisite: DRFT 1203.

DRFT 2301. Architecture I
Lecture 1, Lab 2, Credit 3

This course is an introductory course in the development of architectural drafting ability and the basic design necessary in planning procedures to make the overall development of a set of drawings clear. The material is limited to the residential and light commercial construction. Prerequisites: CADD 1201 and all DRFT 1200 level courses.

DRFT 2302. Electrical/Electronics
Lecture 1, Lab 2, Credit 3

This course covers AC-DC theory, electrical and electronic symbols, drawings, wiring diagrams, assembly drawings, block diagrams, electronic schematic diagrams, logic diagrams, industrial electronic diagrams, electric power drawings, printed circuit boards layouts, motor control diagrams, electrical one line diagrams, and electrical drawings for architectural plans. Prerequisites: CADD 1201 and all DRFT 1200 level courses.

DRFT 2303. Machines/Manufacturing
Lecture 1, Lab 2, Credit 3

This course deals with the application of theory of machine drawing. Emphasis is on the preparation of detail drawings, section views, notation, tolerance, dimensioning and layout. It is designed to give the student the necessary practice and knowledge to accomplish the design of machine components and to make the necessary drawings to be used in the manufacturing process as well as assembly. Tolerance and classes of fits, threads, fasteners, springs as well as gears and cams are included. Prerequisites: CADD 1201 and all DRFT 1200 level courses.

DRFT 2304. Piping
Lecture 1, Lab 2, Credit 3

This course deals with the theory and principles of pipe drafting, scale layouts, diagrammatic and isometric pipe drawings. Problems in routing pipe design usually handled by the drafter are included in the instruction. It includes acquainting the student with the process pipe drafting used in the area refineries. Prerequisites: CADD 1201 and all DRFT 1200 level courses.

DRFT 2305. Structural/Strength of Materials
Lecture 1, Lab 2, Credit 3

This course is designed to teach the principles and required information to layout and execute the necessary structural steel details and shop drawings required for the fabrication and erection of a steel structure. The placement of reinforcing steel in concrete is also covered, in addition to the use of the A1SC Steel Construction Manual, American Concrete Institute standards, and the American Institute of Steel Construction. It covers the topics of stress and strain, direct and shearing stresses, torsion, bending, bolted and welded connections, basic design of timber and steel beams and timber and steel columns, beam deflections, and statistically indeterminate beams. Prerequisites: CADD 1201 and all DRFT 1200 level courses.

DRFT 2401. Architecture II
Lecture 1, Lab 2, Credit 3

This course is a continuation of Architecture I. It emphasizes more advanced drawing including some design and utilities for construction. Prerequisites: CADD 1201 and DRFT 2301.

DRFT 2402. Civil/Surveying
Lecture 1, Lab 2, Credit 3

This course covers mapping including the types of maps, conventional symbols, profiles, cross-sections, planning maps, plotting traverses, drawing contours and city and village maps from engineer’s notes. It also deals with construction, care and use of surveying instruments, and the theory and practice of chaining, differential and profile leveling, traversing, computation of areas of earthwork, theory and practice of stadia and its application to topographic surveying, U.S. Gov-
ernment systems of Public Lands Surveys, linear and grades, and reduction and plotting field notes. Prerequisites: CADD 1201 and all 2300 level courses.

**DRFT 2403. Marine Design**  
*Lecture 1, Lab 2, Credit 3*  
This course is designed to teach an overview of design rationale and methodology with practical applications using contemporary design methods in the shipbuilding and marine industry. Prerequisites: CADD 1201 and all DRFT 2300 level courses.

**DRFT 2404. Specialization**  
*Lecture 2, Lab 2, Credit 4*  
This course is designed as an advanced enhancement course. The student prepares a job presentation portfolio for one of the four specialty areas: Architecture, Civil, Machine, or Piping drafting. Prerequisites: CADD 1201 and all DRFT 2400 level courses.

**ECON 2010. Macroeconomics**  
*Lecture 3, Lab 0, Credit 3*  
The course includes a study of market forces and government policies that affect national output/income, unemployment, inflation, and interest rates. It includes an introduction to banking, foreign currency markets, and trade balance.

**ECON 2020. Microeconomics**  
*Lecture 3, Lab 0, Credit 3*  
A study of individual behavior and market process. It includes supply and demand, resource allocation, cost, prices and profit, the production process, market structure, and government intervention. (Formerly ECON 1025).

**ELEC 1122. Residential Wiring**  
*Lecture 3, Lab 1, Credit 4*  
The course includes the identification and uses of various types of conductors, equipment, devices, fittings, raceways and boxes used in residential installations. Breaker panel 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.

**ELEC 1230. National Electric Code**  
*Lecture 1, Lab 2, Credit 3*  
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. Prerequisite: ETRN 1112.

**ELEC 1340. Generator and Transformer Operations**  
*Lecture 1, Lab 2, Credit 3*  
This course includes the fundamentals and principles of single phase and three phase motors and generators and transformer theory, application, and characteristics. Prerequisite: ETRN 1112.

**ELEC 1422. Introduction to Motor Controls**  
*Lecture 1, Lab 2, Credit 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: ETRN 1112.

**ELEC 1430. Blueprint Interpretation**  
*Lecture 1, Lab 2, Credit 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 2460. Technical Mathematics for Electricians**  
*Lecture 1, Lab 1, Credit 2*  
The basics of addition, subtraction, multiplication, and division, squares, 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 2630. Advanced Motor Controls**  
*Lecture 1, Lab 2, Credit 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 starting, accelerating and de-
CELERATING methods, variable speed drives including DC motor drives and applications, AC Variable Frequency Drives, programming and troubleshooting of VFD’s. Prerequisite: INST 2721, ELEC 1422.

**ENGL 1010. English Composition I**  
*Lecture 3, Lab 0, Credit 3*  
A study of the basic rhetorical modes of English composition with emphasis on prewriting, writing, and revising techniques utilizing correct English grammar, usage, and punctuation. (Formerly ENGL 1015). Prerequisite: English score of at least 18 on the ACT, an equivalent score on the ASSET or COMPASS, “C” or better in TSEN 0093, or permission of the Dean of Instruction.

**ENGL 1020. English Composition II**  
*Lecture 3, Lab 0, Credit 3*  
A study of the basic rhetorical modes of English composition with emphasis on prewriting, writing, and revising techniques utilizing correct English grammar, usage, and punctuation. Term paper required. (Formerly ENGL 1045). Prerequisite: ENGL 1010.

**ENGL 1500. Creative Copy Writing**  
*Lecture 3, Lab 0, Credit 3*  
A course in the writing of creative and motivating copy for layouts using the following media: newspaper, radio, billboards, television, magazines and direct mailing.

**ENGL 2200. Major British Writers**  
*Lecture 3, Lab 0, Credit 3*  
The course includes a study of prose, drama, and poetry by major writers of British literature.

**ENGL 2210. Major American Writers**  
*Lecture 3, Lab 0, Credit 3*  
The course includes a study of prose, drama, and poetry by major writers of American literature.

**ENGL 2535. Technical Report Writing**  
*Lecture 3, Lab 0, Credit 3*  
The study of the procedures, terminology, and communication techniques utilized in writing reports for business/industry. Includes the organization of ideas and proposals and the preparation of reports and correspondence. It is strongly recommended that students take this course during their last semester of study. Prerequisite: ENGL 1010.

**ENSC 2000. Environmental Science**  
*Lecture 3, Lab 0, Credit 3*  
This course is an introduction to the relationship of man's environment to his health. It includes a study of the physical and chemical hazards in the workplace, as well as a study of general environmental issues.

**ETRN 1112. Fundamentals of Electricity/Electronics**  
*Lecture 1, Lab 3, Credit 4*  
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.

**ETRN 1212. Fundamentals of Semiconductors/Circuits**  
*Lecture 1, Lab 3, Credit 4*  
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. Prerequisite: ETRN 1112.

