Information: (337) 491-2698 or 1-800-256-0483

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<td>Applications, Orientation, Testing</td>
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<td>Enrolling in the Senior Technical Education Program</td>
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For more information on Sowela Technical Community College, please visit us online:
http://www.sowela.edu

**MAIN CAMPUS**
3820 Senator J. Bennett Johnston Avenue, Lake Charles, LA 70615
Mailing Address: P. O. Box 16950, Lake Charles, LA 70616
Phone: (337) 491-2698 * TTY (337) 491-2524 *Toll Free (800) 256-0483
Fax: (337) 491-2135

**BRANCH CAMPUS**
C. Paul Phelps Correctional Center, 14925 Hwy 27 N, Dequincy, LA 70633
Mailing Address: P. O. Box 1056, Dequincy, LA 70633
Phone: (337) 786-1630
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 excellence in education that is accessible and affordable.

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
ABOUT SOWELA

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 Accrediting Commission of the Council on Occupational Education (COE), a national accrediting agency that specializes in the accreditation of job training and workforce development institutions. This accreditation means that Sowela is recognized as meeting standards of training acceptable for accreditation. 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.

Dr. Gary Puckett, Executive Director
Council on Occupational Education
41 Perimeter Center East, NE, Suite 640
Atlanta, GA 30346 (770) 396-3898
FAX: (770) 396-3790
Website: www.council.org

Sowela also offers courses approved for training by the following organizations:

1. Certified Nurse Assistant Registry
2. Federal Aviation Administration
3. Louisiana State Board of Practical Nurse Examiners
4. National Automotive Training Educational Foundation
5. Workforce Investment Board
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.

INSTITUTIONAL MISSION

Sowela Technical Community College empowers students in transfer, career and technical education to excel as globally competitive citizens through state-of-the-art learning experiences.

INSTITUTIONAL VISION

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

INSTITUTIONAL VALUES

Sowela Technical Community College has a commitment to Access & Diversity, Student Success, Excellence in Teaching, Program Relevance, Faculty and Staff Development, Student-Centered Environment, and Community Partnerships.

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 - Vincent St Blanc, Ill
First Vice Chair - Michael “Mickey” Murphy
Second Vice Chair - Woody Oge’

Edward Barham
Robert Brown
Helen Bridges Carter
Keith Gamble
Deni Grissette
Timothy W. Hardy
Brett Mellington
Paul Brice, Jr.
Stephen Smith
F. “Mike” Stone
Allen Scott Terill
Stephen Toups

Student Board Members:
Valerie Gaspard
Ivy Poree’-Marco
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FALL 2010 SEMESTER

August 25 – December 13, 2010

July 13 (Tues) .....................................................................................................Fall 2010 Registration
8:00 am – 10:00 am ...........................................................................................Graduates
10:00 am – 11:30 am .........................................................................................All Students
1:30 pm – 6:00 pm .............................................................................................All Students
July 14 (Wed) .....................................................................................................Fall 2010 Registration
8:00 am – 11:30 am .........................................................................................All Students
1:30 pm – 4:00 pm .............................................................................................All Students
July 15 (Thurs) ..................................................................................................Fall 2010 Registration
8:00 am – 12:00 pm ..........................................................................................All Students
August 2 (Mon) ................................................................................................Deadline for New Applications for the Fall Semester
August 9 (Mon) ...............................................................................................Fees Due for Fall 2010 Registration
August 17 (Tues) .............................................................................................Fall 2010 Late Registration
8:00 am – 11:30 am ..........................................................................................All Students
1:30 pm – 6:00 pm .............................................................................................All Students
August 18 (Wed) .............................................................................................Fall 2010 Late Registration
8:00 am – 3:00 pm .............................................................................................All Students
August 19 (Thurs) ............................................................................................Fall 2010 Late Registration
8:00 am – 12:00 pm ..........................................................................................All Students
August 20 (Fri) ................................................................................................Fees Due for Late Registration
August 25 (Wed) ............................................................................................Classes Begin / Drop/Add Period Begins
August 26 (Thurs) ...........................................................................................Last Day to Add Classes
August 31 (Tues) ..............................................................................................Last Day to Withdraw with 75% Refund
September 6 (Mon) ........................................................................................Labor Day Holiday
September 8 (Wed) ........................................................................................Last Day to Withdraw with 50% Refund
September 14 (Tues) ......................................................................................14th Instructional Day / Reporting Day
October 27 (Wed) ........................................................................................Last Day to Drop a Class or Withdraw from School
November 8 – 12 (Mon-Fri) ..........................................................................Advising Days
November 16 (Tues) ........................................................................................Spring 2011 Registration
8:00 am – 10:00 am ..........................................................................................Graduates
10:00 am – 11:30 am .........................................................................................Fall 2010 Continuing Students
1:30 pm – 6:00 pm .............................................................................................Fall 2010 Continuing Students
November 17 (Wed) ........................................................................................Spring 2011 Registration
8:00 am – 3:00 pm .............................................................................................All Students
November 18 (Thurs) .......................................................................................Spring 2011 Registration
8:00 am – 12:00 pm ..........................................................................................All Students
November 24 – 26 (Wed – Fri) ........................................................................Thanksgiving Holiday
December 9 (Thurs) .......................................................................................Deadline for New Applications for the Spring Semester
December 13 (Mon) .......................................................................................Fall Semester Ends, Grades Due 12:00 Noon
December 13 (Mon) .......................................................................................Deadline for Removal of Incompletes from Previous Semester
December 17 (Fri) ...........................................................................................Fees Due for Spring 2011 Registration
SPRING 2011 SEMESTER
January 11 – May 9, 2011

January 5 (Wed)................................................................................. Spring 2011 Late Registration
8:00 am – 10:00 am.............................................................................. Graduates
10:00 am – 11:30 am........................................................................... Fall 2010 Continuing Students
1:30 pm – 6:00 pm.............................................................................. Fall 2010 Continuing Students

January 6 (Thurs)................................................................................ Spring 2011 Late Registration
8:00 am – 3:00 pm.............................................................................. All Students

January 7 (Fri).................................................................................. Spring 2011 Late Registration
8:00 am – 12:00 pm........................................................................... All Students

January 7 (Fri)................................................................................ Fees Due for Late Registration

January 11 (Tues).......................................................... Classes Begin / Drop/Add Period Begins
January 12 (Wed)................................................................................ Last Day to Add classes
January 17 (Mon)........................................................................ Martin Luther King Jr. Holiday
January 18 (Tues)........................................................................ Last Day to Withdraw with 75% Refund
January 25 (Tues)........................................................................ Last Day to Withdraw with 50% Refund
January 31 (Mon)........................................................................ 14th Instructional Day / Reporting Day
March 7 – 9 (Mon – Wed)................................................................. Mardi Gras Holiday
March 21 (Mon)........................................................................... Last Day to Drop a Class or Withdraw from School
March 28 – April 1 – (Mon – Fri)........................................................ Advising Days
April 5 (Tues).................................................................................. Summer 2011 Registration
8:00 am – 10:00 am........................................................................... Graduates
10:00 am – 11:30 am........................................................................ Spring 2011 Continuing Students
1:30 pm – 4:00 pm.............................................................................. Spring 2011 Continuing Students
April 6 (Wed).................................................................................. Summer 2011 Registration
8:00 am – 11:30 am........................................................................... All Students
1:30 pm – 4:00 pm.............................................................................. All Students
April 7 (Thurs)................................................................................ Summer 2011 Registration
8:00 am – 12:00 noon........................................................................ All Students
April 22 – 29 (Fri – Fri).......................................................... Spring Break
May 5 (Thurs).......................................................... Deadline for New Applications for the Summer Semester
May 9 (Mon)........................................................................ Spring Semester Ends, Grades Due 12:00 Noon
May 9 (Mon)........................................................................ Deadline for Removal of Incompletes from Previous Semester
May 13 (Fri)............................................................................... Fees Due for Summer 2011 Registration
May 17 (Tues)........................................................................ Spring 2011 Commencement
SUMMER 2011 TERM
June 6 – July 29, 2011

May 31 (Tues) .......................................................... Summer 2011 Late Registration
8:00 am – 11:30 am .......................................................... All Students
1:30 pm – 4:00 pm .......................................................... All Students

June 1 (Wed) .......................................................... Summer 2011 Late Registration
8:00 am – 12:00 noon .......................................................... All Students

June 2 (Thurs) .......................................................... Fees Due for Summer 2011 Late Registration

June 6 (Mon) .......................................................... Classes Begin / Drop/Add Period Begins

June 7 (Tues) .......................................................... Last Day to Add Classes

June 8 (Wed) .......................................................... Last Day to Withdraw with 75% Refund

June 10 (Fri) .......................................................... Last Day Withdraw with 50% Refund

June 14 (Tues) .......................................................... 7th Instructional Day / Reporting Day

July 4 (Mon) .......................................................... July 4 Holiday

July 8 (Fri) .......................................................... Last Day to Drop a Class or Withdraw from School

July 5 – 11 (Tues – Mon) .......................................................... Advising Days

July 12 (Tues) .......................................................... Fall 2011 Registration
8:00 am – 10:00 am .......................................................... Graduates
10:00 am – 11:30 am .......................................................... Spring 2011 and Summer 2011 Continuing Students
1:30 pm – 6:00 pm .......................................................... Spring 2011 and Summer 2011 Continuing Students

July 13 (Wed) .......................................................... Fall 2011 Registration
8:00 am – 11:30 am .......................................................... All Students
1:30 pm – 3:00 pm .......................................................... All Students

July 14 (Thurs) .......................................................... Fall 2011 Registration
8:00 am – 12:00 noon .......................................................... All Students

July 29 (Fri) .......................................................... Summer Term Ends, Grades Due 12:00 Noon

July 29 (Fri) .......................................................... Deadline for Removal of Incompletes from Previous Semester
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 home-schooled 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 (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 his/her previous college may be admitted to 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 their 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 Department Chair 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.
Sowela Technical Community College

TUITION

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>In State Tuition</th>
<th>Operational Fee</th>
<th>Academic Excellence Fee</th>
<th>Registration Fee</th>
<th>Student ID Fee</th>
<th>Building Use Fee</th>
<th>SGA Fee</th>
<th>Parking Fee</th>
<th>Technology Fee</th>
<th>Enterprise Resource Planning Fee</th>
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FEES

Testing Fee (if applicable)..........................$20.00
Web Fees – Process Technology....................$40.00
All Other Web Classes .............................$20.00
Graduation Fee .......................................$60.00
Late Registration Fee ...............................$25.00
NSF Fee...............................................$25.00
Credit Card Processing Fee...3% of total amount charged

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 instruc-
tional 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.

The Refund Policy for Sowela Technical Community College for the summer term is as follows:

- A 100% refund of tuition, academic excellence fees 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 and fees will be made to students withdrawing during the first three instructional days of the term.
- A 50% refund of tuition and fees will be made to students withdrawing during the 4th to 6th instructional day of the term.
- No refund shall be made after the 6th instructional day of the term.
- 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.

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 2010 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 GED 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 transitional/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 into the 150% maximum allowable timeframe.
- Incompletes (I) count as credits attempted and 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
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.

Transitional 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 transitional 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. with 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 rein-
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 student’s 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 Title 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 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 by 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: Federal Pell Grant, Federal ACG, and other Title IV programs.

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 with at least a 3.0 GPA, 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 at least half-time.

GO Grant

The Go Grant is a state grant that does not have to be repaid. The grant ranges up to $900 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 funding is limited and will be awarded on a first-come, first-served basis, with priority to incoming students.

Taylor Opportunity Program for Students

The Taylor 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 two 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 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 (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 (NSF) of $25.00 will be charged to students who write NSF checks to Sowela. The amount owed, plus the $25.00 fee, must be paid in cash in the Business Office upon notification by the school.

The charge for each returned check is $25.00. If the check is written payable to Sowela by a student or on his behalf and is returned to the College, that student will forfeit all check writing privileges with Sowela in the future. Payment by cash, cashier’s check, money order, or credit card will be required.

Putting a stop payment on a check will not constitute an official resignation from the College.

