SOWELA TECHNICAL COMMUNITY COLLEGE DIRECTORY

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone Number</th>
<th>Information Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Services One Stop Center</td>
<td>421-6540</td>
<td>Applications to SOWELA</td>
</tr>
<tr>
<td>Testing Center</td>
<td>421-6580</td>
<td>ACCUPLACER, HSET &amp; Pearson Vue Certification Testing</td>
</tr>
<tr>
<td>1st-Year Experience</td>
<td>421-6967</td>
<td>Orientation</td>
</tr>
<tr>
<td>Business Office</td>
<td>421-6515</td>
<td>Pay Tuition, Fee Bills, Refund Checks</td>
</tr>
<tr>
<td>Career Planning &amp; Placement</td>
<td>421-6968</td>
<td>Course Placement, Career Counseling, Job Search, Job Placement</td>
</tr>
<tr>
<td>Disability Services</td>
<td>421-6969</td>
<td>Services for the Disabled</td>
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<tr>
<td>Enrollment Services One Stop Center</td>
<td>421-6565</td>
<td>Graduation, Records, Transcripts, Grade Changes, Program Changes</td>
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<tr>
<td>Enrollment Services One Stop Center</td>
<td>421-6545</td>
<td>Grants, Scholarships</td>
</tr>
<tr>
<td>Student Services</td>
<td>421-6969</td>
<td>Student Activities, Student Clubs, Student Government</td>
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<tr>
<td>Student Counseling</td>
<td>421-6971</td>
<td>Counseling Services</td>
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<tr>
<td>STEPS</td>
<td>421-6597</td>
<td>Enrolling in the Senior Technical Education Program at SOWELA</td>
</tr>
<tr>
<td>Student Employment</td>
<td>421-6510</td>
<td>On-Campus Student Jobs</td>
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<tr>
<td>Library</td>
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<td>Circulation Desk</td>
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<tr>
<td>Workforce Development</td>
<td>421-6560</td>
<td>Leisure Learning, Economic Development Initiatives</td>
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<td>Information Technology</td>
<td>421-6520</td>
<td>SOWELA Help Desk</td>
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<td>Emergency</td>
<td>274-9790</td>
<td>SOWELA Security</td>
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<tr>
<td>Literary Council Advisor</td>
<td>421-6578</td>
<td>HiSET Training; WorkReadyU</td>
</tr>
<tr>
<td>Morgan Smith Campus</td>
<td>824-4811</td>
<td>Morgan Smith Campus Questions</td>
</tr>
</tbody>
</table>

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

CAMPUS ADDRESSES:

MAIN CAMPUS
3820 Senator J. Bennett Johnston Avenue,
Lake Charles, LA 70615
Mailing Address: P. O. Box 16950,
Lake Charles, LA 70616
Phone: (337) 421-6565,
TTY (337) 491-2524
Toll Free (800) 256-0483
Fax: (337) 491-2135

MORGAN SMITH SITE
1230 North Main Street,
Jennings, LA 70546
Mailing Address: P. O. Box 1327,
Jennings, LA 70546
Phone: (337) 824-4811
Fax: (337) 824-5653

PROGRAM OFFERINGS:

SOWELA's Main Campus, Lake Charles:
Accounting Technology (AAS)
Automotive Technology (TD)
Aviation Maintenance Technology (AAS)
Business Administration (AAS)
Chemical Laboratory Technology (AAS)
Collision Repair Technology (TD)
Computer Networking Specialist (AAS)
Computer Software Specialist (AAS)
Criminal Justice (AAS)
Culinary Arts (AAS)
Drafting & Design Technology (AAS)
General Apprenticeship - Electrical (TD)
General Apprenticeship - Plumbing (TD)
General Studies (AGS)
Graphic Art (AAS)
Industrial Electrician (TD)
Industrial Instrumentation Technology (AAS)
Nurse Assistant (TCA)
Nursing (AS)
Office Systems Technology (AAS)
Practical Nursing (TD)
Process Technology (AAS)
Transfer Degree (Arts - Louisiana) (AALT)
Transfer Degree (Science - Louisiana) (ASLT)
Welding (TD)

Morgan Smith Site, Jennings:
Accounting Technology (AAS)
Business Administration (AAS)
Industrial Electrician (TD)
Nurse Assistant (TCA)
Office Systems Technology (AAS)
Practical Nursing (TD)
Welding (TD)
Message from the Chancellor

On behalf of the faculty and staff, I welcome you to 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 degree programs 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 throughout the Southwest Louisiana region. The College is experiencing record-breaking enrollment growth and is currently going through a campus revitalization program that includes the addition of new facilities and a reconfiguration of the existing campus layout. In fact, SOWELA was named the 8th fastest growing 2-year college in the nation by Community College Week and one of the four best community colleges in Louisiana for workforce training by Southern Business & Development magazine. In order to meet the demands of record enrollment growth, SOWELA is continuing to add new facilities. In addition to the new Process Technology, Nursing & Allied Health, and Arts and Humanities buildings, construction will begin in 2016 on a new Student Success building and a new campus and building in Jennings, Louisiana.

With the announcement of over $85 billion in industry expansions 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 Center that will open in 2016.

Our dedicated faculty and staff members 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. Pursing a higher education degree 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 SOWELA Technical Community College. I am confident SOWELA can help you build a brighter future through the achievement of your higher education goals.

Dr. Neil Aspinwall
Chancellor
ABOUT SOWELA

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

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

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

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

EEO/TITLE IX/SECTION 504/ADA

SOWELA does not discriminate on the basis of age, race, religion, color, sex, national origin, or disability. This policy extends to employment by, admission to, or educational opportunities and benefits provided by the College. SOWELA is an affirmative action/equal opportunity college. It is committed to the education of a non-racially identifiable student body. Inquiries concerning EEO, Title IX, the Rehabilitation Act of 1973 and the American Disabilities Act of 1990 should be directed to the following individuals:

ADA Coordinator Questions: Ms. Christine Collins, Director of Student Support Services whose office is located in the Student Success Building. Ms. Collins can be reached at (337) 421-6974 or via email at christine.collins@sowela.edu.

EEO/Title IX Questions: Dr. Fitzpatrick Anyanwu, Executive Director of Institutional Planning and Effectiveness can be located in the Charleston Building (formerly Administration Building). Dr. Anyanwu can be reached at (337) 421-6905 or fitzpatrick.anyanwu@sowela.edu.

For specific information related to disability services on SOWELA campus please feel free to contact the Office of Student Support Services at (337) 421-6974.

ACCREDITATION

SOWELA Technical Community College (SOWELA) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 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.

SOWELA is also accredited by the Commission on Occupational Education (COE) of the American Technical Education Association and the National Council of Accrediting Agencies of the United States. This significant recognition upon its accreditation by the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools – one of the most prestigious educational accrediting agencies in the United States.

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

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

In 2010, the Louisiana Community and Technical College System Board of Supervisors approved the transfer of the Morgan Smith campus to Jennings to SOWELA Technical Community College. Previously, both Morgan Smith and SOWELA were part of Region Five. The transfer of Morgan Smith to SOWELA is a homecoming designed to increase services to Calcasieu and Jefferson Davis Parishes.
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.

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

Chair - Timothy W. Hardy
First Vice Chair - Deni Grissette
Second Vice Chair - Stephen Toups

Helen Bridges Carter
Erika McConduit-Diggs
Willie Mount
Michael Murphy
Norwood “Woody” Oge
Paul Price
Joe Potts
Craig Spohn
Stephen Smith
Vincent St. Blanc III
Charles Strong

FREQUENTLY ASKED QUESTIONS
When is registration?
Registration is ongoing. To learn about registration, students should review the Class Schedule, located under the “Quick Links” menu on the SOWELA website, or visit the Enrollment Services One Stop Center located in the Charleston Building (formerly 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?
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.

What if I 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 SOWELA’s Placement Test. New students will take SOWELA’s Placement Test 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 credit class (see the “Glossary” on page 248).

Students enrolling for non-credit courses offered by the Office of Economic and Workforce Development should inquire with office personnel at (337) 421-6964.

How do I obtain a transcript for another institution or an employer?
First, complete a Transcript Request form available in the Enrollment Services One Stop Center, or print one from the web site at www.sowela.edu. Also, a letter can be sent to SOWELA Technical Community College, Enrollment Services One Stop Center, 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 be 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, Enrollment Services One Stop Center, 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
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:

- Must 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.

How does a person register for ABE or HiSET 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
- Grand Lake: (337) 494-7000 or 492-7000
- Jennings: (337) 616-9918
- Lake Charles: (337) 492-7000 or 492-7000
- SOWELA Office: (337) 421-6578

(Mon - Thurs 9am to 1pm)

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

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 through a state funded program called Work Ready U. In some cases, adult basic education students may qualify for a “5 for 6” scholarship. Contact the Literacy Council at 1-888-LIT-SWLA for more information.

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

Is the HiSET offered at SOWELA?
Yes. SOWELA has paper and computer-based HiSET testing available on the main campus. Paper-based classes at our Morgan Smith Site in Jennings, LA.

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 2016 SEMESTER

Full-Term Session

August 22 – December 13, 2016

April 4 – 8 (Mon – Fri) ............................................................. Advising Days
April 11 (Mon) ................................................................. Registration for Fall 2016 Begins
............................................................. Fall Registration ends at Midnight 08/15/16
August 15 (Mon) ................................................................. Faculty returns to campus
August 17 – 26 (Wed – Fri) ......................................................... Late Registration opens for Fall 2016
Late Registration begins and Add/Drop reopens at 1:00 p.m. on 08/17/16. Both end at Midnight ....
August 22 (Mon) ................................................................. Classes Begin
August 22 – 26 (Mon – Fri) ............................................................. 100% Tuition Adjustment Period
August 26 (Fri) ................................................................. Late Registration and Add/Drop end at Midnight
August 29 (Mon) ................................................................. Final Payment Deadline for Fall 2016 at Noon
August 27 – September 1 (Sat – Thurs) ....................................................... 50% Tuition Adjustment Period
August 30 (Tues) ................................................................. “Clean” Rosters Available for Faculty
September 2 (Fri) ............................................................. Instructors submit final Show/No Show Reports
September 2 – 8 (Fri – Thurs) ............................................................. 25% Tuition Adjustment Period
September 5 (Mon) ................................................................. Labor Day Holiday
September 6 (Tues) ............................................................. No Show Purge
September 8 (Thurs) ............................................................. Last Day to Drop Classes and Receive a Tuition Adjustment
September 9 (Fri) ............................................................. 14th Instructional Day/Reporting Day
September 22 (Thurs) ............................................................. Convocation (No Classes will meet)
Mid-September – November ............................................................. Survey of Entering Student Engagement
(Sections of ENGL 0098, 0099, 1010 and MATH 0098, 0099, 1100 will be selected to participate in the SENSE which takes approximately 45 minutes.)
October 13 (Thurs) ............................................................. Midterm Grades Due
October 27 (Thurs) ............................................................. Last Day to Withdraw from the College or from Full-term Classes
October 31 – November 4 (Mon – Fri) ............................................................. Advising Days
November 7 (Mon) ................................................................. Registration for Spring 2017

Fall 2016 Semester

1st 7-Week Session (Session 7A)

August 22 – October 13, 2016

August 22 (Mon) ................................................................. Classes begin for Session 7A
August 22 – 24 (Mon – Wed) ............................................................. 100% Tuition Adjustment Period for Session 7A
August 25-26 (Thurs – Fri) ............................................................. 50% Tuition Adjustment Period for Session 7A
August 26 (Fri) ................................................................. Late Registration and Add/Drop end at Midnight
August 27-29 (Sat – Mon) ............................................................. 25% Tuition Adjustment Period for Session 7A
September 5 (Mon) ................................................................. Labor Day Holiday
September 16 (Fri) ............................................................. Midterm Grades Due
Mid-September – November ............................................................. Survey of Entering Student Engagement
(Sections of ENGL 0098, 0099, 1010 and MATH 0098, 0099, 1100 will be selected to participate in the SENSE which takes approximately 45 minutes.)
September 22 (Thurs) ............................................................. Convocation
September 27 (Tues) ............................................................. Last Day to Withdraw from classes in Session 7A
September 30 – October 7 (Fri – Fri) ............................................................. Student Survey of Instruction
October 11 (Tues) ............................................................. Last Day of Classes for Session 7A
October 12 (Wed) ............................................................. Final Exams for Session 7A
October 13 (Thurs) ............................................................. Grades due at Noon for Session 7A
2nd 7-Week Session (Session 7B)
October 14 – December 13, 2016

Mid-September – November .......................................................................................... Survey of Entering Student Engagement (Sections of ENGL 0098, 0099, 1010 and MATH 0098, 0099, 1100 will be selected to participate in the SENSE which takes approximately 45 minutes.)
September 27 (Tues) .......................................................................................... Registration opens for Session 7B
October 13 (Thurs) .......................................................................................... Registration ends at Midnight for Session 7B
October 13 (Thurs) .......................................................................................... Payment Deadline for Session 7B at Midnight
October 14 (Fri) .......................................................................................... Classes Begin for Session 7B
October 14 – 18 (Fri – Tues) ............................................................................. 100% Tuition Adjustment Period for Session 7B
October 19 – 20 (Wed – Thurs) ............................................................................. 50% Tuition Adjustment Period for Session 7B
October 20 (Thurs) .......................................................................................... Late Registration and Add/Drop end at Midnight
October 21 (Fri) .......................................................................................... 25% Tuition Adjustment Period for Session 7B
November 9 (Wed) .......................................................................................... Midterm Grades Due
November 17 (Thurs) .......................................................................................... Last Day to Withdraw from classes in Session 7B
November 21 – 25 (Mon – Fri) ............................................................................. Thanksgiving Holiday
December 2 – 9 (Fri – Fri) .................................................................................... Student Survey of Instruction
December 9 (Fri) .......................................................................................... Last day of classes for Session 7B
December 12 (Mon) .......................................................................................... Final Exams for Session 7B
December 13 (Tues) .......................................................................................... Grades due at Noon for Session 7B

**Dates for Fall 2016 Installment Payment Plan**

- **July 1 (Fri)**: Enrollment Opens for Fall 2016 Installment Payment Plan
- **July 15 (Fri)**: Enrollment ends at Midnight 08/26/16
- **August 15 (Mon)**: Payment Due at Midnight
- **August 29 (Mon)**: Deadline to Enroll in Fall 2016 Installment Payment Plan at Noon
- **September 15 (Thurs)**: Payment Due at Midnight
- **October 15 (Saturday)**: Payment Due at Midnight
- **November 15 (Tues)**: Final Payment Due at Midnight for Fall 2016 Installment Plan

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Spring 2017 Semester
Full-Term Session
January 9 – May 8, 2017

**Fall 2016 Semester**

- **December 13 (Tues)**: Grades due at Noon for Session 7B
- **December 12 (Mon)**: Final Exams for Session 7B

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**Spring 2017 Semester**

- **January 9 (Mon)**: Midterm Grades Due
- **January 9 – 13 (Mon – Fri)**: 100% Tuition Adjustment Period
- **January 14 (Mon)**: Final Payment Deadline for Spring 2017 at Noon
- **January 13 (Fri)**: Late Registration and Add/Drop end at Midnight
- **January 14 – 20 (Sat – Thurs)**: 50% Tuition Adjustment Period
- **January 21 (Fri)**: 25% Tuition Adjustment Period
- **January 23 (Mon)**: Instructors submit final Show/No Show Reports
- **January 24 (Tues)**: No Show Purge
- **January 26 (Thurs)**: Last Day to Drop Classes and Receive a Tuition Adjustment
- **January 27 (Fri)**: 14th Instructional Day/Reporting Day
- **February 27 – March 1 (Mon – Wed)**: Mardi Gras Holiday
- **March 6 (Mon)**: Midterm Grades Due
- **March 17 (Fri) TENTATIVE**: LCTCS Staff Development Day – No Classes
- **Mid-March – Early May**: Community College Survey of Student Engagement
### Spring 2017 Semester

**1st 7-Week Session (Session 7A)**

- **January 9 – March 6, 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 9 (Mon)</td>
<td>Classes Begin for Session 7A</td>
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<tr>
<td>January 9 – 11 (Mon – Wed)</td>
<td>100% Tuition Adjustment Period for Session 7A</td>
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<tr>
<td>January 12 – 13 (Thurs – Fri)</td>
<td>50% Tuition Adjustment Period for Session 7A</td>
</tr>
<tr>
<td>January 13 (Fri)</td>
<td>Late Registration and Add/Drop Ends at Midnight</td>
</tr>
<tr>
<td>January 14 – 17 (Sat – Tues)</td>
<td>25% Tuition Adjustment Period for Session 7A</td>
</tr>
<tr>
<td>January 16 (Mon)</td>
<td>Martin Luther King, Jr. Holiday</td>
</tr>
<tr>
<td>February 3 (Fri)</td>
<td>Midterm Grades Due</td>
</tr>
<tr>
<td>February 13 (Mon)</td>
<td>Last Day to Withdraw from Classes in Session 7A</td>
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</tbody>
</table>

- **April 3 (Mon) | Last Day to Withdraw from Classes in Session 7A**

- **April 14 – 21 (Fri – Fri) | Spring Break**

- **April 24 - 28 (Mon – Fri) | Student Survey of Instruction**

- **February 27 – March 1 (Mon – Wed) | Mardi Gras Holiday**

- **March 2 (Thurs) | Last Day of Classes for Session 7A**

- **March 3 (Fri) | Final Exams for Session 7A**

- **March 6 (Mon) | Grades due at Noon for Session 7A**

### 2nd 7-Week Session (Session 7B)

- **March 7 – May 8, 2017**

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>March 7 (Tues)</td>
<td>Grades available on web for students</td>
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<tr>
<td>March 8 (Wed)</td>
<td>Final Exams for Session 7A</td>
</tr>
<tr>
<td>March 10 – 13 (Fri – Mon)</td>
<td>50% Tuition Adjustment Period for Session 7B</td>
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<tr>
<td>March 14 (Tues)</td>
<td>25% Tuition Adjustment Period for Session 7B</td>
</tr>
<tr>
<td>March 17 (Fri)</td>
<td>TENTATIVE LCTCS State Development Day – No Classes</td>
</tr>
</tbody>
</table>
| March 17 – 24 (Fri – Fri) | Student Survey of Instruction**

- **April 3 (Mon) | Midterm Grades Due**

- **April 11 (Tues) | Last Day to Withdraw from Classes in Session 7B**

- **April 14 – 21 (Fri – Fri) | Spring Break**

- **April 24 - 28 (Mon – Fri) | Student Survey of Instruction**

- **May 4 (Thurs) | Last Day of Classes for Session 7B**

- **May 5 (Fri) | Final Exams for Session 7B**

- **May 8 (Mon) | Grades due at Noon for Session 7B**

<table>
<thead>
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<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 14 (Tues)</td>
<td>25% Tuition Adjustment Period for Session 7B</td>
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<tr>
<td>May 17 (Fri)</td>
<td>TENTATIVE LCTCS State Development Day – No Classes</td>
</tr>
</tbody>
</table>
| May 17 – 24 (Fri – Fri) | Student Survey of Instruction**

### Spring 2017 Semester

- **January 9 – March 6, 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 9 (Mon)</td>
<td>Classes Begin for Session 7A</td>
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<tr>
<td>January 9 – 11 (Mon – Wed)</td>
<td>100% Tuition Adjustment Period for Session 7A</td>
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<tr>
<td>January 12 – 13 (Thurs – Fri)</td>
<td>50% Tuition Adjustment Period for Session 7A</td>
</tr>
<tr>
<td>January 13 (Fri)</td>
<td>Late Registration and Add/Drop Ends at Midnight</td>
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<tr>
<td>January 14 – 17 (Sat – Tues)</td>
<td>25% Tuition Adjustment Period for Session 7A</td>
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<tr>
<td>January 16 (Mon)</td>
<td>Martin Luther King, Jr. Holiday</td>
</tr>
<tr>
<td>February 3 (Fri)</td>
<td>Midterm Grades Due</td>
</tr>
<tr>
<td>February 13 (Mon)</td>
<td>Last Day to Withdraw from Classes in Session 7A</td>
</tr>
</tbody>
</table>

- **April 3 (Mon) | Last Day to Withdraw from Classes in Session 7A**

- **April 14 – 21 (Fri – Fri) | Spring Break**

- **April 24 - 28 (Mon – Fri) | Student Survey of Instruction**

- **February 27 – March 1 (Mon – Wed) | Mardi Gras Holiday**

- **March 2 (Thurs) | Last Day of Classes for Session 7A**

- **March 3 (Fri) | Final Exams for Session 7A**

- **March 6 (Mon) | Grades due at Noon for Session 7A**

### 2nd 7-Week Session (Session 7B)

- **March 7 – May 8, 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 7 (Tues)</td>
<td>Grades available on web for students</td>
</tr>
<tr>
<td>March 8 (Wed)</td>
<td>Final Exams for Session 7A</td>
</tr>
<tr>
<td>March 10 – 13 (Fri – Mon)</td>
<td>50% Tuition Adjustment Period for Session 7B</td>
</tr>
<tr>
<td>March 14 (Tues)</td>
<td>25% Tuition Adjustment Period for Session 7B</td>
</tr>
<tr>
<td>March 17 (Fri)</td>
<td>TENTATIVE LCTCS State Development Day – No Classes</td>
</tr>
</tbody>
</table>
| March 17 – 24 (Fri – Fri) | Student Survey of Instruction**

- **April 3 (Mon) | Midterm Grades Due**

- **April 11 (Tues) | Last Day to Withdraw from Classes in Session 7B**

- **April 14 – 21 (Fri – Fri) | Spring Break**

- **April 24 - 28 (Mon – Fri) | Student Survey of Instruction**

- **May 4 (Thurs) | Last Day of Classes for Session 7B**

- **May 5 (Fri) | Final Exams for Session 7B**

- **May 8 (Mon) | Grades due at Noon for Session 7B**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 14 (Tues)</td>
<td>25% Tuition Adjustment Period for Session 7B</td>
</tr>
<tr>
<td>May 17 (Fri)</td>
<td>TENTATIVE LCTCS State Development Day – No Classes</td>
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</table>
| May 17 – 24 (Fri – Fri) | Student Survey of Instruction**

### Spring 2017 Semester

- **January 9 – March 6, 2017**

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>January 9 (Mon)</td>
<td>Classes Begin for Session 7A</td>
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<td>January 9 – 11 (Mon – Wed)</td>
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<td>January 12 – 13 (Thurs – Fri)</td>
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<tr>
<td>January 13 (Fri)</td>
<td>Late Registration and Add/Drop Ends at Midnight</td>
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<tr>
<td>January 14 – 17 (Sat – Tues)</td>
<td>25% Tuition Adjustment Period for Session 7A</td>
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<td>January 16 (Mon)</td>
<td>Martin Luther King, Jr. Holiday</td>
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<tr>
<td>February 3 (Fri)</td>
<td>Midterm Grades Due</td>
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<tr>
<td>February 13 (Mon)</td>
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</table>

- **April 3 (Mon) | Last Day to Withdraw from Classes in Session 7A**

- **April 14 – 21 (Fri – Fri) | Spring Break**

- **April 24 - 28 (Mon – Fri) | Student Survey of Instruction**

- **February 27 – March 1 (Mon – Wed) | Mardi Gras Holiday**

- **March 2 (Thurs) | Last Day of Classes for Session 7A**

- **March 3 (Fri) | Final Exams for Session 7A**

- **March 6 (Mon) | Grades due at Noon for Session 7A**

### 2nd 7-Week Session (Session 7B)

- **March 7 – May 8, 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>March 7 (Tues)</td>
<td>Grades available on web for students</td>
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<tr>
<td>March 8 (Wed)</td>
<td>Final Exams for Session 7A</td>
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<tr>
<td>March 10 – 13 (Fri – Mon)</td>
<td>50% Tuition Adjustment Period for Session 7B</td>
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<td>25% Tuition Adjustment Period for Session 7B</td>
</tr>
<tr>
<td>March 17 (Fri)</td>
<td>TENTATIVE LCTCS State Development Day – No Classes</td>
</tr>
</tbody>
</table>
| March 17 – 24 (Fri – Fri) | Student Survey of Instruction**

- **April 3 (Mon) | Midterm Grades Due**

- **April 11 (Tues) | Last Day to Withdraw from Classes in Session 7B**

- **April 14 – 21 (Fri – Fri) | Spring Break**

- **April 24 - 28 (Mon – Fri) | Student Survey of Instruction**

- **May 4 (Thurs) | Last Day of Classes for Session 7B**

- **May 5 (Fri) | Final Exams for Session 7B**

- **May 8 (Mon) | Grades due at Noon for Session 7B**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 14 (Tues)</td>
<td>25% Tuition Adjustment Period for Session 7B</td>
</tr>
<tr>
<td>May 17 (Fri)</td>
<td>TENTATIVE LCTCS State Development Day – No Classes</td>
</tr>
</tbody>
</table>
| May 17 – 24 (Fri – Fri) | Student Survey of Instruction**

Dates for Spring 2017 Installment Payment Plan

November 7 (Mon) ........................................... Enrollment Opens for Spring 2017 Installment Payment Plan
November 15 (Tues) ................................................ Payment Due at Midnight
December 15 (Thurs) .............................................. Payment Due at Midnight
January 15 (Sunday) ............................................. Payment Due at Midnight
January 17 (Tues) ............................................... Deadline to Enroll in Spring 2017 Installment Payment Plan at Noon
February 15 (Wed) ................................................ Payment Due at Midnight
March 15 (Wed) ...................................................... Payment Due at Midnight

Summer 2017 Session
June 6 – July 28, 2017

March 27 – April 3 (Mon – Fri) .................................... Advising Days
April 6 (Mon) .......................................................... Registration for Summer 2017 & Fall 2017 Begins
May 30 (Tues) .......................................................... Payment Deadline for Summer 2017 at Noon
May 31 (Wed) .......................................................... Late Registration opens for Summer 2017
Late registration begins and Add/Drop reopens at 1:00 p.m. on 05/31/17. Both end at Midnight
June 5 (Mon) .............................................................. Classes Begin
June 5 – 7 (Mon – Wed) .......................................... 100% Tuition Adjustment Period
June 7 (Wed) ............................................................. Late Registration and Add/Drop end at Midnight
June 8 (Thurs) ....................................................... Final Payment Deadline for Summer 2017 at Noon
June 8 – 9 (Thurs - Fri).............................................. 50% Tuition Adjustment Period
June 9 (Fri) .......................................................... “Clean” Rosters Available for Faculty Instructors submit final Show/No Show Report
June 10 – 12 (Sat – Mon) ....................................... 25% Tuition Adjustment Period
June 12 (Mon) .......................................................... No Show Purge
June 12 (Mon) .......................................................... Last Day to Drop Classes and Receive a Tuition Adjustment
June 13 (Tues) ....................................................... 7th Instructional Day/Reporting Day
June 30 (Fri) ............................................................ Mid-term Grades Due
July 4 (Tues) ............................................................ July 4th Holiday
July 7 – 14 (Fri – Fri) ............................................. Student Survey of Instruction
July 11 (Tues) .......................................................... Last Day to Withdraw from the College or from Full-term Classes
July 25 (Tue) .......................................................... Last Day of Classes
July 26 – 27 (Wed – Thurs) ...................................... Final Exam Days
July 28 (Fri) ............................................................ Summer Session Ends and Grades Due at Noon
July 28 (Fri) ............................................................ Deadline for Removal of Incompletes from Spring Semester 2017
August 3 (Thurs) ................................................... Grades available on web for students

Dates for Summer 2017 Installment Payment Plan

April 6 (Mon) ....................................................... Enrollment Opens for Summer 2017 Installment Payment Plan
May 15 (Mon) .......................................................... Payment Due at Midnight
June 8 (Thurs) ....................................................... Deadline to Enroll in Summer 2017 Installment Payment Plan at Noon
June 15 (Thurs) ....................................................... Payment Due at Midnight
July 15 (Saturday) ........................................... Final Payment Due at Midnight for Summer 2017 Installment Plan
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 Enrollment Services One Stop Center. 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.

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

The following categories of applicants are exempt from this requirement:
- Military personnel currently on active duty in the military
- Veterans who submit a copy of their DD214 discharge certificate

ADMISSION OF FIRST-TIME FRESHMEN

Applicants must provide an official high school transcript or official high school equivalency scores (GED or 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 homeschooled or who graduated from a high school that is not approved by the state of Louisiana can be admitted with a GED or HiSET or official high school transcripts and ACT scores of at least 14 in English and 15 in math on a single ACT administered. SOWELA placement test scores are required in addition to ACT scores unless ACT scores meet the minimum ACT requirements for college-level English and math as determined by the Louisiana Board of Regents.