**ETRN 1232. Digital Electronics I**  
*Lecture 1, Lab 2, Credit 3*  
A computer-age course designed to give the individual knowledge of digital techniques within the area of digital logic circuits, digital integrated circuits and Boolean algebra. Prerequisite: ETRN 1112.

**ETRN 1250. Digital Electronics II**  
*Lecture 1, Lab 2, Credit 3*  
A continuation of Digital I, to which the individual will gain knowledge within the area of flip-flops and registers, sequential logic circuits, combinational logic, data conversion and digital troubleshooting. Prerequisite: ETRN 1232.
ETRN 2112. Transistor Circuits  
*Lecture 1, Lab 2, Credit 3*

This course is designed to introduce students to more complex circuits such as video amplifiers, differential amps, operational amps, oscillators, and waveform shaping circuits. Prerequisite: ETRN 1212.

ETRN 2120. Communication Principles and Systems  
*Lecture 2, Lab 2, Credit 4*

The students will be introduced to the equipment, terms, and systems used in communication; RF amplifiers, amplitude, phase, and frequency modulation; transmitter and receivers; transmission lines and antennas; and radar principles. Prerequisite: ETRN 1212.

ETRN 2130. Telecommunications  
*Lecture 2, Lab 2, Credit 4*

The functional parts of a telephone; interfacing the telephone line to a communication device; protecting telecommunications equipment from line associated damage or signal degradation; satellite operation, fiber optic applications, and lasers are among the topics covered. Prerequisite: ETRN 2120.

ETRN 2140. Computer Systems and Interfacing  
*Lecture 2, Lab 2, Credit 4*

A course designed to introduce the students to computer system components, programming, peripheral interface adapters (PIA), and registers. The students will also assemble a CPU with support components to form a computer. Prerequisite: ETRN 1212.

ETRN 2800. Electronic Troubleshooting  
*Lecture 1, Lab 2, Credit 3*

A hands-on, intensive study emphasizing troubleshooting, diagnosis and maintenance procedures for all types of electronic equipment. Prerequisite: ETRN 2130.

GEOG 2215. Geography of Louisiana  
*Lecture 3, Lab 0, Credit 3*

The course is a study of the physical geography and the natural resources of Louisiana as well as the people in terms of their cultural backgrounds, settlement patterns, and regional economics.

HACR 1140. Applied Mathematics  
*Lecture 3, Lab 0, Credit 3*

A course covering the basic concepts of arithmetic, geometry, and algebra. Emphasis is placed on computations involving ratio and proportion, weights and measures, areas and volumes, and simple linear equations.

HACR 1161. Principles of Refrigeration  
*Lecture 1, Lab 2, Credit 3*

Theory of the compression and refrigeration systems, including a study of compressors, condensers, evaporators, metering devices, accessories, evacuation, charging, control adjustments, efficiency checks, recovery, recycling and reclamation. Emphasis is devoted to troubleshooting and repair of domestic refrigeration.

HACR 2112. Residential Air Conditioning and Heating  
*Lecture 1, Lab 2, Credit 3*

This course introduces fundamental theory and techniques to identify major components and functions of air conditioning systems. Topics include types of AC systems, heat load calculations, duct design, and air filtration. It also includes an introduction to principles of gas heating systems and electrical furnaces found in residences and small commercial buildings. Topics include service procedures, electrical controls, gas valves, piping, venting, code requirements, and safety requirements. Emphasis is on installation, troubleshooting, repair, and servicing requirements.

HACR 2541. Residential Heat Pumps/EPA Compliance  
*Lecture 1, Lab 2, Credit 3*

This course provides for the installation and servicing of heat pumps. Topics include identification of major components, installation, servicing procedures, troubleshooting, valves, electrical components and safety. This course is designed to prepare individuals for EPA refrigerant compliance and inspections. Emphasis is placed on what the EPA is looking for and on how to comply with Section 608 of the Clean Air Act. This course also provides information on proper refrigeration management.
HIST 2010. American History I  
*Lecture 3, Lab 0, Credit 3*

A survey of American history to 1877.

HIST 2020. American History II  
*Lecture 3, Lab 0, Credit 3*

A survey of American history from 1877 to present.

HIST 2100. History of Louisiana  
*Lecture 3, Lab 0, Credit 3*

Topics in this course include discovery and exploration, French and Spanish colonial administration, early American period and emergence as a state, emergence of modern Louisiana.

HNUR 1010. Anatomy and Physiology for Practical Nursing  
*Lecture 5, Lab 0, Credit 5*

This course presents a study of structure and function of the human body systems to include cells/tissues/membranes, skeletal, muscular, immune, circulatory/lymphatic, digestive, respiratory, urinary, reproductive, endocrine, nervous, sensory and integumentary systems. Medical terms are included in each body system discussed.

HNUR 1020. Nutrition  
*Lecture 2, Lab 0, Credit 2*

Normal nutrition and the modification of the principles of normal nutrition for therapeutic purposes are studied in depth. 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.

HNUR 1030. Introduction to Microbiology and Infection Control  
*Lecture 1, Lab 0, Credit 1*

This course presents basic microbiology concepts that apply to health care and includes principles of disease transmission as a basis for standard blood and body fluid precautions. The human body's immune response in regard to the transmission of blood borne pathogens is covered as application of the principles of microbiology to health care techniques.

HNUR 1170. Medical Terminology  
*Lecture 1, Lab 0, Credit 1*

This course addresses analyzing and combining prefixes, root words, and suffixes as well as correct spelling, usage and pronunciation of medical terms. Medical abbreviations are included.

HNUR 1310. Diet Therapy  
*Lecture 1, Lab 0, Credit 1*

Applications of basic nutritional principles to therapeutic diets used in the management of disease conditions for all age groups are presented and discussed. Prerequisite: HNUR 1020.

HNUR 1340. Introduction to Practical Nursing  
*Lecture 1, Lab 0, Credit 1*

History and information about the role of the practical nurse, practical nursing education, and the Louisiana State Board of Practical Nurse Examiners is studied and discussed. Ethical, legal, cultural issues and trends are addressed.

HNUR 2030. Geriatric Nursing  
*Lecture 5, Lab 0, Credit 5*

Concurrent theory and lab experiences providing information about the process of aging, the physiological and functional changes that occur during aging and nursing intervention designed to maintain health and prevent illness are presented in this course. Nursing skills are presented as the application of the nursing process with implementation and documentation. Prerequisites: HNUR 1010 and HNUR 1170.

HNUR 2060. Medical Math  
*Lecture 1, Lab 0, Credit 1*

Fundamental math concepts including whole numbers, fractions, decimals, percentages, measurements, apothecary system and U.S. standard and metric conversions as it applies to drug and dosage calculations are presented in this course. Also included are Roman numerals, ratios and proportions, and simple equations.

HNUR 2320. Medical Surgical Nursing I  
*Lecture 5, Lab 0, Credit 5*

Theory related to the preoperative client and clients experiencing alterations in the Respiratory, im-
mune and cardiovascular/lymphatic systems. Prerequisites: HNUR 1010, HNUR 1030, HPSY 1050, HNUR 2030, HNUR 1020, HNUR 1340, HNUR 2060, HNUR 2420, HNUR 1170.

HNUR 2420. Physical Assessment and Application of Nursing Skills Theory

*Lecture 3, Lab 0, Credit 3*

This course includes the purpose, methods, equipment, and documentation of procedures for all areas of physical assessment with documentation of findings including nursing care plans, principles of admitting, transferring, referring, reporting, and discharging procedures of clients. Prerequisites: HNUR 1010, 1170.

HNUR 2421. Physical Assessment Lab and Application of Nursing Skills Lab

*Lecture 0, Lab 1, Credit 1*

Students demonstrate physical assessment techniques in a supervised practical skills lab. Co-requisite: HNUR 2420.

HNUR 2432. Geriatric Clinical

*Lecture 0, Lab 1, Credit 1*

Students demonstrate clinical skills in long term care facilities under the supervision of the faculty. Prerequisite: HNUR 2420. Co-requisite: HNUR 2030.