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 educational 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 HARRASSMENT 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 explicitly 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’s/student’s submission to or refusal of sexual overtures
- Unwelcome or unwanted conversation
- Unwelcome or unwanted touching
- Continued or repeated verbal abuse of a 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 Human Resources.

Any student who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to the Dean of Student Success office. 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, Louisiana Community and Technical College System, 265 South Foster Drive, Baton Rouge, LA 70806. The phone number is (225) 219-8700.

Employee complaints of harassment should be reported to:

**Director of Human Resources**
Human Resources Office,
Administration Building Suite 1106;
Phone: (337) 491-2034

Student complaints of harassment should be reported to:

**Vice Chancellor of Academic Affairs & Student Success**
Administration Building Suite 1124
Phone: (337) 491-2008

Complaints of harassment will be investigated promptly and in as impartial and confidential a 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 representa-
tive 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 Chancellor 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 the 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 chair 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 Chair**

If the grievance cannot be resolved at the instructor, staff, or student level, the student may contact the department chair. 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.
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. In the event 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 judiciary courts or the grievant may request resolution by contacting the college’s accrediting agency at the following address:

Executive Director
Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350

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 lo-
Sowela Technical Community College

cal 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, alcoholic beverages, and other similar material. Local law enforcement authorities may be included in this process if the Chancellor determines a need for such involvement.

**EMERGENCY PROCEDURES**

The campus will follow the procedure as outlined in the Emergency Policy and Procedure Bulletin located 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 personal property of students. Vehicles cannot be left on school property after hours without permission from administration. Lost or stolen property should be reported 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 between 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 operation of equipment. Instructors will provide specific rules for each program area. Students should not operate machines or equipment on which they have not received instruction. Students may work in the shop areas only under instructor supervision. Visiting from
Sowela Technical Community College

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 located in each department.

In case of a serious accident, notify emergency personnel at (337) 274-9790 or (337) 491-2869; an ambulance may be summoned. Personnel in charge at the time of the accident will make that determination. All medical expenses 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 student 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 vibrate mode when in classrooms, labs or shop areas.

TRAFFIC AND PARKING

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

Handicapped parking is provided. Permits for disabled students may be obtained from the Office of Enrollment Management.

All vehicles parked on the campus of Sowela Technical Community College must have a parking tag. Parking tags are valid for an academic school year (summer, fall, and spring semesters).

Parking tags are to be displayed on the rear view mirror of the front windshield of the vehicle.

If a student does not have a STCC parking tag, a vehicle registration check will be conducted through the State of Louisiana or officers will identify the student through other means.

In the event that a person locks his/her keys in a vehicle, only a licensed locksmith may unlock the vehicle. No campus police officer can unlock a vehicle unless it is an emergency or there is no licensed locksmith within the city.

Parking violation fines must be paid at the Business Office.

The Campus Security Office is located in the Metals Building and can be reached at (337) 274-9790.

Students indebted to the College will not receive official transcripts and will not be able to register for school until all fines are paid.

Parking violation fines are as follows:

$15.00 - Faculty Parking
$20.00 - No Parking Tag
$20.00 - Expired Parking Tag
$50.00 - Handicapped Parking
$25.00 - Fire Lane
$10.00 - Lawn/Sidewalk
$25.00 - No Parking Zone
$10.00 - Blocking Driveway/Vehicle
$10.00 - Reserved Space
$20.00 - Failure to Obey Officer

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

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used to purchase books. For a list of textbooks visit our website at www.sowela.edu/programs.asp, then click on the link located on the left hand side, “Textbook List”.

LIBRARY AND LEARNING RESOURCE CENTER

The Library and Learning Resource Center (LLRC) is a comprehensive academic library which supports teaching and learning through its many resources and services. It is located in the Computer Building and is open Monday through Friday. The facility is 5,400 square feet with seating for 140 including 30 computers, private study carrels, and presentation area.

Books, videos/DVDs, and periodicals are accessible on open stacks which allow users the opportunity to browse and select materials themselves. Collections are arranged by Library of Congress Classification. Individuals with a current Sowela identification card may borrow materials at the Circulation Desk. The loan period, for most items, is 28 days with the option to renew. Overdue fines are charged. Also, at the Circulation Desk patrons may acquire a free LALINC Card to borrow materials from participating Louisiana college and university libraries.

Through the library’s web page patrons may connect to online tutorials, ebooks, full-text ejournals, digital photos, maps, and numerous reference sources. Authorized students, faculty, and staff have off-campus, 24/7 access to these virtual resources.

Professional librarians and trained staff are available to assist patrons individually or to conduct group instruction. For assistance, email refdesk@sowela.edu or call 491-2044.
ACADEMIC LOAD

Full time students are those who are registered for at 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.

DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (FERPA) permits release of “directory information” without authorization unless the student notifies the Registrar’s Office in writing and within the first two weeks of a semester of a specific request that the College not release such information.

Directory information includes a student’s:

- Name
- Month, day, and place of birth
- Major field of study
- Full or part-time status
- Participation in official recognized activities and sports
- Dates of attendance
- Degrees, honors, and awards received
- Most recent educational agency or institution attended
- Photographs, video, or web image of the individual or campus scenes including the individual in College publications, promotional materials, or on the website

Students who wish to have directory information withheld, should visit the Registrar’s Office within the first two weeks of enrolling.

CHANGE OF MAJOR/PROGRAM

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 or program, that student must go to the Registrar’s Office to obtain a Program Change Request form. The form must be completed by the student 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 Program Change Request 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 the 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.

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<td>English Composition</td>
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<td>Social/Behavioral Sciences</td>
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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 academic advisors.

Math
MATH 1100 College Algebra
MATH 1110 Trigonometry
MATH 1120 Precalculus Algebra
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
CHEM 1011 General Chemistry Laboratory
ENSC 2000 Environmental Science
PHSC 1000  Physical Science 1  
PHSC 1200  Physical Science 2  
PHYS 2100  General Physics 1  
PHYS 2110  General Physics 1 Laboratory  
PHYS 2200  General Physics 2  
**Humanities**  
ENGL 2010  English Literature I  
ENGL 2020  English Literature 2  
ENGL 2200  Major British Writers  
ENGL 2210  Major American Writers  
HIST 1210  World Civilization I  
HIST 1220  World Civilization 2  
HIST 2010  American History 1  
HIST 2020  American History 2  
HIST 2100  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 absences (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 on page 44)

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 of 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 college 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 coursework 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 “Graduate with Distinction” must 1) earn a cumulative grade point average of at least 3.50 on all course-
SOWELA
TECHNICAL COMMUNITY COLLEGE

Grading System & Policies
Sowela Technical Community College

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 are 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). A student that chooses to repeat a course in which he/she has already earned a passing grade is hereby cautioned that failing to complete the course satisfactorily may result in a failure to complete graduation requirements. Academic advisors should discourage students from repeating courses previously passed.

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 serious 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% pro-
ficiency 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 that has attempted at least 15 credit hours and who fails to maintain Satisfactory Academic Progress (GPA of 2.00) during any term will be placed on academic probation at the end of that term. 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. A student on academic probation must wait to register for the subsequent semester until the previous semester grades are available. Students will remain on academic probation until they raise their cumulative grade point average to a 2.00 or are suspended.

ACADEMIC SUSPENSION
If a student has attempted at least 24 hours and 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 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 Examiners. State Board policies will supersede those of the school.

TRANSFER OF CREDITS TO OTHER INSTITUTIONS
While most courses at Sowela are designed to lead to direct employment in a specific career, some courses are designed for transfer to other institutions of higher education. The Statewide Student Transfer Guide and Articulation System Matrices are available to assist students with determining the potential transferability of courses. These matrices indicate transfer equivalencies of courses among Louisiana’s public colleges and universities and may be accessed through the Board of Regents’ web page at www.regents.state.la.us. Students should note that the matrices are not all-inclusive. The determination of what credit will transfer from Sowela Technical Community College rests with the receiving institution. Therefore, students are advised to contact the institution to which they intend to transfer to inquire about the potential transferability of courses and to determine whether the courses may be used to meet graduation requirements within their chosen major.
The Office of Student Support Services is a multi-faceted 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 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 organi-
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 proj-

Sowela Artisans American
Advertising Federation

The American Advertising Federation (AAF)
protects and promotes the well-being of adver-
tising through a unique, nationally coordinated
grass roots network of advertisers, agencies, me-
dia companies, local advertising clubs, and col-
lege chapters. The AAF’s college chapter pro-
gram has 210 affiliated chapters throughout the
United States and abroad. The program includes
both student members and faculty advisers. 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.
Programs of Study
The following section is a description of all programs of study offered at Sowela Technical Community College. The curricula are as accurate and complete as possible at the time of publication of this catalog. Since this catalog was prepared, some programs may have been added, others may have been deleted, and/or changes in curricula may have been made.

Exit level designations for these programs are as follows:

**TCA** = Technical Competency Area Certificate: An applied course, or series of courses (1-12 hours) which provides a student with a specific technical competency area.

**CTS** = Certificate of Technical Studies: An applied technical program (21-33 hours) usually formed by combining multiple TCA’s.

**CGS** = Certificate of General Studies: An academic program (30 hours) of general education courses designed to prepare students for entry into an associate or baccalaureate program.

**TD** = Technical Diploma: An applied technical degree program (45-60 hours) formed by combining multiple CTS’s and/or TCA’s.

**AAS** = Associate of Applied Science Degree: An applied/academic degree program (60-72 hours), primarily designed to prepare students for immediate employment or career entry.

**AGS** = Associate of General Studies: An academic program (62 hours) that allows students to select a concentration to prepare them for career entry, but which may also transfer to a baccalaureate program.

Degrees, technical diplomas, and certificates earned are recorded on the transcript at the time of completion. Associate degrees have general education requirements. Refer to pages 41 - 42 of this catalog for approved general education courses.

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

Degrees offered in the following programs:

- Accounting Technology  
- Aviation Maintenance Technology  
- Commercial Art  
- Computer Technology/Networking Specialist  
- Computer Technology/Programming Specialist  
- Criminal Justice  
- Drafting and Design Technology  
- General Studies  
- Industrial Electronics  
- Industrial Instrumentation  
- Office Systems Technology  
- Process Technology
Department: Business and Information Technology

Program Description: The Associate of Applied Science in Accounting Technology program 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.

Program Coordinator: Debbie Lejeune

Program Instructors: Debbie Lejeune, Ricky Monceaux, Winston Richard, Tamalla Green

Special Comments: A minimum grade of C is required in all Accounting Technology major-specific courses.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive an associate degree, certificate or diploma.

Student Learning Outcomes: Students who successfully complete the Accounting Technology Program will be able to:

1. Describe the role of accounting in business, identify users of financial information, and identify the different types of business entities.
2. Identify the accounting equation and define each of its elements.
3. Apply fundamental principles of double-entry accounting, with emphasis on journalizing, posting, and the preparation of financial statements.
4. Prepare federal and state income tax worksheets, schedules, and forms.
5. Calculate employee earnings, deductions, and net pay.
6. Record receipts, invoices, payments, payables, and bank deposits and print financial reports using computerized accounting software.
7. Demonstrate the use of proper writing techniques that today’s technology demands, including anticipating audience reaction.
8. Use career skills that are needed to succeed, such as using ethical tools, working collaboratively, observing business etiquette, and resolving workplace conflicts.
9. Create, edit, save, and print spreadsheets.
10. Create, edit, format, save, retrieve, and print word processing documents.
11. Use the touch method in keying alphabetic and numeric keys.
12. Create and maintain a database, perform queries, and create forms and reports using database application software.
13. Identify the major forms of business organization, describe the advantages and disadvantages of each, and identify other forms of organization options available for business owners.
### Sowela Technical Community College

**ACCOUNTING TECHNOLOGY**

*Associate of Applied Science*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
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<tr>
<td>ACCT 1100</td>
<td>Principles of Accounting, Part I</td>
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**CIP Code: 520302**

**Total Clock Hrs: 1080**

**Approved Electives:**

- ACCT 2996 Special Projects
- BUSI 1000 Business Law
- BUSI 1010 Banking Principles
- BUSI 1012 Banking Customer Service
- BUSI 1030 Introduction to Business
- BUSI 1040 Business Planning
- BUSI 1080 Human Resource Management
- BUSI 1210 Business Math

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CIP Code: 520302
Department: Industrial & Transportation Technology

Program Description: The purpose of the Automotive Technology 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; instruction in the analysis of fuel, electrical, cooling, brake systems, drive train, and suspension systems are 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).