Students planning to enroll should request that their ACT scores be sent to the Enrollment Services One Stop Center at SOWELA. SOWELA'S ACT Code is 5064.

COMPASS or ACCUPLACER 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. Students who test into transitional courses may be permitted to enroll in a limited number of other courses determined by the department as not requiring a prerequisite.

ADMISSIONS TO THE PRACTICAL NURSING PROGRAM

Students interested in enrolling in the Practical Nursing program should apply to the College under the General Studies degree. Once students have met the admissions requirements for the Practical Nursing degree program (see the programmatic admission requirements page 154) the degree program will be updated to Practical Nursing.

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.

Please refer to “Awarding of Transfer Credit” regarding acceptance of transfer credits.

An M-I or an F-1 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 been previously enrolled at any college or university. Transfer students may enroll at SOWELA if they are eligible for readmission at the last school attended. Transfer students may be admitted provisionally with approval of the Registrar until all required transcripts have been received.

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. Students will not be allowed to complete tetanus and diphtheria as a condition of enrollment 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.

Students will not be allowed to complete tetanus and diphtheria as a condition of enrollment 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.
SOWELA Technical Community College

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.

Students who are ineligible to return to their previous colleges 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. The student will be following the current degree plans. They must meet the minimum requirements of the following diploma paths to qualify for the STEPS program:

- Graduating senior pursing a school-approved diploma (Career, LA Core 4, or Basic Core)
- Maximum of two (2) core courses left for graduation
- 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 is waived and most 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; however, it is the responsibility of the student to pay mandatory fees each semester and costs associated with the purchase of some textbooks.

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

EARLY ADMISSIONS

Students may be able to take classes at SOWELA while still in high school as part of our Early Admissions Program. Students currently enrolled as juniors or seniors in high school who are home schooled in BESE approved home schools 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, COMPASS or ACCUPLACER 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.

For additional information on the program, contact the College and Career Transition Coordinator at (337) 421-6983.

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 or a technical certificate,
- 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) 421-6983.

DUAL ENROLLMENT PROCEDURE FOR HOME SCHOoled STUDENTS

Dual Enrollment is a program that allows a high school student to enroll in college level courses 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...
SOWELA Technical Community College

on the Dual Enrollment Matrix which is included as part of the application to the Dual Enrollment program. The credits that students earn may 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. It is vital to understand that a high school student registrant is expected to adhere to all college, course, and instructor requirements. Additionally, the following requirements must be met:

- Grade Point Average of 2.500 (out of a 4.000) system
- A letter from someone outside of the home who is aware of the student’s academic progress.
- An official high school transcript and documentation of approval for homeschooling from BESE.
- Students must meet all college admission and registration requirements and procedures.
- Students must meet college-level entrance requirements on either the ACT, COMPASS or ACCUPLACER exam to enroll in college-level courses. If these entrance requirements are not met, level-appropriate transitional courses must be taken. Transitional courses are not eligible for dual enrollment credit.
- Students may take up to 12 college credit hours per semester. Any exception to this would require the approval of the Dean of Instruction.
- Students must pay course tuition at a rate of $45/credit hour, book costs, and related supply costs and/or lab fees.

Please note that some classes taken through SOWELA may not count for credit toward the student’s high school diploma or substitute for a high school course requirement. Students should consult with the Board of Elementary and Secondary Education (BESE) to guarantee acceptance of a college course for substitution of a high school course. Students should also consult the Louisiana Department of Education to guarantee acceptance of college course substitution for high school courses for the purposes of TOPS or TOPS Tech.

For additional information on the program, contact the College and Career Transition Coordinator at (337) 421-6983.

ORIENTATION

All new students are required to participate in an orientation session designed to assist in adjusting to college life. Orientation is conducted each term for new students by the Office of 1st Year Experience 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 advisor will assist the students with curriculum advisement during advising days.

ONLINE ORIENTATION

SOWELA new students have the option to participate in new student online orientation. However, all students are encouraged to attend one face-to-face orientation for new students. For additional information regarding online orientation please contact the Office of 1st Year Experience at (337) 421-6967.

SOWELA PLACEMENT TEST

Any student who does not have valid ACT or SAT scores must take the SOWELA placement test before registering for classes. Students who have taken the ACT or SAT within the last three years should submit their scores to be considered for admissions. SOWELA’s ACT code is 5064. The placement test is an assessment tool used by SOWELA to ensure you are taking classes that fit your academic needs.

Students with prior college credit from other schools may be waived from the requirement to take the SOWELA Placement Test. Bring a copy of your college transcripts to campus and an Enrollment Specialist will determine if placement test scores are needed.

Payment Options

Testing fees can be paid by cash and check only in the SOWELA Business Office in Lake Charles or the Front Office in Jennings at the Morgan Smith Campus. Credit and debit card payments must be made online at SOWELA’s website.

Schedule your SOWELA placement exam online at your convenience. Go to www.sowela.edu. There you will find the link to schedule and pay testing charges online.

For more information concerning Testing Center scheduling and fees go to our website at www.sowela.edu/testingcenter.

College Board Advanced Placement Program (AP)

Students who have taken part in the Advanced Placement Program of the College Board may receive credit for examinations at SOWELA. Students who have participated in this program and who plan to enroll at SOWELA should have their AP exams score sent to the Enrollment Services One Stop Center. Additional information may be obtained from the Enrollment Services One Stop Center.

TUITION AND FEE SCHEDULE

(Starts on the next page)
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<thead>
<tr>
<th>Credit Hours</th>
<th>Resident Tuition</th>
<th>Good Year Differential</th>
<th>Total Tuition</th>
<th>Board Assessed Fee</th>
<th>Student Assessed Fee</th>
<th>Misc. Fee</th>
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** If enrolled in 1 or more web courses, the Excess Credit Hour Fee is assessed at $150.00 per credit hour.

** If enrolled in one or more web courses that result in the total credit hours being greater than 12, AID the online tuition and fees on this schedule in the campus tuition and fees on the schedule above. Online Registration Fee applicable.

** Total Due = Resident Tuition + Good Year Differential + Board Assessed Fee + Student Assessed Fee + Misc. Fee

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Resident Tuition &amp; Fees Due</th>
<th>Added Nonresident Tuition</th>
<th>Total Resident Tuition</th>
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<td>8</td>
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<td>10</td>
<td>$1,636.52</td>
<td>$1,007.60</td>
<td>$2,644.12</td>
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</tbody>
</table>

** If enrolled in 1 or more web courses, the Excess Credit Hour Fee is assessed at $150.00 per credit hour.

** If enrolled in one or more web courses that result in the total credit hours being greater than 12, AID the online tuition and fees on this schedule in the campus tuition and fees on the schedule above. Online Registration Fee applicable.

** Total Due = Resident Tuition & Fees Due + Added Nonresident Tuition
SOWELA Technical Community College

OTHER FEES
Testing Fee* (if applicable) .........................$25.00
Late Registration Fee .......................................$25.00
NSF Fee..........................................................$25.00
Credit Card Service Fee...2.75% of total amount charged.

Online Tuition and Fees
The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) approved equalizing and standardizing tuition and registration fees for all online credit courses to provide equity and convenience for online students. Tuition, ERP and Student Service fee for online courses do NOT Cap at 12 credit hours, but other fees for online courses do. The additional Nonresident Tuition charge does not apply to online courses; instead these are charged at the In-State Tuition rate. In addition to other applicable tuition and fees, students taking one or more online courses are assessed a per semester registration fee of $40.

Fee Assessment Details
Operational Fee
Effective Fall 2004, State of Louisiana Legislative and LCTCS approved an operational fee to be assessed at all state colleges and universities. The operational fee will cover operational expenses no longer covered by the State. 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, bursars, campus security, library, etc. The Student Service Fee is $7 per credit hour.

Academic Excellence Fee
Academic Excellence fee is $7 per credit hour (Maximum $84 per enrollment period).

Typical 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.

Enterprise Resource Planning Fee
Effective Fall 2010, LCTCS and the Board approved an Enterprise Resource Planning fee to be assessed at all LCTCS colleges. The enterprise resource planning fee will support the implementation and operation of the ERP for the LCTCS. The Enterprise Resource Planning Fee is $5 per credit hour.

Building Use Fee
Effective Fall 2013, State of Louisiana Legislative 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. The building use fee is $4 per credit hour. (Maximum $48 per enrollment period.)

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 Activity Fee
Based on the results of a student referendum held in the fall semester 2013, a student activity fee of $4 per credit hour (Maximum not to exceed $48 per enrollment period) is being implemented effective Fall 2014. All students pay a student activity fee which will provide essential resources to build a vibrant student life experience at SOWELA.

Student Government Association Fee
All students pay this fee which supports the student activities sponsored by the SGA.

Academic Excellence Fee
Effective Fall 2011, LCTCS and the Board approved an Academic Excellence Fee to be assessed at all LCTCS colleges. This fee supports academic excellence at the college by enhancing institutional programs. This fee was approved by the State Legislature in 2003.

Library Fees
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 fee. 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 in Lake Charles or in the Front office in Jennings at the Morgan Smith Campus. 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
Morgan Smith Campus
Front Office
P. O. Box 1327
Jennings, LA 70546

Payment Methods Accepted through our Online Payment Gateway
Students or authorized users can make payments by electronic check (e-check), or pay with 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 students’ accounts and the associated payments will be reversed. If the payments made by the students or on their behalf are returned, those students may forfeit all check writing/EFT 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 students, failure
to repay the balance due will subject the students to an administrative withdrawal from classes, and their accounts 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).

TUITION DEFERMENT 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 2016 Final Payment is Due by July 15, 2016
- Fall 2016 Final Payment is Due by November 15, 2016
- Spring 2017 Final Payment is Due by April 15, 2017
- Summer 2017 Final Payment is Due by July 15, 2017

A one-time, non-refundable enrollment fee 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, and all fees 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, will be made to students who resign from all classes or drops a course(s) after the 5th instructional day through the 9th instructional day of the semester for the fall and spring semester and after the 3rd instructional day through the 5th instructional day of the semester for the summer semester and mini-semesters.
- A 25% Tuition Adjustment of Tuition, will be made to students who resign from all classes or drops a course (s) after the 9th instructional day through the 13th instructional day of the semester for the fall and spring semester and after the 5th instructional day through the 6th instructional day of the semester for the summer semester and mini-semesters.
- 100% Tuition Adjustment of all tuition and fees in the event SOWELA cancels a course.

The excess credit hour fee will refund the same as tuition during the tuition adjustment periods.

- Other registration fees such as: Operational Fee, Student Services Fee, Academic Excellence Fee, Enterprise Resource Fee, Building Use Fee, Technology Fee, Student Activity Fee, SGA Fee, Parking Fee, Lab Fees, and other miscellaneous fees are not refundable 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.

STUDENT’S FISCAL RESPONSIBILITY
Registering for any class at SOWELA Technical Community College or receiving any service from SOWELA Technical Community College, the student is making a financial commitment to pay all tuition, fees and other associated charges as a result of enrollment and/or receipt of service. The student further understands and agrees that registration and acceptance of these terms constitutes a promissory note agreement [i.e., a financial obligation in the form of an education loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)] in which SOWELA Technical Community College is providing the student educational services, deferring some or all of the payment obligation for those services, and the student promises to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

The student understands and agrees that if a drop or withdraw from some or all of the registered courses, the student will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule located in the College Catalog and Student Handbook. It is the student’s responsibility to read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. Failure to attend class or receive a bill does not absolve the student of financial responsibility as described above.

The student authorizes SOWELA Technical Community College and its agents and contractors to contact the student at the current and any future cellular phone number(s), email address(es) or wireless device(s) regarding delinquent student account(s) loan(s), any other debt owed to SOWELA, or to receive general information from SOWELA Technical Community College. The student authorizes SOWELA and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact the student. Furthermore, the student may withdraw consent to automated dial a cellular phone number by submitting a request in writing to the Registrar’s Office.

The following Terms and Conditions, in addition to the disclosures provided above, outline your ("Student") Registration Agreement with SOWELA Technical Community College.

1. Once a student formally registers for classes, the student assumes the responsibility for understanding all SOWELA’s official policies as described in the current SOWELA Technical Community College Catalog and Student Handbook, which include but are not limited to policies concerning schedule changes, satisfactory academic progress and the financial policies of the College.
2. Withholding of services: If a student has any outstanding obligations with any college in the Louisiana Technical and Community College System, SOWELA reserves the right to withhold future services including but not limited to registration, transcript requests, issuing diplomas, use of facilities, and other services as deemed appropriate by the College.

3. It is the student’s responsibility to check his/her SOWELA email address daily and maintain current contact information including telephone number, email and postal address to ensure receipt of all College correspondence.

4. The student consents to receive email notifications to his/her SOWELA email address regarding the availability of an E-Bill (Electronic Billing Statement) and consents to review billing statement information on SOWELA’s web payment system.

5. Registration constitutes a financial agreement between the student and SOWELA Technical Community College. Tuition, fees and other charges the student incurs, including but not limited to testing charges, course specific fees, fines and bookstore charges shall be added to the student’s account. Administrative, clerical, or technical billing errors do not absolve the student of the financial responsibility to pay the correct amount of tuition, fees and other financial obligations assessed.

6. SOWELA accepts payment via student financial aid and third-party sponsorship, but the responsibility for payment remains with the student. It is the student’s responsibility to monitor his/her 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.

7. Charges left unpaid for prior terms may result in disenrollment from the student’s current semester/session’s courses unless payment arrangements are made prior to payment deadlines.

8. Failure to pay outstanding student account balances by the stated due dates may result in late payment fees as outlined in the catalog and online catalog.

9. In the event the student becomes delinquent in paying charges or defaults in repaying charges, the debts may be transferred to the State of Louisiana Attorney General’s Office, the Louisiana Office of Debt Recovery, or any other external agency for collection and may be reported to one or more of the national credit bureaus. All collection fees incurred shall be at the expense of the student which may be based on a percentage at a maximum of 33 1/3%.

10. If SOWELA prevails in a lawsuit to collect on the student’s financial obligation, the student will be responsible to pay SOWELA’s court costs, collection fees and attorney’s fees in an amount the court finds to be reasonable.

This Agreement constitutes the entire agreement between the student and SOWELA Technical Community College with respect to its subject matter addressed and supersedes all prior communications, contracts, or agreements between the parties with respect to the subject matter addressed in this Agreement, whether oral or written.

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.

**BANK MOBILE VIBE DEBIT CARD**

SOWELA has partnered with Bank Mobile (formerly Higher One), a financial services company, to provide a method of refund disbursement to the college. Bank Mobile will be handling all refunds for SOWELA’s credit students via an electronic disbursement format. As a SOWELA credit student you must activate your preference to receive a refund through the Bank Mobile 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 re-ordering an active card. Please contact Bank Mobile Support at 1-866-663-2228 to reorder.

Contact the Enrollment Services One Stop Center to request a replacement refund selection kit, if you have never received a refund selection kit or you have lost yours without activating it.

To learn more about Bank Mobile and this great service, visit the www.bankmobilevibe.com website.

When you receive your official student refund selection kit, activate your refund preference within two business days at www.bankmobilevibe.com. It is easy!

Even if you do not anticipate a tuition or financial aid refund, activation is required. Do not throw your selection kit away!

Remember it is vital to verify and update your address, phone and e-mail to insure the quickest refunds.

**TUITION AND REGISTRATION APPEALS**

Tuition Appeals are for students who are requesting a refund, credit, or balance waiver of their registration charges due to extenuating circumstances that occurred during a given term. In some instances, students may use a Tuition Appeal for a request to be withdrawn from a course past the designated withdrawal period.

Details of what constitutes an extenuating circumstance and the tuition appeal form can be located in the student accounts section of SOWELA’s website or by visiting the Business Office on the first floor of the Charleston Building.

**FINANCIAL ASSISTANCE**

The Enrollment Services One Stop Center 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. Financial aid 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 Enrollment Services One Stop Center or from the various agencies.

The Enrollment Services One Stop Office encourages all students to apply for financial aid by April 1, 2016. This ensures that applications are processed timely and maximizes the student's opportunity to apply for limited funds. All documents must be submitted to the Enrollment Services One Stop Center prior to registration in order to use the aid to assist with fee payment.

The priority date for Financial Aid is April 1st.

Steps to Apply:

1. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.
   a. If you filed your federal taxes electronically, please wait two weeks afterward to complete and submit your FAFSA.
   b. If you filed a paper return that was mailed to the IRS, please wait 6 to 8 weeks afterward to submit your FAFSA.
   c. Once taxes are received and processed by the IRS, many applicants are able to download their tax information directly into their FAFSA. These steps should be considered as early as possible.

2. Approximately two weeks after you have submitted your FAFSA, SOWELA will receive your processed FAFSA from the U.S. Department of Education. An email will be generated to notify you of any pending documents needed to process the aid. All required documents will also be posted in the students LOLA account under the Financial Aid section. It is the student’s responsibility to submit all required paperwork to the Enrollment Services One Stop Center. Any delay in submitting required paperwork will result in a delay of your financial aid actually processing.

3. To qualify for Title IV aid (aid available through FAFSA), students must have earned a high school diploma or GED, and must be enrolled in an eligible diploma or associate degree program. If you do not have a high school diploma or GED, please inform the Enrollment Services One Stop Center so we may explain other funding options available. In addition all males 18 or older must be registered with selective service.

You will be notified via email once your financial aid awards have been posted in your student LOLA account. It is important to review your account balance to ensure that your financial aid was enough to cover all tuition and fees prior to the published payment deadlines.

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:

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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:

- Passing 67 percent of all hours attempted
- Achieving a required grade point average (see GPA chart)
- Not exceeding 150 percent of the total attempted hours needed to complete an approved major/program as defined by the Department of Education

When is SAP Reviewed?

Satisfactory Academic Progress (SAP) will be reviewed and determined:

1. Before aid is initially awarded
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 program.

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, transfer/accepted courses, non-credit transitional/remedial coursework and courses for which the student did not receive any financial aid.

1. Qualitative Measure (GPA)

   The qualitative standard is the student’s cumulative grade point average (GPA). The qualitative standard requires that as the number of hours attempted increases, the student’s cumulative GPA increases. SOWELA students will need to achieve a cumulative GPA relative to the total number of hours attempted as outlined in the chart.

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

2. Quantitative Measure/PACE

   In calculating the quantitative measure, we will measure 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 = 43, total

   QUALITATIVE MEASURE (CUM GPA CHART)

<table>
<thead>
<tr>
<th>Cumulative Credit Hours Attempted</th>
<th>1-15 hours</th>
<th>16-30 hours</th>
<th>31-45 hours</th>
<th>46 hours &amp; above</th>
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</thead>
<tbody>
<tr>
<td>Minimum Cumulative GPA</td>
<td>1.54</td>
<td>1.75</td>
<td>1.95</td>
<td>2.00</td>
</tr>
</tbody>
</table>
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 began attendance) and receives 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.

Re-Establishing Financial Aid Eligibility

Students who do not meet Satisfactory Academic Progress (SAP) standards may have the right to appeal to the Financial Aid Office. 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 or-
150 percent of degree program by the end of the next semester for which the student is appealing. **Appeal Granted but with an Academic Plan:**

If the appeal is approved 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 their 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 percent of the degree program. The student must submit a copy of the **Academic Plan** to the One Stop Enrollment Center. 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**.

**Appeal Denied:**

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.

*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 percent 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**.

**RETURN OF TITLE IV FUNDS POLICY**

**ATTENTION SOWELA FINANCIAL AID RECIPIENTS:** Class enrollment and attendance should be taken seriously, it is important to know and understand your class schedule and it is your responsibility to attend class. If you must resign from SOWELA you must do so officially.

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

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

Failure to attend class or failure to resign properly could cause the student to receive a letter grade of “F” in all courses. In this case, the student would still be subject to the return of funds policy once a last date of attendance is established. Merely discontinuing class attendance is not considered to be a formal resignation from the college.

If student’s portion of unearned Title IV funds is a federal grant, the student will be required to return no more than 50% of the amount received for the enrollment period. The student will be notified of the amount of money that must be repaid to SOWELA due to unearned funds that the school had the responsibility to return.

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

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

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

**TYPES OF AID AVAILABLE:**

**Federal Pell Grant**

The Federal Pell Grant is considered gift-aid that does not have to be repaid, unless students...
portion of institutional charges for two academic
The TOPS scholarship will only fund the tuition
Free Application for Federal Student Aid (FAFSA).
the Louisiana high school seniors who have met
in first-year, first-served basis. This grant does not have to be repaid, unless the
students receiving the aid never begin attendance
The TOPS technical scholarship cannot receive their award
The Pell Grant award is based on their EFC and en-
rollment status. The Pell Grant award is based
soley on financial need.
FSEOG Grant
The FSEOG Program provides need-based
grants to help low-income undergraduate stu-
dents finance the costs of postsecondary educa-
tion. Priority is given to those students with ex-
ceptional need on a first-come, first-served basis.
This grant does not have to be repaid, unless the
students receiving the aid never begin attendance
or withdraw from school and owe a refund. The
amount of FSEOG they receive depends not only
on their financial need but, also, on the amount of
other aid they receive and the availability of
funds. The individual amount of their award is
based on the availability of funds, hours enrolled
and their 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 en-
rolled in a certificate or degree program. The Go
Grant funding is limited and will be awarded on
a first-come, first-served basis.
Taylor Opportunity Program for Students
The Taylor Opportunity Program for Stu-
dents (TOPS) scholarship is awarded to graduat-
ing Louisiana high school seniors who have met
certain academic requirements and have filed a
Free Application for Federal Student Aid (FAFSA).
The TOPS scholarship will only fund the tuition
portion of institutional charges for two academic
years. It does not cover the cost of books, sup-
plies, and fees. TOPS recipients must enroll in an
eligible school, as full-time students, within one
year after graduation from high school. To main-
tain eligibility, completion of 24 credit hours dur-
ing the fall and spring semesters, with a minimum
overall GPA of 2.5, and yearly submission of the
FAFSA are required. Students who qualify for a
TOPS technical scholarship cannot receive their award
while enrolled in the General Studies or a
Louisiana Transfer Degree program. For more in-
formation, please contact your high school coun-
selor 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 students to
earn money to meet educational expenses. Stu-
dents must have financial need to be awarded
work-study. This program encourages commu-
nity service and work related to the students' 
courses 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
Potential recipients must complete the ap-
lication 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 students is
completed electronically by the Enrollment Ser-
dices One Stop Center after the application pro-
cess and no sooner than the first week of class.
After the application process is complete and
the VA Enrollment Certification Form is submitted
each semester, verification of enrollment for the
students is completed electronically by the Vet-
ern Certifying Official.
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 students are 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 Enrollment Services One Stop Center by
the state.
Scholarships
A number of SOWELA Foundation and insti-
tutional scholarships are available due to the gen-
erosity of local donors and supporters of SOWE-
LA. A scholarship application may be completed
online at http://www.sowela.edu/scholarships. Notices
will be posted in the Enrollment Services One Stop Center and throughout the campus
when a specific scholarship becomes available.
Departmental scholarship notices will be posted
within the specific department.
Louisiana Rehabilitation
People with physical or mental disabilities
severe enough to be considered a vocational
handicap may qualify for financial assistance
through Louisiana Rehabilitation Services. Stu-
dents wishing to apply under this program should
contact the local Louisiana Rehabilitation Of-
fice for assistance at 3616 Kirkman Street, Lake
Charles, LA 70605, or call (337) 475-8038.
Workforce Innovation and Opportunity Act
(WIOA)
WIOA is a federally funded program that as-
sists adults, displaced workers, and youth (ages
14 – 21) by providing job training, education,
and employment services. Interested individu-
als must participate in a three-step process (Core,
Intensive, and Training), after which eligibility
is determined by the WIOA office. Services are
subject to availability, but may include tuition,
books, supplies, child care, transportation, etc.
For more information contact the Calcasieu Work-
force Center at 2424 3rd Street, Lake Charles,
70601 or by phone at (337) 337-721-4010.
Hardship Waiver of Tuition and Fees
The Hardship Waiver of Tuition and Fees
Policy provides a tuition exemption to eligible
Louisiana students for the increase in tuition
along with the cost of the Academic Excellence
Fee and the Operational Fee. Students must
complete an application and meet all criteria
in order to be eligible; application must be made
each semester or session. The Hardship Waiver
of Tuition and Fees Application can be found at
the Enrollment Services One Stop Center and in
the offices of each academic department. The
policy and the application can also be found on
the Financial Aid page of the College’s web site.

SOWELA Technical Community College
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 (NSF) fee 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 Executive Director of Enrollment Management and Student Affairs or Designee.

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 Enrollment Services One Stop Center.

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 Enrollment Services One Stop Center, which specifies the records that they wish to inspect. Access to records will ordinarily be provided within 24 hours of the student's request.

If students believe that any information in their records is inaccurate, misleading, or in violation of their privacy rights, they may complete a Request to Amend Records form available in the Enrollment Services One Stop Center.

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

Records or information may be given to parents only if the following conditions have been met:
1. Student signs a written consent. Consent forms are available in the Enrollment Services One Stop Center.
2. Request is in connection with a health or safety issue.
3. Parent submits evidence that he/she claimed the student as a dependent on his/her most recent Federal Income Tax Form.

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

Directory Information may include a student’s:
- Name
- Local address/Phone number
- SOWELA e-mail address
- Date and place of birth
- Major field of study

SOWELA Technical Community College
- Full- or part-time status
- Participated in official recognized activities and sports
- Dates of attendance
- Degrees, honors, and awards received
- Most recent educational agency or institution attended

HARASSMENT/SEXUAL HARRASSMENT POLICY

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

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

Sexual Harassment is defined by the Equal Employment Opportunity Commission as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment/academic success, (2) submission or rejection of such conduct by an individual is used as the basis for employment/academic decisions affecting such individual, or (3) such conduct has the
This policy applies to all members of the LCTCS Board of Supervisors, employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with SOWELA. It is the policy of SOWELA that no member of the SOWELA community may harass another. This includes harassment of an employee by another employee, of a student by an employee, of an employee by a student, or 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 events sponsored by SOWELA, 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. Employees who believe they are the subject of harassment or who have knowledge of harassing behavior must report such conduct to their direct supervisors, 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.

SOWELA applies this definition to the areas of academic advancement, academic standing, working/academic environment. No form of misconduct that undermines the integrity of the employment/academic relationship. No form of misconduct that infringes on employees/students’ 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 the following:

- 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, visual, or verbal conduct

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.

Students who believe they are the subject of harassment or who have knowledge of harassing behavior must report such conduct to the Executive Director of Enrollment Management and Student Affairs or Designee. They also may submit a complaint to the Chancellor. No student or employee is required to report or make a complaint of harassment to the person who is allegedly engaging in the problematic conduct. In the event that an individual feels uncomfortable making a complaint at the institutional level, such complaints may be made at the system level with the LCTCS Director of Human Resources, Louisiana Community and Technical College System, 265 South Foster Drive, Baton Rouge, LA 70806. The phone number is (225) 219-8700.

Employee complaints of harassment should be reported to:

**Director of Human Resources**
Human Resources Office, Charleston Building, Suite 1104; Phone: (337) 421-6510.

Student complaints of harassment should be reported to:

**Director of Student Support Services**
Computer Technology Building-Student Success Center; Phone: (337) 421-6974.

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

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

**Appeal:**
- To obtain a hearing with the Chancellor, a student must submit a written request within 10 days after the report from the Human Resource office is rendered.
- Once the Chancellor receives a request for a hearing, he/she appoints a chairperson to head the Committee of Review. Two members are also selected for the committee in the following manner:
  - The complainant selects one committee member; and
  - The person named in the complaint selects a member.
- Only full-time, permanent employees can serve on the Committee of Review. The composition of the Committee of Review may include faculty, staff, or a combination of both.
- Committee of Review thoroughly investigates the complaint of sexual harassment and conducts a hearing. Involved parties are informed of the date and time of the hearing by certified mail, return receipt requested, at least three days prior to the scheduled hearing. An accused faculty member is given notice pursuant to “Section 212” of the Policy Manual and relevant sections of the Policy Manual and SOWELA statutes.
- Hearing is conducted pursuant to procedures established by the Committee of Review and in compliance with the policy.
SEXUAL ASSAULT POLICY

Emergency Phone Number (337) 274-9790

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. It 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.
3. Students will be assisted in seeking counseling and follow-up medical care, addressing academic concerns, and reporting incidents 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) 656-3008 (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 by an investigation conducted from remaining evidence taken from a victim’s person.
5. After a sexual assault is reported, campus personnel should take reasonable and necessary steps to secure the crime scene and protect the victim.