HNUR 2440. Pharmacology

*Lecture 2, Lab 0, Credit 2*

The terminology, classification, and principles of drug administration are presented in this course, which include medication history, procedures for administration of oral, parenteral, topical, irrigation and instillation routes/methods. Safety precautions, guidelines and documentation are emphasized. Prerequisites: HNUR 2060, 1010, 1030.

HNUR 2441. Pharmacology Lab

*Lecture 0, Lab 1, Credit 1*

Demonstrate administration of oral, enteral, parenteral, and topical medications using accepted techniques and safety precautions. Co-requisite: HNUR 2440.

HNUR 2522. Medical Surgical Clinical I

*Lecture 0, Lab 1, Credit 1*

Using the nursing process, students perform basic and advanced clinical nursing care skills in appropriate health care facilities under the supervision of the instructor. This course builds on the nursing care theories and skills discussed in HNUR 2030 and HNUR 2320. Prerequisite: HNUR 2320.

HNUR 2630. Professionalism for Practical Nursing

*Lecture 1, Lab 0, Credit 1*

This course assists the students in preparing for the NCLEX licensure examination, and in making immediate and future decisions concerning job choices and educational growth by compiling resumes and evaluating job offers. Information essential to finding, applying for, and terminating a job in the health care industry is presented. The roles and functions of nursing organizations are discussed while relating the importance of continuing education in preparing for expanding roles. Prerequisite: HNUR 1340.

HNUR 2991. Special Projects I

*Lecture 0, Lab 1, Credit 1*

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of instructor.

HNUR 2993. Special Projects II

*Lecture 0, Lab 2, Credit 2*

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of instructor.

HNUR 2995. Special Projects III

*Lecture 0, Lab 3, Credit 3*

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of instructor.

HNUR 2997. Practicum

*Lecture 0, Lab 3, Credit 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. Prerequisite: Permission of instructor.
HNUR 2999. Cooperative Education  
*Lecture 0, Lab 3, Credit 3*

Cooperative education provides supervised on-the-job work experience related to the student’s education objectives. Students participating in Cooperative Education receive compensation for the work. Prerequisite: Permission of instructor.

HNUR 3012. Pediatric Clinical  
*Lecture 0, Lab 1, Credit 1*

Students demonstrate pediatric nursing care skills under the supervision of the faculty in appropriate health care facilities to meet the needs of the pediatric patient/client. Prerequisite: HNUR 3210.

HNUR 3032. Maternal/Neonate Clinical  
*Lecture 0, Lab 1, Credit 1*

Using the nursing process, maternal and neonatal nursing skills are performed meeting the needs of the client and neonate during antepartal, intrapartal, and postpartal periods in appropriate clinical sites under the supervision of the faculty. Prerequisite: HNUR 3230.

HNUR 3050. Medical Surgical Nursing II  
*Lecture 5, Lab 0, Credit 5*

This course presents theory related to the care of the client with neoplasia and skin disorders, and alterations in the musculoskeletal, gastrointestinal, and endocrine systems. Prerequisites: HNUR 2440, 2320, and 3032.

HNUR 3210. Pediatric Nursing  
*Lecture 2, Lab 0, Credit 2*

This course presents essential information related to growth and development from infancy through adolescence, and those diseases common but not exclusive to the particular age groups using the nursing process. Prerequisites: HNUR 1340, 2440, and 2320.

HNUR 3230. Maternal/Neonate Nursing  
*Lecture 2, Lab 0, Credit 2*

Historical/current issues, trends, growth and development of the childbearing family, fetal development and gestation are presented and studied. Care of the patient/client during the antepartal, intrapartal, and postpartal periods are included, as well as care of the neonate. Prerequisites: HNUR 2320, 2522, and 2440.

HNUR 3252. Medical Surgical Clinical II  
*Lecture 0, Lab 1, Credit 1*

Using the nursing process, students will demonstrate basic and advanced clinical nursing care skills in appropriate health care facilities under the supervision of the faculty. Prerequisite: HNUR 3050.

HNUR 4020. IV Therapy  
*Lecture 1, Lab 0, Credit 1*

The role of the practical nurse, legal implications of intravenous therapy, equipment devices used, anatomy/physiology, methods and techniques, infection control measures, complications, and other vital information related to intravenous therapy are presented and discussed. Supervised lab performance is a part of this course. Prerequisites: HNUR 2440, 2320, 1030, 1010.

HNUR 4021. IV Therapy Lab  
*Lecture 0, Lab 1, Credit 1*

Students demonstrate nursing skills in preparation for and during venipuncture, maintenance, and care of the client with an infusion. Co-requisite: HNUR 4020.

HNUR 4032. Mental Health Clinical  
*Lecture 0, Lab 1, Credit 1*

Using the nursing process, students demonstrate nursing care skills in mental health clinical sites under the supervision of the instructor. Prerequisite: HNUR 4430.

HNUR 4050. Medical Surgical Nursing III  
*Lecture 4, Lab 0, Credit 4*

Theory related to caring for the client with alterations in the urinary, reproductive, sensory, and neurological systems is presented. Prerequisites: HNUR 3050, 3252.
HNUR 4212. Medical Surgical Clinical III  
Lecture 0, Lab 2, Credit 2  
Using the nursing process, students demonstrate advanced clinical nursing care skills in appropriate health care facilities under the supervision of the faculty. Clinical skills also include a Senior Management Rotation in a long-term care facility to enhance the leadership and management skills of the student. Prerequisite: HNUR 4010.

HNUR 4430. Mental Health Nursing  
Lecture 1, Lab 0, Credit 1  
Utilizing the nursing process, a study of the client experiencing psychopathological, emotional, and behavior alterations is addressed in this course. Prerequisite: HNUR 2320.

HOST 1010. Orientation to the Hospitality/Tourism Industry  
Lecture 3, Lab 0, Credit 3  
An introduction to the many components of the travel industry with emphasis on automation, types of travelers, safety, international travel, political, and environmental issues facing the industry.

HPSY 1050. Health Care Concepts Related to Self, Family, and Community  
Lecture 1, Lab 0, Credit 1  
This course includes the discussion of the concepts of health and its maintenance, and human development throughout the life cycle. The effects of stress and related defense or coping mechanisms are introduced along with the use of therapeutic communication. It also identifies local, state, and national health resources available for maintenance of health.

IMSS 1100. Mathematics for Machine Tool Technology  
Lecture 3, Lab 0, Credit 3  
A study of various mathematical processes, principles, and techniques related to industrial machine shop.
IMSS 1332. Basic Lathe III  
*Lecture 2, Lab 3, Credit 5*

Learn thread cutting calculations on several types thread forms including associated tool geometry. MFR UNF, acme, square and tapered thread forms. Prerequisite: IMSS 1322.

IMSS 1412. Basic Mill I  
*Lecture 1, Lab 3, Credit 4*

Identifying types of milling machines, accessories, parts, and controls. Learning to mill to length, squaring parts, milling basic milling setups, associated cutting tool, and calculate proper feeds and speeds. MFR basic 3-D parts using a milling process. Prerequisite: IMSS 1112.

IMSS 1422. Basic Mill II  
*Lecture 1, Lab 4, Credit 5*

Learn keyway and indexing calculation and associated setups. MFR mechanical parts that include keyways, indexing and pocket milling operations using a combination of lathe and milling operations. Prerequisite: IMSS 1412.

IMSS 2512. Precision Grinding  
*Lecture 1, Lab 1, Credit 2*

Grinding machined parts, performing wheel dressing and maintenance, proper uses of surface grinder, and performing precision grinding operations. Perform setup operations, wheel dressing and grinding of machined parts. Prerequisite: IMSS 1112.

IMSS 2522. Forming and Shaping  
*Lecture 1, Lab 3, Credit 4*

Identification and use of powdered metals and metalizing, hydraulic and arbor presses and accessories. MFR and assembly of precision machine parts using hydraulic and arbor presses. Prerequisite: IMSS 1112.

IMSS 2612. Advance Lathe  
*Lecture 2, Lab 3, Credit 5*

Perform steady-rests and follow-rests, bore, counterbore, turn tapers, cut radius and threads. Perform precision cutting of tapers, multi-lead threading, eccentrics and other advance cutting operations. Prerequisite: IMSS 1332.