Program Coordinator: Thomas Richard

Program Instructors: Thomas Richard, Lewis Williams (C. Paul Phelps Correctional Center)

Program Accreditation: NATEF

Special Comments: A minimum grade of C is required in all Automotive Technology major-specific courses.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive a certificate or diploma.

Student Learning Outcomes: Students who successfully complete the Automotive Technology Program will be able to:

1. Demonstrate the use of tools and equipment used in the automotive service industry.
2. Describe the theory of operation of automotive systems.
3. Diagnose and document component failures.
4. Inspect, adjust, repair or replace automotive components.
5. Locate manufacturer specific information.
6. Demonstrate knowledge of safety procedures, hazards, housekeeping, and appropriate cautions in the automotive industry.
**AUTOMOTIVE TECHNOLOGY**

*Diploma/Certificate Options*

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**CIP Code: 470604**

**Total Clock Hrs: 1425**
Department: Industrial and Transportation Technology

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 and the 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 promote upgrading of skills for continued advancement in the field.

Program Coordinator: Mark Peeples

Program Instructors: Mark Peeples, Glenn Carter

Program Accreditation: Federal Aviation Administration (FAA)

Special Comments: The grading scale utilized in this program is set by the FAA. According to the FAA grading scale, which differs from the STCC grading scale, the minimum grade required in all Aviation Maintenance Technology major-specific courses is 70% or the letter grade D.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive an associate degree, diploma or certificate.

Student Learning Outcomes: Students who successfully complete the Aviation Maintenance Technology Program will be able to:
1. Execute Federal Aviation Administration (FAA) forms/records and compose appropriate corresponding aircraft maintenance records entries.
2. Troubleshoot and repair basic aircraft electrical systems utilizing manufacturer data.
3. Inspect an aircraft to show compliance with a 100 hour/Annual inspection in accordance with the Title 14 of the Code of Federal Regulations (CFR).
4. Satisfactorily pass the Federal Aviation Administration (FAA) knowledge, oral, practical and written examinations in General, Airframe, and Powerplant subjects.
5. Obtain FAA general mechanic, airframe and powerplant certifications.
6. Demonstrate a working knowledge and mechanical ability to inspect, maintain, service and repair aircraft electrical, engine (piston and turbine), airframe structure, flight control, hydraulic, pneumatic, fuel, navigation and instrument systems and other aircraft components specified by Federal Aviation Regulation Part 147.
7. Identify, install, inspect, fabricate and repair aircraft sheet metal and synthetic material structures.
8. Display proper behavior reflecting satisfactory work habits and ethics to fulfill program requirements and confidence to prepare for employment.
9. Demonstrate knowledge of safety procedures, hazards, housekeeping, and appropriate cautions in the aviation maintenance industry.
### AVIATION MAINTENANCE TECHNOLOGY

**Associate of Applied Science Degree**

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CIP Code: 470608
CERTIFIED NURSE ASSISTANT

Department: Nursing

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

Program Coordinator: Paula Hellums, B.S.N., RN

Program Instructors: Patrice Fontenot, A.D.N., Gloria Smith, A.D.N., RN; Eunice Boutte-Williams, A.D.N., RN; Janet Zerangue, B.S.N., RN.

Clinical Sites: Grand Cove Nursing Home; Lake Charles Care Center; Lake Charles Memorial Hospital

Special Comments: All courses in the Nurse Assistant program must be completed with a grade of C or higher.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive a technical competency area certificate.

Student Learning Outcomes: Students who successfully complete the Nurse Assistant program will be able to:

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

Nurse Assistant Admission Requirements: To be considered for the Nurse Assistant program, an applicant must:

1. Submit a completed application.
2. Submit official copies of ACT, COMPASS or ASSET scores and official copies of transcripts of all college work to the Admission Office.
3. Satisfactorily complete one of three categories for admission below:
   a. Achieve an ACT score of: Reading 13, or
   b. Achieve a COMPASS score of: Reading 60, or
   c. Achieve an ASSET score of: Reading 34 or
   d. Combine test scores with official transcript(s) to meet eligibility for placement out of TSRE 0090.
4. Be physically and emotionally able to meet the requirements of the program as determined by a qualified physician.

Limited openings are available in the Nurse Assistant Program. Acceptance will be determined by satisfactory completion of the admission criteria and by the date of the application.
### CERTIFIED NURSE ASSISTANT

*Technical Competency Area Certificate*

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CIP Code: 513902
Total Clock Hrs: 210
Department: Industrial & Transportation Technology

Program Description: The purpose of the Collision Repair Technology 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. 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.

Program Coordinator: Tim McCarty

Program Instructors: Tim McCarty

Special Comments: A minimum grade of C is required in all Collision Repair Technology major-specific courses.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive a diploma or certificate.

Student Learning Outcomes: Students who successfully complete the Collision Repair Technology Program will be able to:

1. Perform body panel and minor structural repairs and parts replacement.
2. Perform vehicle refinishing preparation, application, and paint detailing.
3. Dismantle and reassemble vehicle body parts, trim, interior components, and non-structural glass.
4. Perform minor mechanical and electrical collision related procedures.
5. Assess a vehicle’s damage, develop a repair plan through interpretation of service information, and communicate the calculation of repair costs and procedures to related parties.
6. Demonstrate knowledge of safety procedures, hazards, housekeeping, and appropriate cautions in the collision repair industry.
## COLLISION REPAIR TECHNOLOGY

### Diploma/Certificate Options

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**CIP Code: 470603**

**Total Clock Hrs: 1815**

### Approved Electives:

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Department: Culinary, Graphic & Design Arts

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 relationships with students and employers that promote an upgrading of skills for continued advancement in the field.

Program Coordinator: Tracy Beaugh

Program Instructors: Gray Little, Tracy Beaugh, Erik Jessen, Dee Ellen Myers

Special Comments: All Commercial Art courses must be completed with a grade of C or higher.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive an associate degree, certificate or diploma.

Student Learning Outcomes: Students who successfully complete the Commercial Art Associate Degree or Diploma Program will be able to:

1. Use industry standard software to modify photographs and images and create illustrations.
2. Integrate photographs, illustrations, and text to create professional layouts for print and web.
3. Use industry standard software to create images, edit video tape, and create animations to be incorporated into websites or television productions.
4. Demonstrate a working knowledge of the vocabulary and terminology of the graphic arts industry.
5. Work effectively both individually and as a member of a diverse production team.
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## COMMERCIAL ART

### Diploma/Certificate Options

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CIP Code: 500402
COMPUTER TECHNOLOGY - NETWORKING SPECIALIST

Department: Business & Information Technology

Program Description: The Networking Specialist program provides a thorough background in PC computer hardware and operating systems, local networking and internet technologies. In addition, the program 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+, Security+, MCP (Microsoft Certified Professional), Cisco’s CCENT (Cisco Certified Entry Network Technician), and CCNA (Cisco Certified Network Associate).

Program Coordinator: Rocky Schexneider

Program Instructors: Rocky Schexneider, Barry Humphus, Lonnie Puryear

Special Comments: A minimum grade of C is required in all Information Technology courses.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive a degree, certificate or diploma.

Student Learning Outcomes: Students who successfully complete the Networking Specialist Degree will be able to:

1. Demonstrate a working knowledge of IT terminology.
2. Identify, describe, and troubleshoot system components.
3. Demonstrate knowledge of various Operating Systems such as Windows, Server, Macintosh, Unix, etc.
4. Demonstrate directory structure and system configurations.
5. Install, manage, and maintain system servers, routers and workstations.
6. Assemble and disassemble microcomputers.
7. Demonstrate a basic knowledge of network security and data communications.
8. Take nationally recognized industry based certification exams if they so choose.
# COMPUTER TECHNOLOGY - NETWORKING SPECIALIST

*Associate of Applied Science*

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**AAS – Computer Technology - Networking Specialist (60)**

CIP Code: 110901

Total Clock Hrs: 1020

**Approved Electives**

- ITEC 1800: Unix/Linux OS
- ITEC 2010: MCSE 2-Windows Server
- ITEC 2020: MCSE 3-Windows Network
- ITEC 2030: MCSE 4-Windows Directory Services Admin
- ITEC 2040: MCSE Core/Elective (Designing a MS Windows Directory Services Infrastructure)
- ITEC 2090: Installing, Configuring & Administration of MS
- ITEC 2130: Introducing Routing and Switching in the Enterprise
- ITEC 2140: Designing and Supporting Computer Networks
- ITEC 2670: Networking Security
- ITEC 2830: Voice and Data Cabling
- ITEC 2840: Data Communications

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## COMPUTER TECHNOLOGY - NETWORKING SPECIALIST

*Diploma/Certificate Options*

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CIP Code: 110901
COMPUTER TECHNOLOGY - PROGRAMMING SPECIALIST

Department: Business & Information Technology

Program Description: Students will be trained to develop applications that will run on a microcomputer; operate a microcomputer using current operating system software; use current application software for manipulating spreadsheets, databases, and word processing documents; design a database; and write SQL code.

Program Coordinator: Mathilda Rigmaiden

Program Instructors: Mathilda Rigmaiden, John Bailey, Larry Freyou, Katie Johnson, Mary Kennerson, Martha Schexneider

Special Comments: A minimum grade of C is required in all Information Technology courses.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive an associate degree, certificate or diploma.

Student Learning Outcomes: Students who successfully complete the Programming Specialist Associate Degree will be able to:

1. Demonstrate basic fundamentals of database management.
2. Demonstrate a working knowledge of developing applications utilizing various programming languages such as Visual Basic, C#, Java, etc.
3. Develop and design web pages.
4. Demonstrate basic soft skills required to be successful in the work environment such as appropriate communication and attire.
5. Demonstrate a working knowledge of IT ethics.
### COMPUTER TECHNOLOGY - PROGRAMMING SPECIALIST

**Associate of Applied Science**

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**CIP Code:** 110202  
**Total Clock Hrs:** 990

**Approved Electives:**

- ITEC 1001 Keybarding
- ITEC 1005 IT Fundamentals
- ITEC 1015 E-Commerce Design
- ITEC 1020 Advanced Web Site Dev.
- ITEC 1531 Intro. to C Programming
- ITEC 1532 Advanced C Programming
- ITEC 1550 Introduction to Visual Basic
- ITEC 1570 Programming with VBA
- ITEC 1571 Introduction to Java
- ITEC 1581 Introduction to Oracle

- ITEC 1610 Intro. to Game Programming
- ITEC 1620 Advanced Game Programming
- ITEC 2230 Intro. to SQL
- ITEC 2270 Advanced Spreadsheet Dev.
- ITEC 2450 Advanced Visual Basic
- ITEC 2570 Advanced JAVA
- ITEC 2650 Advanced Database Dev.
### COMPUTER TECHNOLOGY - PROGRAMMING SPECIALIST

#### Diploma/Certificate Options

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CIP Code: 110202
Sowela Technical Community College

CRIMINAL JUSTICE

Department: Liberal Studies and Education

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.

Program Coordinator: Dr. Lisa Hancock

Program Instructors: Dr. Lisa Hancock, Ricky Titus, David McMurry, Jonathan Byrd, Frank Adams, Lindsey White

Special Comments: A minimum grade of C is required in all criminal justice major-specific courses.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive an associate degree, certificate or diploma.

Student Learning Outcomes: Students who successfully complete the Criminal Justice Associate Degree or Diploma program will be able to:

1. Demonstrate knowledge and skills required for entry-level employment in the criminal justice profession.
2. Demonstrate knowledge of the issues and dilemmas facing contemporary criminal justice.
3. Apply their analytical skills to applied, professional tasks and team efforts in criminal justice.
4. Communicate successfully within the criminal justice profession using verbal, written, and basic computer literacy skills.
5. Critically evaluate current criminal justice strategies for strengths and weaknesses, and reformulate policy to enhance criminal justice efficiency.
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CIP Code: 430104
Total Clock Hrs: 975
## Sowela Technical Community College

### CRIMINAL JUSTICE

**Diploma/Certificate Options**

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CIP Code: 430104
Department: Culinary, Graphic & Design Arts

Program Description: The Culinary Arts and Occupations 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.