Rights and Responsibilities of the Victim
1. A report of sexual assault is treated seriously, and the victim treated with dignity. Campus organizations/personnel who deal with sexual assaults should be contacted to assist the victim.
2. A victim has the right to have the alleged 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.
3. A victim is notified of the outcome of the disciplinary proceedings.
4. A victim is provided information regarding counseling.
5. A victim is notified of the results of the testing.
8. A victim is provided information regarding counseling.

Rights of the Accused
1. The accused has the right to have the alleged 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 who 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
SOWELA students may be suspended for up to 10 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 they are accused, as well as the basis for the accusation. They are given the opportunity to explain their version of the events to the Chancellor or his representative. After giving the students this chance to respond to the charges against them, the Chancellor or his representative may investigate further. Or, if satisfied that sufficient
STUDENT GRIEVANCE POLICY

The purpose of this grievance policy 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 Appeals Procedure under the Academic Policies.

THE GRIEVANCE PROCESS

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 School Dean when appropriate) constitute the first step in the informal process. In some cases, the students may wish to discuss the problem initially with the Student Success Counselor and/or the Director of Student Support Services.

Upon completion of the due process hearing, the Chancellor or his representative shall make a determination as to whether a due process hearing on the charges made against them. If the Chancellor learns of charges against students which, if proven true, might necessitate expulsion, the Chancellor shall offer them an opportunity to participate in a hearing on the charges. The students may be suspended from appearing on the school premises until the time of the due process hearing; however, every effort should be made to provide for a prompt scheduling of the due process hearing.

At the due process hearing, the students may bring such witnesses as they desire to testify on their behalf on any matter pertinent to the allegations against them. They may introduce pertinent evidence, may cross-examine any witness(es) against them, and may have representation by legal counsel or such other person as they desire to act on their behalf.

Upon completion of the due process hearing, the Chancellor or his representative shall make a determination as to whether the student or students which, if proven true, might necessitate expulsion, the Chancellor shall offer them an opportunity to participate in a hearing on the charges. The students may be suspended from appearing on the school premises until the time of the due process hearing; however, every effort should be made to provide for a prompt scheduling of the due process hearing.

EXPULSION

No students shall be expelled for disciplinary reasons or suspended for more than 10 days without being offered the opportunity for a due process hearing on the charges made against them. If the Chancellor learns of charges against students which, if proven true, might necessitate expulsion, the Chancellor shall offer them an opportunity to participate in a hearing on the charges. The students may be suspended from appearing on the school premises until the time of the due process hearing; however, every effort should be made to provide for a prompt scheduling of the due process hearing.

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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 School Dean when appropriate) constitute the first step in the informal process. In some cases, the students may wish to discuss the problem initially with the Student Success Counselor and/or the Director of Student Support Services.

Upon completion of the due process hearing, the Chancellor or his representative shall make a determination as to whether the student or students which, if proven true, might necessitate expulsion, the Chancellor shall offer them an opportunity to participate in a hearing on the charges. The students may be suspended from appearing on the school premises until the time of the due process hearing; however, every effort should be made to provide for a prompt scheduling of the due process hearing.

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)/school(s) and parties involved by the Director of Student Support Services.

- Within five days of receipt of the student’s grievance form, the department(s)/school(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 10 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 Executive Director of Enrollment Management and Student Affairs. 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. The Executive Director of Enrollment Management and Student Affairs or designee will appoint the chair. The department(s)/school(s) and the student will be notified of the membership of the panel within five working days of receipt of the student’s grievance form. Each party has five days to request that panel member(s) be disqualified for bias. The Executive Director of Enrollment Management and Student Affairs will consider such requests and make a final decision regarding membership of the panel.

- The Director of Student Support Services and/or the School Dean will forward all materials to the hearing panel and will schedule an evidentiary hearing within 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. Questions 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.

- 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, staff, and students in the standing Student Grievance Committee appointed by the Executive Director of Enrollment Management and Student Affairs or Designee which consists of at least three faculty members, two staff members and at least four students. The chair of the ad hoc panel will be appointed by the Executive Director of Enrollment Management and Student Affairs or Designee 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 Executive Director of Enrollment Management and Student Affairs and the Vice Chancellor of Academic Affairs. The ad hoc committee chair will inform the student of the decision.
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 meet his or her other obligations under these procedures, then the last decision rendered on behalf of the College will stand as final, and all proceedings will be terminated.

2. The College shall make every reasonable effort to comply with the timeliness requirement specified. The Chancellor shall investigate failures to comply with the timeliness requirements and take appropriate action. The College's failure to meet any deadline shall not exempt the student from any sanctions under this policy.

3. A student's decision to withdraw from school during a disciplinary proceeding shall not affect the College's right to continue the disciplinary process or impose sanction.

CAMPUS SECURITY ACT

The campus of SOWELA is comprised of 50 acres, including buildings, parking lots, and vacant land. Campus Security are available between 6:30 a.m. and 9:00 p.m. and can be reached at (337) 274-9790 if needed. Jennings Security hours are MWF 8:00 a.m. to 4:00 p.m. and TTH 11:00 a.m. to 7:00 p.m. They may be reached at (337) 368-4325 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.

ALCOHOL AND DRUG 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 reversion 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.

**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.

2. A description of the legal sanctions for violating the law.

3. A clear statement of the College’s sanctions issued for the commission of these types of violations.

4. A description of any drug and alcohol counseling, treatment, or rehabilitation services offered at SOWELA.

5. A description of the health risks associated with the use of illicit drugs and abuse of alcohol.

The information below complies with the requirements of the act.

**Statement of Purpose**

Alcohol abuse is a major issue in the community and on college campuses. Use of alcohol or drugs can lead to physical abuse, date rape, auto accidents, violence, health issues and other self-destructive behaviors.

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 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.

**Legal Sanctions**

It is unlawful in Louisiana to produce, manufacture, sell, distribute, or possess illegal drugs. The most common illegal drugs on college campuses are marijuana, 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 Sch I–Sch IV (R.S. 40:981.3)**

It is unlawful to possess, sell, distribute, or manufacture drugs listed in the statute. The drugs include, but are not limited to, marijuana, cocaine, “crack” cocaine, methamphetamine, heroin, “rash” LSD, “roofies,” and prescription drugs without having obtained a prescription from a licensed physician. Persons found guilty of one of these drug violations are subject to a fine of not less than $500, may be imprisoned at hard labor for up to 30 years or; if found selling illegal drugs on campus, can be imprisoned at hard labor for up to 45 years.

**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 functions, severely altering one’s ability to learn and remember information.

Very high doses cause respiratory depression and death. Combined with other depressants of the central nervous system, much lower doses of alcohol produce the same effects. Repeated use of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening.

Long-term alcohol consumption in large quantities, particularly if combined with poor nutrition, can also lead to permanent damage to vital organs such as the liver and brain. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome, irreversibly physical abnormalities, and mental retardation. Research shows that children of alcoholic parents are at greater risk than others of becoming alcoholics.

Marijuana usage negatively affects physical and mental processes; it can produce paranoia, impair short-term memory and comprehension, and alter one’s sense of time. Research indicates marijuana smoke contains more cancer-causing agents than tobacco smoke.

Cocaine stimulates the central nervous system; produces psychological and physical dependence; crack is very addictive. Effects include dilated pupils, increased pulse and elevated blood pressure, loss of appetite, hallucinations, paranoia, and seizures. Use of cocaine can cause death by cardiac arrest or respiratory failure.

For more details on other substances, please see SOWELA website Counseling Resources.

**TOLL FREE INFORMATION**

**Substance Abuse Helpline:** 1-800-662-HELP (4357)

**Narcotics Anonymous (Lake Charles):** (337) 439-5753

**Lake Charles Office of Behavioral Health:** Non-emergency: (337) 491-3600

Emergency: 911

**National Council on Alcohol and Drug Dependency:** 1-800-NCA-CALL (622-2255) for referrals to local treatment facilities.

**Commonly Abused Drugs and Health Risks**

http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/commonly-abused-drugs-chart

**SEARCH AND SEIZURE**

Lockers and desks are the property of SOWELA. As the property of the school, they are sub-
pect 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. Brining a tool box or book bag and operating a motor vehicle on campus are privileges granted to students. The granting of these privileges is conditional upon the consent of the students to a search by the school administration of tool boxes, book bags and/or motor vehicles to determine if they contain material which is not allowed on the school campus.

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

EMERGENCY PROCEDURES

The campus will follow the procedures 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 in- structor 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, personal- nel, 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.

Students should be alert to prevent injury to themselves and to others. Students should avoid damaging equipment, tools, and buildings. 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, stu- dents 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 or school.

In case of a serious accident, notify emergency personnel at (337) 274-9790 or (337) 421-6535. An ambulance may be sum- moned. 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 coor- dinator shall be consulted in all safety/accident situations.

TOBACCO USE/SMOKING

Tobacco-Free Campus

To the extent permitted by State law, all fac- ulty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any to- bacco products (cigarettes, cigars, smokeless to- bacco, snuff, chewing tobacco, electronic ciga- rettes, 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 spaces of SOWELA Technical Community College in Lake Charles and Jennings;
2. On all outside property or grounds of SOWELA Technical Community College in Lake Charles and Jennings;
3. In all SOWELA Technical Community College vehicles;
4. In all indoor and outdoor athletic facili- ties of the College;

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

The sampling and/or sale of tobacco prod- ucts and tobacco-related merchandise (includ- ing logo-containing items) is prohibited on all college property and at college and student or- ganization/group-sponsored events, regardless of the operating vendor.

Organizers and attendees at campus events such as, but not limited to, conferences, meet- ings, lectures, social events, cultural events, etc. using SOWELA Technical Community College fa- cilities will be required to abide by the tobacco-free policy and procedures. Officers responsible for reserving facilities shall be responsible for in- forming 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. Others on campus
   Visitors, vendors, contractors, and others not specifically employed by SOWELA Technical Community College will be reported to the department or school responsible for their presence on campus. In circumstances, where departmental or school leadership is unable to remedy the situation, then the SOWELA Technical Community College Facilities/Security Department
SOWELA Technical Community College

Parking tags are to be hung, facing outward, on the rear view mirror of the front windshield of the vehicle.

If students do 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 students lock their 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 Charleston Building (formerly Administration 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 the SOWELA bookstore by visiting http://sowela.tbcOnCourse.com. Students may also utilize other online or on-ground bookstores if they choose. For a list of textbooks visit the SOWELA bookstore at http://sowela.tbcOnCourse.com

SOWELA MORGAN SMITH LIBRARY/JENNINGS

The Library is open Monday through Friday, twenty-five hours per week. Assistance is provided by one paraprofessional. There are 16 public computers and two printers. Students and faculty have access to materials at the main library through a campus courier service and access to the same online materials and tutorials. For assistance, call (337) 616-9384.

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. The Department provides students, faculty, and staff with the necessary computer-related technical support.

For assistance with an information technology problem, students, faculty, or staff should e-mail help@sowela.edu or call the IT Help Desk at (337) 421-6520. They should include their full name, a description of the problem, and contact information. Students should also include their student ID number, username, and birthdate.

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 telecourse formats. The CEIT provides services which include test proctoring, 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 deans in determining what technology resources fit best with their particular courses and curricula.

ELEARNING

SOWELA offers electronic courses in two basic formats: online and hybrid. Web-enhanced classes are taught in a traditional face-to-face

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ELEARNING

SOWELA offers electronic courses in two basic formats: online and hybrid. 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.)

Most courses are offered in 15-week formats during the spring and fall semesters and an 8- to 10-week format during the summer. Specialty leisure-learning or career or workforce-development courses may employ a shorter format and may be offered between or during semesters.

First-time online and hybrid students are required to access and view online tutorial material before beginning their courses, which are all delivered using the Canvas® learning management system (LMS) by Instructure. 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 or vendor 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 Canvas LMS by Instructure. Students have a variety of Canvas help sources available to them, including an online tutorial (required for students taking online or hybrid classes) a Student eLearning Manual, and help desk services. Help tickets may be submitted by sending a help request to: help@sowela.edu or by contacting the Canvas Help Desk (link provided within the course site). Students should include a full description of the problems they are experiencing or the help that they need, as well as their full names, student ID numbers, full birthdates, and contact information. Students can also call the SOWELA help desk at (337) 421-6520.

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 individuals 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 every day 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 the in-course messaging system) with their online instructor(s).
44. DIM decTotalScore As Decimal
45. DIM intScores As Integer
46. intScore = 25
47. For intScore 25 to 50 Step 5
48. decTotalScore = decTotalScore + intScore
ACADEMIC LOAD

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

Students will be allowed to enroll for a maximum of nineteen (19) semester credit hours in the fall and spring semesters and ten (10) semester credit hours in the summer session. Only with the written recommendation of the School Dean and approval from the Dean of Instruction 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 Enrollment Services One Stop Center. All student records are confidential. Students who wish to review their records may do so through the Enrollment Services One Stop Center. Documents submitted by students from another institution or any other third party become SOWELA property and will not be given back to, or copied for, the student.

Students are expected to notify the Enrollment Services One Stop Center 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

Students should discuss academic goals and programs with their academic advisors. When students wish to change their majors or programs, they must go to the Enrollment Services One Stop Center to obtain Program Change Request forms.

The students must complete the forms and return them to the Enrollment Services One Stop Center for processing. The changes will become effective the semester following the submission of the requests.

Students may transfer from one program to another provided they meet the requirements that are in the current catalog for the new program. The Registrar approves the changes 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 students and SOWELA Technical Community College. Normally, students may expect to be graduated under the requirements published in the catalog year in which they were officially accepted into specific programs; 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, students may voluntarily elect to follow the new requirements; however, the total credit hours required for graduation could be increased. Students readmitting will follow the current degree requirements in the catalog in which they enroll. Changes in major or program of study will require the students to meet the requirements specified in the catalog published at the time of the change. Students should always consult the on-line catalog for the most current, officially approved courses and curricula.

GENERAL EDUCATION REQUIREMENTS

In accordance with the policies established by the Louisiana Board of Regents, the LCTCS Board of Supervisors, and the SACSCOC, 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, AGS, AALT and ASLT Degrees.

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<thead>
<tr>
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<th>AAS</th>
<th>AGS</th>
<th>AALT/ASLT</th>
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<tbody>
<tr>
<td>English Composition</td>
<td>3</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>3</td>
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<tr>
<td>Humanities</td>
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<td>3</td>
<td>9</td>
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<tr>
<td>Fine Arts</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td>3</td>
<td>6</td>
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</tbody>
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In addition to the credit hours above, graduates must also demonstrate basic computer and informational literacy. 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 successfully complete the general education core requirements in order to comply with this mandate. Course selection may vary by program but must be selected from each of the following areas: English Composition, mathematics/analytical reasoning, humanities, fine arts, social/behavioral sciences, and 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.

English Composition:
- ENGL 1010 English Composition I
- ENGL 1020 English Composition II

Math:
- MATH 1000 Algebra for College Students
- MATH 1100 College Algebra
- MATH 1105 College Algebra & Trigonometry
- MATH 1110 Trigonometry
- MATH 1120 PreCalculus Algebra
- MATH 1305 Finite Math
- MATH 2000 Contemporary Mathematics
- MATH 2100 Elementary Statistics
- MATH 2200 Calculus for Non-Science Majors
- MATH 2500 Calculus I
- MATH 2510 Calculus II

Natural Sciences:
- BIOL 1010 General Biology I
- BIOL 1011* General Biology I Laboratory
- BIOL 1020 General Biology II
- BIOL 1021* General Biology II Laboratory
- BIOL 2100 Essentials of Anatomy and Physiology
- BIOL 2101* General Microbiology Lab
- BIOL 2103 General Microbiology
- BIOL 2251* Human Anatomy & Physiology 1 Laboratory
- BIOL 2253 Human Anatomy & Physiology 1
- BIOL 2261* Human Anatomy & Physiology 2 Laboratory
- BIOL 2263 Human Anatomy & Physiology 2
- CHEM 1010 General Chemistry
- CHEM 1011* General Chemistry Laboratory
- CHEM 1020 General Chemistry II
- CHEM 1021* General Chemistry II Laboratory
- CHEM 1213 Introductory Chemistry
- ENSC 2000 Environmental Science
PHSC 1000 Physical Science I
PHSC 1100* Physical Science I Laboratory
PHSC 1200 Physical Science II
PHSC 1300* Physical Science II Laboratory
PHSC 1500 Astronomy
PHYS 2100 General Physics I
PHYS 2110* General Physics I Laboratory
PHYS 2200 General Physics II
PHYS 2210* General Physics II Laboratory

Social/Behavioral Sciences
ARTS 1200 Introduction to Visual Arts
BUSI 1090 Personal Finance

Enrollment Services One Stop Center. If reinstatement is necessary Office, and submitted to the Enrollment Services One Stop Center if they are receiving any type of financial aid, Equipment, books or any other items belonging to the college. In addition, students should notify the Enrollment Services One Stop Center if they are withdrawing from the college. Students receiving federal student aid, scholarships, and/or institutional awards should consult with the Office of Student Financial Aid prior to withdrawal. Students who completely withdraw from SOWELA (dropping or withdraw from all courses) are subject to the Return of Title IV refund calculation as dictated by federal regulations.
SOWELA Technical Community College

students/instructors must submit documentation of mitigating circumstances and receive approval from the Chancellor or his/her designee before the student will be reinstated.

ACADEMIC HONESTY

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

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

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

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

To refer students for further disciplinary action, the instructors should inform the appropriate School Dean in writing and submit documentation to support the conclusion of academic dishonesty. The instructors should also recommend the disciplinary action(s) to be taken within the guidelines of this policy. The instructors’ requests should be forwarded through the chain of command: Instructor, School Dean, Dean of Instruction, Vice Chancellor for Academic Affairs.

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 students will be informed in writing of the final decisions and a record of the action will be filed in the students’ records.

Students have 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 – School Dean – Dean of Instruction – Vice Chancellor for Academic Affairs – 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.

Students seeking to appeal their academic standing (Academic Probation or Suspension) will do so through the Dean of Instruction, using an Academic Appeal Form.

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. ID cards are required for students to access library services, to take tests in online classes, and for admission to social, cultural, athletic, and cultural events sponsored by the college. Students are accessed a $5 replacement fee for lost or stolen ID cards.

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 graduation ceremonies at the end of the fall and spring semesters. 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 students do 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 Enrollment Services One Stop Center. Failure to complete and pay appropriate fees could result in students not graduating with their class.

GRADUATION CEREMONIES
Graduation ceremonies are held twice annually; once at the end of the fall semester and again at the end of the spring semester. 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 students’ responsibility to ensure the Office of Enrollment Management has their 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 Enrollment Services One Stop Center. 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.

Transcript requests will be denied for individuals who owe a balance to SOWELA Technical Community College or any other Louisiana Community and Technical College System (LCTCS) institution. Students are able to log in to LOLA and print an unofficial transcript. Please contact the Business Office if you have questions pertaining to a balance owed at SOWELA.

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 Schools 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.
The overall 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 as follows:

- **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 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).
- **CR**: Credit received.
- **AU**: Audit.

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### 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.

1. 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.
2. Add the total quality points for all courses.
3. Add the total earned credit hours for all courses.
4. 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>

15 9 27

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”.

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

All students will be able to view a grade report at the end of each semester / term through BANNER Self Service.
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]. Students that choose to repeat a course in which they have already earned a passing grade are 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. Students should initiate the request for grade of “I” with the instructor.

2. After they provide verification of the extraordinary circumstances, they and their instructor complete and sign the Incomplete Grade Contract/Request Form obtained from the School.

3. The Incomplete Grade Contract/Request Form must be approved by the School Dean and the Dean of Instruction.

4. The Incomplete Grade Contract/Request Form, accompanied by the appropriate verification, must be submitted to the Enrollment Services One Stop Center no later than the date the semester grades are due.

AWARDING OF TRANSFER CREDIT

Applicants should submit a currently issued official transcripts from all institutions of higher education that they have attended within 30 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 students are 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. Students 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.

Students must provide an official course-by-course evaluation of credentials for all college or university academic credit earned from foreign institutions. The credential evaluation must be sent directly from the evaluation service to the

Minimum score on English section of ACT

<table>
<thead>
<tr>
<th>Minimum score</th>
<th>Eligible for</th>
<th>Minimum score on Mathematics section of ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>ENGL 1010</td>
<td>19</td>
</tr>
<tr>
<td>22</td>
<td>MATH 1105 and MATH 1120</td>
<td>1100</td>
</tr>
<tr>
<td>23</td>
<td>MATH 1100</td>
<td>25</td>
</tr>
<tr>
<td>25</td>
<td>MATH 1100</td>
<td>27</td>
</tr>
<tr>
<td>26-27</td>
<td>ENGL 1020</td>
<td>Credit awarded for MATH 1100 or MATH 1000</td>
</tr>
</tbody>
</table>

Minimum score on English section of ACT

<table>
<thead>
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<th>Minimum score</th>
<th>Eligible for</th>
<th>Minimum score on Mathematics section of ACT</th>
</tr>
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</tr>
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<td>ENGL 1020</td>
<td>Credit awarded for MATH 1100 or MATH 1000</td>
</tr>
</tbody>
</table>

Minimum score on English section of ACT

*Students must complete a request with the registrar’s office to receive lower-level course credit.

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 dean of the school 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". Examinations for credit may NOT be taken in any course previously completed, audited or enrolled at exam time. A credit exam for an individual course may be taken only once.

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 12 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.

You may view the Dean’s List on our website under Academics at www.sowela.edu.

ACADEMIC PROBATION
Students that have at least 15 GPA hours and fail to maintain Satisfactory Academic Progress during any term will be placed on academic probation. Students on academic probation must wait to register for the subsequent semester until the previous semester grades are available. The scale used to determine Academic Probation is provided below:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Minimum Overall GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>16-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31-45</td>
<td>1.95</td>
</tr>
<tr>
<td>46 &amp; above</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Students will remain on academic probation until they raise their overall grade point averages to a 2.00 or are suspended.

ACADEMIC SUSPENSION
If a student has at least 24 GPA 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 students are 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 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 students of the committee's decision. Students should be cautioned that approved appeals may require specific measures be taken that will assist in raising their overall GPA. Students may obtain an Academic Standing Appeal form from the Office of the Dean of Instruction.

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.la.gov. 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 guidance, counseling, tutoring, mentoring, and student enrichment activities. Their 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 recruit 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 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. Requests for special accommodations/services should 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 people with disabilities to bring service animals with them to College activities, services, and programs. In accordance with 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**

The primary purpose of academic advising is to provide effective guidance so that students can maximize the educational opportunities available at SOWELA. Advising is a shared responsibility between 1st-year experience staff and faculty advisors building on the strengths of each other.

New or transferring, first-time SOWELA students should visit the student success center to receive guidance in academic planning and navigating college life. All first-time students will receive advising from the 1st-year experience staff located in the student success building. For the first semester student, an advising hold will be utilized to ensure that each new student at SOWELA meets with an advisor before registering for classes.

Returning students will be encouraged and expected to see their advisors the next semester during advising week before registering. Upon completion of the first two semesters of coursework, students will be advised by faculty/staff in the academic schools/program areas.

Faculty advisors provide program-specific guidance and help the student plan class schedules each semester. Faculty advisors are assigned after the first semester and are listed on each student's LoLA records. Students are encouraged to visit with their faculty advisors early and often as the advisors can help them make the most of their educational experiences. For more information, please go to the Academic web page at www.sowela.edu. Once there, click the Academic Advising link.

**CAREER SERVICES**

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

Career Services offers a variety of career guidance resources, job search-related services, and skills training in resume writing and interviewing. Career guidance resources include the Strong Interest Inventory and the Myer-Briggs Personality Assessment, combined with the Myer-Briggs Type Indicator, helps students gain a better understanding of who they are, and how their personality and interests help in developing a satisfying and productive workplace. The assessments do not measure skills or abilities, but the results can help guide students toward rewarding careers, work activities, areas of study, and leisure activities. (For more information, please go to the Student Life web page at www.sowela.edu)

Career fairs are held biannually on campus to offer an opportunity for students and alumni to network and make connections with potential employers. For more information please contact the office of Career Planning and Placement, (337) 421-6968.

**STUDENT COUNSELING**

Student counseling is a confidential and free service available to all students who are currently enrolled at SOWELA. Counseling services are available to help students cope with everyday stressors, mental health issues, dilemmas in their personal development, or with painful events in their lives. Our goal is to help make all SOWELA students successful in ways that further their growth and make their experiences more positive. You can learn more by requesting information from the Student Counseling Office at 337-421-6971 or counseling@sowela.edu.

**STUDENT WIRELESS ACCESSIBILITY**

Wireless accessibility is provided to all SOWELA students.

**TUTORING**

SOWELA offers face-to-face tutoring for all students. The sessions are held in the Student Success Center. Face-to-face tutoring is also offered at the Morgan Smith Campus. For more information on Tutoring Services offered you can call (337) 421-6974.

**STUDENT ORGANIZATIONS**

SOWELA encourages participation in student organizations and activities and offers students opportunities to grow socially, personally, and intellectually outside of the classroom. The
activities of clubs and organizations enhance the educational experience of the student body. Participation in student activities helps students to develop leadership, communication, interpersonal relations and problem solving skills. For information concerning any of the organizations below, contact the Office of Student Support Services at (337) 421-6969.

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.
2. The Executive Director of Enrollment Management and Student Affairs or his/her designee will sign the constitution and Prospective 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 has 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 who 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.
2. The Director of Student Services 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 filling out the “Evaluation” section.

Posting Regulations

The Graphic Art Program is available to assist students in creating flyers, banners, and posters for club/organization events. Each club requesting flyers, banners, etc. must maintain a 2.0 GPA and complete at least six hours of course work.

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 Members 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

Fund-raising, as pertaining to student organizations, is the seeking of funds/support by a student group from sources other than 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 Directors 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 unwritten 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

Future Business Leaders of America - Phi Beta Lambda (PBL)

Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) is the largest career student organization in the world. Each year, FBLA-PBL helps over 250,000 members prepare for careers in business. FBLA-PBL’s mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. FBLA-PBL’s programs focus on: Leadership Development, Academic Competitions, Educational Programs, Membership Benefit, Community Service, and Awards & Recognition. 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.fblapbl.org.

Skills USA

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

Southwest Student Chapter of the Louisiana Restaurant Association (LRA)

The Southwest Student Chapter of the Lou-
SOWELA Technical Community College

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 various online gaming activities related, but not limited, to video games, board games, card games, logic games, and puzzles. SOWELA Gamerz is open to students of every major and concentration, including, but not limited to, video gamers, card gamers, logic gamers, and puzzle solvers.

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 Bible studies, based upon need and desire, for students. The Circle is an inclusive organization that seeks to broaden the horizons of SOWELA students and community by allowing them to experience, hands-on, the majesty of the universe. SOWELA owns a battery of telescopes that are available to use in research projects and for general use, a variety of cameras and filters for precision observations, and learning aids to support the development of students’ abilities and lifelong learning about the stars and heavenly phenomena. Interdisciplinary cooperation is stressed to achieve project goals. The club is open to students of every major and concentration who share our interest in astronomy.

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. Unfair treatment of 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, 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.

Astronomy Club
The SOWELA Astronomy Club is an inclusive organization that seeks to broaden the horizons of SOWELA students and community by allowing them to experience, hands-on, the majesty of the universe. SOWELA owns a battery of telescopes that are available to use in research projects and for general use, a variety of cameras and filters for precision observations, and learning aids to support the development of students’ abilities and lifelong learning about the stars and heavenly phenomena. Interdisciplinary cooperation is stressed to achieve project goals. The club is open to students of every major and concentration who share our interest in astronomy.

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. Students and/or student groups may not make reservations in their names for outside groups or organizations to use college space.

5. Student organizations registered with the Office of Student Support Services have the right to invite any persons of their choosing to their organization as speakers on college premises. The Chancellor or the Executive Director of Enrollment Management and Student Affairs may cancel a speaker’s reservation where there is a clear and present danger to the orderly operation of the college. Such cancellation shall be communicated to the sponsoring organization at the earliest opportunity.

6. Students have the right to have their academic records kept confidential subject to existing law. No official records shall be kept which reflect political activities or beliefs of students. No official records shall be available to unauthor-
ized persons within the institution, or to any per-
son outside the institution without the expressed
written consent of the student involved, except
under legal compulsion.

