Located in Lake Charles, SOWELA serves the Southwest Louisiana region in preparing students for employment or university transfer. SOWELA also offers non-credit workforce training and business support. By partnering with businesses in designing and delivering customized, short-term, non-credit industry based training; SOWELA graduates are well equipped with the skills needed to obtain employment.

Student Catalog and Handbook

2013-2014

www.sowela.edu • 800.256.0483
SOWELA TECHNICAL COMMUNITY COLLEGE

2013 - 2014

STUDENT CATALOG AND HANDBOOK
SOWELA TECHNICAL COMMUNITY COLLEGE DIRECTORY

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For more information on SOWELA Technical Community College, Please visit us online: http://www.sowela.edu

Cover: Photographer - Todd Landry
MESSAGE FROM THE CHANCELLOR

On behalf of the faculty and staff, I welcome you to Southwest Louisiana (SOWELA) Technical Community College. We are very excited that you have chosen SOWELA to help achieve your higher education goals. As a comprehensive community college, we offer high quality technical programs that will prepare you for a career in two years or less and programs/services designed to help you transfer to four-year colleges and universities. SOWELA is entering a new era and many exciting changes are taking place on campus as well as the Southwest Louisiana region. Our new Arts & Humanities building officially opened in the summer of 2013 and the new Nursing and Allied Health Building is currently under construction and will open in early 2014. The Louisiana State Legislature approved Senate Bill 204 and the Governor signed it into law in June 2013. This bill provides additional funding for new facilities throughout the Louisiana Community and Technical College System (LCTCS) to help meet the growing demands for workforce development. SOWELA will gain two additional facilities from this legislation - a new Student Services building on the Lake Charles Campus and a brand new facility in Jennings.

With the announcement of over $40 billion in industry expansion in the Lake Charles area, SOWELA is designing and implementing new programs and services to help provide the training needed to fill the thousands of jobs that will be created by these expansions. Many of these programs and services will be housed in a new regional training facility that is also currently being designed and will be constructed on the main campus.

Our dedicated faculty and staff are student focused and pride themselves on providing the pedagogical expertise, personal assistance, and the student support services needed to ensure that you will achieve success in your chosen program of study. Whether you just graduated high school, have been out of school for many years, or are returning to update your skills to improve your current job situation, we have the educational program and/or degree that will help put you on the path to a rewarding career.

SOWELA is also a strong community partner that strives to help improve the economy of Southwest Louisiana by providing programs and services focused on strengthening the area workforce. SOWELA has established many partnerships with the businesses and industries in the region in order to help build a strong workforce and enhance the skills of the current workforce and prepare them to compete more successfully in the 21st century global economy.
As you become acquainted with the SOWELA campus and the faculty and staff, you will quickly learn that we are here to help you achieve success and accomplish the educational and life goals you have set. Pursuing a higher education takes courage, stamina, and a great deal of personal responsibility and I want to assure you that we are here to make your journey as smooth as possible.

The “SOWELA Family” is here when you need us so please do not hesitate to call upon me or any of the faculty and staff when you need assistance or have questions. Thanks again for choosing Southwest Louisiana (SOWELA) Technical Community College and I sincerely hope we can help you reach your destination and realize your dreams.

Dr. Neil Aspinwall
Chancellor
SOWELA Technical Community College

SOWELA also offers programs that are accredited by professional licensing bodies as well as industry or discipline specific associations. Organizations that accredit programs offered at SOWELA include the following:

1. Association of Technology, Management and Applied Engineering
2. Certified Nurse Assistant Registry
3. Federal Aviation Administration
4. Louisiana State Board of Practical Nurse Examiners
5. National Automotive Technicians Educational Foundation

SOWELA Technical Community College is a candidate for accreditation with the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of SOWELA Technical Community College.

HISTORY

Technical education deals with knowledge, skills, and attitudes that prepare the 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.

INSTITUTIONAL MISSION

SOWELA Technical Community College provides traditional, distance and lifelong learning experiences and awards associate degrees, technical diplomas, and certificates that empower learners in transfer, career and technical education to excel as globally competitive citizens.

INSTITUTIONAL VISION

SOWELA Technical Community College models excellence in teaching, training, and service.

INSTITUTIONAL VALUES

SOWELA Technical Community College values: Student Success, Integrity, Collaboration, Innovation, Access, and Diversity.
FREQUENTLY ASKED QUESTIONS

When is registration?
Registration is ongoing. To learn about registration, students should review the Schedule of Classes, check the SOWELA website, or visit the Office of Admissions located in the Administration Building.

How long must an individual reside in Louisiana before being considered a resident?
Individuals must reside and/or work in Louisiana for at least one year (365 days) immediately preceding the first official day of classes for the semester they wish to attend. Refer to the SOWELA website for the Academic Calendar.

Do I have to take the SOWELA Placement Test if I have ACT or SAT scores?
Yes, all students must complete an application. If you have ACT or SAT test scores taken within the last three years that meet the requirements of the Board of Regents, you will not be required to take SOWELA’s placement test. If you have transfer credit in college-level English and mathematics, you may receive a waiver from the placement test. Otherwise, you will be required to take the COMPASS Placement Test. New students will take the COMPASS after applying for admission and before being advised.

I do not want to receive credit for classes. Am I required to complete an application?
Yes, all students must complete an Application for Admission in order to register at SOWELA. After completing the application process, a student can either enroll for or audit a class (see the “Glossary” on page 209).

How do I obtain a transcript for another institution or an employer?
First, complete a Transcript Request form available in the Office of the Registrar, or print one from the web site at www.sowela.edu. Also, a letter can be sent to SOWELA Technical Community College, Office of Admissions, P.O. Box 16950, Lake Charles, LA 70616. The letter should include the student’s name (printed), signature, social security number, and an address where a transcript can be mailed. Federal regulations require that a student’s transcript be released only upon that student’s written consent, which must bear the student’s signature.

Where should other institutions of higher education send transcript(s) and application materials?
Other institutions should send transcripts to SOWELA Technical Community College, Office of Admissions, P.O. Box 16950, Lake Charles, LA 70616.

How do I register for online courses?
Students can apply to take online courses the same way they apply to enroll in other college courses.

Does SOWELA offer childcare for students’ children?
Currently, the college does not offer childcare services. However, there are qualified and reliable childcare facilities located in close proximity to the campus.

Is it necessary to have a SOWELA identification card?
All students are required to carry a SOWELA ID Card in order to check out books, print/copy, and use other services offered by the College. Some local merchants offer discounts to SOWELA students; to take advantage of the offers, a student ID card must be presented.

How do I qualify for the Dean’s List?
To qualify for the Dean’s List, a student must complete a minimum of twelve (12) or more credit hours excluding transitional courses and maintain a grade point average (GPA) of 3.5 or higher with no letter grade lower than a “C”. Grades earned in transitional classes are excluded from the GPA for the Dean’s List.

How do I join a student club/organization?
To join a club/organization, a student should complete an application for that club/organization in the Office of Student Support Services. The application will be forwarded to the club’s advisor, who will contact the prospective member.

Where do I obtain an application for federal financial aid (FAFSA)?
To obtain an application, visit the Office of Financial Aid and Scholarships located in the Administration Building or go online to www.fafsa.ed.gov.

What scholarships are available, and where can I apply?
Scholarship awards are based on availability of funds. To obtain a complete list of the scholarships offered at SOWELA and their qualifying requirements/criteria, students should visit the SOWELA web site at www.sowela.edu and click on the link for the Office of Financial Aid and Scholarships. Students can also download the scholarship application from this link.

ADULT BASIC EDUCATION & HiSET PREPARATION

What is Adult Basic Education?
Adult basic education (ABE) is instruction designed to help adults improve their reading, writing and mathematics skills; achieve the minimum education level of a high school diploma or equivalent; or improve their speaking, reading, writing or listening skills so that they may gain employment commensurate with their real ability.

Does Sowela offer HiSET preparation classes?
Yes, Sowela partners with the Literacy Council of Southwest Louisiana to offer ABE and HiSET preparation classes. Both the main campus in Lake Charles and Morgan Smith Campus in Jennings have day and evening classes. Classes are also available in Deridder and Grand Lake. Online classes are also available.

Who is eligible to participate in ABE or HiSET classes?
Anyone over the age of 18 who is not attending a K-12 school is eligible to participate in classes. Students, ages 16 and 17, may attend classes if they receive an approved waiver from the local school district.

Who is eligible for online classes?
Online classes are available for people who cannot attend in-person class on a regular basis due to issues such as transportation, child care or work schedules. To be eligible for online classes, those interested must meet the following criteria:
- Have access to a reliable computer with internet (preferably, broadband) access (home, library, etc.)
- Must be able to schedule at least 6-9 hours per week to work independently on computer-based and / or paper-based assignments
- Must check-in, via e-mail or the in-course site messaging system, at least once a week with the online instructor.
- Must access and complete the Joule Tutorial for Students prior to beginning work in the online class.
- Must be eligible to take ENGL 1010 – English Composition 1 (Must not be enrolled in or required to pass a transitional English, writing, or reading course.)

How does a person register for classes?
To register for class, call the site closest to you or 1-888-LIT-SWLA to register for an upcoming new student testing session.
- Deridder
  (337) 348-4712

SOWELA Technical Community College

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How much does class cost?
There is an annual $25 registration fee due at new student testing.

How long will it take me to earn the HiSET?
The amount of time it will take you to be ready to pass the HiSET exam will depend on the balance between your program entrance scores and the amount of time you spend studying the material each week. To help you attain your HiSET as quickly as possible, we ask that you make a strong commitment by attending classes regularly, taking the pre- and post-assessments and completing all assignments.

Can I take college level courses at SOWELA while I work on my HiSET?
Adults enrolled in adult basic education classes who test at or above the high intermediate level may be eligible to enroll in college level courses at SOWELA while they work on the HiSET. Contact the Student Success Coordinator at (337) 421-6967 for more information.

Where are classes offered?
- **Lake Charles:** Central School / Literacy Council, 809 Kirby St., Suite 126.
- **Lake Charles:** SOWELA Main Campus: 3820 Sen. J. Bennett Johnston Ave.
- **Grand Lake:** CCOA Site--965 Hwy 384.
- **Jennings:** SOWELA Morgan Smith Instructional Site, 1230 North Main St.
- **Deridder:** Beauregard Education Link / First Street School--401 West First St.

Is the HiSET offered at SOWELA?
Yes. SOWELA has computer-based HiSET testing available on the main campus. There are five sections of the HiSET exam. Each section of the exam costs $27 and the total cost of the computer-based HiSET exam is $135.00.

Do I have to attend class to take the HiSET?
It is recommended that anyone who is not "HiSET Ready" participate in instruction prior to taking the exam. After intake-testing and orientation, anyone who is HiSET Ready is assisted with fast-track test preparation and scheduling the HiSET exam.
FALL 2013 SEMESTER
(Subject to Change)
August 19 – December 9, 2013

April 2 – 5 (Tues – Fri) ................................................................. Advising Days
April 8 – August 1 (Mon – Thurs) .................................................. Registration for Fall 2013
Registration ends at noon on 8/1/13
August 1 (Thurs) ................................................................. Payment Deadline for Fall 2013 12:00 Noon
August 2 – 15 (Fri – Thurs) ......................................................... Late Registration for Fall 2013
Registration begins at noon on 8/2/13 and ends at noon on 8/15/13
August 12 (Mon) ................................................................. Faculty return to campus
August 15 (Thurs) ................................................................. Payment Deadline for Fall 2013 12:00 Noon
August 16 (Fri) ................................................................. Late Registration Reopens for Fall 2013
Registration begins at noon on 8/16/13
August 19 (Mon) ................................................................. Classes Begin & Drop/Add Period Begins
August 19 – 23 (Mon – Fri) ........................................................ 100% Tuition Adjustment Period
August 23 (Fri) ................................................................. Last Day to Add Classes
August 23 (Fri) ................................................................. Final Payment Deadline for Fall 2013
August 26 (Mon) ................................................................. Purge
August 24 – August 29 (Sat – Thurs) ........................................................ 50% Tuition Adjustment Period
August 30 – September 5 (Fri – Thurs) ........................................................ 25% Tuition Adjustment Period
September 1 (Sun) ................................................................. Installment Due for Payment Plan
September 2 (Mon) ................................................................. Labor Day Holiday
September 5 (Thurs) ................................................................. Last Day to Drop Classes with a Refund
September 6 (Fri) ................................................................. 14th Instructional Day/Reporting Day
October 1 (Tues) ................................................................. Installment Due for Payment Plan
October 9 (Wed) ................................................................. Midterm Grades Due
October 10 (Thurs) ............................................................ Payment Deadline for 2nd 7-Weeks
October 14 (Mon) ............................................................... 2nd 7-Week Classes Begin
October 14 – 15 (Mon – Tues) ........................................... 100% Tuition Adjustment Period for 2nd 7-weeks
October 16 – 17 (Wed – Thurs) ........................................ 50% Tuition Adjustment Period for 2nd 7-weeks
October 18 – 21 (Fri – Mon) ............................................... 25% Tuition Adjustment Period for 2nd 7-weeks
October 21 (Mon) .............................................................. Last Day to Withdraw from the College or from Classes
October 28 – November 1 (Mon – Fri) .............................. Advising Days
November 1 (Fri) ............................................................. Installment Due for Payment Plan
November 4 – December 16 (Mon – Mon) ........................ Registration for Spring 2014
Registration will end at noon on 12/16/13
November 22 (Fri) .............................................................. Last Day of Classes
November 25 – 29 (Mon – Fri) .......................................... Thanksgiving Holiday
December 1 (Sun) ............................................................. Final Payment Deadline for Payment Plan
December 2 – 5 (Mon – Thurs) ........................................  Final Exam Week
December 9 (Mon) ............................................................. Fall Semester Ends
December 9 (Mon) ............................................................. Deadline for Removal of Incompletes from Previous Semester
December 13 (Fri) ............................................................. Grades Available to Students on Web

SPRING 2014 SEMESTER
January 13 – May 12, 2014

January 6 (Mon) ................................................................. Faculty return to campus
January 9 (Thurs) ............................................................. Payment Deadline for Spring 2014 12:00 Noon
January 10 (Fri) .............................................................. Late Registration Opens for Spring 2014
Registration begins at noon on 1/10/14
January 13 (Mon) ............................................................. Classes Begin & Drop/Add Period Begins
January 13 – 17 (Mon – Fri) ............................................... 100% Tuition Adjustment Period
January 17 (Fri) .............................................................. Last Day to Add Classes
January 17 (Fri) .............................................................. Final Payment Deadline for Spring 2014
January 18 – 24 (Sat – Fri) ............................................... 50% Tuition Adjustment Period
January 20 (Mon) ............................................................. Martin Luther King, Jr. Holiday
January 25 – 30 (Sat – Thurs) ......................................... 25% Tuition Adjustment Period
January 30 (Thurs) ........................................................... Last Day to Drop Classes With a Refund
January 31 (Fri) ............................................................. 14th Instructional Day/Reporting Day
February 15 (Sat) ............................................................. Installment Due for Payment Plan
March 3 – 5 (Mon) ............................................................. Mardi Gras Holiday
March 6 (Thurs) .............................................................. Payment Deadline for 2nd 7-Weeks
March 7 (Fri) ................................................................. Midterm Grades Due
March 10 – 11 (Mon – Tues) ............................................. 100% Tuition Adjustment Period for 2nd 7-weeks
March 12 – 13 (Wed – Thurs) .......................................... 50% Tuition Adjustment Period for 2nd 7-weeks
March 13 (Thurs) ............................................................. LCTCS Staff Development Day – No Classes
March 14 – 17 (Fri – Mon) ............................................... 25% Tuition Adjustment Period for 2nd 7-weeks
March 15 (Sat) ................................................................. Installment Due for Payment Plan
March 21 (Fri) .............................. Last Day to Withdraw from the College or from Classes
March 31 – April 4 (Mon – Fri) ................................................. Advising Days
April 7 (Mon) .................................................. Registration for Summer & Fall 2014 Begins
    Summer Registration ends at noon on 5/15/14
April 15 (Tue) .................................................. Final Payment Due for Payment Plan
April 18 – 25 (Fri – Fri) ............................................... Spring Break
May 2 (Fri) ............................................. Last Day of Classes
May 5 – 8 (Mon – Thurs) .............................................. Final Exam Week
May 12 (Mon) ................................................. Spring Semester Ends
May 15 (Thurs) .................................................. Payment Deadline for Summer 2014 12:00 Noon
May 16 – May 29 (Fri – Thurs) .......................................... Late Registration for Summer 2014
    Registration begins at noon on 5/16/14 and ends at noon on 5/29/14
May 16 (Fri) ................................................. Spring Grades Available to Students on Web
May 20 (Tues) .................................................. Spring 2014 Commencement

SUMMER 2014 TERM
June 2 – July 25, 2014

April 7 – May 15 (Mon – Thurs) .................................................. Registration for Summer & Fall 2014
    Summer Registration ends at noon on 5/15/14
May 15 (Thurs) .................................................. Summer Payment Deadline 12:00 Noon
May 16 – 29 (Fri – Thurs) .................................................. Late Registration for Summer 2014
    Registration begins at noon on 5/16/14 and ends at noon on 5/29/14
May 29 (Thurs) .................................................. Summer Payment Deadline 12:00 Noon
May 30 (Fri) .................................................. Late Registration Reopens for Summer 2014
    Registration begins at noon on 5/30/14

June 2 (Mon) .................................................. Classes Begin & Drop/Add Period Begins
June 2 – 3 (Mon – Tues) .................................................. 100% Tuition Adjustment Period
June 3 (Tues) .................................................. Last Day to Add Classes
June 3 (Tues) .................................................. Final Summer Payment Deadline
June 4 – 5 (Wed – Thurs) .................................................. 50% Tuition Adjustment Period
June 6 – 9 (Fri – Mon) .................................................. 25% Tuition Adjustment Period
June 9 (Mon) .................................................. Last Day to Drop Classes With a Refund
June 10 (Tues) .................................................. 7th Instructional Day/Reporting Day
June 15 (Sun) .................................................. Installment Due for Payment Plan
June 27 (Fri) .................................................. Mid-term Grades Due
July 4 (Fri) .................................................. July 4th Holiday
July 7 (Mon) .................................................. Last Day to Withdraw from the College or from Classes
July 15 (Tues) .................................................. Final Payment Due for Payment Plan
July 22 (Tue) .................................................. Final Exam Days
July 23-24 (Wed – Thu) .................................................. Final Exam Days
July 25 (Fri) .................................................. Summer Term Ends, Grades Due by 12:00 Noon
July 25 (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 submitted by visiting the College website (www.sowela.edu). SOWELA accepts applications throughout the year.

GENERAL ADMISSIONS REQUIREMENTS
All applicants must submit the following items (NOTE: Documents will not be returned once submitted):

1. A completed application form. The online application must be submitted prior to the first day of classes. 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. An official transcript is one that is mailed directly from the transferring college to SOWELA or submitted in a sealed envelope from the transferring college. Students are encouraged to request that their transcript be sent electronically to SOWELA from those colleges that participate in the escript system. 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, 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.

ADMISSION OF FIRST-TIME FRESHMEN
Applicants must provide an official high school transcript or official high school equivalency scores (HiSET) for admission into the associate degree programs and the Practical Nursing program. Applicants, who are graduates from a Louisiana high school, May 2003 and after, are not required to request a high school transcript. It will be sent to SOWELA via the Student Transcript System upon completion of the application for admission. Applicants 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 HiST or official high school transcripts and 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
Students planning to enroll should request that their ACT scores be sent to the Admissions Office at SOWELA. SOWELA’S ACT Code is 5064. The official transcript must indicate successful completion of college English Composition and College Algebra. In order to successfully complete a course for transfer, the student must receive a grade of C or better.

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 appropriate transitional courses to help prepare them for success in higher level courses.

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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) 421-6565.

ADMISSION OF TRANSFER STUDENTS

A transfer student is any student who has 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 who have not received a “C” or better in a college-level English Composition and/or College Algebra course 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.

In addition to the general admissions requirements, transfer students are required to submit their high school transcripts if they have not earned at least 12 hours of college level coursework. These earned hours must be evident on the official transcript from the transferring institution.

ADMISSION OF READMIT STUDENTS

Students who have once attended SOWELA, but have not been enrolled for a full semester (with the exception of the summer semester), must submit a new Application of Admission. If the enrolling student has attended another university/college during the lapsed period, a transcript from that institution is required. Students applying for readmission are subject to the most current fees.

ADMISSION TO SENIOR TECHNICAL EDUCATION PROGRAM AT SOWELA

The STEPS program provides high school seniors a jump start on college. Students in the STEPS program experience the college environment while completing their high school diploma and earning college credits.

Students from participating high schools may enroll in STEPS under the direction of the STEPS coordinator and their high school counselor. Students must meet the minimum requirements of the following diploma paths to qualify for the STEPS program:

Career Diploma
- Graduating senior pursuing a Career Diploma that is school-approved
- Maximum of two (2) core courses left for graduation (English, math or science)
- Minimum of 18 high school credits earned
- Meet SOWELA’s placement exam standard or required ACT score
- Minimum of twelve (12) semester hours of SOWELA Courses enrolled per semester (fall & spring)
- Open to most SOWELA diploma/degree plans

La Core 4/Basic Core Curriculum
- Graduating senior pursuing a La Core 4 or Basic Core path that is school-approved
- Minimum of 18 high school credits earned
- Meet SOWELA’S placement exam standard or required ACT score
- Minimum of twelve (12) semester hours of SOWELA courses enrolled per semester (fall & spring) including any high school core dual enrollment courses needed for graduation
- Open to most SOWELA diploma/degree plans

Tuition and books are paid for through a state grant for high school seniors who meet the STEPS admission requirements and choose to attend SOWELA during their senior year of high school. The only cost to the student is about $130 per semester to cover mandatory fees.

For additional information, contact the counselor at participating high schools or phone the STEPS office at (337) 421-6597.

EARLY ADMISSIONS

A student may be able to take classes at SOWELA while still in high school as part of our Early Admissions Program. Students currently enrolled as a junior or senior in high school or home schooled in a BESE approved home school may qualify to attend SOWELA if the following requirements are met:
- Grade Point Average of 3.000 (out of a 4.000) system
- A letter from the high school counselor or principal recommending them for enrollment. Homeschool students must have a letter from someone outside the home that is aware of the student’s academic progress.
- An official high school transcript. Documentation of approval for homeschooling from BESE will also be accepted.
- Students must meet all college admission and registration requirements and procedures.
- Students must meet college-level entrance requirements on either the ACT or COMPASS exam.
- Students must pay course tuition, book costs, and fees.

Please note that the classes taken through the early admissions program may not count for credit toward the student’s high school diploma or substitute for any high school course requirements.

**ADMISSION OF NON-MATRICULATING 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 audit (AU) 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.

**DUAL ENROLLMENT**

Dual Enrollment is a program that allows a high school student to enroll in a college level course for which dual credit (both college and high school credit) is earned on the student’s secondary and postsecondary academic record. Eligible high school and SOWELA Courses are listed on the Dual Enrollment Matrix which is included as part of the application to the Dual Enrollment program. The credits that students earn will be applicable toward high school graduation and acceptable toward a college Associate degree or Technical Certificate. This opportunity allows students to accelerate their college career while saving time and money.

However, it is vital to understand that a high school student registrant is expected to adhere to all college, course, and instructor requirements. The program is designed for students who:
- are serious about their education,
- want to understand what it is like to attend college,
- want to earn a college degree,
- desire to start college education where there is a smaller student to teacher ratio, and
- wish to get an early start on completing their college education.

For additional information on the program, contact the College and Career Transition Coordinator at (337) 824-4811.

**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 is conducted each term for new students by the Office of 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 during advising days.

**ONLINE ORIENTATION**

SOWELA new students have the option to participate in new student online orientation. For additional information regarding online orientation please contact the Office of Student Success at (337) 421-6967.

**COMPASS PLACEMENT TESTING**

The COMPASS is a skills assessment tool used by SOWELA to ensure you are taking classes that fit your academic needs. There is no pass or fail grade, but you need to complete a COMPASS assessment on campus before registering for classes. The COMPASS includes sections on writing, reading, and math.