Program Coordinator: Ed Neeley

Program Instructors: Ed Neeley, Randy Mayeux, Kari Quinn

Special Comments: A minimum grade of C is required in all Culinary Arts and Occupations major-specific courses.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive a certificate or a diploma.

Student Learning Outcomes: Students who successfully complete the Culinary Arts and Occupations Degree or Diploma program will be able to:

1. Demonstrate good knife skills.
2. Identify kitchen equipment, tools and their use.
3. Utilize basic culinary terminology used in the industry.
4. Demonstrate standard vegetable and meat cuts that are essential in the industry.
5. Recognize guidelines necessary to maintain food safety throughout the flow of food, from purchasing to serving.
6. Produce a meal from start to finish including production of a standard recipe, portion control, cooking concepts, customer relations and proper service.
7. Recognize the concept of food presentation.
8. Know the basic principles and ingredients of the bakeshop.
9. Demonstrate knowledge of safety procedures, hazards, housekeeping, and appropriate cautions in the culinary industry.
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**CIP Code: 120503**

**Total Clock Hrs: 1620**

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Department: Culinary, Graphic and Design Art

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 promote upgrading skills for advancement in their drafting career.

Program Coordinator: Gerald Bordelon

Program Instructors: Gerald Bordelon, Woodley Fruge, Jason Parker, Brice Palmer

Special Comments: A minimum of C is required in all Drafting and Design Technology major-specific courses.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive a degree, certificate or a diploma.

Student Learning Outcomes: Students who successfully complete the Drafting and Design Technology Degree or Diploma Program will be able to:

1. Use industry-standards equipment, and software to create working drawings, in various disciplines of drafting, for use in construction.
2. Interpret ideas or sketches from engineers and designers into working drawings.
3. Collect field notes and data on existing equipment or property to be used in the creation of working drawings.
4. Apply appropriate terminology to effectively communicate with professions in the Architecture, Engineering and Design office environment.
5. Exhibit professionalism through active participation in class activities and successful completion of group projects.
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<td>DRFT 2404</td>
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**Elective Drafting Classes (Not Required for the AAS degree):**

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<tr>
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## DRAFTING AND DESIGN TECHNOLOGY

### Diploma/Certificate Options

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<td>Drafting Fundamentals</td>
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<td>DRFT 1103</td>
<td>Pictorial/Working Drawing</td>
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<td>DRFT 2302</td>
<td>Civil/Surveying</td>
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<td>DRFT 2303</td>
<td>Machines/Manufacturing</td>
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CIP Code: 151301
GENERAL APPRENTICESHIP: ELECTRICAL CONSTRUCTION

Department: Industrial and Transportation Technology

Program Description: The General Apprenticeship with a concentration in Electrical Construction is a 50 credit hour program for apprentices of the International Brotherhood of Electrical Workers (IBEW) that prepares them with the required classroom theory added to their in-the-field work experience to attain the level of journeyman in the electrical field. The essential purpose of this program is to meet the changing needs of this labor group and to provide the highest level of education possible for employees of the region in electrical work. The goal of this program is to provide specialized skilled-trades courses in an effort to provide students with the skills necessary, based on industry standards, to become electrical journeymen. The curriculum places emphasis on the development of a common set of trade skills.

Program Coordinator: Melvin Cox

Program Instructors: Steven Gaspard, Robert Guinn, Larry Hornsby, Terry Hornsby

Special Comments: Applicants must be approved by the Joint Apprenticeship Training Committee (JATC) for IBEW Local 861 or one of its affiliates.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive the technical diploma or certificate.

Student Learning Outcomes: Students who successfully complete the General Apprenticeship: Electrical Construction diploma program will be able to:

1. Demonstrate positive work habits and use appropriate procedures, tools and equipment, consistent with all applicable standards and OSHA regulations.
2. Make clear and effective presentations to individuals and groups.
3. Demonstrate basic mechanical drawing skills.
4. Use various types of blueprints to perform work-related functions.
5. Apply math skills to analyze and solve work-related problems.
6. Apply writing skills to create reports related to technical work documents and other related tasks.
7. Apply basic laws of physics (Ohm’s law, Boyle’s law, circuitry, load, and demonstrations as proof of formula) to solve work-related problems.
8. Demonstrate knowledge of safety procedures, hazards, housekeeping, and appropriate cautions in the electrical construction industry.
## GENERAL APPRENTICESHIP: ELECTRICAL CONSTRUCTION

### Diploma/Certificate Options

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<th>Course Number</th>
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<th>Total Credit Hrs</th>
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<td>GAEC 1220</td>
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<td>GAEC 1300</td>
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<td>GAEC 2300</td>
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CIP Code: 460301
Total Clock Hrs: 750
Department: Industrial and Transportation Technology

Program Description: The General Apprenticeship with a concentration in Plumbing Construction is a 50 credit hour program for plumbers and steamfitters apprentices that prepare them with the required classroom theory added to their in-the-field work experience to attain the level of journeyman in the plumbing field. The essential purpose of this program is to meet the changing needs of this labor group and to provide the highest level of education possible for employees of the region in plumbing work. The goal of this program is to provide specialized skilled-trades courses in an effort to provide students with the skills necessary, based on industry standards, to become plumbing journeymen. The curriculum places emphasis on the development of a common set of trade skills.

Program Coordinator: Melvin Cox

Program Instructors: Richard Campbell, Jr., Michael Nunez

Special Comments: Applicants must be approved by the Apprenticeship Training Committee (ATC) for Plumbers and Steamfitters Local 106 or one of its affiliates.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive the technical diploma or certificate.

Student Learning Outcomes: Students who successfully complete the General Apprenticeship: Plumbing Construction diploma program will be able to:

1. Demonstrate positive work habits and use appropriate procedures, tools and equipment, consistent with all applicable standards and OSHA regulations.
2. Make clear and effective presentations to individuals and groups.
3. Use various types of blueprints to perform work-related functions.
4. Apply math skills to analyze and solve work-related problems.
5. Recognize and classify drawings related to the plumbing industry.
6. Apply writing skills to create reports related to technical work documents and other related tasks.
7. Recognize, classify and demonstrate welding techniques related to the plumbing industry.
8. Recognize and discuss portions of the Plumbing Code.
9. Distinguish and apply techniques for sewer cleaning & stoppage repair.
10. Demonstrate knowledge of safety procedures, hazards, housekeeping, and appropriate cautions in the electrical construction industry.
<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
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<td>GAPC 1110</td>
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CIP Code 460503
Total Clock Hrs: 750
Department: Liberal Studies and Education

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.

Program Coordinator: Dr. Charles Stewart

Program Instructors: Dr. Charles Stewart, Luann Ballou, Todd Carrere, Dr. Mandy Creel, Matthew Dye, Jonathan Frantz, Katrina Freeman, Robert Groth, Kristen S. Ison, Dr. Bill Kalb, Christine Marcantel, Dorothy E. McCormick, Melanie McNease, Lane Nevils, Rita Pourteau, Pamela K. Smith, Stephanie Smith, Chad Vallee

Special Comments: To be awarded this degree, students must earn a C or better in all courses within the areas of concentration. All courses in the AGS degree program are to be selected in consultation with an advisor.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 or better in all credits used to fulfill degree requirements.

Student Learning Outcomes: Students who successfully complete the General Studies Degree Program will be able to:

1. Demonstrate knowledge of the humanities, science, mathematics, and social and behavioral sciences in order to understand the world and its cultures.
2. Apply the skills of inquiry and analysis, quantitative literacy, problem solving, and critical thinking.
3. Communicate effectively through writing, speaking, reading, and listening.
4. Employ computer skills and information literacy.
5. Work cooperatively with others to evaluate a situation, and institute priorities for solving a problem or accomplishing a task.

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.

**Special Degree Requirements:**

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

- Complete the 27 hours General Education requirement
- Complete six hours in each of three Enrichment Blocks (15 hours; chosen from two of the three blocks)
- Complete a Concentration Area* (18 hours)

**General Education Core Requirements** 27 Credit Hours

- English Composition - ENGL 1010, 1020 (6 hours)
- Mathematics - MATH 1100 or higher (3 hours)
- Humanities (3 hours)
- Natural Science (6 hours)
- Social/Behavioral Science (6 hours)
- Fine Arts (3 hours)

**Concentration** 18 Credit Hours

- Arts & Humanities
- Natural Science/Mathematics

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

**Enrichment Electives** 15 Credit Hours

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

- **Block 1** – Arts and Humanities (Communications, Literature, and History)
- **Block 2** – Natural Science/Mathematics (Mathematics, Statistics, Biology, Environmental Science, and Physical Science)
- **Block 3** – Social/Behavioral Science (Economics, Psychology, Sociology, Government, Geography)

**Associate of General Studies (AGS)** 60 Credit Hours
### Suggested Sequence of Coursework:

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<th>Course Number</th>
<th>Course Title</th>
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CIP Code: 240102  
Total Clock Hrs: 900
Department: Liberal Studies & Education

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

Program Coordinator: Dr. Charles Stewart

Program Instructors: Dr. Charles Stewart, Luann Ballou, Todd Carrere, Dr. Mandy Creel, Matthew Dye, Jonathan Frantz, Katrina Freeman, Robert Groth, Kristen S. Ison, Dr. Bill Kalb, Christine Marcantel, Dorothy E. McCormick, Melanie McNease, Lane Nevils, Rita Pourteau, Pamela K. Smith, Stephanie Smith, Chad Vallee

Special Comments: To be awarded this certificate, students must earn a C or better in all courses. All courses in the CGS program are to be selected in consultation with an advisor.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive a certificate.

Student Learning Outcomes: Students who successfully complete the General Studies Degree Program will be able to:

1. Demonstrate knowledge of the humanities, science, mathematics, and social and behavioral sciences in order to understand the world and the cultures.
2. Apply the skills of inquiry and analysis, quantitative literacy, problem solving, and critical thinking.
3. Communicate effectively through writing, speaking, reading, and listening.
4. Employ computer skills and information literacy.
5. Work cooperatively with others to evaluate a situation, and institute priorities for solving a problem or accomplishing a task.
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**General Education Elective**

Mathematics, Humanities, Natural Science or Social Science

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**Electives:**

Electives

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**Certificate of General Studies (CGS) (30)**

CIP Code: 240102
INDUSTRIAL ELECTRICIAN

Department: Industrial & Transportation Technology

Program Description: The Industrial 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.

Program Coordinator: Robert LeBoeuf

Program Instructors: Robert LeBoeuf, Melvin Cox, Ronald Mueller, Mike Stewart, Cornelius Moon

Special Comments: A minimum grade of C is required in all Industrial Electrician major-specific courses.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive a diploma.

Student Learning Outcomes: Students who successfully complete the Industrial Electrician Diploma program will be able to:

1. Interpret voltage, current and resistance characteristics as they relate to circuit operation.
2. Use proper electrical test equipment.
3. Interpret electrical drawings.
4. Troubleshoot conventional and specialized motors and their feedback systems.
5. Select, install and troubleshoot industrial electrical sensors and devices.
6. Install, and troubleshoot a PLC and computer communications network.
7. Understand residential, commercial, and industrial diagrams, as well as motor control, and instrumentation piping diagrams.
8. Demonstrate knowledge of safety procedures, hazards, housekeeping, and appropriate cautions in the electrical industry.
## INDUSTRIAL ELECTRICIAN

*Diploma/Certificate Options*

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**CIP Code: 460302**

**Total Clock Hrs: 1350**
Department: Industrial and Transportation Technology

Program Description: The Industrial Electronics Technology program prepares individuals to assemble, install, operate, maintain, and repair electrical/electronic equipment used in business and industry. This program 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.

Program Coordinator: John Gilmore

Program Instructors: John Gilmore, Julie Landry

Special Comments: All Industrial Electronics Technology courses must be completed with a grade of C or higher.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive an associate degree, diploma, or certificate.