7. Students have the right to due process
when accused of any violations of college regu-
lations or rules of conduct. This right shall include
the following:
• Right to a notice in writing of any charg-
es.
• Right to admit the alleged violation, waive a hearing and accept the college’s
action.
• Right to the alleged violation but request a hearing.
• Right to deny the alleged violation and request a hearing.
• Right to a fair hearing before an impartial committee.
• Right to appear in person at a hearing or not to appear with assurance the failure
to appear shall not be construed as indi-
cative of guilt.
• Right to select an advisor of their choice
to attend the hearing with them.
• Right to call witnesses and present evi-
dence on their behalf.
• Right upon request to a list of witnesses who will appear against them.
• Right to confront and cross-examine wit-
nesses and/or accusers.
• Right to request a copy of any available record or tape recording of a hearing if the offenses involve possible suspension
or expulsion.
• Right to appeal to the Executive Direc-
tor of Enrollment Management and Stu-
dent Affairs or Designee and then to the
Chancellor of the College.

Student Regulations And Rules Of Conduct
It is a basic and fundamental responsibility of
a college to maintain order through reasonable
policies and procedures. The filing of an ap-
plication for admission shall be regarded as evi-
dence of the applicant’s intention to abide by the
standards and regulations of SOWELA. Students
forfeit their right to remain enrolled if they fail
to comply with such standards and regulations.
The following is a statement of the regulations and responsibilities of students both as individu-
als and as groups at SOWELA. Additional rules or
regulations may be initiated under established
decisions during the year.

1. Firearms, explosives, fireworks, or weap-
os of any kind are not to be brought onto the
campus premises or to college-sponsored events except as authorized
by the proper officials of the College.
2. The manufacture, distribution, sale, pos-
session, or use of alcoholic beverages, mari-
jana, controlled substances, or dangerous drugs on the campus and at
institutionally approved events off cam-
pus is prohibited.
3. No person shall physically abuse, threat-
en, or intimidate any member of the fac-
ulty, staff, student body, or any official
visitor to the College.
4. The taking, damaging, or malicious de-
struction of property belonging to the
college, to the visitors to the College, or
to any member of the College commu-
nity is prohibited.
5. No persons shall assemble on campus
for the purpose of creating a riot or dis-
ruptive or disorderly diversion which
interferes with the normal educa-
tional 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 co-
operate with, or fail to identify himself or
herself to any properly identified admin-
istrator or staff person while that person
is in the performance of his or her duties.
8. Unauthorized entry into, use of, or
occupation of college facilities which are
locked, closed to student activi-
ties, 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, re-
ords, or identification cards is prohib-
ited. This policy includes any documents
submitted in support of official college
purposes.
10. The operation on campus of student or-
ganizations not properly registered with
and recognized by the Student Support
Services Office is prohibited.
11. The dissemination on campus of pub-
lications which do not bear the name of
the originator or which are not done in
accordance with college rules and regu-
lations is prohibited.
12. Students shall not attempt to defraud, de-
ceive, or mislead an instructor in arriving
at an honest grade assessment.
13. Hazing is not permitted. Hazing viola-
tions include, but are not limited to, abu-
sive initiation requirements for entrance
into a club or organization.
14. Unauthorized use of college property or
services is prohibited.
15. Behavior that is disruptive or that inter-
feres 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 adminis-
trative procedures. Violations can be
adjudicated through an informal hearing
with the Executive Director of Enroll-
ment Management and Student Affairs
and/or through a formal hearing. An in-
formal hearing is a meeting between the
accuser, the accused, and the Executive
Director of Enrollment Management and
Student Affairs. An informal hearing is
appropriate when all parties voluntarily
agree to engage in an attempt to resolve
the complaint. This may result in sanc-
tioning if needed. If the informal hear-
ing does not result in resolution, the case
will be forwarded for a formal hearing.

Additional Conduct Regulations
1. Appearance and/or dress that is extreme
or unusual to the point of distracting from or being disturbing to the learning
environment within classes or on cam-
pus will not be tolerated. In certain tech-
nical labs, student dress is expected to
meet all safety codes.
2. Telephone and mail service is not avail-
able on campus for students. Students
should be called through the college
switchboard only in cases of emergency
which involve the illness or death of a
family member. The Office of Facilities
should be contacted in such emergen-
cies.
3. To the extent permitted by State law, all
faculty, staff, students, visitors, vendors,
contractors, and all others are prohibited
from using any tobacco products (ciga-
rettes, cigars, smokeless tobacco, snuff,
chewing tobacco, electronic cigarettes,
Disciplinary Sanctions

Students/Student leaders/clubs/organizations who fail to follow the Code of Conduct are subject to disciplinary actions/sanctions authorized by the Executive Director of Enrollment Management and Student Affairs or Designee. 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 college facilities during the term of their sanction. A student or student club/organization facing disciplinary sanctions may receive temporary sanctions from the Executive Director of Enrollment Management and Student Affairs or Designee. These include suspension, pending the final disposition of the case, or temporary suspensions imposed in order to maintain the orderly operation of the college.
5. All electronic devices should be turned off and put away while in class.
6. Food and drinks may be brought into classrooms. Children are not allowed on campus.
7. 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 Executive Director of Enrollment Management and Student Affairs or Designee. 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, excused 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 one’s results in academic 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 creation of academic work.

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; transmitting obscene, abusive, or sexually explicit language
- Damaging computers, computer systems or computer networks
- Vandalizing, damaging or disabling the property of another person or organization
- Debilitating or disabling computer 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, 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 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.
AS = Associate of Science Degree: An academic program (60-72 hours) designed to prepare students for immediate employment/career entry or transfer to a related baccalaureate degree programs.

ASLT = Associate of Science Louisiana Transfer Degree: An academic program (60 hours) that is designed to facilitate transfer from community colleges to related baccalaureate degree programs at public universities in Louisiana.

Degrees, technical diplomas, and some certificates earned are recorded on the transcript at the time of completion. Associate and transfer degrees have general education requirements. Refer to General Education requirements in the Academic Policies section 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 school or the Office of Academic Affairs to determine when the program is to be offered.

Degrees offered in the following programs:

- Accounting Technology
- Aviation Maintenance Technology
- Business Administration
- Chemical Laboratory Technology
- Computer Networking Specialist
- Computer Software Specialist
- Criminal Justice
- Culinary Arts
- Drafting and Design Technology
- General Studies
- Graphic Art

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.

AALT = Associate of Arts Louisiana Transfer Degree: An academic program (60 hours) that is designed to facilitate transfer from community colleges to related baccalaureate degree programs at public universities in Louisiana.

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.

TD = Technical Diploma: An applied technical degree program (45-60 hours) often formed by combining multiple CTSs and/or TCAs.

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.

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.
School: Business and Applied 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 the Accounting Technology program is to train students in general accounting principles and practices in preparation for careers in business, or to help further their education. The accounting program prepares students for careers in the business world or for continuing education in a four-year institution. It includes instruction in general accounting principles and practices, posting transactions to accounts, record-keeping systems, and accounting software operation. The program emphasizes safe and efficient work practices, basic occupational skills, and employability skills. The content is organized into competency-based courses that specify occupational competencies that the student must successfully complete.

Dean: Dr. David Shankle

Program Coordinator: Debbie Lejeune

Program Instructors: Ricky Monceaux, Winston Richard, Tamalla Green, 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.

Program Learning Outcomes: Upon completing this program, students will be able to:
1. Complete the accounting cycle
2. Demonstrate formatting concepts efficiently in various software applications
3. Demonstrate decision-making skills utilizing accounting data

Semester 1

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<th>Course Title</th>
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AAS – Accounting Technology Degree (60) – Total Clock Hrs: 900

(Continued on next page)
*Approved Accounting Electives: 9 hours
ACCT 1120 Bookkeeping Applications
ACCT 1150 Federal Income Tax
ACCT 1210 Computerized Accounting I
ACCT 1250 Payroll Accounting

**Approved Business Electives: 3 hours
BUSI 1030 Introduction to Business
BUSI 1080 Human Resource Management
BUSI 1090 Personal Finance
BUSI 2320 Principles of Marketing

***Approved Elective: 3 hours
Any College Course

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### ACCOUNTING TECHNOLOGY

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CIP Code: 520302
AUTOMOTIVE TECHNOLOGY

School: Industrial 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).

Assistant Dean: Dr. Raphael Afonja

Program Coordinator: Lewis Williams

Program Instructors: 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.

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.

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CIP Code: 470604
Total Clock Hrs: 1350
School: Industrial 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 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.

Assistant Dean: Dr. Raphael Afonja

Program Coordinator: Troy Fontenot

Program Instructors: Anthony Savant, Troy Fontenot, Jerome Gueringer.


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 twelve technical coursework at SOWELA.

All AMTG, AMTA, AMTP courses are FAA Certified, all other courses listed are not FAA Certified.

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.

Program Learning Outcomes: Students who successfully complete the Aviation Maintenance Technology Program will be able to:

1. Execute Federal Aviation Administration (FAA) forms/records, composing appropriate corresponding aircraft maintenance records entries, and show compliance with a 100 hour/Annual inspection in accordance with the Title 14 of the Code of Federal Regulations (CFR).

2. Pass the Federal Aviation Administration (FAA) knowledge, oral, practical and written examinations in General, Airframe, and Powerplant subjects and obtain FAA general mechanic, airframe and powerplant certifications.


4. Display proper behavior reflecting satisfactory work habits, safety procedures, hazards, housekeeping, and ethics to fulfill program requirements and confidence to prepare for employment in the aviation maintenance industry.

**Course Title and Credits**

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## AVIATION MAINTENANCE TECHNOLOGY 

### Diploma/Certificate Options

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### CIP Code 470608

**AAS - Aviation Maintenance Technology (86)**

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### CTS – Airframe (41)

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

**CIP Code:** 470608

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### School: Business and Applied Technology

#### Program Description:
The mission of the Business Administration program is to offer students a well-rounded business education that will equip them for entry-level administrative or supervisory positions. Students receive instruction in foundational areas of business such as marketing, management, ethics, personal finance, and accounting. Many courses are transferable to 4-year universities.

**Dean:** Dr. David Shankle

**Program Coordinator:** Debbie Lejeune

**Program Instructors:** Debbie Lejeune, P.A. Guillory, Rick Monceaux, Barry Humphus, Adrienne Abel (Morgan Smith Site).

#### Special Comments:
A minimum grade of C is required in all Business Administration 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.

#### Program Learning Outcomes:
Upon completing this program, students will be able to:

1. Demonstrate proficiency in the core areas of business
2. Demonstrate the fundamentals of business style in written and oral communication
3. Understand and apply an ethical framework in the business environment

**Note:** The program has met approval from the following:

- Louisiana Community and Technical College System
- Louisiana Board of Regents
- Council on Occupational Education
- Southern Association of Colleges and Schools Commission on Colleges, submitted and pending final approval.
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AAS - Business Administration Degree (60)

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CIP Code: 520101
Total Clock Hrs: 900
### BUSINESS ADMINISTRATION

**Diploma/Certificate Options**

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**CIP CODE:** 520101

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### CHEMICAL LABORATORY TECHNOLOGY

**Program Description:** The Chemical Laboratory Technology offers students an opportunity to earn an associate degree designed to prepare students for immediate employment in a petrochemical laboratory environment as a chemical laboratory technician. Students enrolled in the program will receive training to enhance possibilities of employment, retention, and promotion in the workforce.

**Dean:** David Lafargue  
**Program Coordinator:** Sarah Walter  
**Program Instructors:** Ronald Boullion, Ernest Duhon, Richard Louviere and Amanda Hamilton.

**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.

**Program Learning Outcomes:** Students who successfully complete the Chemical Laboratory Technology Program will be able to:
1. Perform in a chemical lab setting.  
2. Demonstrate marketable skills for the workplace and enhance employment, retention, and promotion opportunities in the chosen field.  
3. Transfer coursework to 4-year institutions to continue their educational progress.

---

**TOTAL CREDIT HOURS:** 45
### CHEMICAL LABORATORY TECHNOLOGY

**Associate of Applied Science**

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**Total Clock Hrs:** 1035

**AAS Chemical Laboratory Technology (60)**

**CIP Code:** 410301
### CHEMICAL LABORATORY TECHNOLOGY

**Diploma/Certificate Options**

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**CIP Code:** 410301

### COLLISION REPAIR TECHNOLOGY

**School:** Industrial 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.

**Assistant Dean:** Dr. Raphael Afonja

**Program Coordinator:** Tim McCarty

**Program Instructors:** Tim McCarty

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

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

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

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

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CIP Code: 470603

COMPUTER NETWORKING SPECIALIST

School: Business & Applied Technology

Program Description: The mission of the Computer Networking Specialist program is to train students in installing, configuring, and troubleshooting network and operating systems, so they will be prepared for careers in the information technology industry, or to help further their education. Program courses provide 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. 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).

Dean: Dr. David Shankle

Program Coordinator: Debbie Lejeune
Program Instructors: Rocky Schexneider, Barry Humphus, Dr. Martha Schexneider.

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 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 a degree, certificate or diploma.

Program Learning Outcomes: Upon completing this program, students will be able to:

1. Identify, describe, and configure operating systems
2. Apply troubleshooting techniques to components, systems, and software
3. Install, configure, and maintain routers, switches, and workstations
4. Demonstrate basic knowledge of network security and data communications
# COMPUTER NETWORKING SPECIALIST

## Associate of Applied Science

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* Approved Electives: 6 hours, Any College Course

**Approved Networking Electives: 8 hours

- ITEC 1800 Unix/Linux OS
- 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)

## Diploma/Certificate Options

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* Approved Electives: 6 hours, Any College Course

**Approved Networking Electives: 8 hours

- ITEC 1800 Unix/Linux OS
- 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)

## TD – Computer Networking Specialist (45)

CIP Code: 110901
COMPUTER SOFTWARE SPECIALIST

School: Business and Applied Technology

Program Description: The mission of the Software Specialist program is to train students to create algorithms and to develop and modify software so they will be equipped for careers in the information technology industry, or to help further their education. The program consists of classroom instruction, supervised programming assignments, and hands-on projects. Emphasis in this program is placed on critical thinking skills, multiple programming languages, relational databases, Web Site design, and the non-technical skills essential to gaining employment and participating effectively in the workplace. This program is organized to allow students to earn the following occupational competencies while pursuing the Associates of Applied Science Degree: Software Support Technician and Software Apprentice.

Dean: Dr. David Shankle
Program Coordinator: Debbie Lejeune
Program Instructors: Mary Kennerson, Katie Johnson, Dr. Martha Schexneider.

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 Software 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, certificate or diploma.

Program Learning Outcomes: Upon completing this program, students will be able to:

1. Design, code, and test computer programs that are correct, efficient, and well documented
2. Develop, create, and maintain a website
3. Use application software to create, edit, format, save, and print documents

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**Approved Electives: 9 hours Any College Course

**Approved Software Electives: 6 hours

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CIP Code: 110202

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**CRIMINAL JUSTICE**

**School:** Arts & Sciences

**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.

**Dean:** Dr. Charles Stewart

**Program Coordinator:** Dr. Lisa Quibodeaux

**Program Instructors:** Dr. Lisa Quibodeaux, Ricky Titus, David McMurry, Jonathan Byrd, Alberto Galan

**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.

**Program 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. Communicate successfully within the criminal justice profession using verbal, written, and basic computer literacy skills.
# CRIMINAL JUSTICE

## Associate of Applied Science

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**Total Clock Hrs: 975**

### Diploma/Certificate Options

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**CIP Code: 430104**
CULINARY ARTS

School: Business and Applied Technology

Program Description: The mission of the Culinary Arts program is to prepare students for work in service, production, fast foods, and baking areas of the food service industry. Pursuing a career as a professional chef means developing methods, skills and a combination of techniques applied on a daily basis in the ever challenging and changing world of the kitchen. Upon completion of the Culinary Arts program a graduate will have the basic skills needed to pursue an entry level career in the culinary industry.

The Culinary Arts degree is designed for students to develop skills within the field of culinary arts along with essential supervisory and management skills necessary to operate a kitchen facility or other related food service business. Students will matriculate through courses related to food production, sanitation and safety, and service standards along with nutrition, management cost control skills, supervisory skills, and kitchen management.

The Culinary Arts program at SOWELA offers a wide range of varied and exciting internship opportunities at many of the area’s best food and lodging establishments. So whether you are ready to start your new career, want to improve and update your current skills or just want to learn more about the world of hospitality, SOWELA has what you need.

Dean: Dr. David Shankle
Program Coordinator: Jerry Sonnier
Program Instructors: Jerry Sonnier, Ed Neeley, Roy Angelle and Mary Ellen Fontenot.
Program Accreditation: Commission of the American Culinary Federation Education Foundation

Special Comments: A minimum grade of C is required in all Culinary Arts 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 of Applied Science Degree, certificate or a diploma.

Program Learning Outcomes: Upon completing this program, students will be able to:
1. Demonstrate standard cutting techniques that are essential in the food service industry
2. Demonstrate cooking techniques that are essential in the food service industry
3. Demonstrate baking techniques that are essential in the food service industry

### CULINARY ARTS

**Associate of Applied Science**

<table>
<thead>
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<th>Lecture</th>
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AAS – Culinary Arts (60)

CIP Code: 120503
Total Clock Hrs: 1500
CULINARY ARTS

Diploma/Certificate Options

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TCA – Entry Level Cook (14) 14 CULN 1223

CTS – Entry Level Prep Cook (17) 3

CULN 1603 Culinary Productions Principles for Dining Facilities 0 3 3

CULN 2413 Regional Cuisine 1 2 3

CULN 1323 A’LA Carte 0 3 3

CULN 1233 Garde Manger 1 2 3

CULN 1953 Introduction to Baking and Pastry 1 2 3

CTS – Production Cook (32) 15

CULN 2110 Culinary Productions Externship 0 10 10

CULN 2433 Food & Beverage Operation 3 0 3

TD - Culinary Arts (45)

CIP 120503

DRAFTING AND DESIGN TECHNOLOGY

School: Business and Applied Technology

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 career advancement. 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.

Dean: Dr. David Shankle

Interim Program Coordinator: Erik Jessen

Program Instructors: Jason Parker, Aaron Goodman, Frederick Nichols

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 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 a degree, certificate or a diploma.

Program Learning Outcomes: Upon completing this program students will be able to:

1. Use industry-standard equipment and software in various disciplines of drafting
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
# DRAFTING AND DESIGN TECHNOLOGY

## Associate of Applied Science

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Lecture</th>
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### Elective Drafting Classes (Not Required for the AAS degree):

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## Diploma/Certificate Options

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CIP Code: 151301
Total Clock Hrs: 1695
GENERAL APPRENTICESHIP: ELECTRICAL CONSTRUCTION

School: Industrial 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 skill-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.

Dean: David Lafargue

Program Coordinator: David Lafargue

Program Instructors: Marc Deville, Steven Gaspard, Larry Hornsby, Terry Hornsby, Darrin Keeling, Jon Stephens, David Champion and John Hicks.

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.

Course No. | Course Title | Lecture | Lab | Total Credit Hrs
---|---|---|---|---
GAEC 1100 | Introduction to Electrician Apprenticeship | 3 | 0 | 3
GAEC 1110 | Job Safety & Health | 2 | 0 | 2
TCA – Trade Helper Electrical Construction (5)
GAEC 1120 | Apprentice Trade Related Mathematics | 2 | 0 | 2
GAEC 1130 | Apprentice Trade Technology Part I | 3 | 0 | 3
TCA – General Apprentice: Electrical Construction Technician (10)
GAEC 1200 | Apprentice Trade Related Science | 2 | 0 | 2
GAEC 1210 | Apprentice Trade Technology Part II | 3 | 0 | 3
GAEC 1220 | Customer Service in the Trade Area | 2 | 0 | 2
GAEC 1230 | Apprentice Trade Technology Part III | 3 | 0 | 3
GAEC 1300 | Apprentice Trade Technology Part IV | 5 | 0 | 5
CTS – General Apprentice: Electrical Construction (25)
GAEC 2100 | Apprentice Trade Technology Part V | 5 | 0 | 5
GAEC 2200 | Apprentice Trade Technology Part VI | 5 | 0 | 5
GAEC 2210 | Apprentice Trade Technology Part VII | 5 | 0 | 5
GAEC 2300 | Apprentice Trade Technology Part VIII | 5 | 0 | 5
GAEC 2310 | Apprentice Trade Technology Part IX | 5 | 0 | 5
TD – General Apprentice: Electrical Construction (50)

CIP Code: 460301
Total Clock Hrs: 750
GENERAL APPRENTICESHIP: PLUMBING CONSTRUCTION

School: Industrial 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.

Assistant Dean: Dr. Raphael Afonja

Program Coordinator: David Lafargue

Program Instructors: Richard Campbell, Jr., Michael Nunez, Richard Paulk, Blake Bihm, Bernard Dargin.

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

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

Student Learning Outcomes: Students who successfully complete the General Apprenticeship: Plumbing Construction diploma program will be able to:
1. Demonstrate positive work habits and use appropriate procedures, tools and equipment, consistent with all applicable standards and OSHA regulations.
2. Make clear and effective presentations to individuals and groups.
3. Use various types of blueprints to perform work-related functions.
4. Apply math skills to analyze and solve work-related problems.
5. Recognize and classify drawings related to the plumbing industry.
6. Apply writing skills to create reports related to technical work documents and other related tasks.
7. Recognize, classify and demonstrate welding techniques related to the plumbing industry.
8. Recognize and discuss portions of the Plumbing Code.
9. Distinguish and apply techniques for sewer cleaning & stoppage repair.
10. Demonstrate knowledge of safety procedures, hazards, housekeeping, and appropriate caution in the electrical construction industry.

<table>
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<tr>
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<th>Course Title</th>
<th>Lecture</th>
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<td>Job Safety &amp; Health</td>
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CIP Code 460503
Total Clock Hrs: 750
GENERAL STUDIES

Associate of General Studies

School: Arts & Sciences

Program Description: The mission of the Associate of General Studies degree is to provide 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.

Dean: Dr. Charles Stewart

Program Coordinator: Dr. Lane Nevils and Stephanie Smith

Program Instructors: Dr. Charles Stewart, Luann Ballou, Alex Bell, Rebecca Bennett, Todd Carrere, Lacey Couch, Dr. Mandy Creel, Dr. Joni Drost, Matthew Dye, Jonathan Frantz, Katrina Freeman, Robert Groth, Kristen S. Ison, Dane Landry, Dr. Kathy Lewis-Thomas, Angela Madden, Dorothy E. McCormick, Anita Morris, Dr. Lane Nevils, Susan Shaffer, Sallie Shepherd, Pamela K. Smith, Stephanie Smith, Sarah Walter, 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.

Program 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.

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 transitional mathematics and/or English, must complete the appropriate transitional sequence(s) before enrolling in MATH 1100 and ENGL 1010.

Special Degree Requirements:

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

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

General Education Core Requirements

- 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

- Arts & Humanities
- Natural Science/Mathematics

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

Enrichment Electives

- 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)

Associate of General Studies (AGS)

27 Credit Hours

18 Credit Hours

15 Credit Hours

60 Credit Hours
### GENERAL STUDIES

**Associate of General Studies**

<table>
<thead>
<tr>
<th>Suggested Sequence of Coursework:</th>
<th>Lecture</th>
<th>Lab</th>
<th>Total Credit Hrs</th>
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**Certificate of General Studies**

**School:** Arts & Sciences

**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.

**Dean:** Dr. Charles Stewart

**Program Coordinator:** Dr. Lane Nevils and Stephanie Smith

**Program Instructors:** Dr. Charles Stewart, Luann Ballou, Alex Bell, Rebecca Bennett, Todd Carrere, Lacey Couch, Dr. Mandy Creel, Dr. Joni Drost, Matthew Dye, Jonathan Frantz, Katrina Freeman, Robert Groth, Kristen S. Ison, Dane Landry, Dr. Kathy Lewis-Thomas, Angela Madden, Dorothy E. McCormick, Anita Morris, Dr. Lane Nevils, Susan Shaffer, Sallye Shepherd, Pamela K. Smith, Stephanie Smith, Sarah Walter, 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.
GENERAL STUDIES

Certificate of General Studies

<table>
<thead>
<tr>
<th>Course No.</th>
<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: 6 0 6

Certificate of General Studies (CGS) (30) CIP Code: 240102

GRAPHIC ART

School: Business and Applied Technology

Program Description: The mission of the Graphic Art program is to provide a learning environment that will afford students an opportunity to obtain competency skills for employment and advancement in the fields of advertising, photography, printing, video, website design, and motion graphics. 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.

Dean: Dr. David Shankle

Interim Program Coordinator: Erik Jessen

Program Instructors: Erik Jessen, Darrell Buck, Gray Little.

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

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

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

As an ATMAE accredited program, graduates in Graphic Art must successfully complete a minimum of twelve hours of technical coursework at SOWELA.

Program Learning Outcomes: Upon completing this program, students will be able to:
1. Understand and use industry software and equipment
2. Communicate an effective advertising message
3. Demonstrate proficiency in an area of graphic arts
### GRAPHIC ART

**Associate of Applied Science**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course No.</th>
<th>Course Title</th>
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<td>GART 2110</td>
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**CIP Code: 500402**

**Total Clock Hours: 1350**

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### GRAPHIC ART

**Diploma/Certificate Options**

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**Total Clock Hours: 1350**
INDUSTRIAL ELECTRICIAN

School: Industrial Technology

Program Description: The Industrial Electrician program will prepare individuals to install, troubleshoot, and repair wiring, electrical equipment, and other electrical devices used in the industrial environment, such as motors (AC and DC drives), transformers, control systems, industrial instruments, PLC’s, and lighting systems. Program specialties emphasize safe and efficient work practices, and basic occupational skills. They are organized into competency-based courses that specify occupational competencies, which the student must successfully complete. Areas of study also include all applicable codes and standards, blueprint reading, and wiring diagram interpretations, which are appropriate to the area.

Dean: David Lafargue

Program Coordinator: Robbie Johnson


Special Comments: A minimum grade of C is required in all Industrial Electrician major-specific courses. This program is also offered at the 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 diploma.

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

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

Course No. | Course Title | Lecture | Lab | Total Credit Hrs
--- | --- | --- | --- | ---
INST 1111 | Fundamentals of Electricity/Electronics | 4 | 1 | 5
ELEC 1122 | Residential Wiring | 1 | 2 | 3
INST 1010 | Introduction to Instrumentation | 2 | 1 | 3
TCA – Electrician Helper (11) | | | | 11
ELEC 1222 | Residential Wiring Installation | 1 | 3 | 4
ELEC 2460 | Technical Math for Electricians | 1 | 1 | 2
INST 1112 | Fundamentals of Semiconductors/Circuits | 4 | 1 | 5
ELEC 1220 | Introduction to Motor Controls | 3 | 1 | 4
ITEC 1000 | Application Basics | 3 | 0 | 3
CTS – Residential Electrician (29) | | | | 18
INST 2722 | Introduction to Programmable Controllers | 3 | 1 | 4
ELEC 1230 | National Electric Code | 1 | 2 | 3
ELEC 1430 | Blueprint Interpretation | 1 | 2 | 3
ELEC 1312 | Generator and Transformer Operations | 3 | 0 | 3
ELEC 2220 | Advanced Motor Controls | 2 | 1 | 3
INST 2812 | Advanced PLC’s | 2 | 1 | 3
TD – Industrial Electrician (48) | | | | 19

CIP Code: 460302
Total Clock Hrs: 1035
INDUSTRIAL INSTRUMENTATION TECHNOLOGY

School: Industrial Technology

Program Description: The mission of the Industrial Instrumentation Technology program is to provide classroom instruction and practical laboratory experience leading to the successful completion of the Associate of Applied Science in Industrial Instrumentation Technology, preparing individuals to maintain and repair control systems and components in the industrial manufacturing field.

Dean: David Lafargue

Program Coordinator: Robbie Johnson

Program Instructors: Robbie Johnson, Terrell Saucier, Shannon Kennedy, Christopher Fontenot, Mike Martin, Henry Duplantis and Ceth Talbot.

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 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 a degree or diploma.

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

1. Read and interpret instrument drawings while understanding control logic and fundamental electrical circuit theory.
2. Perform basic troubleshooting and calibration skills necessary for entry level instrumentation positions along with demonstrating understanding of safety hazards and procedures associated with industrial process control.
3. Identify typical industrial equipment and interface sensors with automatic controls.
4. Demonstrate punctuality and responsibility suitable to work place employment while communicating technical issues to peers both orally and in writing.