You are required to complete a COMPASS assessment unless you have scores on the ACT that can be substituted for the writing, reading, and math portions of the COMPASS. Students with prior college credit from other schools may be waived from the requirement to take the COMPASS. Bring a copy of your college transcripts to campus and an admissions counselor will determine if you qualify for a COMPASS waiver.

**Payment Options**

Testing fees can be paid by cash and check only in the SOWELA Business Office. Credit and debit card payments must be made online at SOWELA’s website.

Schedule your COMPASS placement exam online at your convenience. Go to www.sowela.edu. There you will find the link to schedule and pay testing charges online.
### SOWELA Technical Community College
#### TUITION AND FEE SCHEDULE

Note: The table below reflects the estimated rates for 2013-2014. These rates are subject to change at any time.

SOWELA’s tuition and fees are among the most reasonable in the state.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>In State Tuition</th>
<th>Operational Fee</th>
<th>Student Services Fee</th>
<th>Academic Excellence Fee</th>
<th>Enterprise Resource Planning Fee</th>
<th>Building Use Fee</th>
<th>Technology Fee</th>
<th>SGA Fee</th>
<th>Parking Fee</th>
<th>Total Due**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$110.68</td>
<td>$3.00</td>
<td>$2.00</td>
<td>$7.00</td>
<td>$3.00</td>
<td>$4.00</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$149.68</td>
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<tr>
<td>2</td>
<td>$221.36</td>
<td>$6.00</td>
<td>$4.00</td>
<td>$14.00</td>
<td>$6.00</td>
<td>$8.00</td>
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<td>$10.00</td>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
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<td>$12.00</td>
<td>$8.00</td>
<td>$28.00</td>
<td>$12.00</td>
<td>$16.00</td>
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<td>$10.00</td>
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<td>5</td>
<td>$553.40</td>
<td>$15.00</td>
<td>$10.00</td>
<td>$35.00</td>
<td>$15.00</td>
<td>$20.00</td>
<td>$25.00</td>
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<td>$10.00</td>
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<td>6</td>
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<td>$42.00</td>
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<td>8</td>
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<td>$24.00</td>
<td>$16.00</td>
<td>$56.00</td>
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<td>$60.00</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$1,631.16</td>
</tr>
</tbody>
</table>

** Course specific lab and other fees vary by department and term.

#### Tuition and Fees for Online Courses

The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) approved an equalizing and standardizing tuition and registration fees for all online credit courses to provide equity and convenience for online students. The Tuition and Fees for Online Courses have been established as follows:

<table>
<thead>
<tr>
<th>Fees Assessed Details</th>
<th>Amount Due**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition per credit hour</td>
<td>$131.68</td>
</tr>
<tr>
<td>Online ERP Fee per credit hour</td>
<td>$3.00</td>
</tr>
<tr>
<td>Registration fee per student</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

**Course specific lab and other fees vary by department and term.

#### Operational Fee

Effective Fall 2004, State of Louisiana Legislator’s and LCTCS approved an operational fee to be assessed at all state colleges and universities. The operational fee is $3 per credit hour (Maximum $36 per enrollment period).

#### Student Services Fee

Effective Fall 2011, LCTCS and the Board approved a Student Service Fee to be assessed at all LCTCS colleges. This covers fees for student services such as registration, financial aid, bursar, campus security, library, etc. The Student Service Fee is $2 per credit hour (Maximum $24 per enrollment period).

#### Academic Excellence Fee

Academic Excellence fee is $7 per credit hour (Maximum $84 per enrollment period). Atypical courses are assessed as a separate enrollment period. The Academic Excellence Fee promotes academic excellence at the college by enhancing institutional programs. This fee was approved by the State Legislature in 2003.

#### Technology Fee

The student technology fee is $5 per credit hour (Maximum not to exceed $60 per enrollment period). All students pay a student technology fee which supports existing technological resources on SOWELA’S campus and provides for upgrades and improvements.

#### Student Government Association Fee

All students pay this fee which supports the student activities sponsored by the SGA.

#### Parking Fees/Permits

Vehicle registration permits are issued from the Office of Facilities at a cost of $5 each. All faculty, staff, and students who operate vehicles on campus must register their vehicles and display the hanging permit from their rearview mirror so that it is visible at all times. Vehicle registration also allows authorized students to park in zones to which they are entitled only if space is available.

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** Fee Assessment Details

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** Building Use Fee -- NEW

Effective Fall 2013, State of Louisiana Legislature’s and LCTCS approved a building use fee to be assessed at all state colleges and universities. The building use fee will be used to construct, acquire, repair, maintain, operate, or improve the facilities and physical infrastructure of the college.

#### Parking Fees/Permits

Vehicle registration permits are issued from the Office of Facilities at a cost of $5 each. All faculty, staff, and students who operate vehicles on campus must register their vehicles and display the hanging permit from their rearview mirror so that it is visible at all times. Vehicle registration also allows authorized students to park in zones to which they are entitled only if space is available.
Sowela Technical Community College available. The operation of a motor vehicle on campus is a privilege granted by SOWELA Technical Community College. Failure to abide by the regulations will revoke this privilege and/or result in disciplinary action.

Graduation Fee
Students who will be graduating are required to pay a graduation fee of $60 during the period of time established for this purpose. The fee covers your cap and gown, and will defray graduation costs. This fee will be paid at the time of registration for the student’s final term and is NONREFUNDABLE. This fee is required even if the student does not plan to attend the graduation ceremony.

Library Fines
The Library and Learning Resource Center (LLRC) has a one month loan period for books with the option to renew materials for an additional month. At the end of the loan period, materials that have not been returned or renewed are considered overdue. The LLRC charges twenty-five (25) cents per day for each overdue book. When a book is reported lost or long overdue the user is charged for the replacement cost and assessed a $20.00 processing. Overdue notices are sent through U.S. mail. A “flag” or stop is placed on a student record when fines are owed. Students may not register for classes or receive transcripts until their account is settled.

PAYMENT OPTIONS
Payment Methods Accepted in Person/Mail – Business Office
Personal checks, cashier’s checks, traveler’s checks, money orders, or cash payments may be made in the SOWELA Business Office. A current student ID or valid State issued ID is required to disclose any financial information. Payments by mail must be received 48 hours before an established payment deadline and should include the student’s ID number to ensure proper credit of payment. It is the student’s responsibility to ensure the payment is received in the Business Office. Please do not mail cash or traveler’s checks. Credit/Debit Cards are no longer accepted as a form of payment in person or via phone.

SOWELA Technical Community College
Business Office
P. O. Box 16950
Lake Charles, LA 70616-6950

Payment Methods Accepted through our Online Payment Gateway
The student or authorized user can make payments by electronic check (e-check), or pay by credit/debit card. MasterCard, American Express, Discover, and Visa are all accepted. The e-check option is entirely free while a 2.75% service fee will be charged for each transaction processed using a credit/debit card (This is a non-refundable fee and is paid directly to CashNet, not to the college).

RETURNED CHECKS
All returned checks and/or credit card charge backs due to insufficient funds, unauthorized use, cancelled card or fraud will be assessed a $25 fee on the student’s account and the associated payment will be reversed. If the payment made by the student or on his behalf and is returned, that student may forfeit all check writing/ETT privileges with SOWELA in the future. Payment by cash, cashier’s check, or money order may be required. Only in the case of a bank or card issuer error will the returned check/credit card charge back penalties be removed. After the College has exhausted its attempts to notify the student, failure to repay the balance due will subject the student to an administrative withdrawal from classes, and his/her account will be submitted to the Attorney General’s Office for collection. Students are responsible for all related costs (collection/attorney fees in the amount of 33 1/3% of the principal, interest, late fees and related court costs).

SOWELA Technical Community College

TUITION DEFERRED PLAN
SOWELA has contracted with CashNet to provide the ability for students to participate in an installment plan. Students who do not pay the down payment by the given deadline will have their classes dropped. The applicable fee must accompany any payments, and payments are due even if a statement is not received in the mail.

TUITION PAYMENT PLAN “THE PLAN”
SOWELA has an established contract with a third-party vendor, cashnet, to provide a payment plan (“The Plan”) for students (formerly offered directly by SOWELA as a “deferment plan”). To participate in The Plan, students must enroll in a full Fall, Spring, or Summer Semester at SOWELA Technical Community College. The Plan allows students to pay for tuition and fees through monthly installment payments throughout the semester. The number of monthly installments is determined by the date of enrollment and the final payment due date. Final payment due dates are as follows and are subject to change at any time:

- Summer 2013 Final Payment is Due by July 15, 2013
- Fall 2013 Final Payment is Due by December 1, 2013
- Spring 2014 Final Payment is Due by May 1, 2014
- Summer 2014 Final Payment is Due by April 15, 2014

A one-time, non-refundable fee of $30.00 will be charged upon enrollment in The Plan and is set by and paid directly to the vendor. The first installment (down payment) is due at the time of enrollment. If any installment payment is not received within 15 calendar days after its due date, a late fee of $10.00 will be assessed by the vendor. Please note that declined attempts for credit card or ACH charges or returned checks may also result in late fees if a valid payment is not received by the due date.

The Tuition Adjustment Policy for SOWELA Technical Community College is as follows:

- A 100% Tuition Adjustment of Tuition, Operational Fee, Academic Excellence Fee, and Technology Fee will be made to students who resign from all classes or drops a course(s) during the first five instructional days (Add/ Drop Period) of the fall and spring semester and the first three instructional days for the summer semester and mini-semesters.

- A 50% Tuition Adjustment of Tuition, Operational Fee, Academic Excellence Fee, and Technology Fee will be made to students who resign from all classes or drops a course(s) after the 5th instructional day of the semester for the fall and spring semester and after the 3rd instructional day of the semester for the summer semester and mini-semesters.

- A 25% Tuition Adjustment of Tuition, Operational Fee, Academic Excellence Fee, and Technology Fee will be made to students who resign from all classes or drops a course(s) after the 9th instructional day of the semester for the fall and spring semester and after the 5th instructional day of the semester for the summer semester and mini-semesters.

- Other registration fees such as: Student Services Fee, Enterprise Resource Fee, SGA Fee, Parking Fee, Lab Fees, and other miscellaneous fees are not refund-
able during the Tuition Adjustment Period.
- No Tuition Adjustments shall be made after the 13th instructional day for the fall and spring semester or after the 6th instructional day for the summer semester.
- No refund shall be made for non-credit courses unless the class is cancelled.
- No refund shall be made for testing fees or application charges.

Tuition Adjustment Schedule

<table>
<thead>
<tr>
<th></th>
<th>Fall 2013 Students who resign or drop a course(s)</th>
<th>Spring 2014 Students who resign or drop a course(s)</th>
<th>Summer 2014 Students who resign or drop a course(s)</th>
<th>The percent of fees refunded will be</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 8/18/2013</td>
<td>By 1/12/2014</td>
<td>By 6/1/2014</td>
<td>100% of All Tuition and Registration Fees</td>
<td></td>
</tr>
<tr>
<td>8/19/13 - 8/23/13</td>
<td>1/13/14 - 1/17/14</td>
<td>6/2/14 - 6/3/14</td>
<td>100% refund of Tuition, Operational Fee, Academic Excellence Fee, and Technology Fee</td>
<td></td>
</tr>
<tr>
<td>8/24/13 - 8/29/13</td>
<td>1/18/14 - 1/24/14</td>
<td>6/4/14 - 6/5/14</td>
<td>50% refund of Tuition, Operational Fee, Academic Excellence Fee and Technology Fee</td>
<td></td>
</tr>
<tr>
<td>8/30/13 - 9/5/13</td>
<td>1/25/14 - 1/30/14</td>
<td>6/6/14 - 6/8/14</td>
<td>25% refund of Tuition, Operational Fee, Academic Excellence Fee, and Technology Fee</td>
<td></td>
</tr>
<tr>
<td>After 9/5/2013</td>
<td>After 1/30/2014</td>
<td>After 6/8/2014</td>
<td>There is no refund of fees for resigning from all courses or dropping a course(s)</td>
<td></td>
</tr>
</tbody>
</table>

These dates are subject to change at any time.

Student’s Fiscal Responsibility

By enrolling in classes at SOWELA Technical Community College, the student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. The enrollment action constitutes a financial obligation between the student and SOWELA.

The following terms and conditions are financial requirements of each student’s education related to their registration for a term at SOWELA Technical Community College. The payment of tuition and fees is the obligation of the student. By processing a course registration a student acknowledges they have read and agree to the following terms and conditions:

- Registration constitutes a financial agreement between you ("Student") and SOWELA Technical Community College. Tuition, fees and other charges you incur, including but not limited to testing charges, course specific fees, fines and bookstore charges ("Charges"), shall be added to your student account.

- By enrolling in classes at SOWELA Technical Community College, the student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. The enrollment action constitutes a financial agreement between you ("Student") and SOWELA. It is your responsibility to keep track of your account balance and any funding sources. If financial aid is not granted or if third party sponsors do not pay within a reasonable period, the student will be required to pay the full amount due.

- You consent to receive e-mail notifications to your @sowela.edu e-mail address of the availability of an E-Bill (Electronic Billing Statement) and consent to review billing statement information on SOWELA Web Payment System.

- It is the student’s responsibility to check his/her SOWELA student e-mail daily and maintain a current postal address to ensure receipt of all College correspondence.

HIGHER ONE REFUND DEBIT CARD

SOWELA has partnered with Higher One, a financial services company, to provide a method of refund disbursement to the college. Higher One will be handling all refunds for SOWELA’S credit students via an electronic disbursment format. As a SOWELA credit student you must activate your preference to receive a refund through the Higher One account. You then will be given the option to have your financial aid and tuition refunds disbursed via the SOWELA Debit Card or an electronic transfer to an existing bank account of your choosing. We are very excited about this opportunity to provide students with faster choices on how they want to receive their refund.

A $20 replacement card fee is due at the time of reordering an active or a $10 replacement fee for an inactive card.

Contact the Business Office to request a replacement card.

To learn more about Higher One and this great service, visit the Higher One www.higherone.com or www.lctcdebitcard.com websites.

When you receive your official student refund card, or the SOWELA Debit Card in the mail, activate your refund preference within two days.
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: All students awarded Title IV financial aid at SOWELA are required to maintain Satisfactory Academic Progress (SAP) while receiving aid. Please read below for full policy:

SOWELA SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Effective summer 2013

The Federal Government mandates that students must maintain satisfactory academic progress toward completion of their degrees within a reasonable period of time in order to be eligible for Title IV financial aid programs (includes grants, work-study, and National Guard).

Satisfactory Academic Progress (SAP) is defined as:

1. Attempted and graded hours = cumulative credit hours
2. Pace is equal to or above 67% or higher and the student has not reached 150% maximum time frame allowed for their degree program. (See Maximum Hours Allowed below)

Satisfactory Academic Progress will be reviewed and determined:

1. Before aid is initially awarded, then
    AND
2. At specific increments (see below depending upon the student’s program of study)

SOWELA Technical Diploma Students: Satisfactory Academic Progress will be reviewed again after each semester (*increment = one semester) for students enrolled in a technical diploma programs.

SOWELA Associate Degree Program: Satisfactory Academic Progress will be reviewed again after the spring semester (*increment = fall/spring semester combined) for students enrolled in associate degree programs. (Also, reviewed at the end of summer if applicable)

How is SAP Reviewed? (Three measures: Qualitative, Quantitative/PACE, and Maximum Time Frame)

In calculating/reviewing SAP, all hours and grades attempted will be considered. These include, but are not limited to, courses passed, courses failed, courses from which the student withdrew, repeated courses, transferred accepted courses, non-credit transitional/remedial courses, non-credit transitional/ Remedial courses/ opportunities taken to make up previous deficiencies.

The qualitative standard is the student’s cumulative grade point average (GPA). SOWELA students must meet the qualitative standard by maintaining a minimum cumulative GPA of 1.54.

Cumulative Credit Hours Attempted 1-15 hours 16-30 hours 31-45 hours 46 hours & above

Minimum Cumulative GPA 1.54 1.75 1.95 2.00

In calculating the quantitative measure, we will use the “Pace” at which the student is progressing. This is done by dividing the total hours passed by the cumulative hours attempted. (Example: total attempted hours for = 43, total passed hours = 24. So the calculation would be 24 / 43 = 55%. This student only has a 55% completion rate – does not meet SAP. SAP will be met if the student is achieving the appropriate cumulative GPA (see GPA chart above) and the Pace is equal to 67% or higher and the student has not reached 150% maximum time frame allowed for their degree program. (See Maximum Hours Allowed below)
SOWELA Technical Community College

Students can calculate their GPA using the GPA Calculator located on the SOWELA website at: http://www.sowela.edu/GPA_improvement_planning_calculator.asp

3. Maximum Hours Allowed

Total attempted hours must not exceed 150% of the Department of Education's approved length of the student's program. Students may receive federal financial aid if they have attempted below 150% of the maximum federal student aid credit hours approved in their major/program. To determine the maximum allowable hours for a specific program of study, refer to the SOWELA Financial Aid website at www.sowela.edu. Determine the total number of hours approved for the program and multiply that figure by 1.50.

(Example: If the degree program requires approved 60 hours to the length of the program, multiply 60 hours x 1.50 = 90. The maximum allowable attempted hours for the degree program in this example = 90 hours.)

Hours attempted includes all hours pursued, earned, passed, transferred/accepted from another college, dropped, and failed. All of these hours are counted as attempted even if the student did not receive aid. Note: For the Diploma programs (example: Nursing program) the Dept. of Education's Federal Student Aid maximum hours are different than academic program length for the program. Please see chart at www.sowela.edu/financialaid.asp for all financial aid approved program lengths.

HOW OTHER FACTORS PERTAIN TO SAP

*I* Grades - An “I” (incomplete) will be considered an “F” until a letter grade is assigned in its place. It is the student’s responsibility to notify the Financial Aid Office of the grade change.

Transitional/Remedial Courses - A maximum of 30 hours of transitional/remedial courses will be used to determine enrollment status for financial aid. After a student has attempted 30 hours of transitional/remedial hours, she/he cannot receive financial aid for transitional/remedial hours. From that point forward, transitional/remedial hours will not count in enrollment status or cost of attendance for financial aid purposes.

Withdrawals - For a student who stops attending class officially or unofficially, the last date of attendance in each class will be used to calculate how much of your aid was earned for the semester.

- Official Withdrawal - (also called Resignation) A student who totally resigns (receives all W’s) is considered to have officially withdrawn from school.
- Unofficial Withdrawal - Students receiving Title IV aid who stop attending all classes (or never begin attendance) and receive all F’s or WN’s will be treated as unofficial withdrawals. Students who are suspended from all courses based on unexcused absences will be treated as unofficial withdrawals.

Transfer Students - Transfer students are required to meet the minimum academic standards set by SOWELA in order to receive Federal Financial Aid at SOWELA Technical Community College. A transfer student must supply the SOWELA Admissions Office with a transcript from all previous institutions of attendance. Only courses accepted at SOWELA will be used in the SAP calculation for GPA and hours.

STEPS & Early Start (Dual Enrollment) Students - Early Start (Dual Enrollment) and all other high school students taking college courses during high school will have these courses evaluated when matriculating at SOWELA Technical Community College. If a student’s college level courses fail to meet the appropriate cumulative GPA (see GPA chart) and/or 67% completion requirements, she will not be eligible for federal financial aid. (See “Re-establishing Financial Aid Eligibility”)

Academic Amnesty - Academic amnesty does not affect or alter the student’s financial aid records for financial aid eligiblility. All courses, hours attempted, and grades will be counted for financial aid Satisfactory Academic Progress.

Repeated Courses - Repeated courses which were previously failed are counted in hours pursued and, if successfully completed, hours earned/passed. Only one repeated course may be funded with Title IV federal aid if the student has previously passed the course.

WHAT HAPPENS ONCE SAP IS REVIEWED?

At the time of SAP review, students will fall into one of the following categories:

- Good Standing: Student has met progress standards and is eligible for aid for the following semester or academic year.
- Suspension: Student has not made progress. Student is no longer eligible for Financial Aid. Please see re-establishing eligibility below.
- Probation: Student has NOT met progress standards, but has an approved appeal and is eligible for financial aid for one semester or length of Academic Plan.

RE-ESTABLISHING FINANCIAL AID ELIGIBILITY

Should a student choose to “sit out” or attend another school for a period of time, she/he is still subject to meeting the SAP requirements for the semester in which she/he re-enrolls at SOWELA. “Sitting out” has no bearing on regaining eligibility.

Students must enroll and be attending to re-establish your financial aid eligibility. Should you choose to “sit out” a semester, you are still subject to meeting the conditions listed below for the semester in which you re-enroll.

Students who do not meet SAP Standards have two options to receive Financial Aid in future semesters:

1. Attend and regain without the benefit of financial aid - Students may attend at their own expense without the benefit of federal financial aid, attempt and pass a cumulative 67% of hours attempted and earn the appropriate GPA. (See GPA increment chart)


If the institution determines that the student is able to meet the Satisfactory Academic Progress requirements by the end of one semester (the semester that the student is appealing), the student may appeal to the Financial Aid Department. If the appeal is approved, the student will be considered on “Probation”, meaning the student is eligible for aid for one semester only. To meet the Satisfactory Academic Progress requirements the student must earn the appropriate cumulative GPA (according to the GPA increment chart), maintain PACE by passing/earning 67% percent of cumulative course attempted, and not exceed 150% of degree program.

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Appeal (with an Academic Plan):

If a student wants to submit a Financial Aid appeal and it is clear the student will NOT be able to meet the progress requirements by the end of the semester for which the student is appealing, the student MUST see an Academic Advisor who will place the student on an Academic Plan that if followed, will ensure that the student will be able to meet the SOWELA SAP requirements by a specific point in time without exceeding 150% of degree program. The student must submit a copy of the Academic Plan along with
the Financial Aid Appeal form and Appeal Letter. If the appeal is approved, the student will be considered on "Probation with Academic Plan", meaning the student is eligible for aid as long as the student adheres to the Academic Plan. Students who are following an Academic Plan will need to see an Advisor each semester in order to register for classes.

If the appeal is approved, the Academic Plan requires 100% successful completion, no drops or withdrawals, and a specified GPA.

**HOW TO SUBMIT A FINANCIAL AID APPEAL**

Students who do not meet Satisfactory Academic Progress (SAP) standards may have the right to appeal to the Financial Aid. These appeals are generally based on mitigating circumstances.

Examples of mitigating circumstances may be defined as, prolonged illness, accidents that require hospitalization to the student or a close family member, death of an immediate family member, or other types of accidents or incidents.

The student must provide the following in order to appeal:

1. Complete a Financial Aid Appeal Form (located on our web page www.sowela.edu/financialaid.asp)
2. Submit a typed letter that includes all of the following:
   a. Why the student failed to make satisfactory academic progress.
   b. Why the student is appealing. Example: not meeting a 2.0 GPA or 67% completion rate.
   c. What types of mitigating circumstances existed and documentation of the situation.
   d. What has changed in the student’s situation that will allow the student to demonstrate progress at the next SAP evaluation?
3. If it is clear that the student will be unable to meet SAP in one semester, he/she must ALSO submit an Academic Plan (provided by the Academic Advisor).

*All appeals MUST have documentation that corresponds with the type of appeal the student is filing.*

If the appeal is approved, and the institution has determined that the student should be able to meet the SAP standards by the end of the semester, the student will be placed on "Probation" and would be eligible for aid during the next semester. The student’s academic progress will be reviewed at the end of that semester. If, at the end of the semester, the student does NOT meet the SAP requirements, the student is no longer eligible for federal aid until the student attends at his own expense and meets all SAP requirements.

If the appeal (with an Academic Plan) is approved, the student will be placed on “Probation with Academic Plan”, meaning the student is eligible for aid as long as the student adheres to the Academic Plan. The Academic Plan requires 100% successful completion, no drops or withdrawals, and a specified GPA.

The student’s academic progress will be reviewed at the end of each semester until the student meets all SAP requirements specified in the Academic Plan.

If the appeal is DENIED, the student is not eligible to receive federal aid and must attend at his own expense.