Student Learning Outcomes: Students who successfully complete the Industrial Electronics Technology program will be able to:

1. Demonstrate knowledge of AC/DC circuitry as related to voltage and current.
2. Construct and trouble shoot an AC and a DC circuit using proper test equipment such as a digital volt meter, oscilloscope and generators.
3. Construct and trouble shoot a semiconductor and digital circuit using the proper test instruments.
4. Correctly identify circuit category types including analog, digital, industrial, and electronic communications.
5. Properly and safely use basic electronic test equipment for measurement and troubleshooting purposes.
6. Read, interpret, create, and utilize schematic diagrams for circuit fabrication.
7. Demonstrate knowledge of safety procedures, hazards, housekeeping, and appropriate cautions in the industrial electronics industry.
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CIP Code: 470105
Total Clock Hrs: 1500

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CIP Code: 470105
Department: Industrial & Transportation Technology

Program Description: The Industrial Instrumentation program 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.

Program Coordinator: Henry Duplantis

Program Instructors: Robbie Johnson, Terrell Saucier, Henry Duplantis

Special Comments: A minimum grade of C is required in all Industrial Instrumentation major-specific courses.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive a degree or diploma.

Student Learning Outcomes: Students who successfully complete the Industrial Instrumentation program will be able to:

1. Read and interpret instrument drawings.
2. Perform basic troubleshooting and calibration skills necessary for entry level instrumentation positions.
3. Interpret voltage, current and resistance characteristics as they relate to circuit operation.
4. Interface sensors with automatic controls.
5. Identify typical pumps, compressors, transmitters, and similar components.
6. Communicate technical issues to peers both in writing and orally.
7. Demonstrate punctuality and responsibility suitable to work place employment.
8. Demonstrate knowledge of safety procedures, hazards, housekeeping, and appropriate cautions in the industrial instrumentation industry.
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CIP Code: 150404
Total Clock Hrs: 1725
## INDUSTRIAL INSTRUMENTATION

**Diploma/Certificate Options**

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**CIP Code: 150404**
Department: Business & Information Technology

Program Description: The mission of the Office Systems Technology 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.

Program Coordinator: Debbie Lejeune

Program Instructors: Debbie Lejeune, Nora Cooper, PA Guillory, Nettra Soileau, Judy Tinker

Special Comments: A minimum grade of C is required in all Office Systems Technology major-specific courses.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive a degree, diploma or certificate.

Student Learning Outcomes: Students who successfully complete the Office Systems Technology program will be able to:

1. Realize the role of the office professional in today’s changing office environment through effective human relations, communication, decision-making, and critical thinking skills.
2. Use the touch method in keying alphabetic and numeric keys.
3. Create, edit, format, save, retrieve, and print word processing documents.
4. Create, edit, save, and print spreadsheets.
5. Create cover pages, letterheads, business cards, calendars, flyers, certificates, and invitations.
6. Create and maintain a database, perform queries, and create forms and reports using database application software.
7. Transcribe mailable documents related to various fields of business.
8. Demonstrate the use of proper writing techniques that today’s technology demands, including anticipating audience reaction.
9. Use career skills that are needed to succeed, such as using ethical tools, working collaboratively, observing business etiquette, and resolving workplace conflicts.
10. Identify the major forms of business organization, describe the advantages and disadvantages of each, and identify other forms of organization options available for business owners.
11. Apply fundamental principles of double-entry accounting, with emphasis on journalizing, posting, and the preparation of financial statements.
### Sowela Technical Community College

#### OFFICE SYSTEMS TECHNOLOGY

*Associate of Applied Science*

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**Total Clock Hrs: 1065**

**CIP Code:** 520401

**Approved Electives:**

- BUSI 1000 Business Law
- BUSI 1010 Banking Principles
- BUSI 1012 Banking Customer Service
- BUSI 1030 Introduction to Business
- BUSI 1040 Business Planning
- BUSI 1080 Human Resource Management
- BUSI 1210 Business Math
- MEDL 1300 Medical Terminology
- MEDL 1360 Medical Coding Part 1
- MEDL 1370 Medical Coding Part 2
- MEDL 1400 Medical Billing
- OSYS 2996 Special Projects
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CIP Code: 520401
Department: Nursing

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 (LSBPNE). 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 technical diploma and is eligible to take the National Council of State Board 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 a least 80% or above for program progression and completion.

Program Coordinator: Paula Hellums, B.S.N., RN

Program Instructors: Leslie Ferrygood, A.D.N., RN; Patrice Fontenot, A.D.N., RN; Jenefer Gentry, M.S.N, RN; Natasha Goins, B.S.N., RN; Barbara Ewalt, B.S.N., M.S.N., RN; Paula Hellums, B.S.N, RN; Regina Johnson, M.S., RN; Gloria Smith, A.D.N., RN; Kristine Stout, M.S.N , RN; Eunice Boutte-Williams, A.D.N., RN; Janet Zerangue, B.S.N, RN.

Clinical Sites: Cal-Cam Hospital, Calcasieu Oaks, Christus-St. Patrick’s Hospital, Dubuis Hospital, Lake Charles Memorial Hospital, W. O. Moss Regional Hospital, Grand Cove Nursing Home, Lake Charles Care Center, LSU Family Practice, OCEANS Behavioral Hospital, Resthaven Rehabilitation Center, and Southwest LA Center for Health Services.

Special Comments: The grading scale utilized in this program is set by the LSBPNE. According to the LSBPNE grading scale, the minimum grade required in all Practical Nursing courses is 80% or the letter grade C. Students who make less than an 80% in a theory course are required to repeat the associated clinical course as well as the theory course even if a passing grade was made in the clinical course. Students exiting the program with credit in ANUR 1220, ANUR 1222, & ANUR 1340 will be awarded a TCA in nursing assistant. The LSPNE requires that all nursing students complete a FBI background check at least six (6) months prior to graduation.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive a certificate or diploma.

Student Learning Outcomes: Students who successfully complete the Nursing program will be able to:

1. Collaborate with other health care members to facilitate effective client care.
2. Demonstrate an understanding of patient rights, confidentiality, and continuity of care, informed consent, ethical practices, legal responsibilities, resource management, and team
3. Demonstrate the proper procedure to protect themselves and others from hazardous and infectious materials.

4. Demonstrate they can contribute to the protection of clients and health care personnel from health and environmental issues.

5. Demonstrate the proper use of equipment.

6. Demonstrate an understanding of safety plans, disaster plans, security plans, safety devices, error prevention, and reporting requirements.

7. Demonstrate they can provide care that incorporates knowledge of expected stages of growth and development, and prevention and/or early detection of health problems.

8. Demonstrate an understanding of the aging process, developmental stages, disease prevention, family planning, health screening programs, human sexuality, self-care, data collection techniques, postpartum and newborn care.

9. Demonstrate they can provide care that assists with the promotion and support of the emotional, mental, and social well being of clients.

10. Demonstrate an understanding of behavioral interventions, behavioral management, coping mechanisms, crisis interventions, grief and loss, mental health and illnesses, substance abuse, abuse and neglect, violence precautions, therapeutic communication, cultural and spiritual influence on health.

11. Provide comfort and assistance to clients in their activities of daily living.

12. Demonstrate an understanding of assistive devices, mobility issues, non-pharmacological interventions, nutrition, oral hydration, elimination, personal hygiene, and comfort care.

13. Demonstrate they can properly administer medications and monitor clients receiving parental therapies.

14. Demonstrate an understanding of medication administration, expected versus adverse effects, pharmacological actions and agents, and side effects.

15. Demonstrate they can provide care that reduces the potential for clients to develop complications or health problems related to treatments, procedures or existing conditions.

16. Demonstrate an understanding of human anatomy, human physiology, diagnostic tests, laboratory values, potential for alteration in the body systems, potential for complications of diagnostic tests/treatments/procedures/surgery, therapeutic procedures, vital signs.

17. Demonstrate they can provide care for clients with acute, chronic or life-threatening physical health conditions.

18. Demonstrate an understanding of alterations of body systems, basic pathophysiology, fluid and electrolyte imbalances, medical emergencies, radiation therapy, and unexpected responses to therapies.

**Practical Nursing Admission Requirements:** To be considered for the Practical Nursing Program, an applicant must:

- Submit a completed application.

- Submit official copies of ACT or COMPASS scores and official copies of transcripts of all
• Satisfactorily complete one of two categories for admission before qualifying to submit an application. One of two categories for admission must be satisfactorily completed before a student can qualify to submit an application. These admission categories will include:
  a. Achieve ACT scores of: Reading 19, English 18, and Math 19, or
  b. Achieve COMPASS scores of Reading 82, Writing 70, and Algebra 36 or Pre-Algebra 56
• Be at least 18 years of age.
• Be a high school graduate, or GED equivalent, with documentation.
• Provide a certified copy of their birth certificate.
• Provide proof of immunization.
• Must be physically and emotionally able to meet the requirements of the program as determined by a qualified physician and drug-free upon random testing.
# Practical Nursing

## Diploma/Certificate Options

<table>
<thead>
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<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Total Credit Hrs</th>
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CIP Code: 513901
Total Clock Hrs: 1520
Department: Process Technology

Program Description: The purpose of the Process Technology 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 prepares individuals to monitor, operate, and maintain equipment used in the processing of raw material into marketable chemical/petrochemical refinery products. The program includes instruction in, but is not limited to, the following: materials handling, extraction, distillation, evaporation, drying, absorption, heat transfer, cracking, and reaction processes. The program 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.

Program Coordinator: Linton Lecompte

Program Instructors: Linton Lecompte, Ronald Boullion, Ernest Duhon, David LaFargue, Cheryl Trahan, Richard Ardoin, Marcus Boutte, Alvin Edwards, W. D. Fults, Doris Landry, Kathryn Spooner, Harold Winfrey

Special Comments: A minimum grade of C is required in all Process Technology major-specific courses.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 in order to receive an associate degree, technical diploma, or certificate.

Student Learning Outcomes: Students who successfully complete the Process Technology program will be able to:

1. Create a piping & instrument diagram of an operating refinery/petrochemical process.
2. Run one or more PTEC Pilot Plants: Plant B-Liquid/Liquid Extraction, Plant C-Sucrose Conversion to Fructose-Glucose, and or Plant F-Waste Treatment.
3. Operate one or more of the PTEC Pilot Plants while simulating real world activity as in the commercial units using inside/outside operator concepts, communicating via radios comparing inside/outside data.
4. Work effectively in chemical, petrochemical, oil and gas production, energy, pulp and paper, and pharmaceutical industries.
5. Demonstrate knowledge of safety procedures, hazards, housekeeping, and appropriate cautions in the process technology industry.
### Sowela Technical Community College

#### PROCESS TECHNOLOGY

**Associate of Applied Science**

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CIP Code: 150699  
Total Clock Hrs: 1215

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111
# Sowela Technical Community College

## PROCESS TECHNOLOGY

### Diploma/Certificate Options

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**TD – Process Technology (61)**

CIP Code: 150699
WELDING

**Department:** Industrial and Transportation Technology

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

**Program Coordinator:** Jimmy Hall

**Program Instructors:** Jimmy Hall (C. Paul Phelps Correctional Center), Aaron Toups, AJ Simmons (C. Paul Phelps Correctional Center)

**Special Comments:** A minimum grade of C is required in all Welding major-specific courses.

**Overall Grade Point Average:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a diploma or certificate.

**Student Learning Outcomes:** Students who successfully complete the Welding program will be able to:

1. Demonstrate fundamental proficiencies in the use of hand tools, portable, and power equipment.
2. Analyze drawings and specifications related to welding problems and jobs.
5. Perform a gas tungsten arc welding 6G pipe weld using ER70s-6 filler metal.
6. Demonstrate knowledge of safety procedures, hazards, housekeeping, and appropriate cautions in the welding industry.
# WELDING

**Diploma/Certificate Option**

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<td><strong>CTS – SMAW, GTAW Combination Welder (46)</strong></td>
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<tr>
<td>WELD 2310</td>
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<td>WELD 2311</td>
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<tr>
<td>WELD 2110</td>
<td>FCAW - Basic Fillet Welds</td>
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<tr>
<td>WELD 2111</td>
<td>FCAW - Groove Welds</td>
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<td><strong>CTS – SMAW, GTAW, GMAW, FCAW Combination Welder (53)</strong></td>
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<tr>
<td>WELD 2312</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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<td>Application Basics</td>
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<td><strong>TD – Welding (61)</strong></td>
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**CIP Code: 480508**

**Total Clock Hrs: 1905**
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 education 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
- Command Spanish©
- Entrepreneurship Training
- Equipment Care and Monitoring for Process Equipment
- Fast Track Welding
- High-Voltage Electrical Safety
- Human Resource Training
- I-CAR Training
- Pre-License Insurance professional 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
- 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)

The Sowela WFD is pleased to coordinate the STEP program. This program assists clients 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 close 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 Chair.