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INDUSTRIAL INSTRUMENTATION TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

Course No. Course Title Lecture Lab Total Credit Hrs

Semester 1
INST 1010 Introduction to Instrumentation 2 1 3
INST 1111 Fundamentals of Electricity/Electronics 4 1 5
General Education Course 3 0 3
General Education Course 3 0 3

14

Semester 2
INST 1112 Fundamentals of Semiconductors/Circuits 4 1 5
ELEC 1312 Generator and Transformer Operations 3 0 3
ELEC 1220 Introduction to Motor Controls 3 1 4
General Education Course 3 0 3
General Education Course 3 0 3

18

Semester 3
INST 1310 Pressure and Level Measurements 3 1 4
INST 1410 Flow and Final Control Elements 3 1 4
INST 2722 Introduction to Programmable Logic Controllers
General Education Course 3 0 3

15

Semester 4
ELEC 2220 Advanced Motor Controls 2 1 3
INST 2420 Industrial Control Systems 3 1 4
INST 2732 Temperature & Analytical Measurement 2 1 3
INST 2812 Advanced Programmable Logic Controllers 2 1 3

13

AAS – Industrial Instrumentation Technology (60) CIP CODE 150404
Total Clock Hrs: 1065

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## INDUSTRIAL INSTRUMENTATION TECHNOLOGY

### Diploma/Certificate Options

<table>
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CIP Code: 150404

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## NURSE ASSISTANT

**School:** Nursing & Allied Health

**Program Description:** The 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.

**Dean:** Wendi Palermo, PhD, RN

**Program Coordinator:** Wendi Palermo, PhD, RN

**Program Instructors:** Patrice Fontenot, RN, BSN; Lisa Rogers, RN, ADN; Gloria White, RN, ADN; Sarah Seaman, RN, BSN; Patricia Montou, RN, BSN; Leslie Ferrygood, RN, MSN; Kristine Lyons, RN, MSN; Emily Gay, RN, BSN; Kimberly Eaves, MSN, RN.

**Program Coordinator Morgan Smith Site:** Amber Petroski, BSN, RN.

**Program Instructors Morgan Smith Site:** Pat Pousson, LPN; Emily Gay, R.N., B.S.N.; Christian Lewis, R.N., M.S.N.

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

**Clinical Sites Morgan Smith:** Jeff Davis Living Center, Southwest Louisiana War Veterans Home, Jennings American Legion Hospital, Camelot Brookside.

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

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

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

1. Demonstrate basic nursing skills while maintaining infection control and safety standards.
2. Perform cardiopulmonary resuscitation (CPR).
3. Demonstrate basic personal care skills for the client.
4. Demonstrate basic mental health and social service needs by modifying his/her own behavior in response to residents' or clients' behavior.
5. Demonstrate skills which incorporate principles of restorative nursing, including the use of assistive devices.
6. Demonstrate behavior which maintains residents' or clients' rights, including, but not limited to, providing privacy and maintenance of confidentiality and allowing clients to make personal choices to accommodate individual needs when possible, and providing care which safeguards the client against abuse.
Nurse Assistant Admission Requirements: To be considered for the Nurse Assistant program, an applicant must:
1. Submit a completed application.
2. Submit official copies of ACT, COMPASS, or ASSET scores and official copies of transcripts of all college work to the Admission Office.
3. Satisfactorily complete one of two categories for admission below:
   a. Achieve an ACT score of: Reading 13, or
   b. Achieve a COMPASS score of: Reading 60.
4. Be physically and emotionally able to meet the requirements of the program as determined by a qualified physician.

Limited openings are available in the Nurse Assistant Program. Acceptance will be determined by 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.

NURSE ASSISTANT
Technical Competency Area Certificate

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CIP Code: 513902
Total Clock Hrs: 214

NURSING (RN)

School: Nursing and Allied Health

Program Description: The Associate of Science Degree in Nursing (ASN) is designed to prepare students for immediate employment in the healthcare arena and enhance possibilities of transfer coursework to a Baccalaureate of Science in Nursing (BSN) program. Graduates will be eligible to write the National Council Licensure Exam for RN (NCLEX-RN) and be prepared to enter the workforce as a registered nurse generalist.

Dean: Wendi Palermo, PhD, RN
Program Coordinator: Wendi Palermo, PhD, RN
Program Instructors: Jennifer Bruney, MSN, RN; Kaye Martin, MSN, RN, Kristine Stout, MSN, RN; Valarie Waldmeier, PhD, APRN
Clinical Sites: (PENDING Contracts) West Calcasieu Cameron Hospital, Christus-St. Patrick Hospital, Lake Charles Memorial Hospital, Grand Cove Nursing and Rehabilitation Center, and Oceans Behavioral Hospital.

Special Comments: Acceptance to Sowela Technical Community College does not guarantee clinical acceptance. A complete Application for Consideration must be submitted prior to the deadline and applicant must meet LSBN approval to enter clinical. The program requires a complete physical examination as part of the clinical process for entrance into the clinical nursing courses. An incomplete physical examination form will not be accepted. Proof of up-to-date immunizations is required as a part of the physical examination before entry into clinical nursing courses. Students must have a minimum GPA of 2.8 in all completed courses required for the degree. Applicants must have a minimum of 2.0 overall GPA in addition to achieving the minimum entrance exam requirements. The ASN program calculates GPA for clinical ranking using grades earned in required courses completed at the time of application.

No application to enroll in clinical will be accepted after the designated deadline. An application to enroll in clinical courses is valid for one semester only and there is no waiting list.

Selection for Enrollment into Clinical courses will be dependent upon the following variables:
1. Completion of the first semester of course work (minimum to apply)
2. GPA for any course required for the degree (2.8 minimum with an Overall GPA of 2.0 minimum)
3. Earn a minimum of “C” in all required biology and mathematics courses
4. Pattern of repeated general academic courses required for the degree
5. Entrance Exam score
6. Number of hours at SOWELA Technical Community College
7. Completion of a baccalaureate degree or higher.

(Continued)
Once accepted into clinical, students who make less than an 80% in a theory course are required to repeat the course and clinical co-requisite. A nursing course may be repeated one time only. A maximum of two different nursing courses may be repeated, including those dropped with a "W".

A student repeating a nursing course must concurrently enroll in the co-requisite nursing course; regardless if the student passed the co-requisite course. The re-enrollment in the co-requisite will not be counted as a repeated nursing course for the dismissal policy. The most current grade earned will be the grade for the course. Students repeating first level clinical must submit an “APPLICATION TO RE-ENROLL IN CLINICAL NURSING COURSES”. All grades earned in courses required in the curriculum (including the failing grades in first level nursing courses) will be utilized to rank the student. Students approved to re-enroll will be accepted based on space available. Clinical students are to refer to the ASN Student Handbook for Criteria for Dismissal from the ASN program. ASN majors are to refer to the college catalog for Sowela Technical Community College Criteria for Graduation, Grade Appeals and Students’ Rights, Safety and Welfare; Guidance and Counseling.

Student Health Insurance Verification:
All students in the School of Nursing are responsible for health care costs sustained while enrolled in clinical nursing courses. School of Nursing students may be exposed to a number of communicable diseases while caring for clients in clinical settings, they may be at a higher risk than other university students for contracting a communicable disease. For this reason, the School of Nursing and Allied Health (SoNAH) REQUIRES all ASN students enrolled in clinical nursing courses retain a personal health insurance policy, and that this is verified by attaching a copy of the insurance card/policy with the clinical application.

In order to meet this requirement, students should consult their local telephone directory for names of insurance companies that provide hospitalization insurance in their area.

Program Learning Outcomes:
Graduates of the Associate of Science in Nursing (ASN) program of the School of Nursing and Allied Health will be prepared to:
1. Provide safe care that is culturally and developmentally appropriate
2. Practice within the legal, ethical and professional scope of the registered nurse
3. Foster human flourishing in their clients, teams members and self
4. Make clinical nursing judgements based on evidence based practice

Note: The program has met approval from the following:
Louisiana Community and Technical College System
Louisiana Board of Regents
Council on Occupational Education
Louisiana State Board of Nursing
Southern Association of Colleges and Schools Commission on Colleges, submitted and pending final approval

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AS — Nursing (71)

| CIP Code: 513801 |
| Total Clock Hrs: 1560 |

*Must meet admission requirements
Sowela Technical Community College

OFFICE SYSTEMS TECHNOLOGY

School: Business and Applied Technology

Program Description: The mission of the Office Systems Technology program is to train students to be proficient in current software applications and understand business practices in preparation for professional employment, or to help further their education. Courses include 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.

Dean: Dr. David Shankle

Program Coordinator: Debbie Lejeune

Program Instructors: Debbie Lejeune, Nora Cooper, P. A. Guillory, Adrienne Abel (Morgan Smith Site), Melinda Thigpen, Judy Tinker.

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 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 a degree, diploma or certificate.

Program Learning Outcomes: Upon completing this program, students will be able to:
1. Demonstrate the role of a business professional
2. Demonstrate formatting concepts efficiently in various software applications
3. Demonstrate effective fundamentals of business communication

Course No. | Course Title | Lecture | Lab | Total Credit Hrs
--- | --- | --- | --- | ---
ACCT 1110 | Fundamentals of Accounting | 3 | 0 | 3
OADM 1100 | Keyboarding I | 3 | 0 | 3
OADM 1150 | Introduction to Software Applications | 3 | 0 | 3
ITEC 1000 | Application Basics | 3 | 0 | 3
**Business Elective** | | 3 | 0 | 3
General Education Course | | 3 | 0 | 3

Semester 2

Course No. | Course Title | Lecture | Lab | Total Credit Hrs
--- | --- | --- | --- | ---
BUSI 1080 | Human Resource Management | 3 | 0 | 3
OADM 1200 | Keyboarding II | 3 | 0 | 3
OADM 1330 | Introduction to Spreadsheets | 3 | 0 | 3
OADM 1450 | Basic Word Processing | 3 | 0 | 3
General Education Course | | 3 | 0 | 3

Semester 3

Course No. | Course Title | Lecture | Lab | Total Credit Hrs
--- | --- | --- | --- | ---
BUSI 2300 | Business Communications | 3 | 0 | 3
ITEC 1320 | Introduction to Database Management | 3 | 0 | 3
OADM 1550 | Advanced Word Processing | 3 | 0 | 3
General Education Course | | 3 | 0 | 3
General Education Course | | 3 | 0 | 3

Semester 4

Course No. | Course Title | Lecture | Lab | Total Credit Hrs
--- | --- | --- | --- | ---
OADM 1650 | Desktop Publishing | 3 | 0 | 3
OADM 2530 | Office Procedures | 3 | 0 | 3
*Accounting Elective* | | 3 | 0 | 3
***Elective*** | | 3 | 0 | 3
General Education Course | | 3 | 0 | 3
AAS – Office Systems Technology (60) | | | | 15

CIP Code: 520401
Total Clock Hrs: 900
*Approved Accounting Electives: 3 hours
ACCT 1120 Bookkeeping Applications
ACCT 1150 Federal Income Tax
ACCT 1210 Computerized Accounting I
ACCT 1250 Payroll Accounting

ACCT 1510 Computerized Accounting II
ACCT 2030 Financial Accounting
ACCT 2040 Managerial Accounting
ACCT 2995 Internship
ACCT 2996 Special Projects

**Approved Business Electives: 3 hours
BUSI 1030 Introduction to Business
BUSI 1090 Personal Finance
BUSI 1210 Business Math
BUSI 2010 Legal Environment of Business

BUSI 2310 Principles of Management
BUSI 2320 Principles of Marketing
BUSI 2330 Business Ethics
BUSI 2995 Internship

***Approved Electives: 3 hours
Any College Course

OFFICE SYSTEMS TECHNOLOGY

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(Continued from previous page)

OADM 1150  Introduction to Software Applications  3  0  3
or
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OADM 1100  Keyboarding I  3  0  3
OADM 1180  Records Management  3  0  3
OADM 1450  Basic Word Processing  3  0  3
OADM 1330  Introduction to Spreadsheets  3  0  3

CTS – Medical Office Assistant (30)  15

CIP Code: 520401

PRACTICAL NURSING

School: Nursing and Allied Health

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.

Dean: Wendi Palermo, PhD, RN.

Program Coordinator: Kim Eaves, MSN,RNC.

Program Instructors: Racheal Bilbo, RN, BSN; Kim Eaves, MSN,RNC; Leslie Ferrygood, RN, MSN; Patrice Fontenot, MSN, RN; Paula Hellums, RN, MSN; Deanna Pulver, RN, MSN; Lisa Rogers, RN, ADN; Gloria White, RN, ADN; Lynn Boyett, ADN; Patricia Montou, RNC, BSN; Danielle Abercrombie, RN, BSN; Amber Petroski, RN, BSN; Emily Gay, RN, BSN; Sarah Seaman, RN, BSN; Jan Kendall, BSN, RN.

Program Coordinator Morgan Smith Site: Amber Petroski, RN, BSN.

Program Instructors Morgan Smith Site: Christian Lewis, RN, MSN; Emily Gay, BSN, RN; Rebecca Brown, BSN, RN.

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, and Resthaven Rehabilitation Center.

Clinical Sites Morgan Smith: Jennings American Legion Hospital, Southwest Louisiana War Veterans Home, MMO West End Hospital, Dr. Darrell Elia, 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 LSBPNE requires that all nursing students complete an FBI background check at least six (6) months prior to graduation.

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

Program Learning Outcomes: Upon completing this program, students will be able to:
1. Provide holistic care that promotes and enhances human flourishing across the life cycle.
2. Identify and utilize tools to assist in the development of professional identity.
3. Utilize evidence based practice to demonstrate sound nursing judgment based on clinical reasoning.
4. Identify and collaborate with interdisciplinary members of the healthcare team in a spirit of inquiry.

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 Enrollment Services One Stop Center.
- 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 85, Writing 70, and Algebra 33 or Pre-Algebra 55; 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.

*Disclaimer: The order of classes are subject to change.

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### PRACTICAL NURSING

#### Diploma/Certificate Options

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CIP Code: 513901
Total Clock Hrs: 1532
PROCESS TECHNOLOGY

School: Industrial Technology

Program Description: The mission of the Process Technology program is to provide classroom instruction and practical laboratory experience leading to the successful completion of the Associate of Applied Science in Process Technology, preparing students for employment in the industrial manufacturing and processing field.

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.

Dean: David Lafargue

Program Coordinator: Richard Louviere


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.

Program Learning Outcomes: Students who successfully complete the Process Technology program will be able to:
1. Run one or more PTEC processing units and create a piping and instrument diagram of an operating refinery/petrochemical process.
2. Demonstrate the ability to work in one or more of the PTEC processing units while simulating real world activity as in the commercial units using inside/outside operator concepts, communicating via radios comparing inside/outside data.
3. Demonstrate knowledge of safety procedures, hazards, housekeeping, and appropriate cautions in the process technology industry.
**PROCESS TECHNOLOGY**

### Associate of Applied Science

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**Total Clock Hrs:** 1215

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**PROCESS TECHNOLOGY**

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CIP Code: 150699

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**Approved Elective:**

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<th>Lab</th>
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</tbody>
</table>

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**Total Clock Hrs:** 150699
THE ASSOCIATE OF ARTS LOUISIANA TRANSFER DEGREE

School: Arts and Sciences

Program Description: The mission of the School of Arts and Science is to provide excellent educational opportunities for students by supporting their individual goals to further education at the baccalaureate level or to enter directly into the workforce.

The Associate of Arts Louisiana Transfer degree program is designed to facilitate transfer from community colleges to related baccalaureate degree programs at public universities in Louisiana. The purpose of the Associate of Arts Louisiana Transfer degree program is to provide rigorous general education coursework coupled with related preparatory instruction in pre-defined, discipline specific tracks to allow seamless transition from the associate degree to the baccalaureate degree with maximization of credits awarded. The Associate of Arts Louisiana Transfer Degree will transfer as a total block rather than by individual course review.

Students in the Associate of Arts Louisiana Transfer Degree program may choose from four concentrations: 1) Criminal Justice, 2) Humanities, or 3) Social/Behavioral Sciences.

The total credit hours required for the AALT degree is 60, with 39 hours required in approved general education coursework and the remaining 21 credit hours in pre-approved discipline-specific coursework as preparation for continued studies in a related baccalaureate degree program.

Advising and planning are key to a student’s success in maximizing the transfer experience. All students who might eventually transfer from SOWELA to a university should develop, with an advisor’s assistance, a written degree plan of courses to take for the transfer associate degree. Whenever possible, students should use the transfer degree requirements to satisfy the specific course requirements for the baccalaureate degree and major of the university to which they plan to transfer. This information is available through the university’s website linked to www.latransferdegree.com

In summary, for students who complete the Associate of Arts Louisiana Transfer Degree with the required grades, the degree guarantees:

- Admission to a 4-year Louisiana public university
- Junior-level standing
- Transfer of all 60 credit hours
- Completion of General Education block requirements at any Louisiana public university

Dean: Dr. Charles Stewart

Program Coordinator: Dr. Lane Nevils

Program Instructors: Dr. Charles Stewart, Luann Ballou, Alex Bell, Rebecca Bennett, Jonathan Byrd, Todd Carrere, Lacey Couch, Dr. Mandy Creel, Dr. Joni Drost, Matthew Dye, Jonathan Frantz, Katrina Freeman, Robert Groth, Kristen S. Ison, Dane Landry, Angela Madden, Dorothy E. McCormick, Anita Morris, Dr. Lane Nevils, Dr. Lisa Quibodeaux, Susan Shafer, Sallie Shepherd, Pamela K. Smith, Stephanie Smith, Ricky Titus, Sarah Walter, Dr. Bridget Whelan.

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. Further, students must earn a “C” or better in all coursework applied to the degree.

Program Learning Outcomes: Students who successfully complete the Associate of Arts Louisiana Transfer will be able to:

1. Demonstrate comprehension of college-level material in the general education curriculum consisting of English composition, mathematics/analytical reasoning, natural sciences, humanities, social/behavioral sciences, and fine arts.
2. Demonstrate proficiency in general education competencies including reading, written communications, oral communication, mathematical computation, critical thinking, library skills, and computer literacy.
3. Demonstrate comprehension of basic concepts derived from concentration or track-specific courses in disciplines based upon the student’s area of interest and anticipated baccalaureate major.

CRIMINAL JUSTICE CONCENTRATION

Below is a general outline for the concentration in Criminal Justice.

General Education Requirements (39 Credit Hours):
- English Composition - 6 credit hours
- Math/Analytical Reasoning - 6 credit hours
- Fine Arts - 3 credit hours
- Humanities - 9 credit hours
- Natural Sciences - 9 credit hours
- Social/Behavioral Sciences - 6 credit hours

Discipline Specific Courses (21 Credit Hours):
The remaining 21 credit hours are discipline specific and should be selected as preparatory coursework for continued studies in a related baccalaureate degree program.

HUMANITIES CONCENTRATION

Below is a general outline for the concentration in the Humanities.

General Education Requirements (39 Credit Hours):
- English Composition - 6 credit hours
- Math/Analytical Reasoning - 6 credit hours
- Fine Arts - 3 credit hours
- Humanities - 9 credit hours
- Natural Sciences - 9 credit hours
- Social/Behavioral Sciences - 6 credit hours
Discipline Specific Courses (21 Credit Hours):
The remaining 21 credit hours are discipline specific and should be selected as preparatory coursework for continued studies in a related baccalaureate degree program.

SOCIAL/BEHAVIORAL SCIENCES CONCENTRATION
Below is a general outline for the concentration in the Social and Behavioral Sciences.

General Education Requirements (39 Credit Hours):
English Composition - 6 credit hours
Math/Analytical Reasoning - 6 credit hours
Fine Arts - 3 credit hours
Humanities - 9 credit hours
Natural Sciences - 9 credit hours
Social/Behavioral Sciences - 6 credit hours

Discipline Specific Courses (21 Credit Hours):
The remaining 21 credit hours are discipline specific and should be selected as preparatory coursework for continued studies in a related baccalaureate degree program.

Associate of Arts Louisiana Transfer Degree (AALT)  60 Credit Hours  CIP Code: 240199

SOWELA has partnered with the St. Nicholas Center for Children and McNeese State University to educate and train students interested in working in the field of Autism Spectrum Disorder. Students can begin their course of study at SOWELA to earn the Registered Behavior Technician (RBT) credential after successful completion of the exam and, after completing the two-year degree, matriculate to McNeese to pursue a bachelor’s degree or higher.

THE ASSOCIATE OF ARTS LOUISIANA TRANSFER DEGREE (2)

School: Business and Applied Technology
Program Description: The mission of the Associate of Arts Louisiana Transfer degree program is to facilitate transfer from community colleges to related baccalaureate degree programs at public universities in Louisiana.
The purpose of the Associate of Arts Louisiana Transfer degree program is to provide rigorous general education coursework coupled with related preparatory instruction in pre-defined, discipline specific tracks to allow seamless transition from the associate degree to the baccalaureate degree with maximization of credits awarded. The Associate of Arts Louisiana Transfer Degree will transfer as a total block rather than by individual course review.
The total credit hours required for the degree is 60, with 39 hours required in approved general education coursework and the remaining 21 credit hours in pre-approved discipline-specific coursework as preparation for continued studies in a related baccalaureate degree program.
Advising and planning are key to a student’s success in maximizing the transfer experience. All students who might eventually transfer from SOWELA to a university should develop, with an advisor’s assistance, a written degree plan of courses to take for the transfer associate degree. Whenever possible, students should use the transfer degree requirements to satisfy the specific course requirements for the baccalaureate degree and major of the university to which they plan to transfer. This information is available through the university’s website linked to www.latransferdegree.com

In summary, for students who complete the Associate of Arts Louisiana Transfer Degree with the required grades, the degree guarantees:
• Admission to a 4-year Louisiana public university
• Junior-level standing
• Transfer of all 60 credit hours
• Completion of General Education block requirements at any Louisiana public university

Dean: Dr. David Shankle
Program Coordinator: Debbie Lejeune
Program Instructors: Luann Ballou, Alex Bell, Rebecca Bennett, Todd Carrere, Dr. Mandy Creel, Dr. Joni Drost, Matthew Dye, Jonathan Franz, Katrina Freeman, Robert Groth, Kristen S. Ison, Debbie Lejeune, Angela Madden, Dorothy E. McCormick, Rick Monceaux, Anita Morris, Dr. Lane Nevils, Susan Shaffer, Sallie Shepherd, Pamela K. Smith, Stephanie Smith, Dr. Charles Stewart, Sarah Walter, and Dr. Bridget Whelan.

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. Further, students must earn a “C” or better in all coursework applied to the degree.
Program Learning Outcomes: Students who successfully complete the Associate of Arts Louisiana Transfer will be able to:

1. Demonstrate comprehension of college-level material in the general education curriculum consisting of English composition, mathematics/analytical reasoning, natural sciences, humanities, social/behavioral sciences, and fine arts.
2. Demonstrate proficiency in general education competencies including reading, written communications, oral communication, mathematical computation, critical thinking, library skills, and computer literacy.
3. Demonstrate comprehension of basic concepts derived from concentration or track-specific courses in disciplines based upon the student’s area of interest and anticipated baccalaureate major.

GENERAL BUSINESS CONCENTRATION
Below is a general outline for the concentration in General Business.

General Education Requirements (39 Credit Hours):
English Composition - 6 credit hours
Math/Analytical Reasoning - 6 credit hours
Fine Arts - 3 credit hours
Humanities - 9 credit hours
Natural Sciences - 9 credit hours
Social/Behavioral Sciences - 6 credit hours

Discipline Specific Courses (21 Credit Hours):
The remaining 21 credit hours are discipline specific and should be selected as preparatory coursework for continued studies in a related baccalaureate degree program.

The Associate of Arts Louisiana Transfer Degree (AALT) 60 Credit Hours
CIP Code: 240199

THE ASSOCIATE OF SCIENCE LOUISIANA TRANSFER DEGREE

School: Arts and Sciences

Program Description: The mission of the Associate of Science Louisiana Transfer degree program is to facilitate transfer from community colleges to related baccalaureate degree programs at public universities in Louisiana.

The purpose of the Associate of Science Louisiana Transfer degree program is to provide rigorous general education coursework coupled with related preparatory instruction in pre-defined discipline-specific tracks to allow seamless transition from the associate degree to the baccalaureate degree with maximization of credits awarded. The Associate of Science Louisiana Transfer degree will transfer as a total block rather than by individual course review.

The total credit hours required for the degree is 60, with 39 hours required in approved general education coursework and the remaining 21 credit hours consisting of pre-approved, discipline-specific coursework as preparatory coursework for continued studies in a related baccalaureate degree program. Students in the Associate of Science Louisiana Transfer Degree will follow the Physical Sciences concentration.

Advising and planning are key to a student’s success in maximizing the transfer experience. All students who might eventually transfer from SOWELA to a university should develop, with an advisor’s assistance, a written degree plan of courses to take for the transfer associate degree. Whenever possible, students should use the transfer degree requirements to satisfy the specific course requirements for the baccalaureate degree and major of the university to which they plan to transfer. This information is available through the university’s website linked to www.latransferdegree.com

In summary, for students who complete the Associate of Science Louisiana Transfer Degree with the required grades, the degree guarantees:
- Admission to a 4-year Louisiana public university
- Junior-level standing
- Transfer of all 60 credit hours
- Completion of General Education block requirements at any Louisiana public university

Dean: Dr. Charles Stewart

Program Coordinator: Stephanie Smith

Program Instructors: Dr. Charles Stewart, Luann Ballou, Alex Bell, Rebecca Bennett, Todd Carrere, Lacey Couch, Dr. Mandy Creel, Dr. Joni Drost, Matthew Dye, Jonathan Frantz, Katrina Freeman, Robert Groth, Kristen S. Ison, Dane Landry, Angela Maddern, Dorothy E. McComick, Anita Morris, Dr. Lane Nevills, Susan Shafter, Sallie Shepherd, Pamela K. Smith, Stephanie Smith, Sarah Walter, and Dr. Bridget Whelan.

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. Further, students must earn a “C” or better in all coursework applied to the degree.

Program Learning Outcomes: Students who successfully complete the Associate of Arts Louisiana Transfer will be able to:

1. Demonstrate comprehension of college-level material in the general education curriculum consisting of English composition, mathematics/analytical reasoning, natural sciences, humanities, social/behavioral sciences, and fine arts.
2. Demonstrate proficiency in general education competencies including reading, written communications, oral communication, mathematical computation, critical thinking, library skills, and computer literacy.
3. Demonstrate comprehension of basic concepts derived from concentration or track-specific courses in disciplines based upon the student’s area of interest and anticipated baccalaureate major.

PHYSICAL SCIENCES CONCENTRATION

Below is a general outline for the concentration in Physical Sciences.

General Education Requirements (39 Credit Hours):
- English Composition - 6 credit hours
- Math/Analytical Reasoning - 6 credit hours
- Fine Arts - 3 credit hours
- Humanities - 9 credit hours
- Natural Sciences - 9 credit hours
- Social/Behavioral Sciences - 6 credit hours

Discipline Specific Courses (21 Credit Hours):
The remaining 21 credit hours are discipline-specific and should be selected as preparatory coursework for continued studies in a related baccalaureate degree program.

Associate of Science Louisiana Transfer Degree (ASLT) 60 Credit Hours
CIP Code: 240199

WELDING

School: Industrial Technology

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

Assistant Dean: Dr. Raphael Afonja
Program Coordinator: Jonathan Darbonne
Program Instructors: Jonathan Darbonne, Devin Richard, Brian Dupre’ and Wallace Deshotel (Morgan Smith Site).

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 uphill pipe weld using ER70s-6 filler metal.
6. Demonstrate knowledge of safety procedures, hazards, housekeeping, and appropriate cautions in the welding industry.
### WELDING

#### Diploma/Certificate Option

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<th>Course Title</th>
<th>Lecture</th>
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<td>WELD 1130</td>
<td>Welding Inspection and Testing</td>
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<td>WELD 1210</td>
<td>Oxyfuel Systems</td>
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<td>WELD 1310</td>
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<td>WELD 1410</td>
<td>SMAW - Basic Beads</td>
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<td>WELD 1514</td>
<td>SMAW - 5G Downhill</td>
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<td><strong>CTS – SMAW Structural Welder</strong> (23)</td>
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<td><strong>CTS – SMAW Pipe Welder</strong> (32)</td>
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<td>WELD 2210</td>
<td>GTAW - Multi-Joint</td>
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<td>2</td>
<td>3</td>
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<td>WELD 2220</td>
<td>GTAW - Pipe 5G</td>
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<td><strong>CTS – SMAW, GTAW Combination</strong> (46)</td>
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<td>GMAW - Basic Fillet Weld</td>
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<td>WELD 2311</td>
<td>GMAW - Groove Weld</td>
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<td>Basic Pipe &amp; Structural Fabrication</td>
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CIP Code: 480508

Total Clock Hrs: 1905
WORKFORCE DEVELOPMENT UNIT

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

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

The WDU specializes in providing educational and training programs that are specifically designed for a narrow focus of learning. This can be for 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.