IMSS 2622. Advance Mill  
*Lecture 2, Lab 3, Credit 5*

This course is designed to enhance and build upon the skills and knowledge attained in the conventional milling process. Prerequisite: IMSS 1422.

IMSS 2712. CNC  
*Lecture 2, Lab 3, Credit 5*

Identify coding used in CNC technology. Write CNC programs. Prerequisite: IMSS 1112.

INST 1110. Introduction to Instrumentation  
*Lecture 2, Lab 1, Credit 3*

An introductory course providing an occupational analysis of job descriptions, working conditions, employment opportunities, certification requirements, and safety considerations in the classroom and for those employed in the field of industrial instrumentation. Also included are measurement devices, control devices, control loops, lockout tag-out, as well as P&ID symbology and loop sheets.

INST 1311. Pressure/Level Measurements  
*Lecture 2, Lab 1, Credit 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. Prerequisite: INST 1110.

INST 1411. Flow and Final Control Elements  
*Lecture 2, Lab 1, Credit 3*

This course 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 relates actuators, positioners and control valves to their function as the last system element in a process control loop. Prerequisite: INST 1110.

INST 2611. Controllers  
*Lecture 2, Lab 1, Credit 3*

This course includes the principles of operation, maintenance, troubleshooting, and repair of pneuma-
ic, electronic, and digital controllers along with instruments that are found in a typical control loop. Fieldbus concepts are also introduced as well as the tuning aspects of controllers. Prerequisites: INST 1110, INST 1311, INST I411, INST 2731.

INST 2721. Introduction to Programmable Controllers
Lecture 1, Lab 2, Credit 3

An introduction to Microprocessors, PLC types, theory, applications, operations, documentation and number systems as they relate to PLC operation. The student will also be introduced to PLC programming. Prerequisites: INST 1110, ETRN 1232, CPTR 1100.

INST 2731. Temperature and Analytical
Lecture 2, Lab 1, Credit 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 orp measurement. Prerequisite: INST 1110.

INST 2811. Advanced Programmable Logic Controllers
Lecture 1, Lab 2, Credit 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. Prerequisites: INST 2721, ELEC 1422.

INST 2841. Distributive Control
Lecture 1, Lab 2, Credit 3

This course covers process measurement and control using computers and microprocessor based control systems. Students will be introduced to various distributive control systems including the use of fieldbus in control systems. Prerequisite: INST 1110.

ISYS 1250. Introduction to Computers
Lecture 3, Lab 0, Credit 3

An introductory study of computer hardware, operating systems, Internet concepts, and security and ethical issues. Includes a hands-on approach in the use of microcomputer applications including spreadsheets, word processing, and database concepts.

ISYS 1310. Introduction to Database Management
Lecture 3, Lab 0, Credit 3

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. Prerequisite: ISYS 1250 or approval of Department Head.

ISYS 1330. Introduction to Spreadsheets
Lecture 3, Lab 0, Credit 3

Focuses on the basic fundamentals of producing spreadsheets. Prerequisite: ISYS 1250 or approval of Department Head.

ISYS 1400. Windows Applications
Lecture 3, Lab 0, Credit 3

Hands-on application of Windows environment software. Prerequisite: ISYS 1250 or approval of Department Head.

ISYS 1450. Basic Word Processing
Lecture 1, Lab 2, Credit 3

Hands-on application of basic word processing techniques and functions. Current version of popular word processing software is incorporated. Prerequisites: ISYS 1250 and KYBD 1110 or approval of Department Head.

ISYS 1550. Advanced Word Processing
Lecture 1, Lab 2, Credit 3

Hands-on application of advanced word processing with emphasis on features and commands using current version of word processing software. Prerequisite: ISYS 1450.

ISYS 1650. Desktop Publishing
Lecture 3, Lab 0, Credit 3

Basic concepts in creating documents containing graphics and text. Current version of popular word
processing/graphics software is incorporated. Prerequisite: ISYS 1550 or approval of Department Head.

**ISYS 2640. Advanced Spreadsheet Applications**  
*Lecture 3, Lab 0, Credit 3*

Focuses on creating graphs, the use of multiple spreadsheets, database capabilities, special spreadsheet functions to perform statistical analysis, financial analysis, mathematical computations, and an introduction to the macro capabilities of spreadsheets. Prerequisite: ISYS 1330.

**JOBS 2450. Job Seeking Skills**  
*Lecture 2, Lab 0, Credit 2*

This course assists students in preparing appropriate documents for the job search process including cover letters, resumes, job applications, reference sheets, and follow-up correspondence. Proper grammar and effective word selection is emphasized. Students also participate in a structured interview. It is strongly recommended that students take this course during their last semester of study.

**KYBD 1110. Introduction to Keyboarding**  
*Lecture 1, Lab 2, Credit 3*

An introduction to basic keyboarding terminology, touch typing, and basic word processing. Emphasis is on speed, accuracy, and correct techniques.

**KYBD 1210. Intermediate Keyboarding**  
*Lecture 1, Lab 2, Credit 3*

Emphasis on computer keyboarding with increased speed and accuracy. Proper formatting of business documents, tables and financial statements, correspondence, and creating forms. Prerequisite: KYBD 1110.

**KYBD 1310. Advanced Keyboarding**  
*Lecture 1, Lab 2, Credit 3*

Continued development and application of intermediate keyboarding ability and proper usage of word processing commands. Emphasis on integrated office projects for various types of business. Prerequisite: KYBD 1210.

**MACH 1250. Electronic Calculators**  
*Lecture 3, Lab 0, Credit 3*

Principles and techniques used to solve business problems on the electronic calculator.

**MACH 1350. Introduction to Machine Transcription**  
*Lecture 3, Lab 0, Credit 3*

Hands-on applications of machine transcription equipment. Production of documents (mailable copy) from various fields of employment. Emphasis on English language skills: punctuation, spelling, grammar, and vocabulary. Prerequisite: ISYS 1450 or approval of Department Head.

**MATH 1020. Applied Trigonometry**  
*Lecture 3, Lab 0, Credit 3*

Topics include a review of geometry essentials, trigonometric functions and graphs, right triangles, vector resolution and oblique triangles. Prerequisite: MATH 1100.

**MATH 1100. College Algebra**  
*Lecture 3, Lab 0, Credit 3*

Linear and quadratic equations and inequalities, radical and rational equations, complex numbers, graphing, functions, exponential and logarithmic functions, polynomial equations, systems of linear equations and inequalities. (Formerly MATH 1015) Prerequisite: Math score of at least 19 on the ACT, an equivalent score on the ASSET or COMPASS, a “C” or better in TSMA 0093 or permission of the Dean of Instruction.

**MATH 1110. Trigonometry**  
*Lecture 3, Lab 0, Credit 3*

Includes the study of trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers, vectors and polar coordinates. Prerequisite: MATH 1100.

**MATH 1250. Math for Graphic Communication**  
*Lecture 3, Lab 0, Credit 3*

Basic mathematical operations reviewed in the context of applications for graphic communication students. Duplicate credit will not be awarded for COMA 1250.
MATH 1305. Finite Math
Lecture 3, Lab 0, Credit 3
Matrices with applications, linear programming, probability, mathematics of finance and trigonometry. Prerequisite: MATH 1100.

MATH 2100. Elementary Statistics
Lecture 3, Lab 0, Credit 3
Calculation of simple probability in discreet and continuous variable cases. Descriptive statistics; measures of central tendency; binomial, Poisson and normal distributions. Testing hypotheses using normal deviate and t-statistics. Prerequisite: MATH 1100.

MBIO 2015. Introductory Microbiology
Lecture 3, Lab 3, Credit 4
A basic study of microorganisms and their role in disease, sanitation, ecology, and industry.

MEDL 1300. Medical Terminology
Lecture 3, Lab 0, Credit 3
An introduction of basic medical terms by use of prefixes, suffixes, and anatomical roots.