The appeals decision is FINAL; therefore, a student may not appeal the decision.
Federal Pell Grant
The Federal Pell Grant is considered gift-aid that does not have to be repaid, unless the student withdraws from school and owes a refund. 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 Aid). The Pell Grant award is based upon the student's EFC and enrollment status. The Pell Grant award is based solely on financial need.

FSEOG Grant
The FSEOG Program provides need-based grants to help low-income undergraduate students finance the costs of postsecondary education. Priority is given to those students with exceptional need having the highest GPAs, on a first-come, first-served basis. This grant does not have to be repaid, unless the student withdraws from school and owes a refund. The amount of FSEOG a student receives depends not only on his/her financial need but, also, on the amount of other aid the student receives and the availability of funds. The individual amount of a student's award is based on the availability of funds and the student's demonstrated financial need.

GO Grant
The GO Grant is a state grant that does not have to be repaid. 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 the past two years. It does not cover the cost of books, supplies, and fees. GO Grant 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 funds that allows a student to earn money to meet educational expenses. A student must have 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 SOWELA. 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.

STATEMENT OF NON-DISCRIMINATION

SOWELA supports the Civil Rights Act of 1964, “Executive Order #11246, Title IX” of the Educational Amendments of 1972, “Section 504”, of the Rehabilitation Act of 1973, and the Americans with Disability Act. No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity of the college on the basis of age, race, religion, color, sex, national origin, or disability. Any student who has a grievance related to discrimination should contact the Dean of Instruction and Student Success.

STUDENT EDUCATIONAL RECORDS

A SOWELA student educational record includes all the documents required for admission to the College as well as electronic, digitized and paper documents related to registration, add/drop or withdrawal from classes, academic standing, attendance, appeals, credential completion, graduation and placement. Other documents related to enrollment may also be included. The security, maintenance and integrity of the student educational record is the responsibility of the registrar’s office.

The Nursing Department maintains records required for students to become certified by the Louisiana State Nursing Board. In addition to the documents required for admission to the College, a copy of the student’s driver’s license, social security card and an original birth certificate are maintained.

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.
SOWELA Technical Community College

- Degrees, honors, and awards received
- Most recent educational agency or institution attended

**HARASSMENT/SEXUAL HARASSMENT POLICY**

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

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

Sexual Harassment is defined by the Equal Employment Opportunity Commission as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when (1) submission to such conduct is made either 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.

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

- Taking any personnel/academic action on the basis of an employee/student's submission to or refusal of sexual overtures
- Unwelcome or unwanted conversation
- Unwelcome or unwanted touching
- Continued or repeated verbal abuse of 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, verbal or visual 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 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.

Students who have problems, questions, and grievances can discuss these with a SOWELA counselor. Some college officials or faculty members can assist in counseling for sexual harassment problems. Throughout the counseling process, information divulged is held in the strictest confidence and no information is released unless the complainant agrees to inform a third party who can facilitate a solution. Any students inquiring about a complaint or concern can seek the advice of a SOWELA faculty/staff member, and the faculty/staff member can accompany the student to discussions with the designated officer, advisor, or counselor. A formal charge is not made by merely discussing the complaint, and no repercussions/reprimands are issued for initiating a complaint. However, the college is also obligated to protect the rights of a person(s) against whom a complaint is lodged. Efforts are made to resolve issues in a reasonable amount of time.

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 Instruction and Student Success office. He/she also may submit a complaint to the Chan-
When reporting a sexual assault, confidentiality is vital. Sexual assault is an act of violence in which a person subjects a victim to contact of a sexual nature against the victim’s will - is an illegal act on the SOWELA campus. Sexual assault includes rape, assault to commit rape, sexual battery, aggravated sexual battery, object rape, statutory rape, sodomy, aggravated sodomy, public indecency, and stalking. Sexual assault, in its various forms, is defined under Louisiana law.

Procedures
1. Students should immediately report incidents of sexual assault to the SOWELA Safety Coordinator.
2. The Safety Coordinator will write an incident report and notify the Dean of Instruction and Student Success.
3. Students will be assisted in seeking counseling and follow-up medical care, addressing academic concerns, and reporting incident(s) to the appropriate authorities. It is crucial that a victim receive prompt medical attention. For medical and counseling services, contact the Louisiana Rape Crisis Center 24-hour crisis line at (800) 656-HOPE (4673).
4. A victim of sexual assault should preserve any evidence that can be used to prove an occurrence of sexual assault. Victims are advised to consult law enforcement officials before showering, bathing, changing, or laundering clothing worn during an assault. Even if a victim bathes, showers, or somehow compromises evidence, the victim should report the assault. Valuable information can still be obtained and an investigation conducted from remaining evidence taken from a victim’s person.
5. After a sexual assault is reported, campus personnel will take reasonable and necessary steps to secure the crime scene and protect the victim.

Student Success.
leged sexual assault(s) investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental jurisdiction where the alleged incident(s) occurred; and to full and prompt cooperation and assistance of campus personnel in notifying the proper authorities and in providing any exculpatory information. Campus disciplinary proceedings are held in addition to these procedures.

2. SOWELA offers the accused advice, assistance, or representation at campus disciplinary proceedings, the same as offered to the victim.

3. The accused is notified of the outcome of the disciplinary proceedings.

4. The accused receives full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence that may disprove the occurrence of criminal sexual assault in subsequent legal proceedings.

5. The accused is provided information regarding counseling.

STUDENT CONDUCT POLICY

Students, as members of the SOWELA college community, 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, is discriminatory, or is derogatory in nature will not be tolerated. Students should understand and exercise their rights, meet their responsibilities, and allow other students to enjoy the same privileges. The college maintains an academic environment for all without denying opportunities to any, and being unfamiliar with SOWELA policies and procedures does not excuse a student from acting responsibly. (See also Student Conduct Code Section)

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 his 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 his representative without the necessity of a formal due process hearing. Prior to the suspension, however, the student shall be advised by the Chancellor or his 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 his representative. After giving the student this chance to respond to the charges against him/her, the Chancellor or his representative may investigate further. Or, if satisfied that the student did not receive a fair hearing or that the student is innocent of the charges, the Chancellor or his designated representative may reinstate the student.

Upon completion of the due process hearing, the Chancellor or his representative shall make a determination as to the disciplinary action to be taken as soon as possible and shall 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

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 College defines a legitimate grievance as a circumstance that can be substantiated and is regarded by the student as a just cause for complaint. A grievance can be relevant to any incident involving another student, classroom instructor, faculty advisor, internship supervisor, administrator, or faculty member in the College. A grievance may deal with academic issues or other circumstances involving alleged unfair or irresponsible behavior including violations of department or college policies. To file an academic appeal see section Academic Appeal Procedure on Page 67.

Procedures Used to Initiate a Grievance

Step 1: Informal Processes – Within Five (5) Working Days of Occurrence

The College encourages students to make every effort to resolve their problems and concerns directly and informally with the faculty or other involved parties. Discussions among the involved parties (including the department chairperson when appropriate) constitute the first step in the informal process. In some cases, the student may wish to discuss the problem initially with the Student Success Counselor and/or the Director of Student Support Services.

Step 2: Formal Procedures – Appeal to Grievance Committee

If, after utilizing the procedures outlined in Step 2, the student’s problem is not resolved, the student has a right to appeal within 10 working days following the decision rendered by the department chairperson. If a Grievance Committee is not established, the Dean of Instruction and Student Success will appoint an ad hoc panel to conduct a hearing. The ad hoc panel will consist of five members, two of whom are students. The ad hoc panel will be selected from a pool of faculty and students in the standing Student Grievance Committee appointed by the Dean of Instruction and Student Success which consists of at least five faculty members and at least four students. A faculty member will serve as chair (appointed by the Dean or appointee) of the ad hoc panel and will conduct the hearing according to
the Guidelines for the Conduct of Student Grievance Hearings. After the hearing, the ad hoc panel will meet in closed session to determine its recommendations. The recommendations of the ad hoc panel or the Grievance Committee will be forwarded to the Dean of Instruction and Student Success and Vice Chancellor for Academic Affairs and Student Success. The ad hoc committee chair will inform the student of the decision.

GUIDELINES FOR CONDUCTING FORMAL STUDENT GRIEVANCE HEARINGS AT THE COLLEGE LEVEL:

- A copy of the Student Grievance Form filed by the student will be forwarded to the department(s) and parties involved by the Director of Student Support Services.
- Within five (5) days of receipt of the student’s grievance form, the department(s) will submit any prior responses to the student’s complaint, a list of any witnesses it anticipates involving in the hearing, and copies of any documents to be used at the hearing. Similarly, within ten (10) class days of filing the grievance form, the student will submit a list of any witnesses and copies of any documents the student anticipates involving in the hearing. Each party will receive a copy of the materials and list of witnesses submitted by the other party.

If a standing Grievance Committee is not established, an ad hoc panel will be appointed by the Dean of Instruction and Student Success. The panel members will be selected from the pool of members on the College Student Grievance Committee and will consist of five members, two of which will be students. One of the faculty members will be appointed to serve as chair. The department(s) and the student will be notified of the membership of the panel within five (5) working days of receipt of the student’s grievance form. Either party has five (5) class days to request that panel member(s) be disqualified for bias. The Vice Chancellor will consider such requests and make a final decision regarding membership of the panel.

- The Director of Student Support Services and/or the Department Chair will forward all materials to the hearing panel and will schedule an evidentiary hearing within ten (10) working days of receipt of all written information. All parties involved will be notified as to date, time, and location of the hearing.
- The Grievance Officer will serve as hearing officer and conduct the hearing utilizing the following format:
  1. The petitioner and the respondent will each provide a brief opening statement.
  2. Each party will make a presentation of position and evidence, beginning with the petitioner. Witnesses may be called at this time. Questioning will be restricted to members of the hearing panel and the hearing officer. Questions by the involved parties to the witnesses will be addressed through the hearing officer.
  3. Each party will have the opportunity for rebuttal during which additional evidence may be introduced to refute points made by the other party.
  4. Each party will make a brief summary statement.
- Attendance at evidentiary hearings is limited to the hearing officer, panel members, the petitioner, the respondent, and their respective witnesses. Witnesses may be present only during their own testimony.
- After the hearing the panel will meet in closed session to determine its recommendations that will be forwarded to the Dean of Instruction and Student Success. The written recommendations will include a finding of facts regarding the incident and application of College policy. The Dean of Instruction and Student Success will inform all parties of a decision within five (5) class days after the hearing.

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 his 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:

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 to 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 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
**SOWELA Technical Community College**

**CAMPUS SECURITY ACT**

The campus of SOWELA is comprised of 50 acres, including buildings, parking lots, and vacant land. Campus Security is available between 6:30 a.m. and 9:00 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 Facilities.

**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. 14:95.2.

**DRUG-FREE SCHOOL POLICY**

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

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

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.

**Alcohol and Drug Policy**

**Drug Free Schools and Communities Act**

The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires the college to remit certification to the Department of Education that it has adopted and implemented a program to prevent illicit use of drugs and abuse of alcohol by its students and employees. The program includes:

1. Standards of conduct concerning the unlawful possession, use, or distribution of drugs; and the illegal use of alcohol by students and employees on college property or at any college activity

**LegalSanctions**

It is unlawful in Louisiana to produce, manufacture, distribute, dispense, or possess illegal drugs. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine, cocaine derivatives, and amphetamines. The Criminal Code of Louisiana carries specific penalties for the possession and use of illegal drugs. It is also unlawful in Louisiana for anyone under 21 years of age to purchase/possess alcoholic beverages for any reason or anywhere open to the public.

**Controlled Dangerous Substances**

SOWELA Technical Community College complies with state, federal, and local laws pertaining to alcohol and enforces underage drinking laws. SOWELA policy prohibits the consumption, possession, or distribution of alcoholic beverages and disciplines individuals under the influence of any controlled substance while on college property or participating in college-sponsored trips or activities. The use, possession, or distribution of illegal drugs or being under the influence of a controlled substance is strictly prohibited on college property or while participating in college-sponsored events.

**College Sanctions**

Disciplinary actions are taken for the commission of violations pertaining to the SOWELA drug policy by any student, faculty, or staff. Depending on the nature of the offense, disciplinary action takes the form of a written reprimand, a suspension, a demotion, a reduction in pay, or termination of affiliation with SOWELA. Disciplinary actions for students are issued in accordance with school policies. Examples of sanctions include warnings, probation, exclusion, restitution, suspension of privileges, community service, termination of employment and/or expulsion/suspension from the college.

**Effects of Alcohol and Drug Use**

**Alcohol consumption** causes marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses also increase the incidence of various aggressive acts, including spouse and child abuse. Moderate to high doses cause marked impairments and higher mental func-
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. 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.

PROTECTIVE ORDERS

Protective orders are documents issued by a court of law for cases of domestic violence or other criminal activity. They are issued to provide relief from abuse or harassment by a spouse, intimate partner, or family member.

If an employee or student is granted a protective order, that individual is encouraged to furnish a copy of the order and if available, photographs of the offender(s) to campus security.

Campus security officers are available during normal class hours to assist in the enforcement of protective orders. This information shall remain confidential unless the employee or student holding the protective order signs a written release.

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 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) 421-6535, 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

Tobacco Free Campus

To the extent permitted by State law, all faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco products (cigarettes, cigars, smokeless tobacco, snuff, chewing tobacco, electronic cigarettes, etc.) while on the property of SOWELA Technical Community College.

The use of tobacco products is prohibited at all times as follows:
1. In all interior space on SOWELA Technical Community College’s main campus and all satellite locations;
2. On all outside property or grounds of SOWELA Technical Community College campus;
3. In all SOWELA Technical Community College vehicles;
4. In all indoor and outdoor athletic facilities.

All tobacco industry promotions, advertising, marketing, and distribution in any format are prohibited on campus properties and for campus activities as well as direct funding from tobacco companies for such programs.

The sampling and/or sale of tobacco products and tobacco related merchandise (including logo containing items) is prohibited on all college

property and at college and student organization/group sponsored events, regardless of the operating vendor.

Organizers and attendees at campus events such as, but not limited to, conferences, meetings, lectures, social events, cultural events, etc. using SOWELA Technical Community College facilities will be required to abide by the tobacco-free policy and procedures. Offices responsible for reserving facilities shall be responsible for informing organizers of events. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

Littering the campus with the remains of tobacco products or any other disposable product is prohibited.

Penalties for violations to the policy are:

a. Students
   1st offense - Verbal warning and reminder that SOWELA is a tobacco-free campus
   2nd offense - $30 ticket or 3 hours of campus service
   3rd offense - Student is required to meet with the Student Grievance Committee for violation and additional disciplinary sanctions

b. Faculty/Staff
   Any faculty or staff members who violate the Tobacco-Free Campus policy will be referred to their immediate supervisor for penalties. SOWELA Technical Community College employees who violate this policy will be informed that they may be asked to leave the premises.

c. Non-SOWELA Technical Community College Employees

Visitors, vendors, contractors, and others not specifically employed by SOWELA Technical Community College will be reported to the department responsible for their presence on campus. In circumstances, where departmental leadership is unable to remedy the situation, then the SOWELA Technical Community College Facilities/Security Department will be contacted for assistance. Non-SOWELA Technical Community College employees who violate this policy will be informed that they may be asked to leave the premises. Vendors and contractors may be subject to action, up to and including, the legal termination of a contract.

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 during day-time classes. During night-time classes, after 5:00 p.m., students may park in Faculty/Staff spaces. Parking rules for parking in Handicap and Fire Zones will still be enforced. Students should not park in spaces for Visitors and should not park in driveways or exits. Campus police will handout parking tickets for parking violations.

Those coming to SOWELA to take tests should park in designated Visitor’s Parking areas. Handicapped parking is provided with DMV Handicapped Tags. If you should have a temporary disability contact the Director of Facilities for parking.

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 semester).

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 SOWELA 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.

Parking violation fines must be paid at the Business Office.

The Campus Security Office is located in the Facilities 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
$30.00 - Wheel Boot Fee

TEXTBOOKS

Textbooks and supplies may be purchased/rented from SOWELA’s bookstore by visiting http://sowela.myOnCourse.com. Students may also utilize other online or on-ground bookstores if they choose. For a list of textbooks visit our website at http://www.sowela.edu. Under Academics, you’ll see the link for Textbook List.
INFORMATION TECHNOLOGY

The Information Technology Department is committed to providing the highest quality of services to assist with the information technology needs of the college community. We provide students, faculty and staff with the necessary computer related technical support.

For assistance with your information technology problem, please e-mail help@sowela.edu or call the IT Help Desk at (337) 421-6520 (Toll Free: (866) 940-1979).

CENTER OF EXCELLENCE IN INSTRUCTIONAL TECHNOLOGY (CEIT)

CEIT is designed to provide support to faculty and staff as they undertake new instructional ventures and learn to use new strategies, techniques, software, and technology in the delivery of instruction in traditional, online, hybrid, or telecourses. The CEIT provides services which include professional development and instructional design support for the faculty in a myriad of educational technologies. The CEIT staff may also provide guidance to faculty and chairs in determining what technology resources fit best with their particular courses and curriculum.

E-LEARNING

SOWELA offers electronic courses in two basic formats: online and hybrid courses. Web-enhanced classes are taught in a traditional face-to-face format but make use of a supplemental online site.

Both the online and hybrid courses offer one to four semester hours of credit and are equivalent to face-to-face courses in terms of transferability. (No distinction is made on college transcripts.) The courses are offered in 15-week formats during the spring and fall semesters and an 8-10 week format during the summer. Special topics and/or other course documents.

First-time online and hybrid students are required to complete an online tutorial before beginning their courses, which are all delivered using a Moodle-based course management system called joule®.

A brief description of each type of course is offered below:

Web-enhanced: This is a traditional face-to-face format class, but the teacher has chosen to supplement the course by using a companion web-based course site to post a syllabus, grades, and/or other course documents.

Online: With this format, all coursework is presented, accessed, and submitted through the web-based course site for the class. Class members and teachers may never meet face-to-face although the teachers do reserve the right, in rare cases, to give high-stakes tests in a face-to-face environment, either on campus or through a proctored test environment at another location. In such cases, students would bear any costs associated with using a proctored testing center rather than taking the test on campus. Online classes will be noted as such in the class schedule.

Hybrid: This format is a combination of a web-enhanced and online class. The class will meet face-to-face on specific days of the semester, but all other work is done online. A hybrid class, for example, may meet only one or two hours a week on campus with the rest of the work done through the online course site. Hybrid classes will be noted as such in the class schedule.

SOWELA uses the joule course management system, which is based on an open-source Moodle platform. Students have a variety of joule help sources available to them, including an online student tutorial (required reading for students taking online or hybrid classes) and help desk services. Help tickets may be submitted by sending a help request to helpdesk@sowela.edu. Students should include a full description of the problem they are experiencing or help that they need, as well as their full names, student ID numbers, full birthdates, and contact information. Students can also call the help desk at (337) 421-6520 or (866) 940-1979 (toll-free).

A few web class facts:

Web classes are not for everyone. A certain measure of self-discipline is required of students to follow a schedule and get their work in on time without being verbally reminded by the teacher to do so.

Web classes allow flexibility for students, parents and working folks because they are not tied down to attending class at a specific time on specific days. However, students still must meet deadlines for various assignments and tests scheduled throughout the semester.

Web classes are not necessarily easier. In some cases they are more rigorous than face-to-face classes. Deadlines still must be met. The “lecture” element is not necessarily used in this format, and often more individual and group projects are assigned.

Web classes still require “attendance” … not in the usual sense … but students still must check their e-mail everyday and should log in to the course site at least three times a week, preferably every day, to check for announcements, postings, and updates. Students must also communicate regularly (via e-mail or in-course site messaging system) with their online instructor(s).

Web classes require the same amount of “seat time” per credit hour as face-to-face classes – at least 15 hours of coursework, per credit hour, per semester.

To access SOWELA online courses, students should visit the SOWELA website at http://www.sowela.edu and click on the “Current Students” link, then choose the “SOWELA Joule Log in” option. In the event that the SOWELA website is down, students can also access the joule site at http://sowela.mrooms3.net. (There is no “www” in the address.) To access LCTCSOnline web courses, students must log in to LoLa, look for the LCTCSOnline logo in the bottom left corner of the page, and then click on the appropriate link to access that site. NOTE: LCTCSOnline classes are NOT taught on the SOWELA joule site.

Student E-mail

E-mail is a mechanism for official communication within SOWELA Technical Community College. The College has the right to expect that such communications will be received and read in a timely fashion. Official e-mail communications are intended only to meet the academic and administrative needs of the campus community.

Official College e-mail accounts are available for all enrolled students. The addresses are all of the form firstnamelastname@students.sow-
Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with College-related communications. Students have the responsibility to recognize that certain communications may be time-critical. “I didn’t check my e-mail”, error in forwarding mail, or e-mail returned to the College with “Mailbox Full” or “User Unknown” are not acceptable excuses for missing official College communications via e-mail.

Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters, and should not assume that e-mail is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the “reply” command during e-mail correspondence.

Faculty will determine how electronic forms of communication (e.g., e-mail) will be used in their classes, and will specify their requirements in the course syllabus.

INTELLECTUAL PROPERTY & SHARED ROYALTIES POLICY

SOWELA Technical Community College recognizes the need for and desirability of academic research. The primary purpose of this policy is to provide the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for the public benefit; a secondary purpose is to enhance the generation of revenue for the College and the creators.

SOWELA is committed to assist its faculty and other researchers in properly disclosing their scholarly work, in complying with applicable laws and formal agreements, and in gaining the protection available under the United States laws governing patents, copyrights, trademarks, and other appropriate provisions.
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 Dean of Instruction 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 figures.

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. Documents submitted by the student (from another institution or any other third party) become our property and will not be given back to, or copied for, the student.

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

CHANGE OF MAJOR/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 makes the necessary adjustments in the Student Information System. 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. Always consult the on-line catalog for the most current, officially approved courses and curricula.
GENERAL EDUCATION
CORE REQUIREMENTS

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

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

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

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 1110 Trigonometry
- MATH 1120 Precalculus Algebra
- MATH 2100 Elementary Statistics

**Natural Sciences**
- BIOL 1010 General Biology I
- BIOL 1011 General Biology I Laboratory
- BIOL 1020 General Biology II
- BIOL 1021 General Biology II Laboratory
- CHEM 1010 General Chemistry
- CHEM 1011 General Chemistry Laboratory
- CHEM 1020 General Chemistry II
- CHEM 1021 General Chemistry II Laboratory
- ENV 2000 Environmental Science
- PHSC 1000 Physical Science I
- PHSC 1200 Physical Science II

**Humanities**
- ENGL 1500 Creative Copy Writing
- ENGL 2010 British Literature I
- ENGL 2020 British Literature II
- ENGL 2030 Major British Writers
- ENGL 2110 American Literature I
- ENGL 2120 American Literature II
- ENGL 2130 Major American Writers
- ENGL 2310 World Literature I
- ENGL 2320 World Literature II
- ENGL 2330 Major World Writers
- ENGL 2410 Introduction to Fiction
- ENGL 2420 Introduction to Literature
- ENGL 2430 Intro. to Poetry and/or Drama
- ENGL 2510 Intro. to African Am. Literature
- ENGL 2520 Intro. to Women’s Literature
- ENGL 2530 Mythology or Folklore
- ENGL 2535 Technical Rpt. Writing
- HIST 1010 Western Civilization I
- HIST 1020 Western Civilization II
- HIST 1210 World Civilization I

**Social/Behavioral Sciences**
- ANTH 1010 Cultural Anthropology
- ECON 2010 Macroeconomics
- ECON 2020 Microeconomics
- GEOG 2100 Physical Geography
- GEOG 2110 Cultural Geography
- POLI 1100 American Government
- POLI 2100 State and Local Government
- PSYC 2010 Introduction to Psychology
- PSYC 2335 Psy. of Human Development
- SOC 2010 Introduction to Sociology
- SOC 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. If 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

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 (instructor withdrawal). Instructors must clearly state in the syllabus whether or not they will withdraw a student for non-attendance. Students are responsible for understanding the attendance and withdrawal policies as noted in the syllabus for each class in which they enroll. Instructors who withdraw students for non-attendance must notify the students that such action has occurred. Students who are withdrawn for non-attendance have the right to appeal. (See Academic Appeals Procedures on page 67)

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

Student Organization advisors for school-sponsored and/or school-sanctioned activities may request excused absences for participating students. Advisors should address such requests to the Dean of Instruction 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

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penalty.) Advisors should make every attempt to limit the number of absences by working around the student’s class schedule as much as possible.