WDU Courses Offered:
- Command Spanish®
- Fast Track Welding
- HVAC Training Program
- Machine Tool Technology
- Millwright Training Program
- NCCER Core Curriculum
- Personal Trainer
- ServeSafe® Essentials
- 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.

William E. Mayo,
Director of Workforce Development
Rosemary August,
Administrative Coordinator
Jonnika Boutte,
Support 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.

GRADING SYSTEM

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.

Grading symbol designations are:
S: Satisfactory (Non-credit courses only).
U: Unsatisfactory (Non-credit courses only).
<table>
<thead>
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<td>Introduction to HVAC</td>
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<td>Trade Mathematics</td>
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<td>Basic Electricity</td>
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<td>Introduction to Heating</td>
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<td>Introduction to Cooling</td>
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<tr>
<td>Introduction to Air Distribution Systems</td>
<td>15</td>
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<tr>
<td>Basic Copper and Plastic Piping Practices</td>
<td>10</td>
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<tr>
<td>Soldering and Brazing</td>
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<td>Basic Carbon Steel Piping Practices</td>
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<tr>
<td><strong>Level 2</strong></td>
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<tr>
<td>Alternating Current</td>
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<td>Compressors</td>
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<td>Refrigerants and Oils</td>
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<td>Leak Detection, Evacuation, Recovery, and Charging</td>
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<tr>
<td>Metering Devices</td>
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<tr>
<td>Heat Pumps</td>
<td>20</td>
</tr>
<tr>
<td>Basic Maintenance</td>
<td>10</td>
</tr>
<tr>
<td>Chimneys, Vents, and Flues</td>
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<tr>
<td>Sheet Metal Duct Systems</td>
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<tr>
<td>Fiberglass and Fabric Duct Systems</td>
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<tr>
<td>Commercial Airside Systems</td>
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<td>Air Quality Equipment</td>
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<tr>
<td>Introduction to Hydronic Systems</td>
<td>12.5</td>
</tr>
</tbody>
</table>

**COURSE DESCRIPTIONS**

**HVAC TRAINING PROGRAM**

**Air Quality Equipment (5 Hours)**
Introduces the factors related to indoor air quality and human comfort. Equipment used to control humidity is presented in detail. Also covers air filtration materials and the introduction of outside air into the indoor environment.

**Alternating Current (7.5 Hours)**
Presents the basic concepts of alternating current generation and use. Discusses how single-and three-phase alternating current is used to power resistive and inductive circuits. Various types of transformers are identified. Basic operation of single- and three-phase motors is explained and the process of safely testing AC-powered devices.

**Basic Copper and Plastic Piping Practices (10 Hours)**
Explains how to identify various carbon steel piping materials and fittings. The joining and installation of threaded and grooved carbon steel piping systems is covered, with detailed coverage of threading and grooving techniques included.

**Basic Carbon Steel Piping Practices (10 Hours)**
Explains how to identify various carbon steel tubing and fittings used in the HVAC/R industry and how they are mechanically joined. The identification and application of various types of plastic piping, along with their common assembly and installation practices, are also presented.

**Basic Electricity (12.5 Hours)**
Introduces the concept of power generation and distribution, common electrical components, AC and DC circuits, and electrical safety as it relates to the HVAC field. Introduces reading and interpreting wiring diagrams.

**Basic Maintenance (10 Hours)**
Describes common tasks associated with basic maintenance. Specific tasks, such as lubrication and belt installation, are reviewed in detail. Provides detailed coverage on maintenance inspections of gas furnaces and common cooling/heat pump systems.

**Commercial Airside Systems (12.5 Hours)**
Introduces systems used in commercial structures such as schools and office buildings that are divided into comfort heating and cooling zones. Covers the various types of systems, as well as the air terminals and air source equipment used. Commonly used accessories are also covered.

(Continued on next page)
Chimneys, Vents, and Flues (5 Hours)
Covers the chimneys, vents, and flues that are used with fuel-burning furnaces and boilers.

Compressors (17.5 Hours)
Explains the operating principles of the different types of compressors used in comfort air conditioning and refrigeration systems, along with basic installation, service, and repair procedures.

Fiberglass and Fabric Duct Systems (7.5 Hours)
Reviews the application and methods of fabricating fiberglass duct systems. Installation guidelines and methods to repair damaged components. Concludes with fabric-based duct systems.

Heat Pumps (20 Hours)
Presents the operation of heat pump systems in detail with additional emphasis on electric resistance heating elements. Covers installation considerations of both split and packaged heat pump systems.

Introduction to Air Distribution Systems (15 Hours)
Describes the factors related to air movement and its measurement in common air distribution systems. The required mechanical equipment and materials used to create air distribution systems are also presented. Basic system design principles for both hot and cold climates are introduced.

Introduction to Cooling (30 Hours)
Explains the fundamental operating concepts of the refrigeration cycle and identifies both primary and secondary components found in typical HVAC/R systems. Common refrigerants are introduced as well. Describes the principles of heat transfer and the essential pressure-temperature relationships of refrigerants. Basic control concepts for simple systems are also introduced.

Soldering and Brazing (10 Hours)
Introduces the equipment, techniques, and materials used to safely join copper tubing through both soldering and brazing. The required PPE, preparation, and work processes are covered in detail. The procedures for brazing copper to dissimilar materials are also provided.

Sheet Metal Duct Systems (10 Hours)
Covers the layout, fabrication, installation, and insulation of sheet metal duct systems. Also includes selection of registers, diffusers, dampers, and other duct accessories.

Trade Mathematics (10 Hours)
Explains how to solve HVAC/R trade-related problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum, and temperature. Also includes a review of scientific notation, powers, roots, and basic algebra and geometry.
Machine Tool Technology
Basic Machinist Knowledge
Total Clock Hours 925

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Orientation &amp; Safety Bench work</td>
<td>140</td>
</tr>
<tr>
<td>Orientation &amp; Safety Drill Press</td>
<td>140</td>
</tr>
<tr>
<td>Orientation &amp; Safety Lathe</td>
<td>320</td>
</tr>
<tr>
<td>Orientation &amp; Safety Mill</td>
<td>280</td>
</tr>
</tbody>
</table>

COURSE DESCRIPTIONS

Orientation & Safety Bench work (140 Hours)
Use of Layout tools, precision measuring tools, hand tools, metals, and grinding wheels. Cut stock with hand and power hacksaws, and sharpen drill bits.

Orientation & Safety Drill Press (140 Hours)
Identifying types and uses of drill presses, parts, and controls. Learning proper use, speeds, and feeds, and drilling and tapping.

Orientation & Safety Lathe (320 Hours)
Identifying types of lathe, accessories, parts, and controls. Learning to face, turn, knurl, drill, bore, and proper feeds and speeds.

Orientation & Safety Mill (280 Hours)
Identifying types of milling machines, accessories, parts, and controls. Learning to mill to length, squaring parts, milling basic milling setups, associated cutting tool, and calculate proper feeds and speeds.

Millwright Training Program
NCCER Curriculum
Total Clock Hours 772.5

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Orientation to the Trade</td>
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<tr>
<td>Millwright Hand Tools</td>
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<tr>
<td>Fasteners and Anchors</td>
<td>10</td>
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<tr>
<td>Basic Layout</td>
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<td>Gaskets and O-Rings</td>
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<tr>
<td>Oxyfuel Cutting</td>
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<td>Millwright Level 1</td>
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<tr>
<td>Intermediate Trade Math</td>
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<tr>
<td>Field Sketching</td>
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<td>Intermediate Blueprint Reading</td>
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<td>Specialty Tools</td>
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<td>Millwright Power Tools</td>
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<td>Millwright Level 2</td>
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<td>Advanced Trade Math</td>
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<td>Precision Measuring Tools</td>
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<td>Installing Packing</td>
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<td>Installing Seals</td>
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<td>Installing Mechanical Seals</td>
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<td>Removing and Installing Bearings</td>
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<tr>
<td>Couplings</td>
<td>15</td>
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<tr>
<td>Fabricating Shims</td>
<td>5</td>
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<tr>
<td>Alignment Fixtures and Specialty ligs</td>
<td>10</td>
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<tr>
<td>Pre alignment for Equipment Installation</td>
<td>15</td>
</tr>
<tr>
<td>Installing Belt and Chain Drives</td>
<td>10</td>
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<tr>
<td>Installing Fans and Blowers</td>
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<td>Millwright Level 3</td>
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<td>Conveyors</td>
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<tr>
<td>Troubleshooting and Repairing Conveyors</td>
<td>12.5</td>
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<tr>
<td>Conventional Alignment</td>
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<td>Pumps</td>
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<tr>
<td>Troubleshooting and Repairing Pumps</td>
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<tr>
<td>Compressors and Compressor Maintenance</td>
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(Continued on next page)
### MILLWRIGHT TRAINING PROGRAM

#### COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Basic Pneumatic Systems</td>
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<tr>
<td>Troubleshooting and Repairing Pneumatic Equipment</td>
<td>10</td>
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<tr>
<td>Basic Hydraulic Systems</td>
<td>10</td>
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<tr>
<td>Troubleshooting and Repairing Hydraulic Equipment</td>
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<td>Troubleshooting and Repairing Gearboxes</td>
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<tr>
<td>Reverse Alignment</td>
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<td>Laser Alignment</td>
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<tr>
<td>Advanced Blueprint Reading</td>
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<tr>
<td>Optical Alignment</td>
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<tr>
<td>Turbines</td>
<td>20</td>
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<tr>
<td>Maintaining and Repairing Turbine Components</td>
<td>15</td>
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<tr>
<td>Installing Electric Motors</td>
<td>10</td>
</tr>
<tr>
<td>Preventive and Predictive Maintenance</td>
<td>10</td>
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<tr>
<td>Vibration Analysis</td>
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<tr>
<td><strong>Millwright Level 5</strong></td>
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**Advanced Blueprint Reading (25 Hours)**

Describes the use of drawing sets to obtain information about a system. Explains the process of identifying a part of a machine for repair or replacement from a set of drawings.

**Advanced Trade Math (20 Hours)**

Explains right triangle trigonometry and its use in the trade. Also covers interpolation, equilateral and isosceles triangles, and the laws of acute triangles.

**Alignment Fixtures and Specialty Jigs (10 Hours)**

Explains the applications and fabrication procedures for angle iron, chain, complex reverse indicator, Christmas tree, and piano wire jigs.

**Basic Hydraulic Systems (10 Hours)**

Describes principles and types of hydraulic equipment related safety procedures. Describes application of hydraulic equipment.

**Basic Pneumatic Systems (7.5 Hours)**

Explains pneumatic system components and compressed-air treatment. Introduces equipment auxiliary and special-application equipment used with compressors and with tools.

**Basic Layout (20 Hours)**

Discusses the tools used in layout. Explains how to lay out baselines using the arc method and 3-4-5 method.

**Conventional Alignment (30 Hours)**

Explains the procedures involved in aligning shafts, first with straight edge and feeler gauges, then with dial indicators.

**Conveyors (5 Hours)**

Describes conveyor systems and their principles of operation.

**Couplings (15 Hours)**

Identifies types of couplings and covers installation procedures using the press-fit method and the interference-fit method. Also covers coupling removal procedures.

**Fasteners and Anchors (10 Hours)**

Identifies fasteners and anchors used by millwrights, including their applications and installation procedures.

(Continued on next page)
Fabricating Shims (5 Hours)
Describes types of shim stock and materials and explains the procedures for fabricating shims.

Field Sketching (10 Hours)
Teaches the basic skills needed to make a good field sketch to convey information about how parts should be made or assembled.

Gaskets and O-Rings (10 Hours)
Describes gaskets and O-rings and their applications. Provides instructions for lying out, cutting, and installing gaskets.

Installing Belt and Chain Drives (10 Hours)
Covers the sizes, uses, and installation procedures of six types of drive belts and two types of chain drives.

Installing Electric Motors (10 Hours)
Describes different types of electric motors, and presents basic guidelines for the installation of motors.

Installing Fans and Blowers
Explains how to install axial-flow fans, centrifugal fans, and roots-type and screw-type blowers.

Installing Mechanical Seals (20 Hours)
Covers the function and advantages of mechanical seals, identifies parts and types of seals, and includes procedures for removing, inspecting, and installing mechanical seals.

Installing Packing (10 Hours)
Explains the types of packing and packing materials found in a typical stuffing box. Covers how to remove packing and how to install compression packing and lip-type packing.

Installing Seals (5 Hours)
Covers the applications, removal, and installation procedures for dynamic and static seals, and lip, up, oil, and labyrinth seals.

Intermediate Blueprint Reading (20 Hours)
Explains orthographic projection, isometric, and schematic drawings used to show piping, hydraulic, and pneumatic systems.

(Continued on next page)
Precision Measuring Tools (20 Hours)
Explains how to select, inspect, use and care for levels, calipers, micrometers, height gauges and surface plates, dial indicators, protractors, parallels and gauge blocks, trammels, and pyrometers.

Preventive and Predictive Maintenance (10 Hours)
Explains preventive and predictive maintenance programs. Provides information on nondestructive testing, and introduces the basic techniques for NDE. Lubricant analysis, and acoustic, infrared, and vibration testing are also discussed.

Pumps (20 Hours)
Describes common pumps and their principles of operation. Explains centrifugal, rotary, reciprocating and metering pumps. Describes net positive suction head and cavitation.

Removing and Installing Bearings (20 Hours)
Explains how to remove, troubleshoot, and install tapered, thrust, spherical roller, pillow block, and angular contact ball bearings.

Reverse Alignment (30 Hours)
Describes preparation for dial indicator reverse alignment, and explains the procedures for setting up reverse alignment jigs. Explains graphic and mathematical techniques for aligning equipment, based on reverse dial indicator measurements.

Specialty Tools (10 Hours)
Explains how to select, inspect, and maintain torque multipliers, cable cutters, nut splitters, key seat rules, zero-to-one micrometers, and various gauges.

Troubleshooting and Repairing Conveyors (12.5 Hours)
Describes maintaining and repairing belt, roller, chain, screw, and pneumatic conveyors.

Troubleshooting and Repairing Gearboxes (20 Hours)
Describes types and operation of gearboxes, and gearbox diagnostics. Explains how to troubleshoot, remove, and disassemble gearboxes, how to identify gear wear patterns, and how to install and maintain gearboxes.

Troubleshooting and Repairing Hydraulic Equipment (7.5 Hours)
Explains inspecting hydraulic system, diagnosing problems, and repairing systems. Shows how to read hydraulic schematic symbols.

Troubleshooting and Repairing Pneumatic Equipment (10 Hours)
Explains repair and maintenance of pneumatic system components. Describes troubleshooting process and methods, including pressure sensors and flow sensors.

Troubleshooting and Repairing Pumps (7.5 Hours)
Describes inspecting, troubleshooting, assembling and disassembling pumps. Explains installing pumps, and preparing them for startup. Discusses shutdown, repair, and removal of pumps from the system.

Turbines (20 Hours)
Describes types of turbines and their components. Describes the operation and common applications of particular types, including gas, steam, and water turbines.

Vibration Analysis (5 Hours)
Explains the causes of vibration and the procedures and types of equipment used in vibration analysis. Describes the equipment used for vibration testing and monitoring; describes field machine balancing.
NCCER CORE CURRICULUM
Total Clock Hours 72.5

Course Title | Hours
---|---
Basic Safety | 12.5
Introduction to Construction Math | 10
Introduction to Hand Tools | 10
Introduction to Power Tools | 10
Introduction to Construction Drawings | 10
Introduction to Basic Rigging | 7.5
Basic Communication Skills | 7.5
Basic Employability | 7.5
Introduction to Material Handling | 5

COURSE DESCRIPTIONS

Basic Communication Skills (7.5 Hours)
Provides good techniques for effective communication on the job. Includes examples that emphasize the importance of both written and verbal communication skills. Describes the importance of reading skills in the construction industry and covers proper techniques to use in a variety of different written communication formats.

Basic Employability Skills (7.5 Hours)
Describes the opportunities offered by the construction trades. Discusses critical thinking and essential problem-solving skills for the construction industry. Also identifies and discusses positive social skills and their value in the workplace.

Basic Safety (12.5 Hours)
Presents basic jobsite safety information to prepare workers for the construction environment. Describes the common causes of workplace incidents and accidents and how to avoid them. Introduces common PPE, including equipment required for work at height, and its proper use. Information related to safety in several specific environments, including welding areas and confined spaces, is also provided.

Introduction to Basic Rigging (7.5 Elective Hours)
Provides basic information related to rigging and rigging hardware, such as slings, rigging hitches, and hoists. Emphasizes safe working habits in the vicinity of rigging operations.

(Continued from previous page)

Introduction to Construction Drawings (10 Hours)
Introduces the basic elements of construction drawings. The common components of drawings are presented, as well as the most common drawing types. The use of drawing scales and how to measure drawings is also covered.

Introduction to Construction Math (10 Hours)
Reviews basic math skills related to the construction trades and demonstrates how they apply to the trades. Covers multiple systems of measurement, decimals, fractions, and basic geometry.

Introduction to Hand Tools (10 Hours)
Introduces common hand tools used in a variety of construction crafts. Identifies tools and how to safely use them. Proper hand tool maintenance is also presented.

Introduction to Material Handling (5 Hours)
Describes the hazards associated with handling materials and provides techniques to avoid both injury and property damage. Common material-handling equipment is also introduced.

Introduction to Power Tools (10 Hours)
Identifies and describes the operation of many power tools common in the construction environment. Provides instruction on proper use, as well as on safe-handling guidelines and basic maintenance.

(Continued on next page)
ACCT 1110. Fundamentals of Accounting
Lecture 3, Lab 0, Credit 3
Introduction to bookkeeping with an emphasis on the main processes and concepts involved in accounting for sole proprietorships and merchandising businesses.

ACCT 1120. Bookkeeping Applications
Lecture 3, Lab 0, Credit 3
Practical application of bookkeeping concepts and processes to the accounting cycle for service and merchandising businesses through the completion of practice projects. Prerequisite: ACCT 1110.

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 2513]

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 2030, LCCN: CACC 2113]

ACCT 2030. Financial Accounting
Lecture 3, Lab 0, Credit 3
Introduction to financial accounting concepts with an emphasis on corporate financial analysis, the use of analysis in decision-making, and the preparation of financial statements. [LCCN: CACC 2113]

ACCT 2040. Managerial Accounting
Lecture 3, Lab 0, Credit 3
Introduction to managerial accounting theory and concepts with an emphasis on techniques used to analyze data and provide information for management decisions. Prerequisite: ACCT 2030 or Special Approval. [LCCN: CACC 2213]

ACCT 2995. Internship
Lecture 0, Lab 3, Credit 3
This course offers an actual workplace experience under the direct supervision of an instructor.

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
This 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 an emphasis on terminological integration with each.

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

AMTA 2010. Aircraft Finishes
Lecture .5, Lab .5, Credit 1
The 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 2020. Aircraft Finishes
Lecture 3, Lab .5, Credit 1
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 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. Prerequi-
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.

AMTG 1010, Aircraft Math and Physics

Lecture 1, Lab 1, Credit 2

A basic course involving the fundamentals of mathematics, physics, and aerodynamics and their relationship to aircraft maintenance. Prerequisite: Eligible for MATH 1100 and eligible for TSEN 0093.

AMTG 1020, Aircraft Drawings

Lecture 5, Lab 5, Credit 1

A basic course covering the fundamentals of aircraft drawings, sketches, blueprints, graphs, and charts. Prerequisite: Eligible for MATH 1100 and Eligible for TSEN 0093.

AMTG 1030, Ground Operation and Servicing

Lecture 5, Lab 5, Credit 1

A course of study which prepares the student for basic flight line duties such as fueling, directing, securing, taxying, and providing fire suppression for airplanes and helicopters. Prerequisite: Eligible for MATH 1100 and Eligible for TSEN 0093.

AMTG 1040, Materials and Processes

Lecture 1, Lab 1, Credit 2

A study in the use of precision measuring tools, the identification of aircraft hardware and materials, nondestructive testing methods, inspection of welded structures, and basic heat treating processes. Prerequisite: Eligible for MATH 1100 and Eligible for TSEN 0093.

AMTG 1050, Fluid Lines and Fittings

Lecture 5, Lab 5, Credit 1

A course covering the fabrications, installation, and inspection of flexible and rigid fluid lines. Prerequisite: Eligible for MATH 1100 and Eligible for TSEN 0093.

AMTG 1060, Cleaning and Corrosion Control

Lecture 5, Lab 5, Credit 1

A course covering the selection of cleaning materials and cleaning of aircraft and the inspection, identification, removal, and treatment of aircraft corrosion. Prerequisite: Eligible for MATH 1100 and Eligible for TSEN 0093.

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. Prerequisite: Eligible for MATH 1100 and Eligible for TSEN 0093.

AMTG 1080, Documents and Regulations

Lecture 1, Lab 1, Credit 2

A study and application of FAA and manufacturer maintenance publications, mechanic privileges and limitations, and maintenance forms and records. Prerequisite: Eligible for MATH 1100 and Eligible for TSEN 0093.

AMTG 1090, Basic Electricity

Lecture 2, Lab 1, Credit 3

A basic course covering the relationship, measurement, and the calculation of voltage, current resistance, continuity and power in DC circuits, as well as the calculation of power, capacitance, resistance, and inductance in AC circuits. The inspection, servicing, and theory of operation of the different types of aircraft electrical systems are also discussed. Prerequisite: Eligible for MATH 1100 and Eligible for TSEN 0093.

AMTP 2200, Aircraft and Engine Fire Protection

Lecture 5, Lab 5, Credit 1

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

AMTP 2210, Reciprocating Engines

Lecture 2, Lab 3, Credit 5

A study of the overhaul, repair, inspection, and troubleshooting of both opposed and radial reciprocating engines. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTP 2220, Turbine Engines and APU

Lecture 2, Lab 1, Credit 3

A study of the theory, design, construction, installation, repair, and operation of the turbine engines and turbine powered APU. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.
Lecture 2, Lab 1, Credit 2
A course of study involving the installation, checking, servicing, and repairing of electrical components, wiring, controls, switches, indicators, and protective devices found on engine electrical systems. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTP 2270. Engine Instruments
Lecture 5, Lab 5, Credit 1
A study of the instrumentation used in monitoring both reciprocating and turbine engine performance. Prerequisites: 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 2, Lab 1, Credit 3
A study of the fuel metering systems of both reciprocating and turbine engines. Topics include the inspection, repairing, servicing, and troubleshooting of these systems. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTP 2300. Propellers and Rotors
Lecture 2, Lab 1, Credit 3
A study of propellers, helicopter rotors, and their related systems, including maintenance, inspections, modifications, and overhaul techniques and practices. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTP 2310. Engine Inspection
Lecture 5, Lab 5, Credit 1
A course of study that allows the student to use previous studies to perform engine conformity and airworthiness inspections. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.
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 practices 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. Prerequisites: Admission to the nursing program; eligibility to enroll in college level courses.

ANUR 1350. Introduction to Health Care
Lecture 4, Lab 0, Credit 3

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 pharmacologic 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 Concepts II
Lecture 0, Lab 3, Credit 3

This course builds upon the nursing 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 pharmacologic 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 2122. 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 1040, ANUR 1060, ANUR 1233, ANUR 1240, ANUR 1350. Corequisite: ANUR 2210.

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 neoplasia and skin disorders, and alterations in musculoskeletal, gastrointestinal and the endocrine system are discussed. The appropriate pharmacologic agents and diet therapy necessary for health restoration are discussed. Prerequisites: ANUR 1450, ANUR 2110, ANUR 2112. Corequisite: ANUR 2212.

ANUR 2223. Mental Health Nursing Concepts
Lecture 2, Lab .5, Credit 2.5

The student utilizes the nursing process to provide care to client experiencing psychopathological, emotional, and behavioral alterations. Appropriate pharmacologic agents, their actions, uses, and side effects are discussed. Client education and diet modifications related to the use of these medications are stressed. Health promotion activities necessary to promote and maintain optimal mental health are explored. Using the nursing process, students demonstrate appropriate communication techniques and have the opportunity to participate as a member of a multidisciplinary health care team in the care of a selected client in the mental health setting. 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 2230. IV Therapy Concepts
Lecture 1, Lab 0, Credit 1

Students are exposed to the role of the practical nurse in the initiation and maintenance of intravenous therapy infusions. The legal ramifications of this responsibility are stressed. Students focus on the anatomy and physiology specific to intravenous nursing. 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 2243. Maternal Neonate Nursing
Lecture 2, Lab .5, Credit 2.5

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 1040, ANUR 060, 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 2310. Medical/Surgical Nursing Concepts I 
Lecture 5, Lab 0, Credit 5
This course builds on knowledge gained in Medical/Surgical Nursing Concepts II and Medical/Surgical Nursing Clinical Applications II. The nursing care of clients experiencing complex health alterations in the urinary, reproductive, sensory, and neurological systems is discussed. The appropriate pharmacologic agents and diet therapy necessary for health restoration are discussed. Prerequisites: ANUR 1450, ANUR 2210, ANUR 2212. Corequisite: ANUR 2312.

ANUR 2312. Medical/Surgical Nursing Clinical Applications II 
Lecture 0, Lab 3, Credit 3
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 the department. Students focus on age appropriate nursing care for the adult medical/surgical client. 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 pediatric client. 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 2340. Advanced Pharmacology 
Lecture 2, Lab 0, Credit 2
Drug classifications and their effect on the various body systems are presented. Specific drugs in each classification are emphasized according to therapeutic effects, side effects, and adverse effects. Routes of drug administration and variables that influence drug actions are covered. 

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 child. 

This course assists the student in preparing for the NCLEX-PN licensure examination. The students are assisted in making decisions concerning job choices and educational growth by compiling resumes, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job in the health care industry. The role and function of professional nursing organizations are discussed while relating the importance of continuing education in preparation for expanded job roles. The laws related to the Practice of Practical Nursing (Nurse Practice Act) and the Administrative Rules and Minimum Requirements Relating to Practical Nursing Education and Licensure to Practice in the state of Louisiana are reviewed and discussed. This course is a study of a dynamic process of internalizing professional social and values for professional nursing practice. Students synthesize professional practice issues in a selected clinical area of interest as a nursing mentor. 

Clinical experiences present the student with the opportunity to integrate classroom theory with professional nursing practice while adhering to Laws related to 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. 

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 professional social and values for professional nursing practice. Students synthesize professional practice issues in a selected clinical area of interest as a nursing mentor. 

Clinical experiences present the student with the opportunity to integrate classroom theory with professional nursing practice while adhering to Laws related to 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, sculpture, printmaking, photography, and architecture. [LCRN: CART 1023]

AUTO 1002. Introduction to Automotive Technology 
Lecture 2, Lab 1, Credit 3
This course will introduce students to the field of automotive service technology. Students will learn of the career opportunities available in the automotive field as well as safety factors relating to the automotive service industry. Students will be introduced to responsibilities performed and the tools used in the automotive service industry. Topics include the following: careers, chemicals used in automotive service, tools and equipment used, certification requirements, and OSHA and EPA regulations.

AUTO 1102. Engine Repair 
Lecture 2, Lab 3, Credit 5
This course covers the theory, construction, and operation of the internal combustion engine. Topics include: automotive engine designs, performance testing of engines, engine removal and disassembly, cylinder head service, short block service, engine assembly and installation, engine lubrication system, and drivability problems related to internal engine problems. Prerequisite: AUTO 1002 and AUTO 1602.

AUTO 1202. Automatic Transmission and Transaxle 
Lecture 1, Lab 4, Credit 5
This course will cover theory, design, and operation of automatic transmissions and transaxles. Topics include the following: transmission design and components, electric transmission controls, and automatic transmission diagnosis and service. Prerequisite: AUTO 1002 and AUTO 1602.

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 and AUTO 1602.
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 and AUTO 1602.

AUTO 1502. Electrical/Electronic I
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 and AUTO 1602.

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

AUTO 1612. Electrical/Electronic II
Lecture 2, Lab 3, Credit 5
This is the advanced-level electrical/electronic course. Topics include the following: principles of electronics; electronic circuit design; analysis and service of automotive gauges and warning devices; analysis and service of automotive computer system; analysis and service of active restraint systems; and the function, analysis, and service of the automotive computer system. Prerequisite: AUTO 1002 and 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 and AUTO 1602.