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 Chair.

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 Chair.

ACCT 1300. Intermediate Accounting  
**Lecture 3, Lab 0, 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 3, Lab 0, 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 Chair.

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 Chair.

ACNA 1110. Introduction to Health Care  
**Lecture 2, Lab 0, Credit 2**  
The student learns to establish a safe and supportive environment for the patient/resident/client through ethical and legal responsibilities, effective communication, observational skills, safety issues (including fire safety), infection control, CPR, and personal hygiene and grooming practices.
ACNA 1120. Basic Body Structure and Function
Lecture 2, Lab 0, Credit 2
This course covers identification of the organs, systems, basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each.

ACNA 1140. Skills for Nurse Assistants
Lecture 3, Lab 2, Credit 5
This course includes classroom and laboratory instruction. The student learns basic nursing skills required to give bedside care to patients under the direction of a Licensed Practical Nurse or Registered Nurse. Students receive instruction on providing care for the patient, client, or resident with specialized needs and specialized equipment. All required OBRA skills are included. At least 80 hours of basic nursing care clinical skills are performed in long-term care and acute care facilities under the direct supervision of the instructor.

ACNA 1160. Professionalism for Health Care Providers
Lecture 1, Lab 0, Credit 1
This course assists the student in identifying and performing skills necessary to secure employment in the health care industry and make immediate and future decisions regarding job choices and educational growth.

AMTA 2000. 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.

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
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 manufacture 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.

AMTP 2200. 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. Topics 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.  

ANUR 1010 Anatomy and Physiology  
*Lecture 4, Lab 0, Credit 4*  
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.  

ANUR 1020 Nutrition & Diet Therapy  
*Lecture 2, Lab 0, Credit 2*  
Normal nutrition and the modification of the principles of normal nutrition for therapeutic purposes are studied in-depth. This course includes the roles of the essential nutrients of proteins, carbohydrates, fats, vitamins, minerals and water in the maintenance of good health and wellness for all ages. Incorporated is diet therapy to include applications of basic nutritional principles to therapeutic diets used in the management of disease conditions for all age groups. Prerequisites: Admission to the nursing program; eligibility to enroll in college level courses.  

ANUR 1030 Introduction to Microbiology  
*Lecture 2, Lab 0, Credit 2*  
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.  

ANUR 1050 Health Care Concepts Related to Self, Family, and Community  
*Lecture 2, Lab 0, Credit 2*  
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. The course identifies trends in health care and local, state, and national health resources available for the maintenance of health.  

ANUR 1220 Foundations of Practical Nursing  
*Lecture 5, Lab 0, Credit 5*  
This course provides an introductory survey of the major issues in adult development and aging including biological influences, aging changes, cognitive changes, and disease factors. The student is introduced to the basic concepts of the adult population including all areas of physical assessment and documentation of findings. Principles of admitting, transferring, referring, reporting and discharging procedures of clients are discussed. This course introduces the students to basic nursing skills. The student will start to incorporate critical thinking skills on novice nurse practices. Prerequisites: ANUR 1010, ANUR1020; ANUR 1030 & ANUR 1050.  

ANUR 1222 Foundations of Practical Nursing Clinical  
*Lecture 0, Lab 2, Credit 2*  
The course introduces the student to the components of the nursing process in determining the basic needs of an adult client. Assessment skills are emphasized in identifying internal and external stressors and adaptive responses that adult clients experience in the maintenance or
promotion of health. Health care environments utilized include long term care facilities, skilled nursing facilities, and acute care settings.

**ANUR 1340 Introduction to Practical Nursing**
*Lecture 1, Lab 0, Credit 1*

This course provides instruction in the history, trends and evolution of practical nursing, information related to practical nursing organizations, and an introduction to the laws and rules governing practical nursing practice in Louisiana. Legal, ethical, and cultural issues relevant to the client are addressed. The student is introduced to medical terminology and begins to incorporate the terminology in the practice of nursing. Prerequisites: ANUR 1010, ANUR 1020, ANUR 1030, & ANUR 1050.

**ANUR 1441 Pharmacological Calculations**
*Lecture 4, Lab 0, Credit 4*

This course provides information on pharmacology that is essential for accurately calculating dosages and understanding drug orders and labels. Students learn to recognize common abbreviations and to select correct dosages for medication administration. Critical thinking skills are applied to medication situations, emphasizing the importance of accuracy and the prevention of medication errors. Students will learn procedures for oral, intramuscular, enteral, parental, topical, and instillation administration routes/methods. Safety precautions, guidelines, and documentation will also be emphasized. Prerequisites: ANUR 1010, ANUR 1020, ANUR 1030 & ANUR 1050.

**ANUR 2320 Medical Surgical Nursing I**
*Lecture 5, Lab 0, Credit 5*

Nursing theory related to the care of the preoperative client and the adult medical/surgical client experiencing alterations in respiratory, cardiovascular and lymphatic functions are presented. Principles of fluid and electrolytes balance are discussed. Diet therapy and pharmacological agents used both in the nursing care of these health alterations and to maintain health is included in the discussions. Nursing implications for discharge planning and client education for the promotion of health are stressed. Prerequisites: ANUR 1010, ANUR 1020, ANUR 1030, ANUR 1050, ANUR 1220, ANUR 1222, & ANUR 1340.

**ANUR 2322 Medical/Surgical Clinical I**
*Lecture 0, Lab 4, Credit 4*

This course builds upon the nursing care theories and skills discussed in ANUR 1220 and ANUR 2320. Using the nursing process, students perform basic and increasingly advanced clinical nursing skills in appropriate health facilities under the supervision of the Instructor. The student begins to use the nursing process to plan and implement safe nursing care. Prerequisites: ANUR 1010, ANUR 1020, ANUR 1030, ANUR 1050, ANUR 1220, ANUR 1222, & ANUR 1340.

**ANUR 2430 Mental Health Nursing**
*Lecture 2, Lab 0, Credit 2*

The student utilizes the nursing process to provide care to clients experiencing psychopathological, emotional, and behavioral alterations. Appropriate pharmacological agents, their actions, uses, and side effects are discussed. Client education and diet modifications related to the use of these medications are stressed. Health promotion activities necessary to promote and maintain optimal mental health are explored. Prerequisites: ANUR 1010, ANUR 1020, ANUR 1030, ANUR 1050, ANUR 1220, ANUR 1222, ANUR 1340, ANUR 1441 & ANUR 2320.

**ANUR 2432 Mental Health Nursing Clinical**
*Lecture 0, Lab 0.5, Credit 0.5*

Using the nursing process, students demonstrate appropriate communication techniques and have the opportunity to participate as a member of a multidisciplinary health care team in the care of a selected client in the mental health setting. Prerequisites: ANUR 1010, ANUR 1020, ANUR 1030, ANUR 1050, ANUR 1220, ANUR 1222, ANUR 1340 & ANUR 1441.
ANUR 2620 I.V. Therapy  
_Lecture 2, Lab 0, Credit 2_

Students are exposed to the role of the practical nurse in the initiation and maintenance of intravenous therapy infusions. Legal ramifications of intravenous therapy, equipment, anatomy/physiology, methods/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: ANUR 1010, ANUR 1020, ANUR 1030, ANUR 1050, ANUR 1220, ANUR 1222, ANUR 1340, ANUR 1441, & ANUR 2320

ANUR 2621 I.V. Therapy Lab  
_Lecture 0, Lab 0.5, Credit 0.5_

Students demonstrate nursing skills necessary to perform venipuncture. Students also demonstrate procedures for the maintenance of IV therapy and problem-solving techniques utilized during the care of the client with an IV infusion. Prerequisites: ANUR 1010; ANUR 1020; ANUR 1030; ANUR 1050; ANUR 1220; ANUR 1222; ANUR 1340 & ANUR 1441

ANUR 3050 Medical/Surgical Nursing II  
_Lecture 5, Lab 0, Credit 5_

This course builds upon knowledge gained from ANUR 2320 Medical/Surgical Nursing I. Nursing care of the medical/surgical adult client with neoplasia and skin disorders, and alterations in musculoskeletal, gastrointestinal and the endocrine system are discussed. The appropriate pharmacologic agents and diet therapy necessary for health restoration are discussed. Prerequisites: ANUR 2320, ANUR 2322, ANUR 2430, ANUR 2432, ANUR 2620, & ANUR 2621

ANUR 3230 Maternal/Child Nursing  
_Lecture 4, Lab 0, Credit 4_

Historical/current issues, trends, growth and development of the childbearing family, fetal development, and gestation are presented. Nursing care of the client and her family during the antepartal, intrapartal, and postpartal periods is studied. Complications of pregnancy and their treatment and nursing care are discussed. This course also 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. Health alterations commonly occurring during this period of the life span are explored. Students focus on age appropriate nursing care for the restoration of health and the promotion of wellness. Prerequisites: ANUR 2320, ANUR 2322, ANUR 2430, ANUR 2432, ANUR 2620 & ANUR 2621

ANUR 3234 Maternal/Child Nursing Clinical  
_Lecture 0, Lab 4, Credit 4_

This course emphasizes the use of the nursing process to perform skills in maternal and neonatal setting to meet the needs of the client and neonate during antepartal, intrapartal, and postpartal periods. Students study adaptive behaviors utilized within the family unit to maintain and promote health. Students have the opportunity to demonstrate nursing skills specifically employed with pediatric clients. Students learn to adapt the nursing process to reflect appropriate developmental stages and to modify nursing actions for the pediatric client. Prerequisites: ANUR 2320, ANUR 2322, ANUR 2430, ANUR 2432, ANUR 2620, & ANUR 2621
ANUR 4050 Medical/Surgical Nursing III  
*Lecture 5, Lab 0, Credit 5*  
This course builds on knowledge gained in ANUR 3050 Medical/Surgical Nursing II and ANUR 3052 Medical/Surgical Clinical II. Nursing care of clients experiencing complex health alterations in the urinary, reproductive, sensory, and neurological systems. The appropriate pharmacologic agents and diet therapy necessary for health restoration are discussed. Prerequisites: ANUR 3050, ANUR 3052, ANUR 3230, & ANUR 3034

ANUR 4052 Medical/Surgical Clinical III  
*Lecture 0, Lab 4, Credit 4*  
Building on ANUR 3052 Medical/Surgical Clinical II, the student utilizes the nursing process to provide safe, effective nursing care to adult medical/surgical client. Clinical opportunities include a Senior Management Rotation in a long-term care facility to enhance the leadership and management skills of the student and to allow the student to further develop critical-thinking and problem-solving techniques. Prerequisites: ANUR 3050, ANUR 3052, ANUR 3230 & ANUR 3234

ANUR 4230 Professionalism for Practical Nursing  
*Lecture 2, Lab 0, Credit 2*  
This course assists the student in preparing for the NCLEX-PN licensure examination. The students are assisted in making decisions concerning job choices and educational growth by compiling resumes, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job in the health care industry. The role and function of professional nursing organizations are discussed while relating the importance of continuing education in preparation for expanded job roles. The laws related to the Practice of Practical Nursing (Nurse Practice Act) and the Administrative Rules and Minimum Requirements Relating to Practical Nursing Education and Licensure to Practice in the state of Louisiana are reviewed and discussed. Prerequisites: ANUR 3050, ANUR 3052, ANUR 3230, & ANUR 3034

ANUR 4232 Professionalism for Practical Nursing Clinical  
*Lecture 0, Lab 1, Credit 1*  
This course is a study of a dynamic process of internalizing professional and social values for professional nursing practice. Students synthesize professional practice issues in a selected clinical area of interest as a nursing mentor. Clinical experiences provide the students with the opportunity to integrate classroom theory with professional nursing practice while adhering to Laws related to the Practice of Practical Nursing. Prerequisites: ANUR 3050, ANUR 3052, ANUR 3230, ANUR 3034, & ANUR 3234

ARTS 1200 Introduction to Fine Arts  
*Lecture 3, Lab 0, Credit 3*  
This course is 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 introduces 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 1, Lab 4, 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 Train**  
*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 1, Lab 3, 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: fuels and fuel specifications; fuel supply systems; carburetor analysis and service; types of electronic fuel injection; components, testing, and service of electronic fuel injection; exhaust system analysis and service; and drivability problems related to fuel systems. 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
This course is 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
This course is 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
This course is 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 1, 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 1, 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 1010. Banking Principles
Lecture 3, Lab 0, Credit 3
This course gives an orientation to the essential principles, concepts, and operations of
banking and helps develop an understanding of
the function of banking and its role in the United
States economy.