DROPS/WITHDRAWALS

During the initial two weeks of classes for the Fall and Spring semesters and the initial six instructional days for the summer and 1st and 2nd 7-week semesters, a student can drop courses online at the SOWELA website. Dropped courses are removed from the student’s academic schedule for that semester and will not appear on the student’s transcript. Refunds for dropped courses are based on the school’s current refund policy; refer to the “Academic Calendar” for dates and refund percentages.

Students can withdraw from a course before the deadline published in the “Academic Calendar” for that semester after the refund period has ended. However, courses that are shorter than the full semester will have different deadlines.

Students in these courses will need to check with the instructor or the Registrar’s office for the withdrawal deadline. Successful withdrawal from a class results in a letter grade of “W” for that course, which is the grade that appears on the student’s transcript. Refunds for dropped courses are removed from the student’s academic schedule at the SOWELA website. Dropped courses may be reentered for excessive absences or who have dropped courses themselves may request reinstatement to support the conclusion 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, and/or possible legal action.

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, 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, Dean of Instruction and Student Success, Vice Chancellor for 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 – Dean of Instruction & Student Success – Vice Chancellor for 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 each semester. 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 his 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. Complete curriculum requirements with a minimum overall grade point average of 2.0 on all courses counted toward the degree or diploma.
2. Meet specific departmental requirements including a grade of “C” or better in all coursework required in the major subject area.
3. Earn at least 25% of the required hours in a program at SOWELA and at least one third of the major course work required in a program at SOWELA.
4. Be free of debt to SOWELA.
5. Submit 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.

GRADUATION APPLICATIONS

Students should consult with their academic advisor on a regular basis to ensure they are on track to meet all graduation requirements. All students must complete a graduation application regardless of their intent to participate in the graduation ceremony. Students must complete the application and pay all applicable graduation fees by the 5th instructional day of the semester they plan to graduate. If a student does not complete the requirements for the upcoming or current semester they must reapply for the semester in which they intend to complete. Applications can be completed online through BANNER self-service. A $60 graduation fee must be paid to the Business Office prior to the graduation application being processed by the Registrar’s Office. Failure to complete and pay appropriate fees could result in a student not graduating with his/her class.

GRADUATION CEREMONY

A graduation ceremony is held once a year in May. Students who participate in the graduation ceremony may incur additional expenses for caps and gowns. Announcements and class rings may be purchased through Jostens. Students who have completed a graduation application will receive graduation information including commencement activities, by mail. It is the student’s responsibility to ensure the Office of Enrollment Management has a correct mailing address.

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 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.

TRANSCRIPTS

Transcripts of grades may be obtained by written request from the Registrar’s Office. It is requested that adequate time be given in order to process the transcript. Students/graduates are limited to a request of five transcripts per request per week.

FOLLOW-UP OF STUDENTS

SOWELA conducts routine follow-up surveys on all students. This data is used to evaluate the success of programs and the employment success of students. For this reason, students are asked to inform their advisors or the Placement Office of employment obtained following withdrawal from the college. Instructional Departments and/or the Office of Career Planning and Placement send follow-up letters or make follow-up phone calls to students who exit the school each semester, including graduates, in order to obtain program and placement information. Employers of students employed in a field related to their training are also contacted through a survey or questionnaire for the purpose of evaluating student performance and occupational programs.

GRADING SYSTEM

SOWELA uses a point grading system that ranges from 0.0 to 4.0. The academic perfor-
The 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 should learn and understand the evaluation and grading systems used to calculate the GPA. At the beginning of each semester, the course instructor discusses how grades are awarded and publishes this information in a course syllabus. A student should discuss questions, concerns, or academic progress with his/her instructor.

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 final letter grade for a course is assigned by the instructor at the end of the semester. The grade indicates the success/failure of the student. If a student believes he/she has been assigned an incorrect letter grade for the course, the issue should be discussed with the course instructor. The time frame a student has can be found in the section Academic Appeals. After the period has expired, grades will be changed only for unusual circumstances.

Letter grades are used to determine a grade point average. The sole exception is transitional coursework, which is not used to compute GPA or determine progress in fulfilling degree requirements. Grades for transitional coursework are indicated with an asterisk (*). These grades will not be computed in any grade point average. The cumulative grade point average is an indicator of academic status and/or eligibility to remain in college. Each earned letter grade is converted to quality points assigned per semester credit hour.

Grading symbols and quality point designations are:

- **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.
- **WR**: Withdrawal due to natural disaster or unforeseen circumstances.
- **S**: Satisfactory (Non-credit courses only).
- **U**: Unsatisfactory (Non-credit courses only).
- **P**: Pass/credit earned.
- **CR**: Credit received.
- **AU**: Audit.

Students are hereby informed that the grading scale may vary in programs regulated by state boards or federal guidelines.
Calculating the Grade Point Average (GPA)

The following steps should be used to calculate an overall grade point average. Ignore transitional courses and courses where a grade of “I”, “A*”, “B *”, “C *”, “D *”, “F *”, or “W” was given.
- For each course taken, multiply the course’s credit hours by the quality points of the grade earned to obtain the total number of quality points earned for that course.
- Add the total quality points for all courses.
- Add the total earned credit hours for all courses.
- Divide the total number of quality points by the total number of attempted credit hours.

The sample schedule illustrates how to determine an overall GPA:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Attempted Credit Hours</th>
<th>Earned Grade</th>
<th>Hours Earned</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>HIST 1020</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>PSYC 1200</td>
<td>3</td>
<td>C</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>BIOL 1010</td>
<td>3</td>
<td>F</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BUSI 1040</td>
<td>3</td>
<td>W</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Although the student in the sample schedule above attempted five courses (15 semester credit hours), he/she withdrew from one course prior to the withdrawal deadline; therefore, the course indicated with a “W” is not included in the overall calculation. The student has a total of 27 quality points from a total 12 credit hours earned…including the failed course, in which the student earned zero quality points. The student should divide 27 quality points by the 12 hours in order to calculate a 2.25 GPA. In this example, the student has earned three passing letter grades, but has one failing grade which lowers the student’s overall average. However, the student in the example has achieved satisfactory academic progress (a GPA of 2.0 or above), and therefore will not be placed on probation next term.

A grade point average is computed for all work that a student completes except work in transitional courses and courses where letter grades of “I”, “A*”, “B *”, “C *”, “D *”, “F *”, or “W”, are given. “I” (Incomplete) is a temporary grade that has no grade value. The letter grade that replaces the “I” will be used to calculate the GPA. If the course is not completed by the following semester after an “I” grade is recorded, the “I” grade is automatically converted to “F”.

REPEAT COURSES

SOWELA students are allowed to repeat courses. 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.

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, obtained from the department.
3. The Incomplete Grade Contract/Request Form must be approved by the Department Chair and the Dean of Instruction 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.

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. 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 Registrar’s Office. Grades awarded for any and all transfer credits are excluded when calculating the SOWELA institutional grade point average. However, grades for transfer credit will be included when calcula-
CREDIT BY EXAMINATION
SOWELA recognizes that students enroll with varying degrees of preparedness and a wide variety of learning experiences. The College offers the opportunity to earn advanced credit through its “Credit By Examination” policy. The policy enables students to receive this credit using: Advanced Placement (AP) exams, superior ACT or COMPASS scores, or credit exams.

A student 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. A 75% proficiency performance is required for a grade of “CR”. 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. Transitional courses are not included.

ACADEMIC PROBATION
A student that has attempted at least 15 credit hours and fails to maintain Satisfactory Academic Progress during any term will be placed on academic probation at the end of that term. (See table below). 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. The scale used to determine Satisfactory Academic Progress and Academic Probation is provided below:

<table>
<thead>
<tr>
<th>Satisfactory Academic Progress</th>
<th>Cumulative Credit Hours Attempted</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15</td>
<td>1.54</td>
</tr>
<tr>
<td></td>
<td>16-30</td>
<td>1.75</td>
</tr>
<tr>
<td></td>
<td>31-45</td>
<td>1.95</td>
</tr>
<tr>
<td></td>
<td>46 &amp; above</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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 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.

Students on academic suspension may also appeal with the Dean of Instruction and Student Success requesting a change in academic standing from Suspension to Probation. Students wishing to appeal must submit documentation of extenuating circumstances in the form of a letter or via e-mail. A committee will review the request and notify the student of the committee’s decision. Students should be cautioned that approved appeals may require specific measures be taken that will assist in raising the student’s overall GPA. Students may obtain an Academic Standing Appeal form from the Office of the Dean of Instruction and Student Success.

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 Offices of Student Success and Student Support Services are multi-faceted offices providing services for students with disabilities, career...
SOWELA Technical Community College

guidance, counseling, tutoring, mentoring 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

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.

In support of the college’s mission to identify and meet the educational needs of its community through innovative, dynamic programs, Disability Services ensures equal access to all campus programs and activities. The office promotes full participation in campus life for individuals with disabilities. Services are provided collaboratively to empower students to advocate for themselves and assume responsibility for their academic outcomes and personal goals.

Students must self-identify and apply in the Office of Student Support Services to obtain accommodations. Students must provide documentation from a board-certified physician or psychologist describing the nature of the disability and how it affects an individual’s major life activity. The doctor should also recommend the types of accommodations the student may need. We recommend requests for special accommodations/services be made at least eight (8) to four (4) weeks prior to the first official day of classes each semester. For more information please contact (337) 421-6969.

As part of the Americans with Disabilities Act (ADA) the College allows persons with disabilities to bring service animals with them to College activities, services and programs. In accordance, to Louisiana State Law service dogs shall be currently vaccinated and wear a vaccination tag. Service animals are defined as “any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders, pulling a wheelchair for a person, or fetching dropped items for a person with limited mobility.” When an animal meets this definition, it is considered a service animal regardless of whether or not it has been certified by a training program. The College may not insist on proof of state certification before permitting the service animal to accompany the person with a disability. All service animals must be permitted to accompany a person with a disability. If there are any questions regarding service animals, the Office of Student Support Services should be contacted at (337) 421-6969.

ADVISING SERVICES

Advising services are available through the Office of Student Success. 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
STUDENT SUCCESS COUNSELING

Student Success Counseling services are available to assist students with their academic decisions, personal counseling and development, mental health, education, and wellness.

For most students, college presents new and difficult challenges. The Counseling services are FREE of charge to all currently enrolled SOWELA students. You can learn more by requesting information from the Office of Student Support Services or Student Success, (337) 421-6971.

STUDENT WIRELESS ACCESSIBILITY

Wireless accessibility is provided to all SOWELA students.

TUTORING

Math and English tutoring is available to all SOWELA students enrolled in a SOWELA math or English course. The tutoring lab is located in SOWELA's library. The tutoring schedule is available in the school library. For more information on tutoring services, call (337) 421-6969.

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. When- ever any campus room or facility is used for club/organization activities, the club/organization must complete a Club/Organization Application form and a copy should be kept on file in the Office of Student Support Services.

Organizing Student Clubs/Organizations

The following are procedures for operating clubs/organizations:

Starting a Club/Organization

1. Students, faculty, or staff interested in starting/advising a club/organization must complete a Prospective Student Organization Form to register the club/organization with the Office of Student Support Services. The "Prospective Student Organization Form" section is to be completed prior to the event.

2. The Dean of Instruction and Student Success and the Director of Facilities or his/her designee must sign the constitution and Student Organization Form. Club members and advisors agree to follow club/organization guidelines and contribute to updating the Student Services section.

Club/Organization Advisors

Each Club/Organization must have a faculty/staff member as an advisor. The advisor assists students with the club business and activities, mentors members of the club/organization, and provides guidance as necessary. Club/Organization advisors are required to attend mandatory meetings at the beginning of the fall and spring semesters. An advisor that is unable to attend should contact and make an appointment to meet with the Director prior to initiating any club/organization activities.

Club/Organization advisors should keep their Club Advisors Application current, and a copy should be kept on file in the Office of Student Support Services.

Scheduling Activities and Meetings

Student activities require prior approval from the Office of Student Support Services. Whenever any campus room or facility is used for club/organization activities, the club/organization sponsoring the event is responsible for cleaning the area and restoring it to presentable conditions.

To schedule an activity/meeting:

1. The club/organization must complete a Student Activity Request Form. The form must be signed by the organization's president and/or advisor, and submitted to OSSS at least three weeks prior to the proposed activity. Clubs/Organizations must also fill out a Program Proposal and Evaluation Form. The "Program Proposal" section is to be completed prior to the event. The "Program Evaluation Form" section is to be completed within one week after the event.

2. The Dean of Instruction and Student Success and the Director of Facilities or his/her designee must approve the use of space for the event, and sign the request form.

3. After the event, the club/organization should complete the Program Proposal and Evaluation Form by listing out the "Evaluation" section.

Posting Regulations

The Graphic Arts Program is available to assist students in creating flyers, banners, and posters for club/organization events. Each club requesting flyers, banners, etc. must complete a Student Activity Request Form prior to any advertising. Only OSSS can approve postings. If a student club/organization would like posters, flyers, and/or posters done by Graphic Arts they must complete a form and submit the form to Zoe Puryear at zoe.puryear@sowela.edu. Unauthorized postings will be removed.

Communication and Representation

1. A representative from each club/organization should check for club/organization mail at least once a week in the mail area.

2. Clubs/Organizations can appoint a club senator to serve in the Student Government Association. To serve, a student must maintain a 2.0 GPA, and complete at least six hours of course work.

3. A complete roster of current members is due to OSSS no later than the third week of classes each semester. Additions to the roster can be made at any time. A club/organization must complete a Club Membership Semester Academic Application at the beginning of each semester. This allows members and advisors to maintain an accurate roster/directory.
of its members.

4. A student interested in joining a club/organization must complete a Club Membership Semester Academic Application at the beginning of each semester. This allows members and advisors to maintain an accurate roster/directory of its members.

5. A sign-in sheet must be completed for each meeting/activity and submitted to OSSS at the end of each semester.

6. Clubs/organizations must provide a constitution to OSSS.

7. Students who wish to attend conferences/activities that conflict with their class schedules must complete a Club/Organization Conference Activity Excuse Form and submit it to the instructor whose class is to be missed. Students are not allowed to attend/participate in any event unless a completed Club/Organization Conference Activity Excuse Form is submitted to OSSS at least 30 days prior to the event.

8. Clubs/Organizations taking students to an off-campus event must have each student sign a waiver of liability form prior to the event. Waiver of liability forms can be obtained from the OSSS.

**Student Organization Fund-raising Projects Policy**

Fund-raising, as pertaining to student organizations, is the seeking of funds/support by a student group from sources other than from its members, including procurement of supplies and other forms of support; the selling/distribution of items, materials, products, or services; and the sponsorship of events. Fund-raising activities on and off the campus must be conducted in a manner that positively influences the College's reputation and image with the campus community and the general public.

Only officially registered student clubs/organizations at SOWELA are authorized to conduct fund-raising activities.

1. Student clubs/organizations considering a fund-raising project must obtain a Fund-raising Proposal Application from the Office of Student Support Services. The proposal must be submitted at least two weeks prior to the planned activity. The Director of Student Support Services may approve, modify, or deny proposals. Upon completion of the fund-raiser, a Student Organization Deposit Form must be completed and submitted to the Office of Student Support Services.

2. Projects that interfere with academic programs or functions, college-operated services, contracts, or college development (fund-raising) activities; or competition for products or services available through existing college contracts of a commercial vendor are not approved.

3. Fund-raising activities are to be assigned to specific geographic areas on campus.

4. Clubs/Organizations are responsible for paying postage associated with fund-raising. Services from the campus postal service cannot be used by any clubs/or- ganizations for fund-raising activities.

5. Advertising must comply with the campus policies for the posting of flyers, banners, etc.

6. Collection of monies must comply with campus policies; and in order to be properly processed, funds must be maintained in an account in the Business Office.

7. SOWELA does not accept responsibility for any financial liability with reference to student fund-raising. All financial expenditures are necessary to projects underwritten as conditions for their approval. College funds are not to be utilized to initiate, or sustain the fund-raising activities of a student club/organization.

8. All fund-raising items must be purchased and paid for by the club/organization upon receipt of the invoiced merchandise. If funds are not available to cover the entire invoice amount prior to delivery, clubs/organizations are prohibited from entering into contracts with companies who require payment after the sale. Exception: When a contracted company has specific guidelines which stipulate the division of the profit between the club/organization and the contracted company.

9. All fund-raising activities must abide by local, state, and federal laws and regulations.

Failure to properly account for expenses and income relative to fund-raising activities and failure to deliver promised goods are grounds for disciplinary action by the College. The College reserves the right to audit fund-raising records and activities of the officially recognized student organizations.

**Club/Organization Advisor Guidelines Rules and guidelines for club/organization advisors:**

1. The Office of Student Support Services must approve every activity sponsored by a club/organization, and the activity must be approved by Student Support Services at least one week prior to the event.

2. At least one advisor's signature is required on each Student Activity Request Form.

3. Every activity must have at least one advisor present for the duration of the event. The Student Support Services Office approves exceptions to this rule.

4. Advisors are responsible for ensuring that regular meetings of the club/organization and its executive committee are held.

5. Any money collected by a student club/organization must be deposited into a registered campus account in the name of the club/organization at the Business Office.

6. Advisors must be familiar with the Student Code of Conduct.

7. The main advisor for each club/organization must maintain an accurate roster of the club/organization members, a copy of the constitution, and the names and contact information of any other club advisors. This information is filed with Student Support Services.

8. The main advisor should know each club/organization member's current academic status and maintain an accurate record of this information in Student Support Services.

9. Club/Organization advisors are required to attend a mandatory club/organization advisor meeting at the beginning of each semester. The spring meeting is held for new advisors only. Current or returning advisors will receive an update of operating rules and procedures in the spring.

10. Assistance or technical support is provided by the Director of Student Support Services.

**Clubs/Organizations**
SOWELA Technical Community College students can join the following service clubs/organizations and honor societies:

**Student Government Association (SGA)**
Every student duly enrolled at SOWELA Technical Community College (SOWELA) 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. Main Campus Advisor: christine.collins@sowela.edu, Morgan Smith Site Advisor: adrienne.abel@sowela.edu.

**Future Business Leaders of America - Phi Beta Lambda (PBL)**
PBL is the largest business career student organization in the world. The high school division has 215,000 members, while the postsecondary division reaches over 11,000 college students. The newest group, FBLA-Middle Level, is showing remarkable growth with nearly 15,000 student members. Finally, the Professional Division has reached over 3,000 members. Over 11,000 advisers round out the group. 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. Main Campus Advisor: rocky.schneider@sowela.edu & patricia.guillory@sowela.edu.

**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. The SGA high school chapter/mentors, 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. Main Campus Advisor: randy.mayeux@sowela.edu, Morgan Smith Site Advisor: adrienne.abel@sowela.edu.

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

**National Technical Honor Society**
NTHS is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. SOWELA Technical Community College offers this nationally recognized honor society to students. Individuals interested in joining NTHS must have a current overall CPA of 3.0 or above and must be at least a second semester student. NTHS members must maintain an overall CPA of 3.0 and maintain a CPA of 3.25 in their Career and Technical program to remain an active member. The student cannot have any current or future discipline and/or academic attendance problems.

Being a part of NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today’s highly competitive workplace. Key benefits to membership include the NTHS certificate, presentation folder, member pin, ID card, window decal, white graduation tassel, official NTHS diploma seal and customized general letter of recommendation for the student’s career portfolio. Once the student logs in they may request up to three personal letters of recommendation for employment, college admission, or scholarship committees and gain access to the NTHS Online Career Center. Full time students inducted as NTHS members are eligible to apply for scholarships through the NTHS website at www.nths.org. Main Campus Advisor: christine.collins@sowela.edu; Morgan Smith Site Advisor: adrienne.abel@sowela.edu.

**SOWELA Gamerz**
SOWELA Gamerz aims to support and promote the values of SOWELA Technical Community College while providing the student body an opportunity to participate in activities related but not limited to video games, board games, card games, logic games, and puzzles. SOWELA Gamerz will host events such as friendly gaming tournaments, game nights, and game related activities. It will bring together veteran gamers, as well as new-comers, to create a community of fun, leadership, and fair play. Main Campus Advisor: Darren MacLennan.

**The Circle**
The mission of the “The Circle” is to provide opportunities for SOWELA Technical Community College students to: (1) share burdens and pray, (2) engage with fellow Christian students and the community, (3) present to college and local community God’s word and support, (4) provide biblical studies during the semester for students based upon need and desire. Main Campus Advisor: jonathan.frantz@sowela.edu.

**Criminal Justice Club**
The Criminal Justice Club is an organization established by Criminal Justice students to serve the community in a service capacity. Main Campus Advisor: ricky.titus@sowela.edu.

**STUDENT CONDUCT CODE**
Membership in the college community confers upon students certain rights and imposes certain responsibilities which are defined below. Students are expected to understand and exercise their rights, to meet their responsibilities, and to respect the rights of others. The College’s student conduct code is expected to enforce these responsibilities and to afford the same rights to students. The College will help to preserve a climate in which students can develop without denying this same opportunity to others. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the college community.
Student Rights

1. Students have the right to be heard in matters that affect their rights and responsibilities. (e.g., through Student Government Association, Dean of Instruction and Student Success, etc.)

2. Students have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt college operations or interfere with the rights of others.

3. Student publications and communications are guaranteed the rights inherent in the concept of "freedom of the press." Individual students and student organizations have the right to publish, distribute, and broadcast material on the college campus provided that the materials are identified by the name of the student or student organization. All publications and broadcasts shall be subject to the canons of responsible journalism, including the avoidance of defamation, indecency and obscenity, undocumented allegations, and harassment. In addition, all publications and communications must be approved by the Office of Student Support Services.

4. Students have the right to form and participate in student organizations that provide opportunities for educational and social enrichment. All student organizations registered with the Office of Student Support Services may meet on college premises provided that they make reservations in accordance with the established rules and regulations for room and space reservation. The following is a statement of the regulations for student organizations not properly registered with the Student Support Services Office.

5. No persons shall assemble on campus for the purpose of creating a riot or disruptive or disorderly diversion which interferes with the normal educational processes and operations of the College. This policy shall not be construed as the denial of any student's right to peaceful assembly.

6. Gambling on the campus premises is prohibited.

7. No person shall interfere with, fail to cooperate with, or fail to identify himself or herself to any properly identified administrator or staff person while that person is in the performance of his or her duties.

8. Unauthorized entry into, use, or occupation of college facilities which are locked, closed to student activities, or otherwise restricted as to use, or which have not been reserved for use through the proper college authorities is prohibited.

9. Falsification, alteration, fabrication, or misuse of college forms, documents, records, or identification cards is prohibited. This policy includes any documents submitted in support of official college purposes.

10. The operation on campus of student organizations not properly registered with and recognized by the Student Support Services Office is prohibited.

11. The dissemination on campus of publications which do not bear the name of the originator or which are not done in accordance with college rules and regulations is prohibited.

12. Students shall not attempt to defraud, deceive, or mislead an instructor in arriving
Additional Conduct Regulations

13. Behavior that is disruptive or that interferes with the campus learning process in the classroom or on campus is not permitted. Students accused of Student Conduct Code violations can be assured adequate due process through administrative procedures. Violations can be adjudicated through an informal hearing with the Dean of Instruction and Student Success and/or through a formal hearing. An informal hearing is a meeting between the accused, the accused, and the Dean of Instruction and Student Success. An informal hearing is appropriate when all parties voluntarily agree to engage in an attempt to resolve the complaint. This may result in sanctioning if needed. If the informal hearing does not result in resolution, the case will be forwarded for a formal hearing.