MEDL 1360 – Medical Coding Part 1
Lecture 3, Lab 0, Credit 3
Provides instruction in the application of the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM) classification system and Healthcare Common Procedure Coding System (HCPCS) coding procedures used in processing insurance and patient information in the medical office environment. Prerequisite(s): MEDL 1300

MEDL 1370 – Medical Coding Part 2
Lecture 3, Lab 0, Credit 3
Provides instruction in the application of the Current Procedural Terminology (CPT) classification system and a continuation of the Healthcare Common Procedure Coding System (HCPCS) coding procedures used in processing insurance and patient information in the medical office environment. Prerequisite(s): MEDL 1360

MEDL 1400. Medical Billing
Lecture 3, Lab 0, Credit 3
Highlights the concepts and procedures that are essential to preparing and submitting accurate health insurance claims. Instructions on all aspects of medical insurance, including plan options, carrier requirements, state and federal regulations, abstracting relevant information from source documents and accurate claim completion.

OCED 1000. New Instructor Workshop
Lecture 3, Lab 0, Credit 3
Basic techniques of instructional methods, classroom organization, record keeping procedures, safety consideration, as well as an orientation to the Technical College System.

OCED 1010. Methods of Teaching Vocational Education
Lecture 3, Lab 0, Credit 3
Advanced techniques of instructional methods as applied to the vocational-technical classroom.

OCED 1020. Management of Vocational Technical Education Classroom/Lab
Lecture 3, Lab 0, Credit 3
Identification and the development of solutions to problems faced by instructors and students in industrial education; development of leadership theory and techniques used in reaching group decisions related to management of classroom and labs.

OCED 1030. Preparation of Vocational Technical Education Instructional Materials
Lecture 3, Lab 0, Credit 3
Development of a comprehensive course of study with an emphasis on individualized instruction and educational media production adapted to technical education.

OCED 1040. Teaching Special Needs Students in Vocational Education
Lecture 3, Lab 0, Credit 3
Identification of students requiring special instructional procedures or facilities in their learning environment.
OCED 1050. Testing and Evaluation in Vocational Technical Education
Lecture 3, Lab 0, Credit 3
An exploration of various instruments and methods used to evaluate the academic progress.

OCED 2010. Reading and Writing Methods in Vocational Technical Education
Lecture 3, Lab 0, Credit 3
Introduction to concepts, resources, and methods for teaching reading and writing in vocational technical education. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches, and instructional strategies.

OCED 2020. Occupational Safety and Health
Lecture 3, Lab 0, Credit 3
Designed to develop skills in the establishment and maintenance of an effective safety program in vocational, trade, and industrial education. Includes accident prevention, investigation, management of safety practices, safety inspections, fire prevention, health hazards and teacher liability.

OCED 2035. Curriculum Planning
Lecture 3, Lab 0, Credit 3
Introduction to curriculum planning. Topics include philosophy, curriculum design, scheduling, and instructional planning and evaluation.

OCED 2040. Vocational Guidance
Lecture 3, Lab 0, Credit 3
An examination of application of the principles and techniques of guidance to the vocational-technical classroom/shop.

OCED 2050. Computer Technology for the Workplace
Lecture 3, Lab 0, Credit 3
Assists students in developing computer skills and competencies that are essential for the vocational technical classroom/lab and the workplace. Students will select and produce computer-based instructional materials and resources, including those from the internet.

OCED 2060. Ethics and Diversity for the Workplace
Lecture 3, Lab 0, Credit 3
Examines workplace ethics and diversity, social responsibility and principles of personal, professional and global ethics. Students explore problems and challenges associated with personal values, attitudes, and beliefs and how they influence ethical choices.

OCED 2070. Management of Change
Lecture 3, Lab 0, Credit 3
An analysis of methods appropriate for dealing with changes that impact the classroom including changes in instructional content, instructional organization, scheduling procedures, industry requirements, technology, political environment, employment environment, and professional development requirements.

OCED 2710. Basic Theory in Vocational Education
Lecture 3, Lab 0, Credit 3
An introductory course to vocational education and the profession of teaching. This course reviews theories and systems that influence the development of vocational education.

OCED 2720. Basic Skills in Vocational Education
Lecture 3, Lab 0, Credit 3
This course builds on basic teaching skills and competencies, and provides specific techniques and strategies needed for instruction in vocational classroom/labs.

OCED 2730. Intermediate Skills in Vocational Education
Lecture 3, Lab 0, Credit 3
This course is designed to provide continuation of practical teaching skills and competencies essential in vocational classroom/labs.

OCED 2740. Development of Vocational Teacher Competency
Lecture 3, Lab 0, Credit 3
Professional orientation to key knowledge, competencies, and attitudes identified through research in vocational teacher preparation.
OCED 2750. Basic Practicum in Occupational Education  
*Lecture 3, Lab 0, Credit 3*  
An introductory course designed to provide practical application of knowledge and skills acquired from vocational classroom/lab work in the field setting. Prerequisite: Advanced standing in appropriate area of specialization and permission of the academic dean.

OCED 2760. Advanced Skills in Vocational Education  
*Lecture 3, Lab 0, Credit 3*  
An introductory course designed to provide practical application of knowledge and skills acquired from vocational classroom/lab work in the field setting.

OCED 2770. Advanced Theory in Vocational Education  
*Lecture 3, Lab 0, Credit 3*  
This course reviews theories and concepts of adult education and focuses on teaching the teaching of adult learners. Included are mastery of skills and techniques and an understanding of adult learning styles.

OCED 2780. Intermediate Practicum in Occupational Education  
*Lecture 3, Lab 0, Credit 3*  
A course designed to provide continuation of practical application of knowledge acquired from vocational classroom/lab and the workplace in a field setting. Prerequisite: Advanced standing in appropriate area of specialization and permission of the academic dean.

OCED 2790. Advanced Practicum in Occupational Education  
*Lecture 3, Lab 0, Credit 3*  
A course designed to supervise practical experiences in methods, techniques, and strategies. Prerequisite: Advanced standing in appropriate area of specialization and permission of the academic dean.

OCED 2800. Directed Study in Occupational Education  
*Lecture 3, Lab 0, Credit 3*  
This course provides an opportunity for intensive individual study on an approved topic. The course involves the selection and research of a specific topic in vocational education. Involves self-directed study, with the teacher providing supervision and guidance. Prerequisite: Consent of the academic dean.

OSYS 1100. Records Management  
*Lecture 3, Lab 0, Credit 3*  
Basic records management terminology, procedures, classification of systems, electronic and manual storage, retrieval and disposal, compliance with Freedom of Information laws and Privacy Act.

OSYS 2530. Office Procedures  
*Lecture 1, Lab 2, Credit 3*  
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. Prerequisite: ISYS 1450.

OSYS 2996. Special Projects  
*Lecture 3, Lab 0, Credit 3*  
A course designed for the student who has demonstrated specific special needs. Prerequisite: Approval of Department Head.

PHSC 1000. Physical Science I  
*Lecture 3, Lab 0, Credit 3*  
Introductory study of topics in physical science including motion, energy, temperature, light and sound, electricity, and atomic structure. (Formerly PHSC 1015) Recommended prerequisite: MATH 1100.

PHSC 1100. Physical Science I Laboratory  
*Lecture 0, Lab 1, Credit 1*  
Laboratory investigations designed to demonstrate and complement the lessons taught in Physical Science I. Prerequisite or co-requisite: PHSC 1000.
PHSC 1200. Physical Science II  
*Lecture 3, Lab 0, Credit 3*

Introductory study of topics in physical science including chemical processes, organic chemistry, meteorology, and geology. Recommended prerequisite: MATH 1100.

PHSC 1300. Physical Science II Laboratory  
*Lecture 0, Lab 1, Credit 1*

Laboratory investigations designed to demonstrate and complement the lessons taught in Physical Science II. Prerequisite or co-requisite: PHSC 1200.

PHSC 1500. Astronomy  
*Lecture 3, Lab 0, Credit 3*

Includes a study of the earth’s solar system, the sun and other stars, nebulae, and galaxies.