**BUSI 1012. Banking Customer Service**
*Lecture 3, Lab 0, Credit 3*

This course is designed to promote professional behavior in the workplace. It provides training in methods for achieving the appropriate level of client satisfaction. Prerequisites: BUSI 1010

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

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

**BUSI 1040. Business Planning**
*Lecture 3, Lab 0, Credit 3*

This course teaches strategies in how to plan a business. It focuses on business tools and concepts for planning a business; however, it is not a small business management course. Also included in this course are Financial Literacy, Understanding Your Credit, Personal Effectiveness, and Time Management. Core Four Business Planning topics include the marketplace and how it works, how to manage cash, how all of the work will be done, and how to stay focused on a clear set of personal and business goals.

**BUSI 1080. Human Resource Management**
*Lecture 3, Lab 0, Credit 3*

Study of the issues, trends, and problems involved in Human Resource Management. Topics such as recruiting, motivation, communication, leadership, and human resources development will be emphasized.

**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**

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 I**
*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. Emphasis 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 1011. General Chemistry Laboratory
Lecture 0, Lab 1, Credit 1
Laboratory investigations designed to demonstrate and complement the lessons of General Chemistry. Prerequisite or co-requisite: CHEM1010

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. 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 2111. 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 2121. 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 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*

Digital production of raster based art.

COMA 2020. Videography I
*Lecture 1, Lab 2, Credit 3*

Basic camera and video production techniques.

COMA 2030. Computer Animation I
*Lecture 1, Lab 2, Credit 3*

3-D modeling and rendering on the com-
COMA 2040. Screen Printing  
*Lecture 1, Lab 2, Credit 3*

Tools and materials, safety, direct/indirect photographic emulsions, and printing. Prerequisite: COMA 2010.

COMA 2050. Prepress  
*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.

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.

**CULN 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.

**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.

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, diametrical 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. 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. Government systems of Public Lands Surveys, linear and grades, and reduction and plotting field notes. Prerequisites: CADD 1201 and all 2300 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 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. 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 2403. 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 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.

**DRFT 2501 Marine Drafting**  
*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.

**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 instal-
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 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 decelerating 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 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 2010. English Literature I
Lecture 3, Lab 0, Credit 3
Includes a study of English prose and poetry. Emphasizes the development of an appreciation for literature and how it gives insight into the human condition. Prerequisites: ENGL 1010 and 1020 or permission of the Department Chair.

ENGL 2020. English Literature 2
Lecture 3, Lab 0, Credit 3
Includes a study of English prose and poetry. Emphasizes the development of an appreciation for literature and how it gives insight into the human condition. Prerequisites: ENGL 1010 and 1020 or permission of the Department Chair.

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 recom-
mended 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 wave-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.

**GAEC 1100. Introduction to Electrician Apprenticeship**
Lecture 3, Lab 0, Credit 3

This course is designed to cover introductory related information for the Electrician apprentice plan of study. The areas covered include career opportunities in the electrician industry and responsibilities and attitudes required for a successful career in the electrician industry, introductory basics to conduit fabrication, introductory to wiring devices, and an introductory to the National Electrical Code.

GAEC 1110. Job Safety & Health
Lecture 2, Lab 0, Credit 2

This course is designed to cover job safety and health issues related to the Electrician apprentice plan of study. The course covers job safety and health hazards, OSHA laws and employee and employer rights and responsibilities in accident prevention.

GAEC 1120. Apprentice Trade Related Mathematics
Lecture 2, Lab 0, Credit 2

This course is designed to cover mathematical principles and concepts related to electrical trades. The course covers basic mathematical concepts of whole numbers and fraction usage, simultaneous equations, vectors, geometry, and trigonometry.

GAEC 1130. Apprentice Trade Technology Part I
Lecture 3, Lab 0, Credit 3

This course is designed to cover first year electrical trade technology concepts. Concepts covered include all aspects of basic direct current (DC) theory and blueprint reading for electricians.

GAEC 1200. Apprentice Trade Related Science
Lecture 2, Lab 0, Credit 2

This course is designed to cover general knowledge and use of test instruments and the National Electrical Code book.

GAEC 1210. Apprentice Trade Technology Part II
Lecture 3, Lab 0, Credit 3

This course is designed to cover second year electrical trade technology concepts. Concepts covered include all aspects of basic alternating current (AC) theory, a continuation of blueprint reading and conduit fabrication.

GAEC 1220. Customer Service in the Trade Area
Lecture 2, Lab 0, Credit 2

This course is designed to cover local union by-laws, the IBEW constitution, sexual harassment, avoiding the hazards of drug abuse, and additional safety concerns.

GAEC 1230. Apprentice Trade Technology Part III
Lecture 3, Lab 0, Credit 3

This course is designed to cover second year part two electrical trade technology concepts. Concepts covered include additional aspects of basic alternating current (AC) theory, the basics of transformers, additional code calculations, and additional code practices.

GAEC 1300. Apprentice Trade Technology Part IV
Lecture 5, Lab 0, Credit 5

This course is designed to cover third year part one electrical trade technology concepts. Concepts covered include direct current (DC) theory, semiconductors, installer/technician understanding the RF system, and installer/technician CCTV.

GAEC 2100. Apprentice Trade Technology Part V
Lecture 5, Lab 0, Credit 5

This course is designed to cover third year part two electrical trade technology concepts. Concepts covered include advanced residential technology, installer/technician sound reinforcement systems, installer/technician job information, and installer/technician nurse call systems.

GAEC 2200. Apprentice Trade Technology Part VI
Lecture 5, Lab 0, Credit 5

This course is designed to cover fourth year part one electrical trade technology concepts. Concepts covered include lightning protection, motors, motor controls, test instruments application, and lighting essentials.

GAEC 2210. Apprentice Trade Technology Part VII
Lecture 5, Lab 0, Credit 5
This course is designed to cover fourth year part two electrical trade technology concepts. Concepts covered include additional motor controls, digital electronics, programmable logic controllers, building automation: Control devices and applications, hazardous locations, and additional code and practices.

GAEC2300. Apprentice Trade Technology Part VIII
Lecture 5, Lab 0, Credit 5
This course is designed to cover fifth year part one electrical trade technology concepts. Concepts covered include fire alarm systems, instrumentation and security systems.

GAEC2310. Apprentice Trade Technology Part IX
Lecture 5, Lab 0, Credit 5
This course is designed to cover fifth year part two electrical trade technology concepts. Concepts covered include power quality/distributed generation, photovoltaic systems, building automation: system integration with open protocols, health care, and codes and practices parts 4 and 5.

GAPC 1100. Introduction to Plumbing Apprenticeship
Lecture 3, Lab 0, Credit 3
This course is designed to cover introductory related information for the plumber apprentice plan of study. The areas covered include career opportunities in the pipe trades industry and responsibilities and attitudes required for a successful career in the pipe trades industry.

GAPC 1110. Job Safety & Health
Lecture 2, Lab 0, Credit 2
This course is designed to cover job safety and health issues related to the Pipefitter, Plumber, or HVAC apprentice plan of study. The course covers job safety and health hazards, OSHA laws, and employee and employer rights and responsibilities in accident prevention.

GAPC 1120. Apprentice Trade Related Mathematics
Lecture 2, Lab 0, Credit 2
This course is designed to cover mathematical principles and concepts related to pipe trades. The course covers basic mathematical concepts, formulas used in the pipe trades industry, pipe measurements, and metric measurements.

GAPC 1130. Apprentice Trade Technology Part I
Lecture 3, Lab 0, Credit 3
This course is designed to cover first year pipe trades technology concepts. Concepts covered include all aspects of basic electricity and the use and care of tools.

GAPC 1200. Apprentice Trade Technology Part II
Lecture 2, Lab 0, Credit 2
This course is designed to cover basic science principles and concepts related to pipe trades.

GAPC 1210. Apprentice Trade Technology Part III
Lecture 3, Lab 0, Credit 3
This course is designed to cover the soldering and brazing methods used in the preparation and joining of the cup type copper tube joint.

GAPC 1220. Customer Service in the Trade Area
Lecture 2, Lab 0, Credit 2
This course is designed to cover the basic principles of service work including human relations, salesmanship and how to plan service work.

GAPC 1230. Apprentice Trade Technology Part IV
Lecture 3, Lab 0, Credit 3
This course is designed to cover second year part two pipe trades technology concepts. Concepts covered include pipe, fittings, valves, supports and fasteners.

GAPC 1300. Apprentice Trade Technology Part V
Lecture 5, Lab 0, Credit 5
This course is designed to cover third year part one pipe trades-pipefitter and plumber technology concepts. Concepts covered include oxy-fuel cutting and welding, shielded metal-arc welding and water supply systems.

GAPC 2100. Apprentice Trade Technology Part VI
Lecture 5, Lab 0, Credit 5
This course is designed to cover third year part two pipe trades technology concepts. Concepts covered include all aspects of basic electricity and the use and care of tools.
part two pipe trades-plumber technology concepts. Concepts covered include a continuation of oxy-fuel cutting and welding and shielded metal-arc welding and drainage systems.

**GAPC 2200. Apprentice Trade Technology Part VII**
*Lecture 5, Lab 0, Credit 5*

This course is designed to cover fourth year part one pipe trades technology concepts. Concepts covered include a continuation of oxy-fuel cutting and welding and shielded metal-arc welding, as well as drawing interpretation and plan reading.

**GAPC 2210. Apprentice Trade Technology Part VIII**
*Lecture 5, Lab 0, Credit 5*

This course is designed to cover fourth year part two pipe trades-plumber technology concepts. Concepts covered include a continuation of oxy-fuel cutting and welding and shielded metal-arc welding, as well as plumbing fixtures and appliances.

**GAPC 2300. Apprentice Trade Technology Part IX**
*Lecture 5, Lab 0, Credit 5*

This course is designed to cover fifth year part one pipe trades-Plumber technology concepts. Concepts covered include a continuation of oxy-fuel cutting and welding and shielded metal-arc welding, as well as plumbing code interpretation.

**GAPC 2310. Apprentice Trade Technology Part X**
*Lecture 5, Lab 0, Credit 5*

This course is designed to cover fifth year part two pipe trades-plumber technology concepts. Concepts covered include preparation for cross connection prevention certification and medical gas certification.

**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.

**HIST 1210. World Civilization I**
*Lecture 3, Lab 0, Credit 3*

This course is a survey of major civilizations of the world before 1500 and emphasizes interactions among these civilizations and their influences on each other.

**HIST 1220. World Civilization 2**
*Lecture 3, Lab 0, Credit 3*

This course is a survey of major civilizations of the world from 1500 to the present.

**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.

**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.

**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 symbol-ology 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 pneumatic, 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 1411, 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, ITEC 1000.

**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.

**ITEC 1000. Application Basics**
*Lecture 3, Lab 0, Credit 3*

A hands-on approach that provides an introduction to basic information technology skills and microcomputer applications such as file management, electronic communications, word processing, spreadsheets, and presentation concepts.

**ITEC 1001. Keyboarding**
*Lecture 3, Lab 0, Credit 3*

Introduction to basic keyboarding terminology and practice, Emphasis is placed on speed,
accuracy, and correct technique.

**ITEC 1005. IT Fundamentals**  
*Lecture 3, Lab 0, Credit 3*

Introduction to computer hardware, operating systems, Internet concepts, microcomputer applications, and security and ethical issues.