Disciplinary Sanctions

Students/student leaders/clubs/organizations who fail to follow the Code of Conduct are subject to disciplinary actions/sanctions authorized by the Vice Chancellor for Academic Affairs and Student Success. These include:

1. Admonition or oral statement to the student who has violated regulations.
2. Official written reprimand, warning, or notice in writing that continuation or repetition of wrongful conduct can result in harsher action.
3. Educational sanctions that include fines, public service, participation in selected programs, and/or the assignment of a research project.
4. Disciplinary probation/exclusion from privileged or extracurricular activities.
5. Restitution/reimbursement for damage(s) or loss(es) to property or person(s).
6. Forfeiture of academic credit.
7. Suspension/exclusion from classes and privileges for a defined period of time.
8. Expulsion/termination of the club/organization/student(s).
9. Sanctions as deemed necessary by the Vice Chancellor for Academic Affairs and Student Success.

All disciplinary sanctions are reviewed by the Vice Chancellor for Academic Affairs and Student Success.

Unusual circumstances (i.e. threat of personal safety, physical danger, repeated violations, etc.) may result in dispositions decided on through informal hearings. Such dispositions may result in suspension, exclusion from classes, or expulsion/termination of the student's status of SOWELA.

Students on disciplinary suspension, exclusion, or expulsion are forbidden the use of college facilities during the term of their sanction. A student or student club/organization facing disciplinary sanctions may receive temporary sanctions from the Vice Chancellor for Academic Affairs and Student Success. These include suspension pending the final disposition of the case, or temporary suspensions imposed in order to maintain the orderly operation of the college.

Categories and Definitions of Academic Dishonesty

Cheating is the intentional use of inappropriate and unauthorized assistance, information, materials or study aids in any academic exercise, and includes multiple submissions of the same or part of the same work to different instructors for different assignments in the same semester or in a different semester. Cheating includes, but is not limited to, the use of unauthorized assistance, information, or materials on tests, homework, quizzes, papers, projects and all other academic assignments. Additionally, the act of conspiracy for the purpose of defrauding also constitutes cheating.

Fabrication is the misrepresentation of a signature or a document as original (authentic) and includes the fabrication of any part of an academic individual or group assignment, or of official documents of the college or outside agencies, including drop/add slips, excuse absence slips, and medical documentation. Fabrication also includes making up or changing data or results, or relying on someone else’s results in experiments or laboratory assignments. Citing a source that has not actually been used or consulted is also an offense.

Plagiarism constitutes the use of another person’s ideas, words, data, arguments or sentence structure in any academic assignments as the student’s own without proper documentation or citation.

Misuse of academic resources constitutes prohibiting students, faculty or staff from using print or electronic resources by rendering them unavailable, useless, or altered from their original form and purpose. This includes the unauthorized use of computer accounts, alteration of passwords, violation of library procedures or other intentional misuse or destruction of educational materials.

Misrepresentation is intentionally presenting oneself as someone else, or intentionally representing the condition or the situation as more or less than what it actually is to gain credit or special concessions on academic individual and group work including make-up tests, projects, and class assignments.

Violation of class rules is the intentional failure to follow the rules of each individual class concerning academic assignments and class behavior as referenced in the course syllabus.

Complicity is the willing involvement with others in any academic misconduct.

Software fraud is the unlawful downloading and copying of computer software used in the...
Multiple submissions of work include handing in academic work that was done previously by the student for another class or by someone else. Cheating includes any attempt to defraud, deceive or mislead the instructor in arriving at an honest grade assessment. Plagiarism is a form of cheating that involves presenting as one's own the ideas or work of another. Through course syllabi or course requirements, students will be informed of the cheating policy. The policy has been established by SOWELA to insure due process in cases of cheating and plagiarism.

Standards Of Conduct For Use Of SOWELA Computers

SOWELA's Acceptable Use Policy #7.001.1 complies with the latest revisions of both the Computer Fraud and Abuse Act and the Copyright Act and overall Louisiana Community and Technical College System policy #7.002.

Examples of unacceptable activities:

- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material
- Damaging computers, computer systems or computer networks
- Vandalizing, damaging or disabling the property of another person or organization
- Debilitating or disabling computers systems or networks through the intentional misuse
- Overuse of electronic distribution or the spreading of computer “viruses” through the inappropriate use of files, cd's or other removable devices
- Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation
- Using another person’s passwords
- Trespassing in another person’s folders, work or files
- Violating local, state and federal statutes

Display Of Non-College Publications

As an institution of higher education, SOWELA seeks to foster a “free marketplace of ideas” in support of the ideas written in our state and national constitutions. To that end, SOWELA allows the display of non-college publications on its campus. The regulations contained herein in no way approve, disapprove, support, or fail to support the content of the publications included in this policy. The policy simply assists SOWELA in the use and management of college facilities.

Procedure for posting Non-College Publications:

1. An Agreement for Display of Non-college Publications must be completed and filed in the OSSS. Agreements are renewed annually; however, SOWELA can cancel an agreement at any time by issuing a two-week notice to the vendor.
2. OSSS assigns display locations and assignments are made solely at the discretion of SOWELA.
3. Display racks must be provided and used by the vendor to display publications.

Sales and Solicitation

SOWELA does not permit the operation of private business enterprises on campus unless the business is under contract to the college. As specified by related procedures, all private business interests on the SOWELA campus are only operated as auxiliaries to the business, and are under the direct management, control, and supervision of the college’s chief business officer: Jeanine Newman, Vice Chancellor for Finance.

Procedures for Students/Student Organizations:

Students can place notices of items for sale on the “Campus Advertising Board”. Posting of sales notices must first be approved by the Office of Student Support Services.

Student Assemblies

Students who need to utilize campus facilities for an event, must first reserve the facilities through the Office of Student Support Services. Whenever an activity, held in the name of the college, includes a speaker, the Vice Chancellor for Academic Affairs and Student Success must officially approve the speaker and coordinate the event with the SOWELA Office of Facilities.

Visitors on Campus

Visitors are welcome and are invited to visit the college at any time. Each visitor to the college must check with the administrative office before touring the school or visiting classes. Visitors must adhere to the rules and policies of the college, including traffic and parking regulations.
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 (1-16 hours) which provides a student with a specific technical competency area.

CTS = Certificate of Technical Studies: An applied technical program (usually 16-33 hours) to provide a student with a broad technical competency.

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) often 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 (60 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 some certificates earned are recorded on the transcript at the time of completion. Associate degrees have general education requirements. Refer to pages 64-65 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  AAS
Aviation Maintenance Technology  AAS
Computer Technology/Networking Specialist  AAS
Computer Technology/Programming Specialist  AAS
Criminal Justice  AAS
Culinary Arts  AAS
Drafting and Design Technology  AAS
General Studies  AGS
Graphic Art  AAS
Industrial Instrumentation Technology  AAS
Office Systems Technology  AAS
Process Technology  AAS

The AAS degrees at SOWELA are not designed for transfer into a baccalaureate program of study and are considered terminal credentials. However, courses within these programs and in some cases (at the discretion of the receiving institution) an entire program may be accepted for credit toward an advanced degree. Students desiring to transfer coursework from SOWELA to another institution must verify with the receiving institution that the coursework is transferable.
ACCOUNTING 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 operations. 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: Ricky Monceaux, Winston Richard, Tamalla Green, Bradley Casiday, Kylie Schmaltz (Morgan Smith Site)

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. Identify the accounting equation and define each of its elements.
2. Record receipts, invoices, payments, payables, and bank deposits and print financial reports using computerized accounting software.
3. Prepare a set of financial statements in accordance with generally accepted accounting principles.
4. Apply fundamentals of business style in written and oral communication through letters, resumes, presentations, and interviews.
5. Apply formatting efficiently in various documents using word processing software.
6. Utilize formulas and functions and format documents using electronic spreadsheet software.

Course No. | Course Title | Lecture | Lab | Total Credit Hrs
--- | --- | --- | --- | ---
**Semester 1**
ACCT 1110 | Fundamentals of Accounting | 3 | 0 | 3
OADM 1100 | Keyboarding I | 3 | 0 | 3
OADM 1150 | Introduction to Software Applications | 3 | 0 | 3
**Business Elective** | 3 | 0 | 3
General Education Course | 3 | 0 | 3

Total: 15

**Semester 2**
ACCT 2010 | Accounting I | 3 | 0 | 3
**Accounting Elective** | 3 | 0 | 3
OADM 1330 | Introduction to Spreadsheets | 3 | 0 | 3
***Elective*** | 3 | 0 | 3
General Education Course | 3 | 0 | 3

Total: 15

**Semester 3**
ACCT 2020 | Accounting II | 3 | 0 | 3
**Accounting Elective** | 3 | 0 | 3
OADM 2640 | Advanced Spreadsheet Applications | 3 | 0 | 3
OADM 1450 | Basic Word Processing | 3 | 0 | 3
General Education Course | 3 | 0 | 3

Total: 15

**Semester 4**
**Accounting Elective** | 3 | 0 | 3
BUSI 2300 | Business Communications | 3 | 0 | 3
ITEC 1320 | Introduction to Database Management | 3 | 0 | 3
General Education Course | 3 | 0 | 3
General Education Course | 3 | 0 | 3

Total: 15

AAS – Accounting Technology Degree (60)

*CIP Code: 520302
Total Clock Hrs: 900

*Approved Accounting Electives: 9 hours
ACCT 1150 | Federal Income Tax | ACCT 1250 Payroll Accounting
ACCT 1210 | Computerized Accounting I | ACCT 1510 Computerized Accounting II
ACCT 2996 | Special Projects

**Approved Business Electives: 3 hours
BUSI 1010 | Banking Principles | BUSI 1080 Human Resource Management
BUSI 1012 | Banking Customer Service | BUSI 1210 Business Math
BUSI 1030 | Introduction to Business | BUSI 2010 Legal Environment of Business
BUSI 1040 | Business Planning

***Approved Elective: 3 hours
Any College Course
### ACCOUNTING TECHNOLOGY

**Diploma/Certificate Options**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
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<td>ACCT 1110</td>
<td>Fundamentals of Accounting</td>
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<td>OADM 1100</td>
<td>Keyboarding I</td>
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<td>OADM 2640</td>
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<td>BUSI 1010</td>
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**CIP Code:** 520302

### AUTOMOTIVE TECHNOLOGY

**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:** Lewis Williams

**Program Instructors:** Thomas Richard, Lewis Williams.

**Program Accreditation:** National Automotive Technicians Education Foundation (NATEF)

**Special Comments:** A minimum grade of C is required in all Automotive Technology major-specific courses. This program is also offered at Morgan Smith Campus.

**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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
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AVIATION MAINTENANCE 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: Matthew Guidry
Program Instructors: Anthony Savant, Matthew Guidry.
Special Comments: The grading scale utilized in this program is set by the FAA. According to the FAA grading scale, which differs from the SOWELA grading scale, the minimum grade required in all Aviation Maintenance Technology major-specific courses is 70% or the letter grade D. As an ATMAE accredited program, graduates in Aviation Maintenance Technology must successfully complete a minimum of twenty-two hours of technical coursework at SOWELA.

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 caution in the aviation maintenance industry.

Program Requirements:

Department: Industrial and Transportation Technology

SOWELA Technical Community College
### AVIATION MAINTENANCE TECHNOLOGY

**Associate of Applied Science Degree**

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**CIP Code 470608**

**Total Clock Hrs: 2223**
# AVIATION MAINTENANCE TECHNOLOGY

**Diploma/Certificate Options**

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*CTS - Powerplant does not include CTS - Airframe*

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**TD – Aviation Maintenance Technology Airframe and Powerplant (71)**

**CIP Code: 470608**
CERTIFIED NURSE ASSISTANT

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, RN, MSN.

Program Instructors: Patrice Fontenot, RN, BSN; Charon Randel, RN, MSN; Lisa Rogers, RN, ADN; Gloria White, RN, ADN; Sarah Seaman, RN, BSN.

Clinical Sites: Grand Cove, Lake Charles Care Center, Lake Charles Memorial Hospital, Resthaven Nursing Rehabilitation Center.

Special Comments: All courses in the Certified 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 Certified 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 safeguards the client against abuse.

Certified Nurse Assistant Admission Requirements: To be considered for the Certified 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 two categories for admission below:
   a. Achieve an ACT score of: Reading 13, or
   b. Achieve a COMPASS score of: Reading 60.

   Limited openings are available in the Nurse Assistant Program. Acceptance will be determined by the date of the application and satisfactory completion of the admission criteria. Part of the application process includes authorization for a background verification to be done by a consumer-reporting agency. An applicant may be denied placement in clinical rotations based wholly or partially on information contained in the report. If participation in clinical is denied by the clinical site(s), the student will be dropped from the program, as he/she will be unable to meet program requirements.

CERTIFIED NURSE ASSISTANT
Technical Competency Area Certificate

<table>
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<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Lecture</th>
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CIP Code: 513902
Total Clock Hrs: 214
COLLISION REPAIR TECHNOLOGY

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 caution in the collision repair industry.

Course Title

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<th>Course No.</th>
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<td>Identification and Analysis</td>
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CIP Code: 470603
Total Clock Hrs: 1740
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), and MCSE (Microsoft Certified Systems Engineer).

Program Coordinator: Rocky Schexneider
Program Instructors: Rocky Schexneider, Barry Humphus, Lonnie Puryear, ShaDawnya Semien.

Program Accreditation: Association of Technology, Management, and Applied Engineering (ATMAE)

Special Comments: A minimum grade of C is required in all Information Technology courses. As an ATMAE accredited program, graduates in Networking must successfully complete a minimum of fifteen hours of technical coursework at SOWELA.

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.
4. Install, manage, and maintain system servers, routers and workstations.
5. Demonstrate a basic knowledge of network security and data communications.

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<th>Semester 1</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Lecture</th>
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AAS – Computer Technology - Networking Specialist (60) | CIP Code: 110901
* Approved Electives: 6 hours, Any College Course | Total Clock Hrs: 1020
**Approved Networking Electives: 8 hours
ITEC 1820 | Linux+ |  |
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 2125 | Health Information Networking |  |
ITEC 2130 | Introducing Routing and Switching in the Enterprise |  |
ITEC 2140 | Designing and Supporting Computer Networks |  |
ITEC 2670 | Networking Security |  |
ITEC 2680 | Security Pro |  |
ITEC 2830 | Voice and Data Cabling |  |
ITEC 2840 | Data Communications | 107 |
### COMPUTER TECHNOLOGY - NETWORKING SPECIALIST

**Diploma/Certificate Options**

<table>
<thead>
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<th>Course No.</th>
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<th>Lecture</th>
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**TD – Computer Technology - Networking Specialist (45)**

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**CIP Code:** 110901

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### COMPUTER TECHNOLOGY - PROGRAMMING SPECIALIST

**Department:** Business & Information Technology

**Program Description:** The primary focus or mission of the Programming Specialist Associate Degree is to train students to work effectively as entry-level developers. Students will demonstrate the ability to design, construct, and test object-oriented programs using current marketable languages; utilize current operating systems; use current application software for manipulating spreadsheets and word processing documents; design and manipulate databases; write SQL code; develop and maintain web applications; connect an application to a database; utilize standard information Technology ethics.

**Program Coordinator:** Mary Kennerson

**Program Instructors:** Mary Kennerson, Katie Johnson, Martha Schexneider.

**Program Accreditation:** Association of Technology, Management, and Applied Engineering (AT-MAE)

**Special Comments:** A minimum grade of C is required in all Information Technology courses. As an ATMAE accredited program, graduates in Programming must successfully complete a minimum of fifteen hours of technical coursework at SOWELA.

**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. Display data from related database tables.
2. Demonstrate a working knowledge of developing applications utilizing various programming languages such as Visual Basic, C#, game developer, etc.
3. Develop a web site.
4. Demonstrate basic soft skills required to be successful in the work environment such as appropriate communication and attire.
5. Have the ability to analyze a problem and identify and define the computing requirements appropriate to its solution.
# COMPUTER TECHNOLOGY - PROGRAMMING SPECIALIST

## Associate of Applied Science

<table>
<thead>
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**AAS – Computer Technology - Programming Specialist (61)**

*Approved Electives: 9 hours  Any College Course
**Approved Programming Electives: 6 hours

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***Approved Advanced Programming Electives: 3 hours

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Total Clock Hrs: 990

CIP Code: 110202
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 Quibodeaux

Program Instructors: Dr. Lisa Quibodeaux, Ricky Titus, David McMurry, Jonathan Byrd, Lisa Ivey.

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.

Course Title Lecture Lab Total Credit Hrs
Introduction to Criminal Justice 3 0 3
Introduction to Corrections 3 0 3
Police Systems and Practices 3 0 3
IT Fundamentals 3 0 3
General Education Course 3 0 3 15

Criminal Justice Writing 3 0 3
Criminal Investigation 2 1 3
Introduction to Criminal Law 3 0 3
Criminology 3 0 3
General Education Course 3 0 3 15

Juvenile Delinquency 3 0 3
Judicial Process 3 0 3
Social Problems for Criminal Justice 3 0 3
Introduction to Forensics 2 1 3
General Education Course 3 0 3 15

Selected Topics in Criminal Justice 3 0 3
Drugs, Crime, and Criminal Justice 3 0 3
Criminal Justice Externship 0 3 3
General Education Course (2) 6 0 6 15

AAS – Criminal Justice (60) 15

CIP Code: 430104
Total Clock Hrs: 975
## CRIMINAL JUSTICE

### Diploma/Certificate Options

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CIP Code: 430104

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## CULINARY ARTS

### 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:
Jerry Sonnier

### Program Instructors:
Jerry Sonnier, Ed Neeley, and Mary Ellen Fontenot.

### 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.
## CULINARY ARTS

**Associate of Applied Science**

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**AAS – Culinary Arts (60)**

**CIP Code: 120503**

**Total Clock Hrs: 1260**
DRAFTING AND DESIGN TECHNOLOGY

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, 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: Vacant

Program Instructors: Jason Parker, Aaron Goodman

Program Accreditation: Association of Technology, Management, and Applied Engineering (ATMAE)

Special Comments: A minimum of C is required in all Drafting and Design Technology major-specific courses. As an ATMAE accredited program, graduates in Drafting and Design Technology must successfully complete a minimum of fifteen hours of technical coursework at SOWELA.

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-standard 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.

Course No. Course Title Lecture Lab Total Credit Hrs
Semester 1
CADD 1101 Computer Aided Drafting I 1 3 4
DRFT 1101 Drafting Fundamentals 1 1 2
DRFT 1102 Geometric Construction 1 1 2
DRFT 1103 Pictorial/Working Drawing 1 1 2
DRFT 1104 Machine Drawing 1 1 2
General Education Course 3 0 3

Semester 2
CADD 1201 Computer Aided Drafting II 1 3 4
DRFT 1201 Section Drawing 1 1 2
DRFT 1205 Measurements & Materials 1 1 2
DRFT 2301 Architecture I 1 2 3
General Education Course 3 0 3

Semester 3
DRFT 2401 Architecture II 1 2 3
DRFT 2402 Civil/Surveying 1 2 3
DRFT 2303 Machines/Manufacturing 1 2 3
DRFT 2304 Piping 1 2 3
General Education Course 3 0 3

Semester 4
DRFT 2305 Structural/Strength of Material 1 2 3
DRFT 2302 Electrical & Electronics 1 2 3
DRFT 2404 Specialization 2 2 4
General Education Course 3 0 3
General Education Course 3 0 3
AAS – Drafting and Design Technology (60)

CIP Code: 151301
Total Clock Hrs: 1695

Elective Drafting Classes (Not Required for the AAS degree):
DRFT 2403 Marine Drafting 1 2 3
JOBS 2450 Job Seeking Skills 2 0 2
MATH 1020 Applied Trigonometry 3 0 3
# DRAFTING AND DESIGN TECHNOLOGY

## Diploma/Certificate Options

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**Laboratory Total Credit Hrs:**
- CADD 1101: 3
- DRFT 1101: 1
- DRFT 1102: 1
- DRFT 1103: 1
- DRFT 1104: 1
- TCA – Engineering Aide I: 12
- CADD 1201: 3
- DRFT 1201: 1
- DRFT 1205: 1
- DRFT 2301: 2
- CTS – Engineering Aide II: 11
- DRFT 2401: 2
- DRFT 2402: 2
- DRFT 2303: 2
- DRFT 2304: 2
- CTS – Entry Level Drafter: 12
- DRFT 2305: 2
- DRFT 2302: 2
- DRFT 2404: 2
- TD – Drafting and Design Technician: 10

**Total Credit Hrs:**
- 120

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**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:** David Lafargue

**Program Instructors:** Steven Gaspard, Robert Guinn, Terry Hornsby, Jesse Fontenot, Shawn Miller.

**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 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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Total Credit Hrs</th>
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<td>Introduction to Electrician Apprenticeship</td>
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<td>GAEC 1110</td>
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<td>GAEC 2200</td>
<td>Apprentice Trade Technology Part VI</td>
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<td>GAEC 2300</td>
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CIP Code: 460301
Total Clock Hrs: 750

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GENERAL APPRENTICESHIP: PLUMBING CONSTRUCTION

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 prepares 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: David Lafargue

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. Recognize welding techniques related to the plumbing industry.
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.
GENERAL APPRENTICESHIP: PLUMBING CONSTRUCTION
Diploma/Certificate Options

<table>
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<tr>
<th>Course No.</th>
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CIP Code 460503
Total Clock Hrs: 750

GENERAL STUDIES
Associate of General Studies

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, Anita Morris, Dr. Lane Nevils, Susan Shaffer, Pamela K. Smith, Stephanie Smith, Dr. Bridget Whelan.

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
Students admitted to the AGS degree, whose academic skills require that they be placed in tran-
Sowela Technical Community College

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, History and Religion)
- 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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
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<td>MATH 1100</td>
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Associate of General Studies (AGS) (60)

CIP Code: 240102
Total Clock Hrs: 900
**Certificate of General Studies**

**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, Jonathan Byrd, Todd Carrere, Dr. Mandy Creel, Matthew Dye, Jonathan Frantz, Katrina Freeman, Robert Groth, Kristen S. Ison, Dr. Bill Kalb, Christine Marcantel, Dorothy E. McCormick, Anita Morris, Dr. Lane Nevils, Susan Shaffer, Pamela K. Smith, Stephanie Smith, Dr. Bridget Whelan.

**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 Certificate of General Studies demonstrate knowledge of the humanities, science, mathematics, and social and behavioral sciences in order to understand the world and the cultures.

1. Apply the skills of inquiry and analysis, quantitative literacy, problem solving, and critical thinking.
2. Communicate effectively through writing, speaking, reading, and listening.
3. Employ computer skills and information literacy.
4. Work cooperatively with others to evaluate a situation, and institute priorities for solving a problem or accomplishing a task.

<table>
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<tr>
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<th>Course Title</th>
<th>Lecture</th>
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**General Education Elective**

| Mathematics, Humanities, Natural Science or Social Science | 3 | 0 | 3 |

**Electives:**

| Electives | 6 | 0 | 6 |

Certificate of General Studies (CGS) (30)
Program Description: The mission of the Graphic 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, web development and animation. The Graphic 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: Erik Jessen

Program Instructors: Erik Jessen, Dee Ellen Myers, Darrell Buck.

Program Accreditation: Association of Technology, Management, and Applied Engineering (ATMAE)

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.

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

Student Learning Outcomes: Students who successfully complete the Graphic 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.

Course Title

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<th>Course No.</th>
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Semester 2

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Semester 4

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AAS – Graphic Art (60)
## SOWela Technical Community College
### GRAPHIC ART

#### Diploma/Certificate Options

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CIP Code: 500402
### INDUSTRIAL ELECTRICIAN

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**CIP Code:** 460302

**Total Clock Hrs:** 1380

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### INDUSTRIAL INSTRUMENTATION TECHNOLOGY

**Department:** Industrial & Transportation Technology

**Program Description:** The Industrial Instrumentation Technology 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:** Robbie Johnson

**Program Instructors:** Robbie Johnson, Terrell Saucier.

**Program Accreditation:** Association of Technology, Management, and Applied Engineering (ATMAE)

**Special Comments:** A minimum grade of C is required in all Industrial Instrumentation major-specific courses. As an ATMAE accredited program, graduates in Industrial Instrumentation must successfully complete a minimum of fifteen hours of technical coursework at SOWELA.