PHYS 2100. General Physics I  
*Lecture 3, Lab 0, Credit 3*

Fundamental principles of motion, force, work, energy, temperature, and heat. (Formerly PHYS 2015). Prerequisites: “C” or better in MATH 1100(1015) and MATH 1020 or 1110.

PHYS 2110. General Physics I Laboratory  
*Lecture 0, Lab 1, Credit 1*

Use of laboratory experiences to develop an understanding of basic principles of physics. (Formerly PHYS 2001). Prerequisite or co-requisite: PHYS 2100(2015).

POLI 1100. American Government  
*Lecture 3, Lab 0, Credit 3*

Principles, structures, processes, and functions of the United States government.

PSYC 2010. Introduction to Psychology  
*Lecture 3, Lab 0, Credit 3*

An overview of psychology designed to familiarize students with the major theories and basic principles for studying and understanding human behavior. (Formerly PSYC 2015).

PSYC 2335. Psychology of Human Development  
*Lecture 3, Lab 0, Credit 3*

Physical, psychological, and social aspects of the individual from conception to death. Includes cultural, social, and hereditary factors that affect the individual’s behavior throughout the life cycle. Prerequisite: PSYC 2010(2015) or permission of the department head of general education.

PTEC 1000. Mechanical Aptitude and Spatial Relations  
*Lecture 0, Lab 1, Credit 1*

This course is designed to introduce the student to the fundamentals of mechanical aptitude and spatial relations. The student will be introduced to moment summation of levers, pulley and gear calculations and other simple machines. The student will use these principles to solve problems that might be encountered on mechanical aptitude tests. In addition, exercises will be presented to familiarize the student with how to visualize objects in space.

PTEC 1010. Introduction to Process Technology  
*Lecture 3, Lab 0, Credit 3*

This course is designed to introduce the student to Process Technology. Topics covered include a basic overview of an operator’s job, history of the industry, responsibilities and duties of an operator, safety and environmental education, and workplace environment. The student will gain a fundamental understanding of industrial equipment. There will be an introduction to basic chemistry and physics in the process areas.

PTEC 1310. Process Instrumentation I  
*Lecture 2, Lab 1, Credit 3*

This course is designed to introduce the student to the equipment and methodologies used by the industry for monitoring performance and controlling processes. Topics addressed include common terminologies, basic principles of measurement and instrumentation, specific hardware, performance characteristics, control loops, typical applications and operating limits.

PTEC 1320. Process Instrumentation II  
*Lecture 2, Lab 1, Credit 3*

This course is a continuation of PTEC 1310. The course extends the student’s knowledge of process instrumentation. Topics addressed include learning to use P&ID’s, detailed study of control loops, computerization of process control, DCS, case studies, and troubleshooting.
PTEC 1610. Plant Equipment (PT I)
Lecture 2, Lab 1, Credit 3
This course is a study of process plant equipment including their construction, principles of operations, maintenance and utilization within the process industry. Equipment to be studied includes piping, valves, pumps, compressors, heat exchangers, fired furnaces, steam and gas turbines.

PTEC 2030. Plant Safety, Health and Environmental
Lecture 3, Lab 0, Credit 3
The student will learn the fundamentals of the government mandated safety programs such as PSM. The student will learn about the governmental bodies regulating safety and environmental programs in the process industry. The student will learn to recognize potential safety and environmental hazards and solutions that could be encountered in their career.

PTEC 2070. Statistical Quality Control
Lecture 3, Lab 0, Credit 3
This course is an introductory study of the concept of product quality. The topics covered are the history of the quality movement, the importance of product quality and how communication and teams affect product quality. In addition, the student will be introduced to the concepts of Total Quality Management and how product quality is measured and maintained in the process industries through the use of statistical control charts.

PTEC 2420. Process Systems (PT I)
Lecture 3, Lab 1, Credit 4
This course studies types of processes found in the chemical and refining industry. This includes distillation and fractionation, reaction, absorption, adsorption, extraction, stripping, cracking, reforming, alkylation, delayed coking, and hydro processing. Process Systems also covers cooling water, heat recovery, water chemistry, clarification, filtration, steam generation, and heat exchange. The lab will cover a Computer Based Training module on the operation of the TDC-300 DCS system.

PTEC 2430. Unit Operations (PT III)
Lecture 3, Lab 1, Credit 4
This course teaches the operations of an entire unit within the process industry using existing knowledge of equipment, systems, and instrumentation. Concepts related to commissioning, normal startup, operations, normal shutdown, turnarounds, safety, environmental, and abnormal situations, as well as the process technician’s role in performing the tasks associated with these concepts within an operating unit. This course incorporates the knowledge of the student and combines that with the responsibilities of the process technician. At the end of the semester the student must prepare an operating manual for one of our glass plants.

PTEC 2440. Process Troubleshooting
Lecture 3, Lab 0, Credit 3
This course applies a six-step troubleshooting method for solving and correcting operation problems. It focuses on malfunctions as opposed to process design or configuration improvements. Troubleshooting is using data from instrumentation to determine the cause for abnormal conditions in an organized and regimented way.

PTEC 2620. Process Physics
Lecture 3, Lab 0, Credit 3
This course is designed to introduce the student to fundamental physics principles and their application in the process industry. The basic principles of motion, force, work, energy, temperature, and heat will be studied. Since energy entails a multitude of formulas, synthesis of formulas, and modification of variables, students will have a genuine understanding of formula writing. Vector analysis and force modifications will be applied as they relate to the petrochemical environment. The use of machines, their mechanical advantages and energy transformations will be tested. The principles of radioactivity and its attendant nature and safety factors will be explored. The lab will use laboratory experience to develop an understanding of basic principles of physics. Prerequisites: “C” or better in Math 1100.
PTEC 2630. Fluid Mechanics
Lecture 3, Lab 0, Credit 3

This course is an introductory study of the physical properties and the static and dynamic behavior of fluids. Topics to be studied are: the structure of matter, the density, specific gravity and API gravity of fluids, the viscosity, temperature, and pressure relationships of fluids, the static behavior of fluids including NPSH and its impact on pumping systems, and the dynamic behavior of fluids including the general energy equation and pressure drop relationships.

PTEC 2911. Campus Internship
Lecture 0, Lab 3, Credit 3

This course consisting of 135 hours of departmentally approved team activities utilizing the PTEC Laboratory (Glass Plants). Using the PTEC Laboratory Glass Plants (six operating units), the students will apply and demonstrate the operating principles previously learned in the PTEC curriculum. This course consists of some individual and team work, exchanging operating principles, safety health and environment issues, and drawing a (P&ID) of their assigned plants as built.

PTEC 2912. Independent Internship
Lecture 0, Lab 3, Credit 3

Students qualifying for an industrial internship (PTEC 2912) must work a minimum of 135 supervised hours in a local industry facility. The facility providing the internship will determine the work schedule, which may include shift, nights or weekend work, and the actual hours that the student must spend at the facility to complete this course. In most cases the total hours will be more than the minimum 135 hours. Students who are unable to obtain an industrial internship will be required to take a campus internship (PTEC 2911) consisting of 135 hours of departmentally approved team activities utilizing the PTEC Laboratory (Glass Plants). Students taking the industrial internship course should note that it is unlikely that any other SOWELA classes other than distance learning classes can be taken in the semester. In addition to meeting the job requirements of the student’s assignment in the industrial facility, the student will demonstrate the operating principles previously learned in the PTEC curriculum under the supervision of a supervisor at the industrial facility. Students taking the industrial internship will receive compensation from the facility for the hours worked at the industrial facility with the compensation being determined by the facility.

SOCL 2010. Introduction to Sociology
Lecture 3, Lab 0, Credit 3

An overview of sociology including theoretical perspectives and theorists; logic and techniques of research; social organization, institutions, and inequality; and social change.

SOCL 2020. Social Problems
Lecture 3, Lab 0, Credit 3

A study of individual, family, and community disorganization. Topics include crime, drug abuse, sexual deviance, inequality, and mental illness. Prerequisite: SOCL 2010.