**ITEC 1010. Web Site Development**  
*Lecture 3, Lab 0, 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.

**ITEC 1015. E-Commerce Design**  
*Lecture 3, Lab 0, 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: ITEC 1010

**ITEC 1020. Advanced Web Site Development**  
*Lecture 3, Lab 0, 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: ITEC 1010

**ITEC 1050. Software Applications**  
*Lecture 3, Lab 0, Credit 3*

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.

**ITEC 1100. IT Essentials: PC Hardware and Software**  
*Lecture 3, Lab 0, Credit 3*

Students completing this course will be able describe the internal components of a computer, understand operating system installation and configuration, connect computers to networks and share resources in a networked environment. The course is also designed to prepare students for entry-level IT positions as well as help prepare students for the industry standard CompTIA A+ Essentials and job-skills exams. Prerequisites: concurrent with ITEC 1100L

**ITEC 1100L. IT Essentials: Lab for PC Hardware and Software**  
*Lecture 0, Lab 1, Credit 1*

Laboratory investigations including disassemble and assembly of personal computer, installation of peripheral devices, installation of operating systems, troubleshooting using system and diagnostic tools, patch cable construction and testing. Prerequisites: concurrent with ITEC 1100

**ITEC 1200. Operating Systems**  
*Lecture 3, Lab 1, 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.

**ITEC 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.

**ITEC 1300. Internet Applications**  
*Lecture 3, Lab 0, Credit 3*

A hands-on study of Internet concepts. The course includes a wide range of Internet basics
such as HTML, networking concepts, TCP/IP protocols, IP addressing, and subnetting.

ITEC 1320. Introduction to Database Management
Lecture 3, Lab 0, Credit 3

A comprehensive study and hands-on approach to database management using tables, queries, forms, and reports to facilitate the development, manipulation, and reporting of data in an information system.

ITEC 1531. Introduction to C Programming
Lecture 3, Lab 0, 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. Prerequisites: ITEC 1210

ITEC 1532. Advanced C Programming
Lecture 3, Lab 0, Credit 3

A study of advanced programming concepts such as arrays, class inheritance, constructors, exception handling, GUI interface, etc. Prerequisites: ITEC 1531

ITEC 1550. Introduction to Visual Basic
Lecture 3, Lab 0, Credit 3

An introduction to the Visual Basic environment. Concentration on basic syntax, object definition, screen layout, and selection and repetition structures. Prerequisites: ITEC 1210, MATH 1100, or Department Chair Approval

ITEC 1570. Programming with VBA
Lecture 3, Lab 0, Credit 3

This course teaches application programming with Visual Basic for Applications. Prerequisites: ITEC 1210, ITEC 1320

ITEC 1571. Introduction to Java
Lecture 3, Lab 0, Credit 3

A study of logic structure, arrays, database handling, file connectivity, and various advanced features using Java programming language. Prerequisites: ITEC 1210

ITEC 1581. Introduction to Oracle
Lecture 3, Lab 0, 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.

ITEC 1610. Introduction to Game Programming
Lecture 3, Lab 0, 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. Prerequisites: ITEC 1210

ITEC 1620. Advanced Game Programming
Lecture 3, Lab 0, Credit 3

Advanced Game Programming is a continuation of the study of game programming. It includes concepts such as Direct API used for drawing, input, sound, and music. Prerequisites: ITEC 1610

ITEC 1800. Unix/Linux OS
Lecture 3, Lab 0, 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 group and access rights along with user permissions and login authorizations, and hardware replacements and driver installations. Prerequisites: ITEC 1100

ITEC 2010. MCSE 2-Windows Server
Lecture 3, Lab 1, 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.
ITEC 2020. MCSE 3-Windows Network
Lecture 3, Lab 1, Credit 4
This course is designed to provide students with the background necessary to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows network infrastructure. Prerequisites: ITEC 1100

ITEC2030.MCSE4-WindowsDirectoryServices Administration
Lecture 3, Lab 1, 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. Prerequisites: ITEC 2030

ITEC 2040. MCSE Core/Elective
(Designing a MS Windows
Lecture 3, Lab 1, 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. Prerequisites: ITEC 2030

ITEC 2090. Installing, Configuring & Administration of MS
Lecture 3, Lab 1, Credit 4
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. Prerequisites: ITEC 2030

ITEC2110.NetworkingforHome&SmallBusiness
Lecture 3, Lab 1, Credit 4
After completion students will be able to setup a personal computer system, including the operating system, interface cards, and peripheral devices. Plan and install a small network connecting to the Internet. Troubleshoot network and internet connectivity. Share resources such as files and printers among multiple computers. Recognize and mitigate security threats to a home network. Configure an integrated wireless access point and a wireless client. This course is designed around the Cisco Networking Academy Discovery Program Semester 1 curriculum.

ITEC2120.WorkingataSmall-to-MediumBusiness or ISP
Lecture 3, Lab 1, Credit 4
After completion students will be able to understand the structure of the Internet and how communication occurs between hosts. Install, configure, and troubleshoot Cisco IOS devices. Plan a basic wired infrastructure to support network traffic. Configure a server to share resources and provide common Web services. Implement basic WAN connectivity using Telco services. Demonstrate proper disaster-recovery procedures and perform server backups. This course is designed around the Cisco Networking Academy Discovery Program Semester 2 curriculum. Prerequisites: ITEC 2110

ITEC 2130. Introducing Routing and Switching in the Enterprise
Lecture 3, Lab 1, Credit 4
After completion students will be able to implement a LAN for an approved network design. Configure a switch with VLANS and inter-switch communication. Implement access lists to permit or deny specific traffic. Implement WAN links. Configure routing protocols on Cisco Devices. Perform LAN, WAN and VLAN troubleshooting using a structured methodology and the OSI model. This course is designed around the Cisco
Sowela Technical Community College

Networking Academy Discovery Program Semester 3 curriculum. Prerequisites: ITEC 2120

ITEC 2140. Designing and Supporting Computer Networks
Lecture 3, Lab 1, Credit 4

After completion students will be able to gather customer requirements. Design a simple Internetwork using Cisco technology. Design an IP addressing scheme to meet LAN requirements. Create an equipment list to meet LAN design requirements. Install and configure a prototype Internetwork. Obtain and upgrade Cisco IOS software in Cisco devices. This course is designed around the Cisco Networking Academy Discovery Program Sem. 4 curriculum. Prerequisites: ITEC 2130

ITEC 2230. Introduction to SQL
Lecture 3, Lab 0, 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. Prerequisites: ITEC 1320

ITEC 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: ITEC 1050.

ITEC 2450. Advanced Visual Basic
Lecture 3, Lab 0, Credit 3

A study of custom controls, toolbars, file handling, database referencing, and other advanced features of the Visual Basic programming language. Prerequisites: ITEC 1550

ITEC 2570. Advanced JAVA
Lecture 3, Lab 0, Credit 3

A study of logic structure, arrays, database handling, file connectivity, and various advanced features. Prerequisites: ITEC 1571

ITEC 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. Prerequisites: ITEC 1320

ITEC 2670. Networking Security
Lecture 3, Lab 0, Credit 3

This course teaches the basic networking security requirements needed in local area networking system and the wide area networking systems. It prepares the student for the certification such as the CompTIA Security + certification test. Topics include: Public Key/Private Key, basic hackers attacks and defends, firewall configurations, and future planning for securing the network. Prerequisites: ITEC 2110

ITEC 2830. Voice and Data Cabling
Lecture 3, Lab 1, Credit 4

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 local areas to wide enterprising systems. Prerequisites: ITEC 1100

ITEC 2840. Data Communications
Lecture 3, Lab 0, Credit 3

This course introduces concepts that help the student achieve an in-depth understanding of the often complex topic of data communications and computer networks by balancing the more technical aspects and the everyday practical aspects. It offers full coverage of wireless technologies,
industry convergence, compression techniques, network security, LAN technologies, VoIP, and expanded coverage of error detection and correction.

ITEC 2911. IT Ethics & Career Development
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 professional development.

ITEC2998.ComprehensiveProgrammingProject
Lecture 1, Lab 2, Credit 3

This course is taken toward the end of the student’s studies 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. Prerequisites: Department Chair Approval

ITEC2999.ComprehensiveNetworkingProject
Lecture 1, Lab 2, Credit 3

This course is taken toward the end of the student’s studies 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. Prerequisites: Department Chair Approval

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.

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 1120. Precalculus Algebra
Lecture 3, Lab 0, Credit 3

Topics from advanced algebra to include real number properties, solutions of equations and inequalities, relations, functions, graphs, polynomial and rational functions, exponential and logarithmic functions, complex numbers, systems of equations, and the theory of equations. Prerequisites: “C” or better in MATH 1100 or a math score of 22 on the Enhanced ACT

MATH1250.MathforGraphicCommunication
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 1, 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: 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: 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. Prerequisite: MEDL 1370

OADM 0090. Keyboarding Basics  
*Lecture 2, Lab 0, Credit 2*

Introduction to basic keyboarding terminology and touch typing including alphabetic, numeric, and symbol keys. Emphasis is placed on speed, accuracy, and correct technique utilizing keyboarding software which focuses on drill and practice. This course is designed for students with limited typing skills and does not substitute for OADM 1110, Introduction to Keyboarding.

OADM 1110. Introduction to Keyboarding  
*Lecture 3, Lab 0, Credit 3*

An introduction to basic keyboarding terminology, touch typing, and basic word processing. Emphasis is on speed, accuracy, and correct techniques.

OADM 1150. Introduction to Software Applications  
*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.

OADM 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: OADM 1110.

OADM 1310. Advanced Keyboarding  
*Lecture 3, Lab 0, Credit 3*

Continued development and application of intermediate keyboarding ability and proper us-
OADM 1210. Introduction to Word Processing
Lecture 3, Lab 0, 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: OADM 1450.

OADM 1330. Introduction to Spreadsheets
Lecture 3, Lab 0, Credit 3
Focuses on the basic fundamentals of producing spreadsheets. Prerequisite: OADM 1150 or approval of Department Chair.

OADM 1450. Basic Word Processing
Lecture 3, Lab 0, Credit 3
Hands-on application of basic word processing techniques and functions. Current version of popular word processing software is incorporated. Prerequisites: OADM 1150 and OADM 1110 or approval of Department Chair.

OADM 1500. 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: OADM 1450 or approval of Department Chair.

OADM 1550. Advanced Word Processing
Lecture 3, Lab 0, Credit 3
Hands-on application of advanced word processing with emphasis on features and commands using current version of word processing software. Prerequisite: OADM 1450.

OADM 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: OADM 1550 or approval of Department Chair.

OADM 2530. Office Procedures
Lecture 3, Lab 0, 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: OADM 1450.

OADM 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: OADM 1330.

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 the teaching of adult learners. Included are a mastery of skill 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 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 Chair.

**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 dem-
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).

PHYS 2200. General Physics 2
*Lecture 3, Lab 0, Credit 3*
Fundamental principles of electricity, magnetism, optics, and selected topics of modern physics. Prerequisites: PHYS 2100

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).

PSYC2335. 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 Chair 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.

PTEC1010. 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
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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 II)
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.

**SKIL 1000 Skills for Successful Studies**  
*Lecture 3, Lab 0, Credit 3*

A comprehensive course outlined to address strategies needed to be successful in college.

**SOCL 2010. Introduction to Sociology**  
*Lecture 3, Lab 0, Credit 3*

An overview of sociology including theoretical perspectives and theorists; logic and tech-
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, ASSET, COMPASS, 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, ASSET, COMPASS, or SAT scores, or successful completion of TSEN 0091. (Formerly DVEN 0093)

**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)

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, sad-
dle layouts, flange layouts, and how to use a pipe fitter’s handbook. Prerequisite: WELD 1110.

CHANGE 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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ADMINISTRATION

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**Thomas, Johnny**, Coordinator of Specialized Training, B.S., Grambling College; M.Ed.+30, McNeese State University.

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Charles, Mark, Maintenance Repairer 2.

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**Talbott, Carol**, Library Specialist 2.

**Thomas Jr., Artis**, Desktop Specialist.

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**Verrett, Caroline**, Custodian 2.

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