**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 Technology 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.
### INDUSTRIAL INSTRUMENTATION TECHNOLOGY

#### Associate of Applied Science

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**AAS – Industrial Instrumentation Technology (60)**

**CIP Code: 10404**

**Total Clock Hrs: 1065**

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### INDUSTRIAL INSTRUMENTATION TECHNOLOGY

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**CIP Code: 150404**

**Total Clock Hrs: 2165**

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SOWELA Technical Community College
**OFFICE SYSTEMS TECHNOLOGY**

**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, P. A. Guillory, Agnes Pouchie, Adrienne Abel (Morgan Smith Site).

**Program Accreditation:** Association of Technology, Management, and Applied Engineering (ATMAE)

**Special Comments:** A minimum grade of C is required in all Office Systems Technology major-specific courses. As an ATMAE accredited program, graduates in Office Systems Technology must successfully complete a minimum of fifteen hours of technical coursework at SOWELA.

**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. Apply fundamentals of business style in written and oral communication through letters, resumes, presentations, and interviews.
2. Apply formatting efficiently in various documents using word processing software.
3. Utilize formulas and functions and format documents using electronic spreadsheet software.
4. Demonstrate the role of the administrative assistant in human relations, communications, ethics, and time management.
5. Demonstrate desktop publishing skill in creating specialized documents such as letterheads, business cards, calendars, certificates, and flyers.

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**CIP Code:** 520401

**Total Clock Hrs:** 900
SOWELA Technical Community College

*Approved Accounting Electives: 3 hours
ACCT 1150  Federal Income Tax
ACCT 1210  Computerized Accounting I
ACCT 1150  Payroll Accounting I
ACCT 1510  Computerized Accounting II

**Approved Business Electives: 3 hours
BUSI 1010  Banking Principles
BUSI 1012  Banking Customer Service
BUSI 1030  Introduction to Business
BUSI 1010  Business Planning
BUSI 1210  Business Math

***Approved Electives: 3 hours
Any College Course

CIP Code: 520401
PRACTICAL NURSING

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 these 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 Licensure Examination (NCLEX) for Practical Nurses. Students should note that some courses have prerequisites, which must be successfully completed before enrolling in upper level courses. All course work must be completed with at least 80% or above for program progression and completion.

Program Coordinator: Paula Hellums, RN, MSN.

Program Instructors: Racheal Bilbo, RN, BSN; Kim Eaves, RNC, BSN; Leslie Ferrygood, RN, ADN; Patrice Fontenot, RN, BSN; Paula Hellums, RN, MSN; Julie Jacks, RN, BSN; Deanna Pulver, RN, MSN; Lisa Rogers, RN, ADN; Gloria White, RN, ADN; Crystal Williams, RN, BSN; Patricia Montou, RNC, BSN.

Morgan Smith Site:

Program Coordinator Morgan Smith Site: Addie Byrd, RN, BSN.

Clinical Sites: West Cal-Cam Hospital, Calcasieu Oaks, Christus-St. Patrick Hospital, Dubuis Hospital, Lake Charles Memorial Hospital, Grand Cove Nursing and Rehabilitation Center, Lake Charles Care Center, OCEANS Behavioral Hospital, Resthaven Rehabilitation Center.

Clinical Sites Morgan Smith: Jennings American Legion Hospital, Southwest Louisiana War Veterans Home, MMO West End Hospital, Dr. Darrell Elias, Dr. Amanda LeCombe, Jeff Davis Living Center, The Clinic of Welsh, Jennings Pediatric Center, James Ward Elementary School, Camelot Brookside.

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. Application for approval is submitted prior to entering the first semester of the program; however, progression in the program is contingent on LSBPNE approval. Students exiting the program with credit in ANUR 1233 will be awarded a TCA in nursing assistant. The

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, continuity of care, informed consent, ethical practices, legal responsibilities, resource management, and team management.
3. Demonstrate the proper procedure to protect themselves and others from hazardous and infectious materials.
4. Contribute to the health and environmental protection of clients and health care personnel.
5. Demonstrate the proper use of equipment.
6. Demonstrate an understanding of safety plans, disaster plans, safety devices, error prevention, and reporting requirements.
7. 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, and postpartum and newborn care.
9. 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, and cultural/spiritual influences 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. Properly administer medications and monitor clients receiving parenteral therapies.
14. Demonstrate an understanding of medication administration, expected versus adverse effects, pharmacological actions and agents, and side effects.
15. 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 diag-
nostic tests/treatments/procedures/surgery, therapeutic procedures, and vital signs.

17. 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:

- Be 18 years of age or older.
- Provide an official high school transcript or documentation of a HiSET.
- Provide a certified copy of his/her birth certificate.
- Provide proof of immunizations.
- Be physically and emotionally able to meet the requirements of the program as determined by a qualified physician and drug-free upon random testing.
- Submit official copies of ACT or COMPASS scores and official copies of transcripts of all work to the Office of Admissions.
- Satisfactorily complete one of three categories for admission before qualifying to submit an application. Admission categories are as follows:
  a. ACT scores: Reading 19, English 18, and Math 19, or
  b. COMPASS scores: Reading 82, Writing 68, and Algebra 40.
  c. COMPASS scores: Reading 82, Writing 60, and Algebra 30 or Pre-Algebra 44; take and pass transitional courses in areas where college entrance score requirements are not achieved; see the Nursing Department Testing Policy for additional information.
- Submit a completed application.

**Course Options**

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**Total Clock Hrs:** 1532

CIP Code: 513901
PROCESS TECHNOLOGY

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: David Lafargue


Program Accreditation: Association of Technology, Management, and Applied Engineering (ATMAE)

Special Comments: A minimum grade of C is required in all Process Technology major-specific courses. As an ATMAE accredited program, graduates in Process Technology must successfully complete a minimum of twelve hours of technical coursework at SOWELA.

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 and 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.

Course No. Course Title Associate of Applied Science

Semester 1
ITEC 1000 Application Basics 3 0 3
MATH 1100 College Algebra (Gen Ed) 3 0 3
PTEC 1010 Introduction to Process Technology 3 0 3
PTEC 1310 Process Instrumentation I 2 1 3
ENGL 1010 English Composition I (Gen Ed) 3 0 3

Semester 2
CHEM 1010 General Chemistry (Gen Ed) 3 0 3
CHEM 1011 Chemistry Lab 0 1 1
PTEC 1610 Process Equipment (PT I) 2 1 3
ENGL 2535 or Technical Report Writing (Gen Ed) or 3 0 3
SPCH 1200 Introduction in Public Speaking (Gen Ed) 3 0 3
MATH 1020 Applied Trigonometry 3 0 3
PTEC 1320 Process Instrumentation II 2 1 3
PTEC 2030 Plant Safety, Health and Environmental 3 0 3

Semester 3
PTEC 2620 Process Physics 3 0 3
PTEC 2621 or Process Physics Lab or 0 1 1
PHSC 1000 Physical Science I 3 0 3
PHSC 1100 Physical Science I Laboratory 0 1 1
PTEC 2070 Statistical Quality Control 3 0 3
PTEC 2420 Process Systems (PT II) 3 0 3
PTEC 2421 Process Systems Lab 0 1 1
HIST 2010 or American History I (Gen Ed) or 3 0 3
HIST 2020 American History II (Gen Ed) 3 0 3

Semester 4
PTEC 2440 Process Troubleshooting 3 0 3
PTEC 1000 Mechanical Aptitude & Spatial Relations 0 1 1
PTEC 2630 Fluid Mechanics 3 0 3
JOBS 2450 Job Seeking Skills 2 0 2
ECON 2020 or Microeconomics (Gen Ed) or 3 0 3
PSYC 2010 Introduction to Psychology (Gen Ed) 3 0 3

Semester 5
PTEC 2430 Unit Operations (PT III) 3 1 4
PTEC 2911 or Campus Internship or 0 3 3
PTEC 2912 Industrial Internship 0 3 3
AAS – Process Technology (67) 7

Approved Elective:
PTEC 2700 Oil & Gas Production 3 1 4

Total Clock Hrs: 1215

CIP Code: 150699

SOWELA Technical Community College

PROCESS TECHNOLOGY

Course No. Course Title Lecture Lab Total Cr Hrs

Semester 1
ITEC 1000 Application Basics 3 0 3
MATH 1100 College Algebra (Gen Ed) 3 0 3
PTEC 1010 Introduction to Process Technology 3 0 3
PTEC 1310 Process Instrumentation I 2 1 3
ENGL 1010 English Composition I (Gen Ed) 3 0 3

Semester 2
CHEM 1010 General Chemistry (Gen Ed) 3 0 3
CHEM 1011 Chemistry Lab 0 1 1
PTEC 1610 Process Equipment (PT I) 2 1 3
ENGL 2535 or Technical Report Writing (Gen Ed) or 3 0 3
SPCH 1200 Introduction in Public Speaking (Gen Ed) 3 0 3
MATH 1020 Applied Trigonometry 3 0 3
PTEC 1320 Process Instrumentation II 2 1 3
PTEC 2030 Plant Safety, Health and Environmental 3 0 3

Semester 3
PTEC 2620 Process Physics 3 0 3
PTEC 2621 or Process Physics Lab or 0 1 1
PHSC 1000 Physical Science I 3 0 3
PHSC 1100 Physical Science I Laboratory 0 1 1
PTEC 2070 Statistical Quality Control 3 0 3
PTEC 2420 Process Systems (PT II) 3 0 3
PTEC 2421 Process Systems Lab 0 1 1
HIST 2010 or American History I (Gen Ed) or 3 0 3
HIST 2020 American History II (Gen Ed) 3 0 3

Semester 4
PTEC 2440 Process Troubleshooting 3 0 3
PTEC 1000 Mechanical Aptitude & Spatial Relations 0 1 1
PTEC 2630 Fluid Mechanics 3 0 3
JOBS 2450 Job Seeking Skills 2 0 2
ECON 2020 or Microeconomics (Gen Ed) or 3 0 3
PSYC 2010 Introduction to Psychology (Gen Ed) 3 0 3

Semester 5
PTEC 2430 Unit Operations (PT III) 3 1 4
PTEC 2911 or Campus Internship or 0 3 3
PTEC 2912 Industrial Internship 0 3 3
AAS – Process Technology (67) 7

Approved Elective:
PTEC 2700 Oil & Gas Production 3 1 4

Total Clock Hrs: 1215

CIP Code: 150699

SOWELA Technical Community College

PROCESS TECHNOLOGY

Course No. Course Title Associate of Applied Science

Semester 1
ITEC 1000 Application Basics 3 0 3
MATH 1100 College Algebra (Gen Ed) 3 0 3
PTEC 1010 Introduction to Process Technology 3 0 3
PTEC 1310 Process Instrumentation I 2 1 3
ENGL 1010 English Composition I (Gen Ed) 3 0 3

Semester 2
CHEM 1010 General Chemistry (Gen Ed) 3 0 3
CHEM 1011 Chemistry Lab 0 1 1
PTEC 1610 Process Equipment (PT I) 2 1 3
ENGL 2535 or Technical Report Writing (Gen Ed) or 3 0 3
SPCH 1200 Introduction in Public Speaking (Gen Ed) 3 0 3
MATH 1020 Applied Trigonometry 3 0 3
PTEC 1320 Process Instrumentation II 2 1 3
PTEC 2030 Plant Safety, Health and Environmental 3 0 3

Semester 3
PTEC 2620 Process Physics 3 0 3
PTEC 2621 or Process Physics Lab or 0 1 1
PHSC 1000 Physical Science I 3 0 3
PHSC 1100 Physical Science I Laboratory 0 1 1
PTEC 2070 Statistical Quality Control 3 0 3
PTEC 2420 Process Systems (PT II) 3 0 3
PTEC 2421 Process Systems Lab 0 1 1
HIST 2010 or American History I (Gen Ed) or 3 0 3
HIST 2020 American History II (Gen Ed) 3 0 3

Semester 4
PTEC 2440 Process Troubleshooting 3 0 3
PTEC 1000 Mechanical Aptitude & Spatial Relations 0 1 1
PTEC 2630 Fluid Mechanics 3 0 3
JOBS 2450 Job Seeking Skills 2 0 2
ECON 2020 or Microeconomics (Gen Ed) or 3 0 3
PSYC 2010 Introduction to Psychology (Gen Ed) 3 0 3

Semester 5
PTEC 2430 Unit Operations (PT III) 3 1 4
PTEC 2911 or Campus Internship or 0 3 3
PTEC 2912 Industrial Internship 0 3 3
AAS – Process Technology (67) 7

Approved Elective:
PTEC 2700 Oil & Gas Production 3 1 4

Total Clock Hrs: 1215

CIP Code: 150699
## PROCESS TECHNOLOGY

**Diploma/Certificate Options**

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**CIP Code:** 150699

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**WELDING**

**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, Jonathan Darbonne.

**Special Comments:** A minimum grade of C is required in all Welding major-specific courses. This program is also offered at the Morgan Smith Site.

**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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Total Credit Hrs</th>
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<tr>
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CIP Code: 480508
Total Clock Hrs: 1905

150
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:
- 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
- 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
- Personal Trainer
- Pharmacy Technician Training
- Pre-License Insurance professional Training
- Programmable Logic Controller Operation
- Serve Save Essentials
- Spanish for the Workforce
- 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.

Dr. Joseph Fleishman, Vice Chancellor for Economic & Workforce Development
William E. Mayo, Director of Workforce Development
Rosemary August, Administrative Coordinator
Alfred Caesar, Training Coordinator
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.

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.

STRATEGIES TO EMPOWER PEOPLE (STEP)

The SOWELA WFD is pleased to coordinate the STEP program. This program assists clients of the Department of Child and Family Services with educational and training services that leads to employment and careers with upward opportunities. This enables these students to overcome dependence on public assistance and become independent through self-reliance.
ACCT 1110. Fundamentals of Accounting
Lecture 3, Lab 0, Credit 3
Accounting cycle, journalizing, posting, adjusting, and preparation of financial statements. Focuses on sole proprietorship and merchandising.

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 1110 or Special Approval. [LCCN: CACC 2613]

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 1110 or Special Approval. [LCCN: CACC 2413]

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 1110 or Special Approval. [LCCN: CACC 2413]

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 1110 or Special Approval. [LCCN: CACC 2413]

ACCT 2010. Accounting I
Lecture 3, Lab 0, Credit 3
Principles, techniques, and tools of accounting. Includes the principles of collecting, summarizing, and reporting financial information for sole proprietorships. Prerequisite: ACCT 1110. [with ACCT 2020, LCCN: CACC 2113]

ACCT 2020. Accounting II
Lecture 3, Lab 0, Credit 3
Introduces balance sheet valuations, partnerships, corporations, stockholder equity, the statement of cash flows, and financial statement analysis. Prerequisite: ACCT 2010. [with ACCT 2010, LCCN: CACC 2113]

ACCT 2996. Special Projects
Lecture 3, Lab 0, Credit 3
A course designed for the student who has demonstrated specific special needs. Prerequisite: Special Approval.

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 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 em-
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 aircraft 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: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

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: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

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: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

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: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

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: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

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: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

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: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTA 2080. Landing Gear and Position/Warning System
Lecture 1, Lab 1, Credit 2
A study of both large and small aircraft landing gear systems and their associated components. The course also includes the position indicating and warning system for retractable landing gear, as well as stall warning and other P&W systems. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

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: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

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: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

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: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

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: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

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: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

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: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTA 2150. 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.

AMTA 2160. Aircraft Drawings
Lecture 5, Lab 5, Credit 1
A basic course covering the fundamentals of aircraft drawings, sketches, blueprints, graphs, and charts.

AMTG 1010. Materials and Processes
Lecture 1, Lab 1, Credit 2
A course of study which prepares the student for basic flight line duties such as fueling, directing, securing, taxing, and providing fire suppression for airplanes and helicopters.

AMTG 1020. Ground Operation and Servicing
Lecture 5, Lab 5, Credit 1
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 1030. 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 1040. Cleaning and Corrosion Control
Lecture 5, Lab 5, Credit 1
A course covering the selection of cleaning materials and cleaning of aircraft and the inspection, identification, removal, and treatment of aircraft corrosion.
AMTG 1070. Weight and Balance
Lecture 1, Lab 1, Credit 2
A course of study that includes solving weight and balance problems, computing forward and aft-loaded center of gravity limits, equipment changes, loading schedules, helicopter weight and balance and examining weight and balance records.

AMTG 1080. Documents and Regulations
Lecture 1, Lab 1, Credit 2
The study and application of FAA and manufacturer maintenance publications, mechanic privileges and limitations, and maintenance forms and records.

AMTG 1090. Basic Electricity
Lecture 1, 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 3, Lab 5, Credit 1
A study in the operation and inspection of smoke and carbon monoxide detection systems, engine fire detection, and extinguishing systems. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTP 2270. Engine Instruments
Lecture 1, Lab 5, Credit 3
A study of the instrumentation used in monitoring both reciprocating and turbine engine performance. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

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/ignitors, and electrical/pneumatic starters. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTP 2290. Fuel Metering Systems
Lecture 1, Lab 2, 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: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

ANTR 2010. Cultural Anthropology
Lecture 3, Lab 0, Credit 3
Explore the diversity of human cultures; examine patterns of culture including social organization and subsistence, communication, human individuality, law, ethnicity and religion, beliefs and values.

ANUR 1040. PN Anatomy & Physiology
Lecture 5, Lab 0, Credit 5
This course presents a study of the structure and function of the human body systems to include cells/tissues/membranes, skeletal, muscular, circulatory, lymphatic, digestive, respiratory, urinary, reproductive, endocrine, nervous, sensory and integumentary systems. Medical terms and commonly used medical/nursing abbreviations related to each body system are addressed in detail in this course. Prerequisites: Admission to the nursing program; eligibility to enroll in college level courses.

ANUR 1060. Basic 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. This course includes the role of the essential nutrients of proteins, carbohydrates, fats, vitamins, minerals, and water in the maintenance of good health and wellness for all ages. Diet therapy will be incorporated in the application of basic nutritional principles and 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 1233. Nursing Fundamentals I
Lecture 3, Lab 2, Credit 5
This course provides an introductory survey of the major issues in adult development and
prerequisite to the Practical Nursing Program must meet
LSBPNE admission requirements. Students must pass both the theory and clinical components of this course with at least an 80% in each component to successfully complete the course and articulate to the Practical Nursing Program. If students do not wish to articulate to the Practical Nursing Program, they must meet the admission requirements for the Certified Nurse Assistant program and complete both the theory and clinical components of this course with at least a 70% in each component.

ANUR 1240. Nursing Fundamentals II
Lecture 2, Lab 1, Credit 3
This course provides further detail of the major issues in adult development and aging including biological influences, aging changes, cognitive changes, and disease factors; along with the physiological, psychosocial, sociocultural, and spiritual needs of clients in various health care environments. The student is introduced to additional concepts of the adult population including more detailed areas of physical assessment, urinary catheterization, monitoring of blood glucose levels, wound care with dressing changes, application of hot and cold treatments, and documentation of these findings. Principles of admitting, transferring, reporting, and discharging procedures of clients are discussed. The application of the nursing process and the development of critical thinking skills of the novice nurse practitioners will be incorporated. Supervised lab experiences that focus on providing more advanced nursing 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. This course includes a 30-hour skills lab experience and a 64-hour clinical component. Prerequisites: Admission to the nursing program; eligibility to enroll in college level courses.

Note: Students who wish to articulate to the Practical Nursing Program must meet LSBPNE admission requirements. Students must pass both the theory and clinical components of this course with at least 80% in each component to successfully complete the course and articulate to the Practical Nursing Program. If students do not wish to articulate to the Practical Nursing Program, they must meet the admission requirements for the Certified Nurse Assistant program and complete both the theory and clinical components of this course with at least a 70% in each component.

ANUR 1350. Introduction to Health Care
Lecture 4, Lab 0, Credit 4
This course includes the discussion of the concepts of health, health 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. Students learn about the role of the practical nurse and the history of practical nursing education, necessary vocational adjustments, and the Louisiana State Board of Practical Nurse Examiners. Legal, ethical and cultural issues relevant to client care are addressed. In order to be successful in this course it is necessary that the student possess basic computer skills. Prerequisites: Admission to the nursing program; eligibility to enroll in college level courses.

ANUR 1450. Basic Pharmacology
Lecture 2, Lab 1, Credit 3
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 1040, ANUR 1060, ANUR 1233, ANUR 1240, ANUR 1350.

ANUR 2110. Medical/Surgical Nursing Concepts 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, 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 1040, ANUR 1060, ANUR 1233, ANUR 1240, ANUR 1350. Corequisite: ANUR 2112.

ANUR 2112. Medical/Surgical Nursing Clinical Applications I
Lecture 0, Lab 3, Credit 3
This course builds upon the nursing care theory and skills discussed in Nursing Fundamentals I, Nursing Fundamentals II, and Medical Surgical Nursing Concepts I. 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 1040, ANUR 1060, ANUR 1233, ANUR 1240, ANUR 1350. Corequisite: ANUR 2110.

ANUR 2210. Medical/Surgical Nursing Concepts II
Lecture 5, Lab 0, Credit 5
This course builds upon knowledge gained from Medical/Surgical Concepts I. Nursing care of the medical/surgical adult client with neoplastic and skin disorders, and alterations in musculoskeletal, gastrointestinal and the endocrine system are discussed. The appropriate pharmacological agents and diet therapy necessary for health restoration are discussed. Prerequisites: ANUR 1450, ANUR 2110, ANUR 2112. Corequisite: ANUR 2212.

ANUR 2212. Medical/Surgical Nursing Clinical Applications II
Lecture 0, Lab 3, Credit 3
Building on Medical/Surgical Nursing Clinical Applications I, students utilize the nursing process to demonstrate basic to advanced clinical nursing skills in a variety of health care settings under the supervision of an instructor. Students have the opportunity to participate in health screening activities. The role and responsibilities of the practical nurse as a health team member are emphasized. Prerequisites: ANUR 1450, ANUR 2110, ANUR 2112. Corequisite: ANUR 2210.

ANUR 2223. Mental Health Nursing Concepts
Lecture 2, Lab 5, Credit 2.5
The student utilizes the nursing process to provide care to clients experiencing psychopathological, emotional, and behavioral alterations. Appropriate pharmacological agents, their ac-
Building on Medical/Surgical Nursing Clinical Applications 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 allow for further development of critical-thinking and problem-solving techniques. Prerequisites: ANUR 1450, ANUR 2110, ANUR 2212. Corequisite: ANUR 2310.

ANUR 2323. Pediatric Nursing
Lecture 2, Lab .5, Credit 2.5

In this course, 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. They learn to adapt the nursing process to reflect appropriate developmental stages and how to modify nursing actions for the pediatric client. This course also presents essential information related to growth and development from infancy through adolescence and those diseases common to the particular age groups. 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. This course includes a 32-hour clinical component. Prerequisites: ANUR 1450. Note: Students must pass both the theory and clinical components of this course with an 80% in each component to successfully complete the course and advance in the Practical Nursing Program.

ANUR 2331. Health Education and Licensure to Practice in the State of Louisiana
Lecture 3, Lab 0, Credit 3

This course emphasizes the use of the nursing process to perform skills in the maternal and neonatal setting to meet the needs of the client and neonate during antepartal, intrapartal, and postpartal periods. 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 includes a 32-hour clinical component. Prerequisites: ANUR 1060, ANUR 1233, ANUR 1240, ANUR 1350. Note: Students must pass both the theory and clinical components of this course with an 80% in each component to successfully complete the course and advance in the Practical Nursing Program. (For Semesters 2 and 3)

ANUR 2344. Professional Practice
Lecture 2, Lab 5, Credit 2.5

This course is a study of the nature and meaning of the visual arts including painting, drawing, sculpting, and problem-solving 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. This course includes a 32-hour clinical component. Prerequisites: ANUR 1040, ANUR 1060, ANUR 1233, ANUR 1240, ANUR 1350. Note: Students must pass both the theory and clinical components of this course with an 80% in each component to successfully complete the course and advance in the Practical Nursing Program.