SPCH 1000. Fundamentals of Speech Communication
Lecture 3, Lab 0, Credit 3

Develops an awareness and appreciation of history and traditions of speech communication as an academic field of study. Includes fundamental codes, functions, and processes of oral communication.

SPCH 1200. Introduction to Public Speaking
Lecture 3, Lab 0, Credit 3

Basic public speaking principles and skills. Provides experience preparing, organizing, and presenting each of the following types of speeches: personal, introductory, informative, demonstrative, persuasive, and testimonial (Formerly SPCH 1015).

TSEN 0091. Transitional English
Lecture 3, Lab 0, Credit 3

This course provides students with a comprehensive study of English. Topics discussed are grammar, usage, mechanics, sentences, sentence structure, and editing paragraphs. This is a skills improvement course that may not be used as credit for a certificate, diploma, or degree. Placement is based on ACT, COMPASS, ASSET, or SAT scores. (Formerly DVEN 0090; TSEN 0090)
TSEN 0093. Transitional Writing
Lecture 3, Lab 0, Credit 3

This course provides instruction that will enable students to master the techniques of composition. Instruction and practice in paragraph and essay development will provide a foundation for a college level composition course. This is a skills improvement course that may not be used as credit for a certificate, diploma, or degree. Placement is based on ACT, COMPASS, ASSET, or SAT scores, or successful completion of TSEN 0091. (Formerly DVEN0093)

TSMA 0092. Transitional Mathematics
Lecture 3, Lab 0, Credit 3

Basic operations of whole numbers, fractions, and decimals; basic operations of integers and rational numbers; ratios and proportions; percents; basic algebra concepts including linear equations. This is a skills improvement course that may not be used as credit for a certificate, diploma, or degree. Placement is based on ACT, COMPASS, ASSET, or SAT scores. A student who has satisfactorily completed TSMA 0092 must enroll in TSMA 0093 prior to enrolling in MATH 1100.

TSMA 0093. Intermediate Algebra
Lecture 3, Lab 0, Credit 3

This course provides instruction that will enable students to acquire a better understanding of algebra, thus providing a foundation for College Algebra. Topics covered are linear equations, inequalities, polynomials, rational expressions, graphs and functions, radicals, and quadratic equations. This is a skills improvement course that may not be used as credit for a certificate, diploma, or degree. Placement is based on ACT, COMPASS, ASSET, or SAT scores, or successful completion of TSMA 0092. (Formerly DVMA 0093)

TSRE 0091. Transitional Reading
Lecture 3, Lab 0, Credit 3

This comprehensive reading course helps students improve their reading processes through a study of word forms and meanings, vocabulary and comprehension skills, and critical thinking skills. Also included are user information skills (using a library, e-mail, encyclopedias, outlines, note taking, etc.), consumer information skills (reading a newspaper, warning labels, filling out forms, etc.) and reading maps, charts, and graphs. This is a skills improvement course that may not be used as credit for a certificate, diploma, or degree. Placement is based on ACT, COMPASS, ASSET, or SAT scores. (Formerly DVRE 0090)

WEBB 1010. Introduction to Internet and HTML
Lecture 1, Lab 2, Credit 3

A comprehensive study of Internet concepts, terminology, connection practices, researching on, designing for and publishing on the Internet, as well as a brief study of the programming basics behind the creation of web pages using HTML and Dynamic HTML.

WEBB 1020. Web Page Design
Lecture 1, Lab 2, Credit 3

This course allows the student to develop a working knowledge of a web site programming software package such as FrontPage or current standard. The student will plan, design, build, and publish an easy to navigate web site. Good design fundamentals will be covered. Prerequisites: CISX 1300 and WEBB 1010.

WEBB 1141. Internet Programming I
Lecture 1, Lab 2, Credit 3

A study in the prevailing language in Internet programming. Advanced topics will include, web development, including database programming, communications, and on-line form activity. Prerequisites: CISX 1300 and WEBB 1010.

WEBB 1142. Internet Programming II
Lecture 1, Lab 2, Credit 3

A continuation of Internet Programming I, and more in-depth VB script, java script, ASP, HTML, and DHTML. Prerequisite: WEBB 1141.

WEBB 1150. CGI Fundamentals Using Perl
Lecture 1, Lab 2, Credit 3

This course teaches how to use the Common Gateway Interface (CGI) using Perl scripts and programming language to develop web pages and interfaces on a Web Server. Other topics include database connectivity, web page hit counters, business forms via
web pages, and other web programming schemes. Prerequisites: CISX 1300 and WEBB 1010.

**WEBB 1161. E-Commerce Design**  
*Lecture 1, Lab 2, Credit 3*

This course teaches the student to build web pages that conform to business functions using various web languages such as HTML, DHTML, XML, Perl, VB Script, Java Script, and Active Server pages. The concepts of good practice and the Web will be taught as the fundamentals of developing web sites for e-commerce. Topics of the course include design of web hosting, data processing on the web, web marketing, e-commerce components, payment processing, security, and customer service. Prerequisites: CISX 1300 and WEBB 1141.

**WEBB 2020. Advanced Web Design**  
*Lecture 1, Lab 2, Credit 3*

A continuation of web design course. This course focuses on more dynamics of the web page design. Topics include interaction with the client and server side of the web documents, user interaction, and integration of third party. Prerequisite: WEBB 1010.

**WEBB 2141. Internet Programming III**  
*Lecture 1, Lab 2, Credit 3*

A continuation of Internet Programming II, and more in-depth VB script, java script, ASP, HTML, and DHTML. Prerequisite: WEBB 1142.

**WEBB 2142. Internet Programming IV**  
*Lecture 1, Lab 2, Credit 3*

A continuation of Internet Programming III, and more in-depth VB script, java script, ASP, HTML, and DHTML. Prerequisite: WEBB 2141.

**WEBB 2180. Advanced Server Page Programming**  
*Lecture 1, Lab 2, Credit 3*

This course teaches the programming of server side web applications using ASP Active Server Pages. Prerequisites: WEBB 2020 and WEBB 1142.

**WEBB 2260. Data-Driven Web Sites**  
*Lecture 1, Lab 2, Credit 3*

This course teaches the development of web sites and web pages that are updated through the use of databases using XML, ODBC, SQL, Oracle, and other database applications. Prerequisites: CISX 1320 and WEBB 1010.

**WEBB 2370. Web Page Packages**  
*Lecture 1, Lab 2, Credit 3*

Various web page design packages such as FrontPage or Dreamweaver. Prerequisite: WEBB 1010.

**WELD 1110. Occupational Orientation and Safety**  
*Lecture 1, Lab 1, Credit 2*

Introduces the student to the occupation of welding that includes information and practice concerning safe working environments and safe operation of tools and equipment common to welding.

**WELD 1120. Basic Blueprint, Metallurgy, and Weld Symbols**  
*Lecture 1, Lab 1, Credit 2*

An introduction to and practice of interpreting basic blueprint, metallurgy, and welding symbols. Prerequisite: WELD 1110.

**WELD 1130. Welding Inspection and Testing**  
*Lecture 1, Lab 1, Credit 2*

Instruction and practice in the qualities and judgments involved in the testing and inspection of welded materials. Prerequisite: WELD 1110.

**WELD 1210. Oxyfuel Systems**  
*Lecture 1, Lab 1, Credit 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**  
*Lecture 0, Lab 1, Credit 1*

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**  
*Lecture 1, Lab 1, Credit 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  
*Lecture 0, Lab 2, Credit 2*  
Maintaining safety and practice of fillet welds using the shielded metal arc welding process. Prerequisite: WELD 1410.

WELD 1420. SMAW - V - Groove Open  
*Lecture 1, Lab 3, Credit 4*  
An introduction to the fundamentals of shielded metal arc welding of open groove welds including safety and practice of open groove welds. Prerequisite: WELD 1411.

WELD 1510. SMAW – PIPE 2G  
*Lecture 1, Lab 2, Credit 3*  
An introduction to the fundamentals of shielded metal arc welding of pipe including safety; setup and operation of pipe beveling equipment, and practice of a 2G-pipe weld. Prerequisite: WELD 1420.