AUTO 1802. Engine Performance I
Lecture 2, Lab 3, Credit 5
Students will learn the fundamentals of the ignition system. Topics will include the following: engine and performance testing; ignition system theory, analysis, and service and design; ignition-related computerized engine controls; and drivability problems related to the ignition system. Prerequisite: AUTO 1002 and AUTO 1602.

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 and AUTO 1602.

AUTO 1822. Engine Performance II
Lecture 2, Lab 2, Credit 4
This course will cover the design, function, and operation of the emissions systems as well as EPA guidelines. Topics include the following: relationship of automobile and air pollution, drivability problems related to emission systems, components of vehicle emission system, analysis and service of emission system operation, government mandated emission testing, use of exhaust gas analysis to test emission, and OBDI and OBDII systems. Prerequisite: AUTO 1002 and AUTO 1602.

BIOL 1010. General Biology I
Lecture 3, Lab 0, Credit 3
This course is a study of basic biological principles and concepts. Intended for non-science majors. [LCCN: CBIO 1011]

BIOL 1011. General Biology I Laboratory
Lecture 0, Lab 1, Credit 1
Laboratory investigations designed to demonstrate and complement the lessons of General Biology I. Prerequisite or corequisite: BIOL 1010. [LCCN: CBIO 1011]

BIOL 1020. General Biology II
Lecture 3, Lab 0, Credit 3
This course is a study of basic biological principles and concepts. Intended for non-science majors. [LCCN: CBIO 1023]

BIOL 1021. General Biology I Laboratory
Lecture 0, Lab 1, Credit 1
Laboratory investigations designed to demonstrate and complement the lessons of General Biology II. Prerequisite or corequisite: BIOL 1020. [LCCN: CBIO 1021]

BIOL 2100. Essentials of Anatomy & Physiology
Lecture 3, Lab 0, Credit 3
This course is a basic study of the structure and function of the human body. It includes body systems, as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Intended for non-science majors.

BIOL 2101. General Microbiology Lab
Lecture 0, Lab 1, Credit 1
Laboratory investigations designed to demonstrate and complement the lessons of General Microbiology. Prerequisite or corequisite: BIOL 2103. [LCCN: CBIO 2101]

BIOL 2103. General Microbiology
Lecture 3, Lab 0, Credit 3
A basic study of microorganisms and their role in disease, sanitation, ecology, and industry. Prerequisite: Eligible for MATH 1100 and ENGL 1010. [LCCN: CBIO 2103]

BIOL 2251. Human Anatomy & Physiology I Laboratory
Lecture 0, Lab 1, Credit 1
Laboratory investigations designed to demonstrate and complement the lessons of Human Anatomy & Physiology 1. Prerequisite or corequisite: BIOL 2253. [LCCN: CBIO 2211]

BIOL 2253. Human Anatomy & Physiology I Laboratory
Lecture 3, Lab 0, Credit 3
A study of the structure and function of the following systems: skeletal, muscular, nervous, circulatory, and lymphatic. Prerequisite: Eligible for MATH 1100 and ENGL 1010. [LCCN: CBIO 2213]

BIOL 2261. Human Anatomy & Physiology 2 Laboratory
Lecture 0, Lab 1, Credit 1
Laboratory investigations designed to demonstrate and complement the lessons of Human Anatomy & Physiology 2. Prerequisite or corequisite: BIOL 2263. [LCCN: CBIO 2221]

BIOL 2263. Human Anatomy & Physiology 2 Laboratory
Lecture 3, Lab 0, Credit 3
A study of the structure and function of tissues and the following systems: endocrine, digestive, urinary, reproductive, and respiratory. Prerequisite: “C” or better in BIOL 2253. [LCCN: CBIO 2223]

BUSI 1030. Introduction to Business
Lecture 3, Lab 0, Credit 3
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. [LCCN: CBUS 1003]
BUSI 1080. Human Resource Management
Lecture 3, Lab 0, Credit 3
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 1090. Personal Finance
Lecture 3, Lab 0, Credit 3
This course offers an overview of personal financial planning with an emphasis on money management principles, consumer financial decisions, budgeting, insurance, and investing from an individual perspective. [LCCN: CFIN 2113]

BUSI 1210. Business Math
Lecture 3, Lab 0, Credit 3
A study of various business-related mathematical processes, principles, and techniques used to solve business problems. [LCCN: CBUS 1103]

BUSI 2010. Legal Environment of Business
Lecture 3, Lab 0, Credit 3
This course is designed to strengthen the understanding of the American legal system, particularly as it relates to businesses. Topics include antitrust law, contracts, employment obligations, consumer law, and business ethics. Prerequisite: BUSI 1030. [LCCN: CBUS 2003]

BUSI 2300. Business Communications
Lecture 3, Lab 0, Credit 3
This course includes the following: the communication theories and their applications; the role of technology; legality and ethics; the psychological approaches to preparing business letters; analysis and solution of business problems through effective letters and memos. Prerequisite: ENGL 1010.

BUSI 2310. Principles of Management
Lecture 3, Lab 0, Credit 3
This course includes the principles of planning, organizing, leading, and controlling an organization in the context of its environment. An emphasis on ethics is included. [LCCN: CMGM 2103]

BUSI 2320. Principles of Marketing
Lecture 3, Lab 0, Credit 3
This course offers an overview of the marketing process, including target market selection and segmentation, marketing mix development, and marketing strategy. [LCCN: CMKT 2003]

BUSI 2330. Business Ethics
Lecture 3, Lab 0, Credit 3
This course offers an overview of contemporary ethical issues, particularly in business. Ethical dilemmas and decision making frameworks will be explored.

BUSI 2995. Internship
Lecture 0, Lab 3, Credit 3
This course offers an actual workplace experience under the direct supervision of an instructor.

CADD 1101. Computer Aided Drafting I
Lecture 1, Lab 3, Credit 4
This course is an introduction to computer-aided drafting. It introduces the basic concepts and principles of CAD, covering basic CAD commands. Emphasis is on drafting 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. Corequisite: DRFT 1101.

CADD 1201. Computer Aided Drafting II
Lecture 1, Lab 3, Credit 4
This course is an application of basic use of commands and components of a CAD workstation. It includes setting up and preparing working drawings. It covers the advanced principles of CAD and making use of advanced commands to develop complex drawings. It is a continuation of practices and techniques used in Basic I. This course emphasizes the development of symbol libraries; application of parametric principles; dimensioning, blocks; three-dimensional and isometric drawings; customizing program menus and extracting attributes. Students create three-dimensional objects and link graphic entities to external non-graphic data. Prerequisite: DRFT 1104.

CCSS 1000. College & Career Success Skills
Lecture 1, Lab 0, Credit 1
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 skills, social and academic growth.

CHEM 1010. General Chemistry I
Lecture 3, Lab 0, Credit 3
An introductory course including atomic and molecular structure, chemical nomenclature, measurement, and stoichiometry. Prerequisite: "C" or better in MATH 1100. [LCCN: CCEM 1123]

CHEM 1011. General Chemistry I Laboratory
Lecture 0, Lab 1, Credit 1
Laboratory investigations designed to complement the lessons of General Chemistry. Prerequisite or corequisite: CHEM 1010 or CHEM 1213. [LCCN: CCEM 1121]

CHEM 1020. General Chemistry II
Lecture 3, Lab 0, Credit 3
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]

CHEM 1021. General Chemistry II Laboratory
Lecture 0, Lab 1, Credit 1
Laboratory investigations designed to demonstrate and complement the lessons of General Chemistry. Prerequisite or corequisite: CHEM 1020. [LCCN: CCEM 1131]

CHEM 1213. Introductory Chemistry
Lecture 3, Lab 0, Credit 3
This course examines the general principles and concepts of chemistry, composition, properties, reactions, structure, and chemical and physical changes of matter. Prerequisite: Eligible for MATH 1100. [LCCN: CCEM 1103]

CHEM 2030. Quantitative Chemical Analysis
Lecture 3, Lab 0, Credit 3
Introduction to techniques and practices of analytical chemistry. Topics include: statistics, equilibrium, titration, spectroscopy, electrochemistry, chromatography, and a brief introduction to instrumental analysis. Prerequisites: "C" or better in CHEM 1020 and CHEM 1021, Corequisite: CHEM 2031. [LCCN: CCEM 2303]

CHEM 2031. Quantitative Chemical Analysis Lab
Lecture 0, Lab 1, Credit 1
Laboratory investigations designed to demonstrate and complement the lessons of General Chemistry. Prerequisite or corequisite: CHEM 1010 or CHEM 1213. [LCCN: CCEM 1121]

CHEM 2210. Elements of Organic Chemistry
Lecture 3, Lab 0, Credit 3
This course examines fundamental concepts
Overview of the collision repair industry and basic safety and health information needed to prepare individuals entering the work force.

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 Finishing
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.

CLTE 2100. Chemical Laboratory Analysis I
Lecture 3, Lab 0, Credit 3
Introduction to lab analysis. Topics include statistical analysis, sampling, analytical separations, gravimetric and titrimetric analysis, gas chromatography, online process analyzers, and/or electroanalytical chemistry.

CLTE 2002. Chemical Laboratory Analysis I Lab
Lecture 0, Lab 2, Credit 2
Lab for Applied Chemical Instrumental Analysis I.

CLTE 2100. Chemical Laboratory Analysis II
Lecture 3, Lab 0, Credit 3
Study of advanced topics in instrumental analysis. Topics include atomic absorption, inductively coupled plasma, nuclear magnetic resonance, gas chromatography/mass spectrometry, liquid chromatography, and infrared spectroscopy.

CLTE 2102. Chemical Laboratory Analysis II Lab
Lecture 0, Lab 2, Credit 2
Lab for Applied Chemical Instrumental Analysis II.

CRMJ 1110. Introduction to Criminal Justice
Lecture 3, Lab 0, Credit 3
Review of history and philosophical background of the US criminal justice systems; the organization of its agencies and processes including the legislature, police, prosecutor, courts, corrections; including their development of modern practices and their role in today’s society. [LCRN: CCR 1013]

CRMJ 1120. Introduction to Corrections
Lecture 3, Lab 0, Credit 3
Study of history, philosophy, theories and practices involved in treatment of convicted law violators. Focus is given to roles of correctional system as it relates to other components of the criminal justice system. The two worlds of the prison system are explored - administration and inmate. [LCRN: CCR 2013]
CRMJ 1220. Police Systems and Practices
Lecture 3, Lab 0, Credit 3
Study of organization and management of police agencies, focusing on role, scope, functions of these agencies; history and styles of policing are explored; court rulings involving the police are examined. [LCCN: CCRJ 2313]

CRMJ 1230. Criminal Justice Writing
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 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 2112. Social Problems for Criminal Justice
Lecture 3, Lab 0, Credit 3
A study of the major social problems in today’s society focusing on causes and consequences. This course is designed for Criminal Justice majors only. Prerequisites: Eligible for ENGL 1010 or ENGL 1020.

CRMJ 2232. Criminal Investigation
Lecture 2, Lab 1, Credit 3
Study of investigation procedures including theory, legal aspects, evidence collection, preservation, submission, interrogations, search and protection of crime scene, patrol and observation, note taking, and report writing. Prerequisites: Eligible for ENGL 1010.

CRMJ 2340. Criminology
Lecture 3, Lab 0, Credit 3
A study of the theories used to explain criminal behavior. Prerequisites: Eligible for ENGL 1010.[LCCN: CCRJ 2113]

CRMJ 2410. Juvenile Justice System
Lecture 3, Lab 0, Credit 3
Study juvenile delinquency with emphasis on theories, preventive programs, juvenile courts, and treatment. Prerequisites: Eligible for ENGL 1010.

CRMJ 2420. Deviance
Lecture 3, Lab 0, Credit 3
An introduction to the study of deviance in American society, to include its implications, functions, and dysfunctions. Prerequisites: “C” or better in CRMJ 1110 and Eligible for ENGL 1010. [LCCN: CCRJ 2513]

CRMJ 2422. 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.

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 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 1013. Cake Decorating and Candy Making
Lecture 1, Lab 2, Credit 3
This course is designed to advance students’ knowledge of various fine decorating techniques. Emphasis will be placed on perfection of decorating style and presentation as well as basic sugar and chocolate candy making techniques.

CULN 1023. Baking and Pastry of the South
Lecture 1, Lab 2, Credit 3
This course is designed to advance students’ knowledge of hands-on experience in the perfection of traditional southern pastries and breads.

CULN 1033. Professional Baking and Pastries
Lecture 1, Lab 2, Credit 3
This course is designed to advance students’ knowledge of various yeast and quick breads, tortes, mousses, chocolate decor works and other pastries to be presented on buffets or as plated desserts.

CULN 1043. International Pastry
Lecture 1, Lab 2, Credit 3
This course is designed to advance students’ knowledge to the history and production of various deserts and breads from a variety of international cultures.

CULN 1103 Basic Skills Development
Lecture 3, Lab 0, Credit 3
An exploration of standard units of measure and unit conversion, estimation, percent, ratio, yield tests, recipe scaling, and recipe costing as they relate to the food industry. Students will learn to use mathematics in preparing requisitions, price lists, purchase orders, invoicing, weight and measurement conversions, costing, and yield calculations. Prerequisites/Corequisites: None

CULN 1172. Essentials of Dining Room Service
Lecture 1, Lab 1, Credit 2
Students are introduced to front-of-the-house procedures from guest relations to basic dining room skills and table service. The students will learn dining room service functions using a variety of types of service. Students will also be introduced 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. Prerequisites/Corequisites: None

CULN 1223. Nutrition
Lecture 3, Lab 0, Credit 3
This course provides an introduction to the fundamentals of nutrition and analysis of the relationship between nutrient intake and health.
This course prepares the student for basic cooking methods and includes the study and hands on duties of salad bar/station, hot/cold sandwich station, sauté station, fry station, grill/broil station. The student will provide hands on managerial concepts of food and labor cost, scheduling, purchasing, and menu planning dining room service functions using a variety of types of service as well as providing hands on sanitation and safety procedures required to prevent food-borne illnesses in the work place. Students will be exposed to the foundations of modern restaurant cooking, allowing them to refine their skills and build their repertoire. Prerequisites/Corequisites: None.

CULN 1323. A’ La Carte Lecture 0, Lab 3, Credit 3

This course will enable the students to prepare and serve foods in meats and game, poultry and game birds, fish and shell fish, vegetables, cooking potatoes, legumes, grains, pasta, and other starches, egg and breakfast product cookery, and advanced food cookery using the following cooking techniques: Poaching, simmering, boiling, steaming, braising, roasting, baking, broiling, grilling, griddle, pan broiling, sautéing pan frying and deep frying using appropriate preparation, holding, and serving procedures to maintain a quality product. The student will also prepare stocks, soups, the five mother sauces and their variations, as well as learning the use of thickening agents, reductions, and glazes. The student will provide hands on managerial concepts of food and labor cost, scheduling, purchasing, and menu planning, dining room service functions using a variety of types of service as well as providing hands on sanitation and safety procedures required to prevent food-borne illnesses in the work place. Students will be exposed to the foundations of modern restaurant cooking, allowing them to refine their skills and build their repertoire. Prerequisites: “C” or better in: CULN 1103, CULN 1172, CULN 1133, CULN 1223, CULN 1506. Corequisites: None.

CULN 1506. Introduction to Culinary Principles Lecture 2, Lab 4, Credit 6

The students will develop the understanding and demonstrate hands on managerial concepts of the food service industry, sanitation and safety, tools and equipment, menus, recipes, and cost management, nutrition, basic principles of cooking and food science, and mise en place. The students will develop hands on managerial concepts of food and labor cost, scheduling, purchasing, and menu planning dining room service functions using a variety of types of service as well as providing hands on sanitation and safety procedures required to prevent food-borne illnesses in the work place. Students will be exposed to the foundations of modern restaurant cooking, allowing them to refine their skills and build their repertoire. Prerequisites: “C” or better in: CULN 1103, CULN 1172, CULN 1133, CULN 1223, CULN 1506. Corequisites: None.

CULN 1503. Introduction to Baking and Pastry Lecture 1, Lab 2, Credit 3

Students will learn fundamentals of baking science, preparation of yeast dough products, quick breads, cakes and icings, cookies, pies, puff pastry, éclair and cream puffs, meringues, soufflés, as well as creams, custards, puddings, sauces, and frozen and fruit desserts. Emphasis is placed on the principles of baking, chemistry, formulas, the use of weights and measures, and identification, use and care of equipment normally found in the bakeshop. Students will apply the knowledge of laws and regulations relating to safety and sanitation in the kitchen. Whole dessert presentations and creative plate presentations are also emphasized. The student will develop hands on dining room service functions using a variety of types of service as well as providing hands on sanitation and safety procedures required to prevent food-borne illnesses in the work place. Students will be exposed to the foundations of modern restaurant baking allowing them to refine their skills and build their repertoire. Prerequisites/Corequisites: None.

CULN 1603. Culinary Production Principles for Dining Facilities Lecture 0, Lab 3, Credit 3

This course is designed to advance students’ knowledge of various methods and theory related to advanced techniques in bakery as well as to advance the students’ understanding and provide students with the practical knowledge and experience in preparing and creating a variety of decorative centerpieces used to enhance pastry carts, high-end catering, buffets, and other culinary displays using sugar, marzipan, tallow and chocolate.

CULN 2037. Baking and Pastry Arts Showpieces Lecture 1, Lab 2, Credit 3

This course is designed to advance students’ knowledge and provide students with the practical knowledge and experience in preparing and creating a variety of decorative centerpieces used to enhance pastry carts, high-end catering, buffets, and other culinary displays using sugar, marzipan, tallow and chocolate.

CULN 2110. Culinary Production Externship Lecture 0, Lab 10, Credit 10

This externship is an intermediate level work-experience course that is designed to provide students with a hands-on learning experience in the baking and pastry industry. Students apply theoretical knowledge of culinary arts, demonstrate practical skills of production, and practice professionalism in a college-approved industry setting. Upon completion of this term-long course, students gain a broader understanding of the demands and expectations of the baking and pastry industry while improving their skills in the craft of culinary arts. Each student will be required to submit a portfolio of their experiences during the externship.

CULN 2023. Baking and Pastry Arts Showpieces Lecture 1, Lab 2, Credit 3

This externship is an intermediate level work-experience course that is designed to provide students with a hands-on learning experience in the food service industry. Students apply theoretical knowledge of culinary arts, demonstrate practical skills of production, and practice professionalism in a college-approved industry setting. Upon completion of this term-long course, students gain a broader understanding of the demands and expectations of the food service.
industry while improving their skills in the craft of culinary arts. Each student will be required to submit a portfolio of their experiences during the externship. Prerequisites: "C" or better in: CULN 1103, CULN 1172, CULN 1133, CULN 1223, CULN 1506, CULN 1603, CULN 2413, CULN 1323, CULN 1233, CULN 1505. Corequisites: None

CULN 2413. Regional Cuisine

Students are introduced to Regional Cuisines including traditional Cajun and Creole as well as local regional fare. Menus incorporate a broad range of skills, cooking techniques and ingredients. Students will be exposed to the foundations of modern restaurant cooking, allowing them to refine their skills and build their repertoire. This course includes an individual or team(s) preparation of a specified number and variety of regional dishes for portfolio, using advanced skills, instructor-prepared criteria, and evaluation processes. Includes a research paper. Prerequisites: "C" or better in: CULN 1103, CULN 1172, CULN 1133, CULN 1223, CULN 1506. Corequisites: None

CULN 2433. Food and Beverage Operations

The course will prepare the student for the transition from employee to supervisor. The students will be able to conduct an analysis and explanation of basic supervisory management skills, management styles, motivation and emphasis on human relations, delegation, training, evaluation, and communication. This course also covers employee termination procedures. Students will also be introduced 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. Prerequisites/Corequisites: CADD 1101.

SOWELA Technical Community College

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. Corequisite: CADD 1101.

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 dividers; divide 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 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 unseen in a sectional view; prepare drawings with conventional revolutions and conventional breaks; modify the standard sectioning techniques as applied to specific situations; make sectional drawings; create a cam displacement diagram. Prerequisite: DRFT 1101.

DRFT 1103. Pictorial/Working Drawing
Lecture 1, Lab 1, Credit 2

This course covers pictorial and working drawings. The objectives are to have the students learn to draw complete sets of working drawings (including details, assemblies and parts lists); prepare written specifications of purchase parts for the parts lists; properly group information on the assembly drawing with identification numbering systems; explain the engineering change process and prepare engineering changes; draw three-dimensional objects using isometric, diametric or trimeetric methods; construct objects using oblique drawing methods; draw objects using one, two or three point perspective; apply a variety of shading techniques to pictorial drawings. Prerequisite: DRFT 1102.

DRFT 1104. Machine Drawing
Lecture 1, Lab 1, Credit 2

This course deals with machine drawings, manufacturing materials and processes, dimensioning and tolerance. The objectives are for students to be able to define and describe various manufacturing materials; material terminology; 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. Corequisite: DRFT 1103.

DRFT 1201. Section Drawing
Lecture 1, Lab 1, Credit 2

This course deals with the identification and drawing of section conventions and different types of sectional views. The objectives are for students to: be able to draw proper cutting-plane line representations; draw sectional views, including full, half, aligned, broken-out, auxiliary, revolved, and removed sections; identify features that should remain unseen in a sectional view; prepare drawings with conventional revolutions and conventional breaks; modify the standard sectioning techniques as applied to specific situations; make sectional drawings; create a cam displacement diagram. Prerequisite: DRFT 1104.

DRFT 1205 Measurements & Materials
Lecture 1, Lab 1, Credit 2

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. Corequisite: DRFT 1201.

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, electrical power drawings, printed circuit boards layouts, motor control diagrams, electrical one line diagrams, and electrical drawings for architectural plans. Prerequisites: CADD 1201 and DRFT 1205.

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 practical 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.
NEW TECHNICAL INTERPRETATION

I. It emphasizes more advanced drawing including some design and utilities for construction. Prerequisites: CADD 1201 and DRFT 1205.

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 DRFT 1205.

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 shear 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 DRFT 1205.

Drft 2401. architecture ii
lecture 1, lab 2, credit 3

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

Drft 2402. Civil/Surveying
lecture 1, lab 2, credit 3

This course covers mapping including the types of maps, conventional symbols, profiles, cross-sections, planning maps, plotting traverses, drawing contours and city and village maps from engineer’s notes. It also deals with construction, care and use of surveying instruments, and the theory and practice of chaining, differential and profile leveling, traversing, computation of areas of earthwork, theory and practice of stadia and its application to topographic surveying. U.S. Government systems of Public Lands Surveys, linear and grades, and reduction and plotting field notes. Prerequisites: CADD 1201 and DRFT 1205.

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, DRFT 1205, DRFT 2301.

Econ 2010. Macroeconomics
lecture 3, lab 0, credit 3

The course includes a study of market forces and government policies that affect national output/income, unemployment, inflation, and interest rates. It includes an introduction to banking, foreign currency markets, and trade balance. Prerequisites: Eligible for MATH 1100 and ENGL 1010. [CECN 2113]

Econ 2020. Microeconomics
lecture 3, lab 0, credit 3

A study of individual behavior and market process. It includes supply and demand, resource allocation, cost, prices and profit, the production process, market structure, and government intervention. Prerequisites: Eligible for MATH 1100 and ENGL 1010. [CECN 2223]

Elec 1122. Residential Wiring
lecture 1, lab 2, credit 3

The course includes the identification and uses of various types of conductors, equipment, devices, fittings, raceways and boxes used in residential installations. Breaker panel and service entrance components will also be identified and discussed. Also an introduction to various methods of installing AC cable, EMT, rigid metallic conduit, PVC, flexible and surface raceways. Lab requirements include cutting, bending, and installing conduit.

Elec 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

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. Prerequisite: INST 1111.

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.

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, 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 (formerly ELEC 2630) Pre-requisite: ELEC 1220 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.

Engl 0098. 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, ACCUPLACER, COMPASS, or SAT scores.

Engl 0099. Transitional Writing
lecture 3, lab 0, credit 3

This course provides instruction that will enable students to master the techniques of composition. Instruction and practice in paragraph and essay development will provide a foundation for a college level composition course. This is a skills improvement course that may not be used as credit for a certificate, diploma, or de-
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisite</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>A course in writing and critical thinking.</td>
<td>Require a &quot;C&quot; or better in ENGL 1020. [LCCN: CENL 2123]</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2110</td>
<td>American Literature I</td>
<td>Includes literary analysis and writing about literature.</td>
<td>Require a &quot;C&quot; or better in ENGL 1020. [LCCN: CENL 2123]</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2120</td>
<td>American Literature II</td>
<td>Includes literary analysis and writing about literature.</td>
<td>Require a &quot;C&quot; or better in ENGL 1020. [LCCN: CENL 2153]</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2130</td>
<td>Major American Writers</td>
<td>Includes literary analysis and writing about literature.</td>
<td>Require a &quot;C&quot; or better in ENGL 1020. [LCCN: CENL 2163]</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2140</td>
<td>Introduction to Fiction</td>
<td>Includes literary analysis and writing about literature.</td>
<td>Require a &quot;C&quot; or better in ENGL 1020. [LCCN: CENL 2153]</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2150</td>
<td>Creative Copy Writing</td>
<td>A course in the writing of creative and motivating copy for layouts using the following media:</td>
<td>Require a &quot;C&quot; or better in ENGL 1020. [LCCN: CENL 2123]</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2210</td>
<td>World Literature I</td>
<td>Includes literary analysis and writing about literature.</td>
<td>Require a &quot;C&quot; or better in ENGL 1020. [LCCN: CENL 2173]</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2220</td>
<td>World Literature II</td>
<td>Includes literary analysis and writing about literature.</td>
<td>Require a &quot;C&quot; or better in ENGL 1020. [LCCN: CENL 2203]</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2510</td>
<td>Introduction to African American Literature</td>
<td>Includes literary analysis and writing about literature.</td>
<td>Require a &quot;C&quot; or better in ENGL 1020. [LCCN: CENL 2133]</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2520</td>
<td>Introduction to Women's Literature</td>
<td>Includes literary analysis and writing about literature.</td>
<td>Require a &quot;C&quot; or better in ENGL 1020. [LCCN: CENL 2403]</td>
<td>3</td>
</tr>
<tr>
<td>FREN 1010</td>
<td>Elementary French I</td>
<td>Introduces French language and culture and explores the basic grammatical structure of the French language. This course develops writing, reading, listening, and speaking skills, as well as appreciation for the geography, food, music, values, and customs of the Francophone world. Prerequisite: Eligible for ENGL 1010. [LCCN: CEVS 1103]</td>
<td>Requires a &quot;C&quot; or better in ENGL 1020. [LCCN: CENL 2503]</td>
<td>3</td>
</tr>
<tr>
<td>FREN 2100</td>
<td>Elementary French II</td>
<td>Introduces French language and culture and explores the basic grammatical structure of the French language. This course develops writing, reading, listening, and speaking skills, as well as appreciation for the geography, food, music, values, and customs of the Francophone world. Prerequisite: Eligible for ENGL 1010. [LCCN: CENL 2503]</td>
<td>Requires a &quot;C&quot; or better in ENGL 1020. [LCCN: CENL 2503]</td>
<td>3</td>
</tr>
</tbody>
</table>
world. Prerequisite: "C" or higher in FREN 1010, [LCCN: CFRN 1023]

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 alternating current (AC) theory, a continuation of blueprint reading and conduit fabrication. Prerequisite: GAEC 1200.

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 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.

GAEC 2100. Apprentice Trade Technology Part V
Lecture 5, Lab 0, Credit 5
This course is designed to cover third year part two electrical trade technology concepts. Concepts covered include advanced residential technology, installer/technician sound reinforcement systems, installer/technician job information, and installer/technician nurse call systems. 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 lightning 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 advanced motor controls, digital electronics, programmable logic controllers, 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 power quality/distributed generation, photovoltaic systems, building automation: system integration with open protocols, health care, and codes and practices parts 4 and 5. Prerequisite: GAEC 2300.

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

GAPC 1110. Job Safety & Health
Lecture 2, Lab 0, Credit 2
This course is designed to cover job safety and health issues related to the Plumber 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 of whole numbers and fraction usage, simultaneous equations, vectors, geometry, and trigonometry. Prerequisite: GAPC 1110.

GAPC 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 and blueprint reading for electricians. Prerequisite: GAPC 1120.

GAPC 1140. 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: GAPC 1130.

GAPC 1200. 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: GAPC 1200.

GAPC 1210. Apprentice Trade Technology Part III
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: GAPC 1210.