ANUR 2353. PN Professionalism
Lecture 2, Lab .5, Credit 2.5

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 or expanding 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. This course is a study of a dynamic process of internalizing occupational 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 regulating the Practice of Practical Nursing. This course includes a 32-hour clinical component. Prerequisites: ANUR 2110, ANUR 2112, ANUR 2210, ANUR 2212, ANUR 2223, ANUR 2230. Note: Students must pass both the theory and clinical components of this course with an 80% in each component to successfully complete the course.

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

This course is a study of the nature and meaning of the visual arts including painting, drawing,
Lecture 1, Lab 4, Credit 5
This course will cover the theory, design, 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 the theory, design, and operation of automatic transmissions and transaxes. 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. Prerequisite: 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 1602.

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 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.
This course teaches strategies in how to plan a business; however, it is not a substitute for planning a business. 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 are 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**

This course is designed to strengthen the understanding of today’s important human resource issues and equip participants with the skills to overcome current, practical HRM challenges. The course discusses contemporary human resource management cases, applicable focused exercises with critical hands-on experience to aid in problem-solving and decision making activities necessary in today’s marketplace. [LCCN: CMGM 2213]

**BUSI 1210. Business Math**

A study of various business-related mathematical processes, principles, and techniques used to solve business problems.

**BUSI 2010. Legal Environment of Business**

A study of the legal influences on the business environment. Topics include structure of court systems, constitutional, administrative, employment, antitrust, securities regulation, international, environmental, and consumer law, social issues and business ethics, business contracts. Prerequisite: BUSI 1010.

**BUSI 2030. Introduction to Business**

This course provides a fundamental working knowledge of the functions of business and the contributions to society. This course also covers communication technology, globalization, and business ethics.

**BUSI 2300. Business Communications**

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 2311. Computer Aided Drafting I**

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: "C" or better in College Algebra. [LCCN: CCEM 1123]

**CHEM 1010. General Chemistry**

An introductory course including atomic and molecular structure, chemical nomenclature, measurement, and stoichiometry. Prerequisite: "C" or better in College Algebra. [LCCN: CCEM 1121]

**CHEM 1020. General Chemistry II**

An introduction to chemistry including acid-base reactions, thermochemistry, chemical thermodynamics, kinetics, equilibria (acid-base and solubility), and electrochemistry. The course focuses on developing a molecular viewpoint of chemistry, as well as an understanding of broad chemical principles. Prerequisite: "C" or better in CHEM 1010. [LCCN: CCEM 1133]

**CCSS 1000. College & Career Success Skills**

A course designed to provide students with the skills, information and guidance useful for success in college. Students will be introduced to strategies that promote success in college as well as the workplace. Includes an introduction to the college and its resources, recognition of various learning styles, critical thinking, problem-solving, financial literacy, time management, note taking, test taking, listening skills, basic technology through effective letters and memos. Prerequisite: ENGL 1010.

**CADD 1101. Computer Aided Drafting I**

This course includes the following: 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. PREREQUISITE: "C" or better in College Algebra. [LCCN: CCEM 1123]

**CCSS 1110. Orientation and Safety**

Overview of the collision repair industry and basic safety and health information needed to prepare individuals entering the work force. PREREQUISITE: "C" or better in College Algebra. [LCCN: CCEM 1131]

**CLRP 1121. Tools and Equipment**

Fundamentals of hand and power tools, equipment, and materials used in collision repair industry. PREREQUISITE: 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 or AUTO 1002.

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 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 or AUTO 1002.

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 or AUTO 1002.

CLRP 1311. Automotive Trim and Glass
Lecture 0, Lab 4, Credit 4
The application of body trim and glass removal and installation; Includes the removal and replacement of interior and exterior trim and locking mechanisms as well as removal, replacement, and alignment of moveable glass. Prerequisites: CLRP 1110.

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

CLRP 2111. Restraint Systems
Lecture 0, Lab 2, Credit 2
A study of the types and operation of passive and active restraint systems; includes theory of operation, components, troubleshooting, and removal and replacement of restraint systems. Prerequisites: CLRP 1110.

CLRP 2121. Plastic Repair
Lecture 0, Lab 1, Credit 1
The fundamentals of plastic repair. Emphasis is given to the proper repair procedures for rigid and flexible plastic; includes plastic welding and bonding procedures. Prerequisites: CLRP 1110.

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

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

CLRP 1110. Introduction to Criminal Justice
Lecture 3, Lab 0, Credit 3
Review of history and philosophical background of the US criminal justice system; 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. [LCCN: CCRJ 1013]

CRMJ 1120. Introduction to Corrections
Lecture 3, Lab 0, Credit 3
A 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. [LCRN: CCRJ 2013]

CRMJ 1220. Police Systems and Practices
Lecture 3, Lab 0, Credit 3
A 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. [LCRN: CCRJ 2313]

CRMJ 1230. TechReport 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. Prerequisite: Eligible for ENGL 1010.

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. Prerequisite: Eligible for ENGL 1010 or ENGL 1020. [LCCN: CCRJ 2213]

CRMJ 1340. Criminology
Lecture 3, Lab 0, Credit 3
A study of the theories used to explain criminal behavior. [LCCN: CCRJ 2113]

CRMJ 1410. Juvenile Delinquency
Lecture 3, Lab 0, Credit 3
A study of 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. Prerequisite: Eligible for ENGL 1010 or ENGL 1020.

CRMJ 2112. SocialProblemsforCriminalJustice
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. Prerequisites: CRMJ 1110 and Eligible for ENGL 1010.

CRMJ 2510. Introduction to Forensics
Lecture 2, Lab 1, Credit 3
Study of investigative techniques and scientific methods used in criminal investigations. Prerequisites: CRMJ 1110 and Eligible for ENGL 1010 or ENGL 1020.

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.
Prerequisites: CRMJ 1110 and Eligible for ENGL 1010 or ENGL 1020.

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. Prerequisites: CRMJ 1110 and Eligible for ENGL 1010 or ENGL 1020.

CRMJ 2997. Selected Topics in Criminal Justice
Lecture 3, Lab 0, Credit 3
Examines current issues in the criminal justice system; students will analyze, explore, question, and develop possible responses to issues presented. Prerequisites: CRMJ 1110 and Eligible for ENGL 1010.

CRMJ 2998. Selected Topics in Criminal Justice
Lecture 3, Lab 0, Credit 3
Examines current issues in the criminal justice system with emphasis on topics appropriate for students considering transfer to a baccalaureate degree. Students will analyze, explore, question, and develop possible responses to issues presented. Prerequisites: CRMJ 1110 and Eligible for ENGL 1010.

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

CULN 1160. Introduction to Culinary Skills (Culinary Math)
Lecture 2, Lab 3, Credit 5
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 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. Prerequisites: CULN 1130 and CULN 1160.

CULN 2220. 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. Prerequisites: CULN 1130 and CULN 1160.

CULN 2010. A'La Carte
Lecture 0, Lab 3, Credit 3
Includes duties of salad, sandwich, fry, grill, and breakfast station workers. Prerequisites: CULN 1210, and CULN 1160.

CULN 2310. Regional Cuisine
Lecture 0, Lab 2, Credit 2
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. Prerequisite: CULN 1210.

CULN 2400. Introduction to Baking and Pastries
Lecture 2, Lab 3, Credit 5
Basic principles of preparation and presentation of various types of breads, quick and yeast risen; pies, cakes, and other plated desserts, some advanced decorative work will be discussed. Chemical and physical factors in baking will also be taught. Prerequisites: CULN 1130 and CULN 1160.

CULN 2450. International Cuisine
Lecture 0, Lab 2, Credit 2
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. Prerequisite: CULN 1210.

CULN 2460. 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.

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.

DRFT 1201. Pictorial/Working Drawing
Lecture 1, Lab 1, Credit 2
This course covers pictorial and working drawings. The objectives are to have the students learn to draw complete sets of working drawings (including details, assemblies and parts lists); prepare written specifications of purchase parts for the parts lists; properly group information on the assembly drawing with identification numbering systems; explain the engineering change process and prepare engineering changes; draw three-dimensional objects using isometric, diametric or trimetric methods; construct objects using oblique drawing methods; draw objects using one, two or three point perspective; apply a variety of shading techniques to pictorial drawings.

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; apply proper specific notes for manufacturing features; place proper general notes and delta notes on a drawing; interpret and use correct tolerancing techniques; prepare completely dimensioned multi-view drawings. Students learn the fundamentals of orthographic projection and the application of dimensioning practices in the preparation of formal multi-view drawings.

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. Prerequisites: DRFT 1101, DRFT 1102, DRFT 1103 and DRFT 1104.

**DRFT 1205 Measurements & Materials**

Lecture 1, Lab 1, Credit 3

This course will introduce students to materials used in construction, and give them first-hand experience in measuring real world items and taking field notes. The objectives are: for students to learn about materials that are used in various types of construction; learn the difference between nominal sizes and actual sizes of these materials; to introduce students to the various fasteners used in construction; to learn terminology used in construction; to learn to measure and sketch field notes of items they will encounter in the working world.

**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: DRFT 1101, DRFT 1102, DRFT 1103, and DRFT 1104.

**DRFT 2302. Electrical/Electronics**

Lecture 1, Lab 2, Credit 3

This course covers AC-DC theory, electrical and electronic symbols, drawings, wiring diagrams, assembly drawings, block diagrams, electronic schematic diagrams, logic diagrams, industrial electronic diagrams, electric power drawings, printed circuit boards layouts, motor control diagrams, electrical one line diagrams, and electrical drawings for architectural plans. Prerequisites: CADD 1201 and all DRFT 1200 level courses.

**DRFT 2303. Machines/Manufacturing**

Lecture 1, Lab 2, Credit 3

This course deals with the application of theory of machine drawing. Emphasis is on the preparation of detail drawings, section views, notation, tolerance, dimensioning and layout. It is designed to give the student the necessary practice and knowledge to accomplish the design of machine components and to make the necessary drawings to be used in the manufacturing process as well as assembly. Tolerance and classes of fits, threads, fasteners, springs as well as gears and cams are included. Prerequisites: CADD 1201 and all DRFT 1200 level courses.

**DRFT 2304. Piping**

Lecture 1, Lab 2, Credit 3

This course deals with the theory and principles of pipe drafting, scale layouts, diagrammatic and isometric pipe drawings. Problems in routing pipe design usually handled by the drafter are included in the instruction. It includes acquainting the student with the process pipe drafting used in the area refineries. Prerequisites: CADD 1201 and all DRFT 1200 level courses.

**DRFT 2305. Structural/Strength of Materials**

Lecture 1, Lab 2, Credit 3

This course is designed to teach the principles and required information to layout and execute the necessary structural steel details and shop drawings required for the fabrication and erection of a steel structure. The placement of reinforcing steel in concrete is also covered, in addition to the use of the AISC Steel Construction Manual, American Concrete Institute standards, and the American Institute of Steel Construction. It covers the topics of stress and strain, direct and shearing stresses, torsion, bending, bolted and welded connections, basic design of timber and steel beams and timber and steel columns, beam deflections, and statistically indeterminate beams. Prerequisites: CADD 1201 and all DRFT 1200 level courses.

**DRFT 2401. Architecture II**

Lecture 1, Lab 2, Credit 3

This course is a continuation of Architecture I. It emphasizes more advanced drawing including some design and utilities for construction. Prerequisites: CADD 1201 and DRFT 2301.

**DRFT 2402. Civil/Viewing**

Lecture 1, Lab 2, Credit 2

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 measurement, angles, and reduction and plotting field notes. Prerequisites: CADD 1201 and all DRFT 1200 level courses.

**DRFT 2403. 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.

**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 1200 level courses, plus the area of specialization: DRFT 2301/2401, DRFT 2304 or DRFT 2402 or DRFT 2303.

**ECON 2010. Macroeconomics**

Lecture 3, Lab 0, Credit 3

This 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. Prerequisite: Eligible for MATH 1100 and ENGL 1010.

**ECON 2020. Microeconomics**

Lecture 3, Lab 0, Credit 3

This course deals with the application of theory and principles of trade to cost, prices and profit, the production process, market structure, and government intervention. Prerequisite: Eligible for MATH 1100 and ENGL 1010.

**ELEC 1122. Residential Wiring**

Lecture 1, Lab 2, Credit 3

This 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 1220. Introduction to Motor Controls**

Lecture 3, Lab 1, Credit 4

An introduction to basic manual and push button motor control systems. Topics include an understanding of ladder logic and its various components, and basic motor and control installations. Prerequisite: INST 1111 or ETRN 1112.
ELEC 1222. Residential Wiring Installation
Lecture 1, Lab 3, Credit 4
The course includes code requirements for residential installations, installing and troubleshooting of single pole, 3/w, 4/w, and receptacle circuits, breaker panels and also building a residential service. Prerequisite: ELEC 1122.

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.

ELEC 1312. Generator and Transformer Operations
Lecture 3, Lab 0, 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: INST 1111 or ETRN 1112.

ELEC 1340. Generator and Transformer Operations
Lecture 1, Lab 2, Credit 3
This course includes the fundamentals and principles of single phase and three phase motors and generators and transformer theory, application, and characteristics. Prerequisite: ETRN 1112.

ELEC 1422. Introduction to Motor Controls
Lecture 1, Lab 2, Credit 3
An introduction to basic manual and push button motor control systems. Topics include an understanding of ladder logic and its various components, and basic motor and control installations. Prerequisite: ETRN 1112.

ELEC 1430. Blueprint Interpretation
Lecture 1, Lab 2, Credit 3
An introduction to blueprint reading skills, which includes specifications and trade, related elements. The course includes making a material list from a blueprint.

ELEC 2220. Advanced Motor Controls
Lecture 2, Lab 1, 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, 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. Pre-requisite: ELEC 1220 or ELEC 1422 and INST 2722 or INST 2721.

ELEC 2460. Technical Mathematics for Electricians
Lecture 1, Lab 1, Credit 2
The basics of addition, subtraction, multiplication, and division, squares, square roots, decimals, fractions, and fundamentals of algebra, plane geometry, and trigonometry. The course includes basic concepts of scientific notation and the metric system.

ELEC 2630. Advanced Motor Controls
Lecture 1, Lab 2, Credit 3
This course presents information on advanced motor control applications. Topics include: installation, preventive maintenance, troubleshooting and repair of single phase and three phase motors, reversing motor circuits, reduced voltage starting, accelerating and 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. Prerequisite: English score of at least 18 on the Writing portion and a 19 on the Reading portion of the ACT, an equivalent score on the ASSET or COMPASS, “C” or better in TSEN 0093 and/or TSRE 0091. [LCCN: CENL 1013]

ENGL 1020. English Composition II
Lecture 3, Lab, Credit 3
A study of the basic rhetorical modes of English composition with emphasis on correct English grammar, usage, and punctuation. Term paper required. Prerequisite: ENGL 1010. [LCCN: CENL 1023]

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. Prerequisite: ENGL 1020.

ENGL 2010. British Literature I
Lecture 3, Lab 0, Credit 3
A survey of British writers from the beginning to the Romantic Era; includes literary analysis and writing about literature. Prerequisite: ENGL 1020. [LCCN: CENL 2103]

ENGL 2020. British Literature II
Lecture 3, Lab 0, Credit 3
A survey of British writers from the beginning to the Romantic Era; includes literary analysis and writing about literature. Prerequisite: ENGL 2020. [LCCN: CENL 2103]

ENGL 2120. American Literature I
Lecture 3, Lab 0, Credit 3
A survey of American writers from the Civil War through the present day; includes literary analysis and writing about literature. Prerequisite: ENGL 2110. [LCCN: CENL 2163]

ENGL 2130. Major American Writers
Lecture 3, Lab 0, Credit 3
A survey of significant American writers. Includes literary analysis and writing about literature. Prerequisite: ENGL 2120. [LCCN: CENL 2173]

ENGL 2310. World Literature I
Lecture 3, Lab 0, Credit 3
A survey of world writers from the beginnings through the 1600s; includes literary analysis and writing about literature. Prerequisite: ENGL 1020. [LCCN: CENL 2203]

ENGL 2320. World Literature II
Lecture 3, Lab 0, Credit 3
A survey of world writers from circa 1700 through the present day; includes literary analysis and writing about literature. Prerequisite: ENGL 2310. [LCCN: CENL 2213]

ENGL 2330. Major World Writers
Lecture 3, Lab 0, Credit 3
A survey of world writers from circa 1700 through the present day; includes literary analysis and writing about literature. Prerequisite: ENGL 2320. [LCCN: CENL 2223]
ENGL 2410. Introduction to Fiction
Lecture 3, Lab 0, Credit 3
Introduction to fiction; includes critical analysis and writing about literature. Prerequisite: ENGL 1020. [LCCN: CENL 2303]

ENGL 2420. Introduction to Literature
Lecture 3, Lab 0, Credit 3
Introduction to various literary genres; includes critical analysis and writing about literature. Prerequisite: ENGL 1020. [LCCN: CENL 2323]

ENGL 2430. Introduction to Poetry and/or Drama
Lecture 3, Lab 0, Credit 3
Introduction to poetry and/or drama; includes critical analysis and writing about poetry/drama. Prerequisite: ENGL 1020. [LCCN: CENL 2313]

ENGL 2510. Introduction to African American Literature
Lecture 3, Lab 0, Credit 3
Introduction to African American literature; includes critical analysis and writing about literature. Prerequisite: ENGL 1020. [LCCN: CENL 2403]

ENGL 2520. Introduction to Women’s Literature
Lecture 3, Lab 0, Credit 3
Introduction to literature by or about women; includes critical analysis and writing about literature. Prerequisite: ENGL 1020. [LCCN: CENL 2413]

ENGL 2530. Mythology or Folklore
Lecture 3, Lab 0, Credit 3
Introduction to mythology and/or folklore and its role in literature and culture. Prerequisite: ENGL 1020. [LCCN: CENL 2503]

ENGL 2535. Technical Report Writing
Lecture 3, Lab 0, Credit 3
The study of the procedures, terminology, and communication techniques utilized in writing reports for business/industry. Includes the organization of ideas and proposals and the preparation of reports and correspondence. It is strongly recommended that students take this course during their last semester of study. Prerequisite: ENGL 1010.

ENSC 2000. Environmental Science
Lecture 3, Lab 0, Credit 3
This course is an introduction to the relationship of man’s environment to his health. It includes a study of the physical and chemical hazards in the workplace, as well as a study of general environmental issues. Prerequisite: Eligible for ENGL 1010 or ENGL 1020. [LCCN: CEVS 1103]

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.

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 introduction 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. Prerequisite: GAEC 1100.

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. Prerequisite: GAEC 1110.

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 theory and blueprint reading for electricians. Prerequisite: GAEC 1120

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. Prerequisite: GAEC 1130

GAEC 1210. Apprentice Trade Technology Part II
Lecture 3, Lab 0, Credit 3
This course is designed to cover second year part one electrical trade technology concepts. Concepts covered include all aspects of basic alternating current (AC) theory, a continuation of blueprint reading and conduit fabrication. Prerequisite: GAEC 1200

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. Prerequisite: GAEC 1210.

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. Prerequisite: GAEC 1220.

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. Prerequisite: GAEC 1230

GAEC2100.ApprenticeTradeTechnologyPartV
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. Prerequisite: GAEC 1300.
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 lighting protection, motors, motor controls, test instruments, application, and lighting essentials. Prerequisite: GAEC 2100.

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 fire alarm systems, building automation, control devices and applications, hazardous locations, and additional code and practices. Prerequisite: GAEC 2200.

GAEC 2300. 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. Prerequisite: GAEC 2210.

GAEC 2310. 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 basic electrical 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. Prerequisite: GAPC 1110.

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. Prerequisite: GAPC 1100.

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. Prerequisite: GAPC 1110.

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. Prerequisite: GAPC 1120.

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. Prerequisite: GAPC 1130.

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
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. Prerequisite: GAPC 1210.

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. Prerequisite: GAPC 1220.

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. Prerequisite: GAPC 1230.

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-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. Prerequisite: GAPC 2100.

GAPC 2300. Apprentice Trade Technology Part VII
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. Prerequisite: GAPC 2210.

GAPC 2310. Apprentice Trade Technology Part VIII
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. Prerequisite: GAPC 2300.

GART 1010. Orientation to Graphic Communication
Lecture 1, Lab 1, Credit 2
This course provides the student with the basic principles, terminology, guidelines, methods and systems necessary to solve graphic design problems. Students will be introduced to various careers in the graphic design industry and learn classroom policy, procedure and safety.

GART 1020. Graphic Illustration
Lecture 1, Lab 2, Credit 3
In this course the students will experience drawing with various media. Students learn how to prepare materials and still life arrangements, working with foundation lines and incorporating more complex lighting, shading, depth, value and color techniques.
GART 1030. Photography I
Lecture 1, Lab 2, Credit 3

In this course the student will learn the fundamentals of being a designer. The course will cover color theory, design, typography, and the elements and principles of design. Upon completion the student will have a good understanding of executing professional graphic designs. Prerequisite: GART 1040

GART 1240. Raster Graphics I
Lecture 1, Lab 2, Credit 3

This course gives students experience in silhouetting, exposure correction, retouching, layering, typography, and image composites in Adobe Photoshop. The student will learn how to make high-quality selections and edits, using an efficient imaging workflow.

GART 2110. Videography I
Lecture 1, Lab 2, Credit 3

This course introduces the student to the terminology, principles and practices of videography. The student will learn to differentiate between good and bad video, learn basic production techniques, non-linear editing, creative lighting methods and field camera operation.

GART 2120. Animation
Lecture 1, Lab 2, Credit 3

In this course students will use After Effects to create motion graphics, key out color using green/blue screen techniques, motion tracking, and composition video and animation. There will be a focus on key framing, masking and using alpha channels. Projects include animated logos, titles, and rendering for broadcast. Prerequisites: GART 1040; GART 1240.

GART 2130. Design II
Lecture 1, Lab 2, Credit 3

In this course the student will focus more on real-world design as a base study to their course work. By using industry standard programs the student will study designs and understand the mechanics and theory by which it was created. Prerequisites: GART 1040, GART 1230, GART 1240.

GART 2140. Raster Graphics II
Lecture 1, Lab 2, Credit 3

In this course the student will continue their studies into Adobe Photoshop. Advanced skills would include creating compositions for advertising and the arts. Some projects would include website interfaces, billboards, flyers, brochures, just to name a few. Prerequisite: GART 1240.

GART 2210. Web Site Design
Lecture 1, Lab 2, Credit 3

Students will learn to develop a web site using industry standard software. Students will create the web site by creating a story board, using advanced presentation techniques and combining layout and design skills. Prerequisites: GART 1040, GART 1240.

GART 2220. Photographic II
Lecture 1, Lab 2, Credit 3

Students are introduced to digital photogaphy and explore software programs that adjust and manipulate photographs. Prerequisites: GART 1030, GART 1240.

GART 2240. Videography II
Lecture 1, Lab 2, Credit 3

Students will master camera image controls, study the aesthetics of composition, gain an understanding of the importance of lighting, produce an aesthetically thematic and logical video product (with music tracks, voice over, graphics and titling) and explore occupational opportunities in the video industry. Prerequisites: GART 2110; GART 2120.

GART 2250. Agency
Lecture 1, Lab 2, Credit 3

In this course the student will gain real-world experience by working on various jobs in the true schedule of the advertising industry. Students will be appointed various tasks in relation to a graphic designer, creative director, or account executive. Prerequisite: Special Approval.

GART 2260. Special Projects
Lecture 1, Lab 2, Credit 3

GART 2500. Portfolio Preparation
Lecture 1, Lab 0, Credit 1

Students receive individual art direction for both required and elective pieces. Work is evaluated and refined to meet top industry standards. Students will present their portfolio to a panel of instructors and industry representatives. Prerequisite: Special Approval.

GEOG 2010. Physical Geography
Lecture 3, Lab 0, Credit 3

This course is a survey 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. Prerequisite: Eligible for ENGL 1010 or ENGL 1020.

HIST 1010 Western Civilization 1
Lecture 3, Lab 0, Credit 3

This course is a survey of western civilization from the Reformation era to the present.