WELD 1514. SMAW – 5G Downhill  
*Lecture 1, Lab 2, Credit 3*  
Maintaining safety and practice of a 5G-pipe weld using shielded metal arc welding, with the weld progressing downhill. Prerequisite: WELD 1420.

WELD 1515. SMAW – 6G Downhill  
*Lecture 0, Lab 2, Credit 2*  
Maintaining safety and practice of a 6G-pipe weld using shielded metal arc welding, with the weld progressing downhill. Prerequisite: WELD 1420.

WELD 1516. SMAW - 5G Uphill  
*Lecture 0, Lab 4, Credit 4*  
Maintaining safety and practice of a 5G-pipe weld using the shielded metal arc welding, with the weld progressing uphill. Prerequisite: WELD 1420.

WELD 1517. SMAW - 6G Uphill  
*Lecture 0, Lab 3, Credit 3*  
Maintaining safety and practice of a 6G-pipe weld using shielded metal arc welding, with the weld progressing uphill. Prerequisite: WELD 1420.

WELD 2110. FCAW - Basic Fillet Welds  
*Lecture 1, Lab 1, Credit 2*  
An introduction to the fundamentals of flux-cored arc welding including safety and practice of fillet welds. Prerequisite: WELD 1110.

WELD 2111. FCAW - Groove Welds  
*Lecture 0, Lab 1, Credit 1*  
Maintaining safety and practice of groove welds using the flux-cored arc welding process. Prerequisite: WELD 2110.

WELD 2210. GTAW - Basic Multi-Joint  
*Lecture 1, Lab 2, Credit 3*  
An introduction to the fundamentals of gas tungsten arc welding including safety and practice of various fillet and groove welds. Prerequisite: WELD 1110.

WELD 2220. GTAW - PIPE 5G  
*Lecture 1, Lab 3, Credit 4*  
An introduction to the fundamentals of gas tungsten arc welding of pipe including safety, setup and operation of pipe beveling equipment, and practice of a 5G-pipe weld. Prerequisite: WELD 2210.

WELD 2221. GTAW - PIPE 2G  
*Lecture 0, Lab 3, Credit 3*  
Maintaining safety and practice of a 2G-pipe weld using the gas tungsten arc welding process. Prerequisite: WELD 2210.

WELD 2222. GTAW - PIPE 6G  
*Lecture 0, Lab 2, Credit 2*  
Maintaining safety and practice of a 6G-pipe weld using the gas tungsten arc welding process. Prerequisite: WELD 2210.

WELD 2230. GTAW - Aluminum Multi-Joint  
*Lecture 1, Lab 1, Credit 2*  
An introduction to the fundamentals of aluminum gas tungsten arc welding including safety and practice of various fillet and groove welds. Prerequisite: WELD 1110.

WELD 2310. GMAW - Basic Fillet Weld  
*Lecture 1, Lab 1, Credit 2*  
An introduction to the fundamentals of gas metal arc welding including safety and practice of fillet welds.
Prerequisite: WELD 1110.

**WELD 2311. GMAW - Groove Weld**

*Lecture 0, Lab 2, Credit 2*

Maintaining safety and practice of groove welds using the gas metal arc welding process. Prerequisite: WELD 2310.

**WELD 2312 Basic Pipe and Structural Fabrication**

*Lecture 1, Lab 2, Credit 3*

An introduction to the fundamentals of pipe and structural fitting including safety, math for welders, isometric drawings, pipe takeoffs, saddle layouts, flange layouts, and how to use a pipe fitter’s handbook. Prerequisite: WELD 1110.

**CHANGES IN COURSE NUMBERING**

In order to complement the evolving mission of Sowela Technical Community College and to comply with the Common Course Numbering System of the Louisiana Community and Technical College System, the following course rubrics and numbers have changed.

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<tr>
<th>Current Rubric and Course Number</th>
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ADMINISTRATION

Miller, Andrea Lewis, Chancellor, B.S., LeMoyne-Owen College; M.S., Atlanta University; Ph.D., Atlanta University.

Bateman II, Douglas R., Vice Chancellor for Academic and Student Success, B.A., University of California, Los Angeles; M.R.E., Loyola University, New Orleans, Ph.D., University of Texas at Austin

Ozoemelam, Angele, Vice Chancellor for Finance and Administrative Services, A.A., Caribbean Union College, B.A., M.B.A., University of Virgin Islands.

Smith, Richard B., Vice Chancellor for Economic Development, A.S., B.S., McNeese State University; M.S., Louisiana State University.

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Darbone, Davidson, Director of Facilities Planning and Management.

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ACADEMIC DEPARTMENT CHAIRS

Cox, Melvin, Department of Industrial and Transportation Technology, A.A.T., Louisiana Technical College – Sowela Campus.

LeCompte Linton, Department of Process Technology (Interim), A.A.S., Sowela Technical Community College.

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FULL TIME FACULTY

Ballou, Nella Luann, Instructor of Mathematics, A.A.S., Arkansas Community College, B.S., M.S., McNeese State University.

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Guinn, Robert, Instructor of Electrician Apprentice, Local 861 Electrical Apprenticeship.

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McFarland, Kristopher, Instructor of Electrician Apprentice, Local 861 Electrical Apprenticeship.


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Paulk, Richard, Instructor of Plumbers Apprentice, Local 106 Plumbers Apprenticeship.

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Frisbie, Cindy, Math Instructor, B.S., M.Ed., McNeese State University.

Griffin, Jackie, English Instructor, B.A., McNeese State University.

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August, Rosemary, Administrative Coordinator 3

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Burnthorn, Nancy, Administrative Coordinator 3.

Carr, Harold, Maintenance Repairer 2.

Charles, Mark, Maintenance Repairer 2.

Collins, Christine, Director of Student Life, B.S., M.A. Xavier University of Louisiana.

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Daigle, Anna, Director of Admissions and Financial Aid, B.S., M.Ed., McNeese State University.


Devereaux, Desiree, E-Learning Program Coordinator, B.A., M.Ed.+30, McNeese State University.

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Fontenot, Connie, Institutional Research and Data Collection Officer, Diploma, Sowela Technical Institute; A.A.T.,(2) Sowela Technical Community College.

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Fuller, Sarie, Administrative Coordinator 3.

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Green, Tamalla, Assistant Director of Finance, A.A.T. (2), Sowela Technical Community College, B.S., McNeese State University, M.B.A., University of Phoenix.

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LaFleur, Laura, Enrollment Services Manager, A.A.T., Louisiana Technical College - Sowela Campus.

Lavergne, Joseph, Assistant Director of Admissions, B.A., McNeese State University.

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May, Leah, Enrollment Specialist, B.A., Edgewood College.


Nixon, Katrina, Administrative Assistant 2, A.A.T., Sowela Technical Community College.

O’Key, Marlana, Administrative Assistant 2.

O’Malley, Charlene, Administrative Assistant 1.

Peshoff, Anthony, Facility Maintenance Manager 1.


Puryear, Zoe, Administrative Assistant 3, A.A.S., Sowela Technical Community College.

Richard, LaKeisha, Administrative Assistant 3.

Robertson, Leslie, Administrative Assistant 2.

Rupert, Patricia, Administrative Assistant 2.

Schexneider, Martha Jo, IRT Coordinator, A.S., McNeese State University; B.S., University of Phoenix; M.Ed., Northwestern State University, A.A.T., Louisiana Technical College – Sowela Campus.

Sherwood, Mary Frances, Director of Library Services, B.A., M.A., Northern Illinois University, M.A.+30, Lamar State University.


Stracener, April, Interpreter, LA Educational Interpreters, DOE Ancillary Certificate.
Stutes, Gina, Administrative Assistant 2.
Talbott, Carol, Library Specialist 2.
Thibodeaux, Clarissa, Custodian 2.
Thomas Jr., Artis, Network Specialist.
Trahan, Monica, Administrative Assistant 2.
Trahan, Theda, Administrative Assistant 2, A.A.T. (2), Louisiana Technical College – Sowela Campus.
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