HIST 1020 Western Civilization 2
Lecture 3, Lab 0, Credit 3

This course is a survey of western civilization from ancient times to the Reformation era.

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. Prerequisite: Eligible for
ENGL 1010 or ENGL 1020. [LCCN: CHIS 1113]

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. Prerequisite: Eligible for ENGL 1010. [LCCN: CHIS 1123]

HIST 2010. American History I
Lecture 3, Lab 0, Credit 3
A survey of American history to 1877. Prerequisite: Eligible for ENGL 1010 or permission of the Department Chair. [LCCN: CHIS 2013]

HIST 2020. American History II
Lecture 3, Lab 0, Credit 3
A survey of American history from 1877 to present. Prerequisite: Eligible for ENGL 1010 or permission of the Department Chair. [LCCN: CHIS 2023]

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. Prerequisite: Eligible for ENGL 1010 or ENGL 1020. [LCCN: CHIS 2033]

INST 1010. Introduction to Instrumentation
Lecture 2, Lab 1, Credit 3
An introductory course providing an occupational analysis of job descriptions, working conditions, employment opportunities, certification requirements, and safety considerations in the classroom and for those employed in the field of industrial instrumentation. Also included are measurement devices, control devices, control loops, lockout tag-out, as well as P&ID symbology and loop sheets.

INST 1111. Fundamentals of Electricity/Electronics
Lecture 4, Lab 4, Credit 5
An introduction to the concept of DC/AC electronics on Ohm’s Law, series, series-parallel, and parallel circuits. To include the concepts of inductive and capacitive reactance, time constants, impedance, meters, magnetic relay, and solenoid principles.

INST 1112. Fundamentals of Semiconductors/Circuits:
Lecture 4, Lab 1, Credit 5
An introduction to solid-state components and electronic circuits. The individual will gain knowledge on diodes, transistors, thermistors, and optical devices. To include power supplies, amplifier circuits, amplifier coupling and phase splitters. Prerequisite: INST 1111 or ETRN 1112.

INST 1310. Pressure and Level Measurement
Lecture 3, Lab 1, Credit 4
An introduction to the concepts of pressure and level measurement, calculations and sensing devices. The student will calibrate, troubleshoot and repair/replace pressure and level indicators, recorders, transmitters, and transducers. Prerequisite: INST 1010 or INST 1110.

INST 1410. Flow and Final Control Elements
Lecture 3, Lab 1, Credit 4
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 1010 or INST 1110.

INST 2240. Industrial Control Systems
Lecture 3, Lab 1, Credit 4
Course instruction 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. Also, process measurement and control using computers and microprocessor based control systems will be covered. Students will be introduced to various distributed control systems including the use of field bus and tuning methods in control systems. Prerequisite: INST 1010 or INST 1110.

INST 2722. Introduction to Programmable Logic Controllers
Lecture 3, Lab 1, Credit 4
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. Corequisites: ELEC 1220 or ELEC 1422.

INST 2732. Temperature and Analytical Measurement
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 1010 or INST 1110.

INST 2812. Advanced Programmable Logic Controllers
Lecture 2, Lab 1, 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 2722 or INST 2721 and ELEC 1220 or ELEC 1422.

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. This course may be used as a substitute for ITEC 1300.

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. Prerequisite: ITEC 1010.
ITEC 1100. IT Essentials: PC Hardware and Software
Lecture 3, Lab 0, Credit 3
Students completing this course will be able to 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. Corequisite: ITEC 1101.

ITEC 1101. 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. Corequisite: ITEC 1100.

ITEC 1200. Operating Systems
Lecture 3, Lab 5, 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 sub netting.

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 1500. Network Pro
Lecture 3, Lab 0, Credit 3
In this course the student will learn how to install networking hardware, configure a small office/home office (SOHO) network, and connect mobile and desktop devices to a network. Through lessons, demonstrations, and exams, as well as hands-on labs and videos, will give the student real experience in networking. The course prepares the student for the following industry certifications: TestOut Network Pro certification and CompTIA Network+(N10-005) certification.

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 Special 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 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.

ITEC 1820. Linux+
Lecture 3, Lab 1, Credit 4
A study of the Linux operating system including topics of installation, configuration, troubleshooting, and administration. This course prepares the student to pass the two exams required for both the Linux+ and the LPIC-1 certifications (passing both exams gets both certifications). Note: After passing the Linux+exams, the student must elect to forward the exam information from CompTIA to LP to obtain the LPIC-1 credential. The Linux+ certification qualifies the student to be a level 1 (junior) Linux administrator and is also useful for any desktop administrator who needs a basic understanding of Linux administration. This course may be used as a substitute for ITEC 1200. Prerequisites: ITEC 1500 or ITEC 1100 and ITEC 1101.

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.

ITEC 2030. MCSE 4-Windows Directory Services Administration
Lecture 3, Lab 1, Credit 4
This course is designed to provide students
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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 2010.

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.

ITEC 2110. Networking for Home & Small Business 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.

ITEC 2120. Working at a Small-to-Medium Business 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. Prerequisite: ITEC 2110.

ITEC 2125. Health Information Networking Lecture 3, Lab 0, Credit 3

This course is designed to introduce students to IT fundamentals for medical groups and include basic information on healthcare environments, fundamentals of electronic health record systems, and designing, securing, and troubleshooting a network to support healthcare organizations. Prerequisite: ITEC 2120 or equivalent industry experience.

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 Networking Academy Discovery Program Semester 3 curriculum. Prerequisite: 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. Prerequisite: 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. Prerequisite: ITEC 1000.

ITEC 2270. Advanced Spreadsheet Development Lecture 3, Lab 0, Credit 3

A further study of database applications including advanced spreadsheet, charts, macro, database function, and programming using Visual Basic for Applications (VBA). Prerequisite: ITEC 1000.

ITEC 2271. Advanced Database Development Lecture 3, Lab 0, Credit 3

A study of logic structure, arrays, database handling, file connectivity, and various advanced features. Prerequisite: 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. Prerequisite: 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. Prerequisite: ITEC 2110.

ITEC 2680. Security Pro Lecture 3, Lab 1, Credit 4

The course will focus on the knowledge and the experience students need to enter the industry as an entry-level IT security administrator. The student will learn how to protect that network from a myriad of threats. The goal is to prepare the student for certifications and give them the hands-on skills IT employers are seeking. Upon completion of this course, the student will be prepared to take any or all of three separate certification exams: TestOut’s Security Pro Certification exam, Comp TIA’s Security+ exam (SYO-301), and (ISC) 2’s SSCP exam. Prerequisites: ITEC 1500 or ITEC 2110, and ITEC 1100, ITEC 1101, and ITEC 1200 or ITEC 1820, or Special Approval.
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 enterprise systems. Prerequisite: 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.

ITEC 2998. Comprehensive Programming Project  
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. Prerequisite: Special Approval.

ITEC 2999. Comprehensive Networking Project  
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. Prerequisite: Special Approval.

ITEC 1100. College Algebra  
Lecture 3, Lab 0, Credit 3  
Linear and quadratic equations and inequalities, absolute value equations and inequalities, polynomial and rational functions, exponential and logarithmic functions, systems of linear equations and inequalities. Prerequisite: MATH 1100 or a math score of at least 19 on the ACT.

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. Prerequisite: "C" or better in MATH 1100 or a math score of 22 on the Enhanced ACT.

MATH 1250. Math for Graphic Communication  
Lecture 3, Lab 0, Credit 3  
Basic mathematical operations reviewed in the context of applications for graphic communication students.

MATH 1305. Finite Math  
Lecture 3, Lab 0, Credit 3  
Matrices with applications, linear programming, probability, mathematics of finance and trigonometry. Prerequisite: MATH 1100. [LCCN: CMAT 1313]

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. [LCCN: CMAT 1303]

MBIO 2015. Introductory Microbiology  
Lecture 3, Lab 1, Credit 4  
A basic study of microorganisms and their role in disease, sanitation, ecology, and industry. [LCCN: CBIO 2103]

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 1340. General Body Structure  
Lecture 3, Lab 0, Credit 3  
This course covers identification of the organs and basic functions of the human boy and disorders as it relates to each system with medical terminology integrated with each.
OADM 1120. Keyboarding II
Lecture 3, Lab 0, Credit 3
Continued development and application of computerized keyboarding techniques and proper usage of word processing commands. Emphasis is placed on speed, accuracy, and correct keyboarding techniques. Emphasis is also placed on an increase in speed, accuracy, and correct keyboarding 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 1150, ITEC 1000, and ITEC 1005 are considered to be equivalent courses to satisfy the degree requirements. Duplicate credit for these courses will not be given to satisfy elective credit for the Accounting and Office Systems programs.

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 Special Approval.

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.

ORNT 1000 College Success
Lecture 1, Lab 0, Credit 1
This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. The course includes: an introduction to the college; policies, procedures, and available resources; college success strategies such as study skills, time management, problem resolution, stress management, and effective communication; setting personal and educational goals; team/group dynamics; an introduction to electronic learning and online resources.

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. Prerequisite: Eligibility for Math 1100. [LCCN: CPHY 1023]

PHSC 1100. Physical Science I Laboratory
Lecture 0, Lab 1, Credit 1
Laboratory investigations designed to demonstrate and complement the lessons taught in Physical Science I. Prerequisite or corequisite: PHSC 1000.

PHSC 1200. Physical Science II
Lecture 3, Lab 0, Credit 3
Introductory study of topics in physical science including chemical processes, organic chemistry, meteorology, and geology. Prerequisite: PHSC 1000. [LCCN: CPHY 1033]

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 corequisite: 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. Prerequisites: "C" or better in MATH 1100 and MATH 1020 or 1110. [LCCN: CPHY 2113]

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. Prerequisite or corequisite: PHYS 2100 (either pre-req or co-req). [LCCN: CPHY 2111]

PHYS 2200. General Physics II Lecture 3, Lab 0, Credit 3
Fundamental principles of electricity, magnetism, optics, and selected topics of modern physics. Prerequisites: PHYS 2100 [LCCN: CPHY 2123]

POLI 1100. American Government Lecture 3, Lab 0, Credit 3
Principles, structures, processes, and functions of the United States government. [LCCN: CPOL 2013]

POLI 2100. State and Local Government Lecture 3, Lab 0, Credit 3
Principles, organization, and administration of state and municipal governments with an emphasis on Louisiana governmental structures. Prerequisite: Eligibility for ENGL 1010. [LCCN: CPOL 2113]

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. Prerequisite: Eligible for ENGL 1010 or ENGL 1020. [LCCN: CPSY 2013]

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 or permission of the Department Chair of general education. [LCCN: CPSY 2113]

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, pulleys 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. Prerequisites: MATH 1100.

PTEC 1010. Introduction to Process Technology Lecture 3, Lab 0, Credit 3
This course is designed to introduce the student to Process Technology. Topics covered include a basic overview of an operator's job, history of the industry, responsibilities and duties of an operator, safety and environmental education, and workplace environment. The student will gain a fundamental understanding of industrial equipment. There will be an introduction to basic chemistry and physics in the process areas.

PTEC 1310. Process Instrumentation I Lecture 3, Lab 0, Credit 3
This course is designed to introduce the student to the equipment and methodologies used by the industry for monitoring performance and controlling processes. Topics addressed include common terminologies, basic principles of measurement and instrumentation, specific hardware, performance characteristics, control loops, typical applications and operating limits. Prerequisites or Corequisites: PTEC 1010.

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. Prerequisite: PTEC 1310 or INST 1110.

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. Prerequisites or Corequisite: PTEC 1010.

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 0, Credit 3
This course studies 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. Prerequisite: PTEC 1610 and PTEC 1310 Corequisite: PTEC 2421.

PTEC 2421. Process Systems (PT II) Lab Lecture 0, Lab 1, Credit 1
This lab prepares the student to operate the Distributive Control Systems in industry. In this class, the student will study the TDC-3000 Distributive Control System. Then the student will work in the Simtronics simulation software. The simulations will be based on plant equipment and running conditions. Corequisite: PTEC 2420.

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 comp...
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The basic principles of process physics. The ma-

PTEC 2440. Process Troubleshooting
Lecture 3, Lab 0, Credit 3
This course applies a six-step troubleshoot-

Corequisite: PTEC 2620.

PTEC 2620. Process Physics
Lecture 3, Lab 0, Credit 3
This course is designed to introduce the stu-

Corequisite: PTEC 2610, Prerequisite or Corequisite: PTEC 2420.

PTEC 2630. Fluid Mechanics
Lecture 3, Lab 0, Credit 3
This course covers the following topics: nat-

Corequisite: PTEC 2620.

PTEC 2700. Oil & Gas Production
Lecture 3, Lab 1, Credit 4
Oil & Gas Production will familiarize stu-

Corequisite: MATH 1100, Corequisite: PTEC 2621.

PTEC 2621. Process Physics Laboratory
Lecture 0, Lab 1, Credit 1
The laboratory experience is used to enhance

Corequisite: PTEC 2420.

PTEC 2911. Campus Internship
Lecture 0, Lab 3, Credit 3
This course consists of 135 hours of departmen-

Corequisite: PTEC 2420, Corequisite PTEC 2430.

PTEC 2912. Independent Internship
Lecture 0, Lab 3, Credit 3
This course consists of 135 hours of departmen-

Corequisite: PTEC 2420, Corequisite PTEC 2430.

SKIL 1000. Skills for Successful Studies
Lecture 3, Lab 0, Credit 3
A comprehensive course outlined to address

Corequisite: Eligible for ENGL 1010 or ENGL 1020. [LCCN: CPHL 2213]

SOCL 2010. Introduction to Sociology
Lecture 3, Lab 0, Credit 3
This course is an introductory study of the

Corequisite: PTEC 2430.

SPCH 1000. Fundamentals of Speech Commu-

Corequisite: Eligible for ENGL 1010 or ENGL 1020. [LCCN: CSOC 2013]

SOCL 2020. Social Problems
Lecture 3, Lab 0, Credit 3
A study of individual, family, and communi-

Corequisite: PTEC 2420, Corequisite: PTEC 2430.

SPCH 2000. Fundamentals of Speech Commu-

Corequisite: PTEC 2420, Corequisite: PTEC 2430.

RELG 2110. Introduction to Religions of the
World
Lecture 3, Lab 0, Credit 3
This course will engage you in a comparative

Corequisite: PTEC 2420, Corequisite PTEC 2430.
history and traditions of speech communication as an academic field of study. Includes fundamental codes, functions, and processes of oral communication. [LCCN: CCOM 1013]

**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 speech: personal, introductory, informative, demonstrative, persuasive, and testimonial. [LCCN: CCOM 2013]

**TSEN 0091. Transitional English**
Lecture 3, Lab 0, Credit 3
This course provides students with a comprehensive study of English. Topics discussed are grammar, usage, mechanics, sentences, sentence structure, and editing paragraphs. This is a skills improvement course that may not be used as credit for a certificate, diploma, or degree. Placement is based on ACT, COMPASS, ASSET, or SAT scores.

**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, or a grade of "C" or better.

**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 a grade of "C" or better.

**TSMA 0094. Pre-Calculus**
Lecture 3, Lab 0, Credit 3
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 1110. Safety**
Lecture 0, Lab 1, Credit 1
Maintaining safety and practice of a 5G-pipe weld using shielded metal arc welding, with the weld progressing uphill. Prerequisite: WELD 1420.

**WELD 1110. 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 1110. Welding Inspection and Testing**
Lecture 1, Lab 1, Credit 2
An introduction to and practice of safety, setup, and handling of Carbon Arc Cutting and Plasma Arc Cutting equipment including practice cutting ferrous and non-ferrous metals. Prerequisite: WELD 1110.

**WELD 1110. Welding Inspection and Testing**
Lecture 0, Lab 3, Credit 3
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 1110. Welding Inspection and Testing**
Lecture 1, Lab 3, Credit 4
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 1110. Welding Inspection and Testing**
Lecture 0, Lab 4, Credit 4
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 basic blueprint, metallurgy, and welding symbols. Prerequisite: WELD 1110.

**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.
tungsten arc welding including safety and practice of various fillet and groove welds. Prerequisite: WELD 1110.

WELD 2220. GTAW – PIPE 5G
Lecture 1, Lab 3, Credit 4
An introduction to the fundamentals of gas tungsten arc welding of pipe including safety, setup and operation of pipe beveling equipment, and practice of a 5G-pipe weld. Prerequisite: WELD 2210.

WELD 2221. GTAW – PIPE 2G
Lecture 0, Lab 3, Credit 3
Maintaining safety and practice of a 2G-pipe weld using the gas tungsten arc welding process. Prerequisite: WELD 2210.

WELD 2222. GTAW – PIPE 6G
Lecture 0, Lab 2, Credit 2
Maintaining safety and practice of a 6G-pipe weld using the gas tungsten arc welding process. Prerequisite: WELD 2210.

WELD 2230. GTAW – Aluminum Multi-Joint
Lecture 1, Lab 1, Credit 2
An introduction to the fundamentals of aluminum gas tungsten arc welding including safety and practice of various fillet and groove welds. Prerequisite: WELD 1110.

WELD 2310. GMAW – Basic Fillet Weld
Lecture 1, Lab 1, Credit 2
An introduction to the fundamentals of gas metal arc welding including safety and practice of fillet welds. Prerequisite: WELD 1110.

WELD 2311. GMAW – Groove Weld
Lecture 0, Lab 2, Credit 2
Maintaining safety and practice of groove welds using the gas metal arc welding process. Prerequisite: WELD 2310.

WELD 2312. Basic Pipe and Structural Fabrication
Lecture 1, Lab 2, Credit 3
An introduction to the fundamentals of pipe and structural fitting including safety, math for welders, isometric drawings, pipe takeoffs, saddle layouts, flange layouts, and how to use a pipe fitter’s handbook. Prerequisite: WELD 1110.
ADMINISTRATION
Bateman II, Douglas R., Vice Chancellor for Academic Affairs and Student Success, B.A., University of California, Los Angeles; M.R.E., Loyola University, New Orleans; Ph.D., The University of Texas at Austin.
Newman, Jeanine S., Vice Chancellor for Finance, B.A., McNeese State University.
Nwankwo, Charles, Chief Information Resources and Technologies Officer, B.S., M.S., University of Houston; Ph.D., The University of Texas at Austin.
Jolly, Randy, Executive Director of Institutional Enhancement, Alumni Affairs & Community Engagement, B.S., Abiline Christian University, Abilene, TX.
Farley, Andre’, Executive Director of Enrollment Management and Student Affairs, M.B.A.; M.A., Webster College, St. Louis, MO; B.S., University of South Carolina; Commercial/Instrument Rated Pilot, U.S. Army/FAA.
Anyanwu, FitzPatrick, Executive Director of Planning and Analysis, B.S., M.S., Ed.D., Oklahoma State University.
Vacant, Director of Human Capital/Resources and Payroll Planning and Management.
Darbone, Davidson, Director of Facilities Planning and Management.
Schmaltz, Kylie, Instructional Site Coordinator for Morgan Smith Site, B.S., McNeese State University.

ACADEMIC AFFAIRS & STUDENT SUCCESS
Bordelon, Nancy Jane, College & Career Transition Coordinator & Carl Perkins Coordinator,
B.S., McNeese State University; M.S., Louisiana State University.
Collins, Christine, Director of Student Support Services, B.S., M.A., Xavier University of Louisiana.
Derouen, Edie, Student Life Coordinator.
Hellums, Paula, Department Chair of Nursing, B.S.N., Louisiana College – Pineville; M.S.N., McNeese State University.
Lafargue, David P., Interim Department Chair of Process Technology, A.S., B.S., McNeese State University.
Lejeune, Deborah A., Department Chair of Business and Information Technology, B.S., M.B.A., McNeese State University.
Vacant, Department Chair of Culinary, Graphic and Design Art.
Paulette, Tonya, Student Counselor, M.A., Stephen F. Austin State University; B.S., Texas A&M University.
Rigmaiden, Mathilda, Dean of Instruction and Student Success, B.S., M.Ed., McNeese State University.
Schexnider, Angela, Director of Career Planning & Placement, M.Ed., McNeese State University.
Stewart, Charles, Department Chair of Liberal Studies and Education, B.S., M.S., McNeese State University; Ed.D., Lamar State University.
Vacant, Department Chair of Industrial & Transportation Technology

FULL TIME FACULTY
Abel, Adrienne, Instructor of Business Technology, (Morgan Smith Site), M.A., University of Phoenix; B.S., McNeese State University.
Ballou, Nella Luann, Instructor of Mathematics, A.A.S., Arkansas Community College; B.S., M.S., McNeese State University.
Bell, Alexander, Instructor of Physics, M.A., University of Phoenix.
Bilbo, Rachael, Instructor of Nursing, B.S.N., McNeese State University.
Bouillion, Ronald, Instructor of Process Technology.
Buck, Darrell, Instructor of Graphic Art, A.A.T., SOWELA Technical Community College.
Byrd, Addie, Instructor/Coordinator – Health Sciences, (Morgan Smith Site), B.S.N., McNeese State University.
Byrd, Jonathan, Instructor of Criminal Justice, M.S., Troy University.
Carrere, Todd, Instructor of Mathematics, B.S., M.S., McNeese State University.
Creel, Amanda B., Instructor of Psychology, B.A., Louisiana Tech University; M.A., McNeese State University; Ph.D., Auburn University.
Darbonne, Jonathan, Instructor of Welding, Diploma, SOWELA Technical Community College.
Doucet, Rebecca, Instructor of Nursing, MSN, CSN, University of South Alabama.
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Glossary of Important Terms

Academic Status
While attending SOWELA, a student must remain in good standing. Students not on academic/disiplinary probation or suspension are in good standing. Students in good standing can participate in clubs/organizations.

Auditing
Students who audit a course attend class, but are not required to fulfill all course prerequisites. No course credit is earned for audited courses; they are shown on the student's transcript with a grade of "AU". Students must register for the course(s) they intend to audit and pay the required fees.

CIP Code
Classification of Instructional Programs Code – It provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity.

College Catalog
The College Catalog includes information about SOWELA and its admissions, policies, academic support services, and programs of study. The latest catalog is always on our web site at www.sowela.edu.

Corequisites
Corequisites are required courses that must be taken with or prior to a companion course(s). These courses are listed in the course descriptions of the latest College Catalog.

Credit Hour, Semester
The credit hour is a unit of measure assigned to college credit coursework. A semester credit hour corresponds to one hour of class instruction. Most courses earn three to four semester credit hours. For more information consult your academic faculty advisor.

Dual Enrollment
This is a program that allows a high school student to enroll in a college level course for which dual credit (both college and high school credit) is earned on the student's secondary and postsecondary academic record.

Electives
Electives are courses taken in addition to required general education courses. Elective courses usually relate to the student's major. For more information, consult your academic faculty advisor.

General Education Core
The general education core is a key series of courses in the humanities, fine arts, mathematics, natural sciences, and social sciences that students are required to take in order to receive an associates degree. Refer to the latest College Catalog.
HiSET

High School Equivalency Test – A group of five subject tests which, when passed, certify that the taker has high school level academic skills. They measure proficiency in science, mathematics, social studies, reading and writing. Passing the HiSET, therefore, gives those who did not complete high school the opportunity to earn their high school equivalency credential.

Grade Point Average (GPA)

GPA is used to measure scholastic standing. The GPA is determined by dividing the total number of grade points earned by the total semester credit hours attempted. Refer to the “Grading Section” of this catalog.

Grade Points

Grade points are numerical values assigned to each letter grade for the purpose of computing the grade point average (GPA). Refer to the “Grading Section” of this catalog.

Prerequisites

Prerequisites are required courses. Students seeking to take a course or enter a program of study with prerequisites must first pass the prerequisite courses with a letter grade of “C” or better. Refer to the latest College Catalog.

Semester Hour

Refer to “Semester Credit Hour” in this catalog.

STEPS

Senior Technical Education Program at SOWELA – The STEPS program provides high school seniors a jump start on college. Students in the STEPS program experience the college environment while completing their high school diploma and earning college credits.

Transcript

A transcript is the student’s official record of academic standing, including biographical and test data. Transcripts are obtained upon request from the student to the Office of the Registrar.