GAPC 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: 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 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: 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 electrical trade technology concepts. Concepts covered include direct current (DC) theory, semiconductors, installer/technician understanding the RF system, and installer/technician CCTV. 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 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: GAPC 1300.

GAPC 2200. Apprentice Trade Technology Part VII
Lecture 5, Lab 0, Credit 5
This course is designed to cover fourth year part one electrical trade technology concepts. Concepts covered include lightning protection, motors, motor controls, test instruments application, and lighting essentials. Prerequisite: GAPC 2100.

GAPC 2210. Apprentice Trade Technology Part VIII
Lecture 5, Lab 0, Credit 5
This course is designed to cover fourth year part two electrical trade technology concepts. Concepts covered include advanced motor controls, digital electronics, programmable logic controllers, building automation: Control devices and applications, hazardous locations, and additional code and practices. Prerequisite: GAPC 2200.

GAPC 2300. Apprentice Trade Technology Part IX
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: GAPC 2210.
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 and drainage systems. Prerequisite: GAPC 1300.

GAPC 2200. Apprentice Trade Technology Part VII
Lecture 5, Lab 0, Credit 5
This course is designed to cover fourth year part one pipe trades technology concepts. Concepts covered include a continuation of oxy-fuel cutting and welding and shielded metal-arc welding, as well as drawing interpretation and plan reading. Prerequisite: GAPC 2100.

GAPC 2210. Apprentice Trade Technology Part VIII
Lecture 5, Lab 0, Credit 5
This course is designed to cover fourth year part two pipe trades-plumber technology concepts. Concepts covered include a continuation of oxy-fuel cutting and welding and shielded metal-arc welding, as well as plumbing fixtures and appliances. Prerequisite: GAPC 2200.

GAPC 2300. Apprentice Trade Technology Part IX
Lecture 5, Lab 0, Credit 5
This course is designed to cover fifth year part one pipe trades-plumber technology concepts. Concepts covered include a continuation of oxy-fuel cutting and welding and shielded metal-arc welding, as well as plumbing code interpretation. Prerequisite: GAPC 2210.

GAPC 2310. Apprentice Trade Technology Part X
Lecture 5, Lab 0, Credit 5
This course is designed to cover fifth year part two pipe trades-plumber technology concepts. Concepts covered include preparation for cross connection prevention certification and medical gas certification. 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
Students will create photographic images and become familiar with the various aspects of photography, including subject matter, concept development, contrast, composition, meaning, cropping, lighting, emotional impact and message. An SLR 35mm camera or digital equivalent is required.

GART 1040. Vector Graphics
Lecture 1, Lab 2, Credit 3
In this course the students will learn to create vector art for illustrations, logos, and other graphics for print or the Web. Students will learn how to work efficiently in the Adobe Illustrator environment with various modes, panels, and settings.

GART 1120. Animation
Lecture 1, Lab 2, Credit 3
In this course the 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 2230. Photography II
Lecture 1, Lab 2, Credit 3
Students are introduced to digital photography 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: GART 1210, GART 2110, and GART 2130.

GART 2260. Special Projects
Lecture 1, Lab 2, Credit 3
Internship. Prerequisite: Special Approval.

GART 2500. Portfolio Preparation
Lecture 0, Lab 1, 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: GART 1210, GART 2110, and GART 2130.

HIST 1010 Western Civilization I
Lecture 3, Lab 0, Credit 3
This course is a survey of western civilization from the Reformation era to the present. Prerequisite: Eligible for ENGL 1010.

HIST 1020 Western Civilization II
Lecture 3, Lab 0, Credit 3
This course is a survey of western civilization from ancient times to the Reformation era. Prerequisite: Eligible for ENGL 1010.

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. [LCCN: CHIS 1113]

HIST 1220. World Civilization II
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 2100. History of Louisiana
Lecture 3, Lab 0, Credit 3
The course is a study of the physical geography and the natural resources of Louisiana as well as the people in terms of their cultural backgrounds, settlement patterns, and regional economics. Prerequisite: Eligible for ENGL 1010. [LCCN: CHIS 2033]

INST 1010. Introduction to Instrumentation
Lecture 2, Lab 1, Credit 3
This course introduces basic inspection and testing techniques and the commonly used instruments and devices. Prerequisite: Eligible for ENGL 1010. [LCCN: CHIS 1113]

INST 1111. Fundamentals of Electricity/Electronics
Lecture 4, Lab 1, Credit 5
An introduction to the concept of DC/AC electronics on Ohm’s Law, series, series-parallel, and parallel circuits. Includes Ohms Law, power, energy, power supplies, dissipation, and heat. Also includes ammeters/dMM devices, control devices, control loops, lockout tag-out, as well as P&ID symbology and loop sheets.

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 of diodes, transistors, thermistors, and optical devices. To include power supplies, amplifier circuits, amplifier coupling and phase splitters. Prerequisite: INST 1111.
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.

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/replacement of 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.

INST 2420. Industrial Control Systems
Lecture 3, Lab 1, Credit 4
Course instruction includes the principles of operation, maintenance, troubleshooting, and repair of electronic, pneumatic, 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 buses and tuning methods in control systems. Prerequisite: INST 1010.

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.

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.

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 and ELEC 1220.

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 1000 and OADM 1150 are considered to be equivalent courses to satisfy the degree requirements. Duplicate credit for these courses will not be given. [LCCN: CBUS 2203]

ITEC 1001. Keyboarding
Lecture 3, Lab 0, Credit 3
Introduction to basic keyboarding terminology and practice. Emphasis is placed on speed, accuracy, and correct technique.

ITEC 1005. IT Fundamentals
Lecture 3, Lab 0, Credit 3
Introduction to computer hardware, operating systems, Internet concepts, microcomputer applications, and security and ethical issues.

ITEC 1010. Web Site Development
Lecture 3, Lab 0, Credit 3
A comprehensive study of Internet concepts, terminology, connection practices, researching on, designing for and publishing on the Internet, as well as a brief study of the programming basics behind the creation of Web Pages using HTML and Dynamic HTML.

ITEC 1015. E-Commerce Design
Lecture 3, Lab 0, Credit 3
This course teaches the student to build web pages that conform to business functions using various web languages such as HTML, DHTML, XML, Perl, VB Script, Java Script, and Active Server pages. The concepts of good practice and the Web will be taught as the fundamentals of developing web sites for e-commerce. Topics of the course include design of web hosting, data processing on the web, web marketing, e-commerce components, payment processing, security, and customer service. Prerequisites: ITEC 1010

ITEC 1016. Problem Solving and Decision Making
Lecture 3, Lab 0, Credit 3
Students will learn essential problem-solving and decision-making skills. No prior computer experience is assumed. Students will become familiar with how to identify, define, and solve problems using different decision support tools. Group decision making and critical thinking will be emphasized.

ITEC 1020. Advanced Web Site Development
Lecture 3, Lab 0, Credit 3
A study in the prevailing language in internet programming. Advanced topics will include, web development, including database programming, communications, and on-line form activity. Prerequisites: ITEC 1010
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 Linux 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 1110.

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 plan, 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 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
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. Introduction to Networks.
Lecture 3, Lab 1, Credit 4
Introduction to Networks is the first course in the Cisco CCNA Routing and Switching curriculum teaching students the architecture, structure, functions and components of the Internet and other computer networks. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

ITEC 2120. Routing and Switching Essentials
Lecture 3, Lab 1, Credit 4
Routing and Switching Essentials is the second course in the CCNA Routing and Switching curriculum teaching students how to configure a router and a switch for basic functionality. By the end of this course, students will be able to...
ITEC 2190. Introduction to SQL
Lecture 3, Lab 0, Credit 3
A further study of database applications including advanced concepts such as action queues, switchboards, custom toolbars and menus, converting objects to HTML files, and hyperlinks. Prerequisite: ITEC 1290.

ITEC 2670. Networking Security
Lecture 3, Lab 0, Credit 3
This course teaches the basic networking security requirements needed in local area networking systems and the wide area networking systems. It prepares the student for the certification such as the CompTIA Security+ certification test. Topics include: Public Key/
MATH 0098. Transitional Mathematics
Lecture 3, Lab 0, Credit 3
Basic operations of whole numbers, fractions, and decimals; basic operations of integers and rational numbers; ratios and proportions; percents; basic algebra concepts including linear equations. This is a skills improvement course that may not be used as credit for a certificate, diploma, or degree. Placement is based on ACT, ACCUPLACER, COMPASS, or SAT scores. A student who has satisfactorily completed MATH 0098 must enroll in MATH 0099 prior to enrolling in MATH 1100.

MATH 0099. 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, ACCUPLACER, COMPASS, or SAT scores, or a grade of "C" or better in TSM 0092 or MATH 0098.

MATH 1000. Algebra for College Students
Lecture 3, Lab 0, Credit 3
Linear and quadratic equations and inequalities, radical and rational equations, complex numbers, graphing functions, exponential and logarithmic functions, polynomial equations, systems of linear equations and inequalities. This course is designed to fulfill the mathematics component of the AAS degree for students in non-science curricula. Prerequisites: Math score of at least 19 on the ACT, an equivalent score on the ACCUPLACER test, a "C" or better in TSM 0093/MATH 0099. [LCCN: CMAT 1213]

MATH 1105. Algebra and Trigonometry
Lecture 5, Lab 0, Credit 5
A one-semester, fast-track course for students intending to enroll in Calculus. Algebraic and trigonometric units including linear and quadratic equations and inequalities, radical and rational equations, complex numbers, graphing functions, exponential and logarithmic functions, polynomial equations, systems of linear equations and inequalities, trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers, vectors and polar coordinates. Duplicate credit may not be awarded for MATH 1100 or MATH 1110. Prerequisite: Math score of at least 22 on the Enhanced ACT. [LCCN: CMAT 1233]

MATH 1110. Trigonometry
Lecture 3, Lab 0, Credit 3
Includes the study of trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers, vectors and polar coordinates. Prerequisite: "C" or better in MATH 1100. [LCCN: CMAT 1223]

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: "C" or better in MATH 1000 or MATH 1110. [LCCN: CMAT 1313]

MATH 2000. Contemporary Mathematics
Lecture 3, Lab 0, Credit 3
An introduction to contemporary mathematics. Topics will vary but may include finance, perspective and symmetry in art, logic, probability and odds, graph theory, statistics, elementary number structure and theory, and numeracy in the real world. Prerequisite: "C" or better in MATH 1000 or MATH 1110. [LCCN: CMAT 1103]

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: Require "C" or better in MATH 1000 or MATH 1100. [LCCN: CMAT 1303]

MATH 2200. Calculus for Non-Science Majors
Lecture 3, Lab 0, Credit 3
Limits and continuity of functions; differential and integral calculus; applications to business, economics, and social sciences including maxima, minima, optimization, marginal analysis, and exponential growth. Prerequisite: "C" or better in MATH 1110. [LCCN: CMAT 2103]

MATH 2510. Calculus II
Lecture 3, Lab 0, Credit 3
Techniques of integration; applications of the integral; parametric equations; polar coordinates; infinite sequences and series; Taylor's formula. Prerequisite: "C" or better in MATH 2500. [LCCN: CMAT 2123]

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 body and disorders as it relates to each system with medical terminology integrated with each.

MEDL 1360. Medical Coding Part 1
Lecture 3, Lab 0, Credit 3
Provides instruction in the application of the International Classification of Diseases, Tenth
SOWELA Technical Community College

Requirements.

*Must Meet Admission Requirements.

NURS 1110. Nursing Fundamentals Application
Lecture 0, Lab 3, Credit 3
Provides the foundation upon which all subsequent technical skills are developed; acquisition of competency in nursing skills in a supervised laboratory setting. Limited clinical laboratory practice will be arranged in selected health care agencies. *Must Meet Admission Requirements. Prerequisites: ORIN 1010, ENGL 1010, MATH 1100, BIOL 2253, BIOL 2251. Corequisites: NURS 1110, ENGL 1020, BIOL 2263, BIOL 2261, HIST 2010 or HIST 2020.

NURS 1150. Pharmacology
Lecture 3, Lab 0, Credit 3
An overview of the basic principles of pharmacology for the registered nurse. A review of major drug classifications will include an emphasis on nursing implications. Prerequisites: NURS 1100, NURS 1110, MATH 1100, ENGL 1020, BIOL 2263, BIOL 2261. Corequisites: NURS 1100, NURS 2210, BIOL 2103, BIOL 2101.

NURS 2200. Nursing Concepts I
Lecture 4, Lab 0, Credit 4
The nursing process in assisting clients across the lifespan to meet the basic needs of elimination, bowel and urinary, metabolism, mobility, and nutrition. Prerequisites: NURS 1100, NURS 1110, MATH 1100, ENGL 1020, BIOL 2263, BIOL 2261. Corequisites: NURS 1100, NURS 1110, MATH 1100, BIOL 2253, BIOL 2251.

NURS 2210. Application of Nursing Concepts I
Lecture 0, Lab 3, Credit 3
Application of the nursing process in the care of selected clients with threats to elimination, bowel and urinary, metabolism, mobility, and nutrition needs. Clinical laboratory practice in health care agencies will be arranged. Prerequisites: NURS 1110, NURS 1150, MATH 1100, ENGL 1020, BIOL 2263, BIOL 2261. Corequisites: NURS 1150, NURS 2200, BIOL 2103, BIOL 2101.

NURS 2300. Nursing Concepts II
Lecture 5, Lab 0, Credit 5
The nursing process in assisting clients across the lifespan to meet the basic needs of the reproductive, psychological, and neurological systems. Prerequisites: NURS 2200, NURS 2210, NURS 1150, BIOL 2103, BIOL 2101. Corequisites: NURS 2310, MATH 2100, PSYC 2335.

NURS 2310. Application of Nursing Concepts II
Lecture 0, Lab 4, Credit 4
Application of the nursing process in the formulation and organization of care of selected clients with threats to the basic needs of safety and sexuality. Clinical laboratory practice in health care agencies will be arranged. Prerequisites: NURS 2200, NURS 2210, NURS 1150, BIOL 2103, BIOL 2101. Corequisites: NURS 2300, MATH 2100, PSYC 2335.

NURS 2400. Nursing Concepts III
Lecture 5, Lab 0, Credit 5
Use the nursing process to assist clients across the lifespan to meet the basic needs of oxygenation, circulation, tissue perfusion, emergency care and disaster preparedness. Prerequisites: NURS 2300, NURS 2310, MATH 2100, PSYC 2335. Corequisites: NURS 2410, NURS 2500, ARTS 1200.

NURS 2410. Application of Nursing Concepts III
Lecture 0, Lab 5, Credit 5
Application of the nursing process in the formulation, organization, and evaluation of care for selected groups of clients with threats to oxygenation/circulation and other threats to basic needs. Principles of client management will be included. Prerequisites: NURS 2300, NURS 2310, MATH 2100, PSYC 2335. Corequisites: NURS 2400, NURS 2500, ARTS 1200.

NURS 2500. Nursing Capstone: Transition to Professional Nursing
Lecture 1, Lab 0, Credit 1
A non-clinical course. This course provides the framework for assisting the transition from student nurse to professional registered nurse and licensure preparation. Resume development, delegation and the Nurse Practice Act will be discussed. Prerequisites: NURS 2300, NURS 2310, MATH 2100, PSYC 2335. Corequisites: NURS 2400, NURS 2410, ARTS 1200.

ORIN 1010. Orientation
Lecture 1, Lab 0, Credit 1
A course designed to provide students with the skills, information and guidance needed for college success. Students will be introduced to strategies that promote success in college as well as the workplace. Content includes, but is not limited to, an introduction to the college and its resources, effective organizational and study skills, recognition of various learning styles, critical thinking, problem-solving, financial literacy, time management, not taking, test taking, active learning, problem solving, basic technology skills, social and academic growth.

OADM 0090. Keyboarding Basics
Lecture 2, Lab 0, Credit 2
Introduction to basic keyboarding terminology and touch typing including alphabetic, numeric, and symbol keys. Emphasis is placed on speed, accuracy, and correct technique utilizing keyboarding software which focuses on drill and practice. This course is designed for students with limited typing skills and does not substitute for OADM 1100, Keyboarding I.

OADM 1000. Customer Service
Lecture 3, Lab 0, Credit 3
This course is intended to help participants’ progress from learning about themselves, to...
OADM 1100. Keyboarding I
Lecture 3, Lab 0, Credit 3
Development and application of introductory and intermediate keyboarding techniques combined with basic word processing documentation. 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. [LCCN: CBUS 2203]

OADM 1180. Records Management
Lecture 3, Lab 0, Credit 3
This course includes basic records management terminology, procedures, classification systems, electronic and manual storage, retrieval, and disposal, compliance with freedom of information laws and Privacy Act.

OADM 1200. Keyboarding II
Lecture 3, Lab 0, Credit 3
Continued development and application of computerized keyboarding techniques and proper usage of word processing commands. Emphasis on integrated office projects for various types of business. Prerequisite: OADM 1100

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

OADM 1450. Basic Word Processing
Lecture 3, Lab 0, Credit 3
Hands-on application of basic word processing techniques and functions. Current version of popular word processing software is incorporated. Prerequisites: OADM 1150 and OADM 1100 or Special Approval.

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

OADM 1610. Presentation Software
Lecture 3, Lab 0, Credit 3
The student will study the use of presentation software. The course will focus on design and proper techniques for developing a presentation. Prerequisite: OADM 1150 or Special Approval.

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.

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

PHSC 1200. Physical Science II Laboratory
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: Eligible for Math 1100. [LCCN: CPHY 1023]

OSYS 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites and Corequisites</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>PHYS 2100. General Physics I</td>
<td>Lecture 3, Lab 0, Credit 3</td>
<td>Fundamental principles of motion, force, work, energy, temperature, and heat. Prerequisite: &quot;C&quot; or better in MATH 1100. [LCCN: CPHY 2113]</td>
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<tr>
<td>PHYS 2110. General Physics I Laboratory</td>
<td>Lecture 0, Lab 1, Credit 1</td>
<td>Use of laboratory experiences to develop an understanding of basic principles of physics. Prerequisite or corequisite: PHYS 2100. [LCCN: CPHY 2111]</td>
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<tr>
<td>PHYS 2200. General Physics II</td>
<td>Lecture 3, Lab 0, Credit 3</td>
<td>Fundamental principles of electricity, magnetism, optics, and selected topics of modern physics. Prerequisite: &quot;C&quot; or better in PHYS 2100. [LCCN: CPHY 2123]</td>
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</tr>
<tr>
<td>PHYS 2210. General Physics II Laboratory</td>
<td>Lecture 0, Lab 1, Credit 1</td>
<td>Use of laboratory experiences to develop an understanding of basic principles of physics. Prerequisite or corequisite: PHYS 2200. [LCCN: CPHY 2121]</td>
<td></td>
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<tr>
<td>POLI 1100. American Government</td>
<td>Lecture 3, Lab 0, Credit 3</td>
<td>Principles, structures, processes, and functions of the United States government. Prerequisite: Eligible for ENGL 1010. [LCCN: CPOL 2113]</td>
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<tr>
<td>POLI 2100. State and Local Government</td>
<td>Lecture 3, Lab 0, Credit 3</td>
<td>Principles, organization, and administration of state and municipal governments with an emphasis on Louisiana governmental structures. Prerequisite: Eligibility for ENGL 1010. [LCCN: CAST 1103]</td>
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<tr>
<td>PSYC 2335. Psychology of Human Development</td>
<td>Lecture 3, Lab 0, Credit 3</td>
<td>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: Require &quot;C&quot; or better in PSYC 2100. [LCCN: CPSY 2013]</td>
<td></td>
</tr>
<tr>
<td>PTEC 1000. Mechanical Aptitude and Spatial Relations</td>
<td>Lecture 0, Lab 1, Credit 1</td>
<td>This course is designed to introduce the student to the fundamentals of mechanical aptitude and spatial relations. The student will be introduced to moment summation of levers, pulley and gear calculations and other simple machines. The student will use these principles to solve problems that might be encountered on mechanical aptitude tests. In addition, exercises will be presented to familiarize the student with how to visualize objects in space. Prerequisites: MATH 1100.</td>
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<tr>
<td>PTEC 1310. Process Instrumentation I</td>
<td>Lecture 2, Lab 1, Credit 3</td>
<td>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: PTEC 1010 and eligibility for MATH 1100.</td>
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</tr>
<tr>
<td>PTEC 1320. Process Instrumentation II</td>
<td>Lecture 2, Lab 1, Credit 3</td>
<td>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&amp;ID’s, detailed study of control loops, computerization of process control, DCS, case studies, and troubleshooting. Prerequisite: PTEC 1310 and eligible for MATH 1100.</td>
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<tr>
<td>PTEC 1610. Plant Equipment (PT I)</td>
<td>Lecture 2, Lab 1, Credit 3</td>
<td>This course is a study of process plant equipment including their construction, principles of operations, maintenance and utilization within the operations industry. Equipment to be studied includes piping, valves, pumps, compressors, heat exchangers, fired furnaces, steam and gas turbines. Prerequisites: PTEC 1010 and eligibility for MATH 1100.</td>
<td></td>
</tr>
<tr>
<td>PTEC 2030. Plant Safety, Health and Environmental</td>
<td>Lecture 3, Lab 0, Credit 3</td>
<td>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.</td>
<td></td>
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<tr>
<td>PTEC 2420. Process Systems (PT II)</td>
<td>Lecture 3, Lab 0, Credit 3</td>
<td>This course studies processes found in the chemical and refining industry. This includes distillation and fractionation, reaction, absorption, adsorption, extraction, stripping, cracking, reforming, alklylation, 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.</td>
<td></td>
</tr>
<tr>
<td>PTEC 2421. Process Systems (PT II) Lab</td>
<td>Lecture 0, Lab 1, Credit 1</td>
<td>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. Prerequisite: PTEC 1610 and PTEC 1310. Corequisite: PTEC 2420.</td>
<td></td>
</tr>
</tbody>
</table>
PTEC 2420. 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, turnaround, safety, environmental, and abnormal situations, as well as the process technician’s role in performing the tasks associated with these concepts within an operating unit. This course incorporates the knowledge of the student and combines that with the instruction of the process technician. At the end of the semester the student must prepare an operating manual for one of our glass plants. The lab portion of the classes includes simulation software (Simtronic and Dexter) and refresher training using the Ingenious software. Prerequisites: PTEC 2420 and PTEC 2421, Corequisites: PTEC 2911 or PTEC 2912.

PTEC 2440. Process Troubleshooting
Lecture 3, Lab 0, Credit 3
This course applies a six-step troubleshooting method for solving and correcting operation problems. It focuses on malfunctions as opposed to process design or configuration improvements. Troubleshooting is using data from instrumentation to determine the cause for abnormal conditions in an organized and regimented way. Pre-requisite: PTEC 1310 and PTEC 2420 and PTEC 2421.

PTEC 2620. Process Physics
Lecture 3, Lab 0, Credit 3
This course is designed to introduce the student to fundamental physics principles and their application to industry. The basic principles of motion, force, work, energy, temperature, and heat will be studied. Formulas, synthesis of formulas, and modification of variables are important to the understanding of scientific principles. Vector analysis and force modifications will be applied as they relate to the petrochemical environment. The use of machines, their mechanical advantages and energy transformations will be tested. The principles of radioactivity and its attendant nature and safety factors will be explored. The students’ mathematical knowledge, including trigonometry, is imperative to the understanding of this course. Prerequisites: MATH 1100, Corequisite: PTEC 2621.

PTEC 2621. Process Physics Laboratory
Lecture 0, Lab 1, Credit 1
The laboratory experience is used to enhance the basic principles of process physics. The major objective is to generate data that can be examined to answer scientific principles. Formula writing as well as mathematical expertise will be needed to accomplish this objective. The topics of industrial organics, forces in our universe, motion, vectors, heat energy, and radiation will be studied in detail. Students should develop a real appreciation of the work of scientists in the process of discovery to answer questions about our physical universe. The correct use and manipulation of scientific equipment and supplies are also important to a successful laboratory experience. Corequisite: PTEC 2620.

PTEC 2630. Fluid Mechanics
Lecture 3, Lab 0, Credit 3
This course is an introductory study of the physical properties and the static and dynamic behavior of fluids. Topics to be studied are: the structure of matter, the density, specific gravity and API gravity of fluids, the viscosity, temperature, and pressure relationships of fluids, the static behavior of fluids including NPSH and its impact on pumping systems, and the dynamic behavior of fluids including the general energy equation and pressure drop relationships. Prerequisites: MATH 1100 and CHEM 1010, Corequisite: CHEM 1010.

PTEC 2700. Oil & Gas Production
Lecture 3, Lab 1, Credit 4
Oil & Gas Production will familiarize students with the job of the oil and gas production technician. Specifically, the course covers the following topics: natural gas treatment, dehydration and compression systems and equipment; the produced water treatment and handling system and equipment; auxiliary systems and equipment; artificial lift and enhanced recovery techniques; pumping and transportation systems; safety, health and environmental considerations relative to the field of oil and gas production; and, in introduction to petroleum refining and processing. Prerequisite or Corequisite: PTEC 2420.

PTEC 2911. Campus Internship
Lecture 0, Lab 3, Credit 3
This course consists of 135 hours of departmentally approved team activities utilizing the PTEC Laboratory (Glass Plants). Using the PTEC Laboratory Glass Plants (six operating units), the students will apply and demonstrate the operating principles previously learned in the PTEC curriculum. This course consists of some individual and team work, exchanging operating principles, safety health and environment issues, and drawing a (P&D) of their assigned plants as built. Prerequisites: PTEC 2420 and PTEC 2421, Corequisite: PTEC 2430.

PTEC 2912. Independent Internship
Lecture 0, Lab 3, Credit 3
Students qualifying for an industrial internship (PTEC 2912) must work a minimum of 135 supervised hours in a local industry facility. The facility providing the internship will determine the work schedule, which may include shift, night or weekend work, and the actual hours that the student must spend at the facility to complete this course. In most cases the total hours will be more than the minimum 135 hours. Students who are unable to obtain an industrial internship will be required to take a campus internship (PTEC 2911) consisting of 135 hours of departmentally approved team activities utilizing the PTEC Laboratory (Glass Plants). Students taking the industrial internship course should note that it is unlikely that any other SOWELA classes other than distance learning classes can be taken in the semester. In addition to meeting the job requirements of the student’s assignment in the industrial facility, the student will demonstrate the operating principles previously learned in the PTEC curriculum under the supervision of a supervisor at the industrial facility. Students taking the industrial internship will receive compensation from the facility for the hours worked at the industrial facility with the compensation being determined by the facility. Prerequisites: PTEC 2420 and PTEC 2421, Corequisite: PTEC 2430.

RBTI 1000. Registered Behavior Technician Training
Lecture 3, Lab 0, Credit 3
The Registered Behavior Technician™ credential to be issued by the Behavioral Analyst Certification Board creates training standards for those providing direct services to individuals with developmental disabilities and offers certification to therapists in the growing behavioral intervention field. This course will fulfill the training requirement for the Registered Behavior Technician™ (RBT™) credential for those working directly with individuals with developmental disabilities. This course will fulfill the Behavior Analyst Certification Board (BACB) task list for RBT™ certification and the guidelines for responsible conduct for behavior analysts. The training will consist of measurement, assessment, skill acquisition, behavior reduction, documentation and reporting, professional conduct, and scope of practice as they relate to behavioral therapy. Prerequisites: Eligible for ENGL 1010 and permission of the Dean of School of Arts and Sciences.

READ 0099. 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, ACCUPLACER, COMPASS, or SAT scores.

RELG 2110. Introduction to Religions of the World
Lecture 3, Lab 0, Credit 3
This course will engage you in a comparative study of the history, basic beliefs, and characteristic practices of such major religious systems as Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam. Some attention will also be given to the religions of the ancient Middle Eastern and Mediterranean peoples, to ancient and modern tribal religions, and to contemporary sectarian and cultic movements. In this course, you will be introduced to primary and secondary sources in the field of comparative religion. You will also be introduced to the essential principles of critical thinking techniques. Prerequisite: Eligible for ENGL 1010. [LCCN: CSPN 2213]

SKIL 1000. Skills for Successful Studies
Lecture 3, Lab 0, Credit 3
A comprehensive course outlined to address strategies needed to be successful in college.

SOCL 2020. Social Problems
Lecture 3, Lab 0, Credit 3
A study of individual, family, and community disorganization. Topics include crime, drug abuse, sexual deviance, inequality, and mental illness. Prerequisite: Require "C" or better in SOCL 2010. [LCCN: CSOC 2113]

SPAN 1010. Elementary Spanish I
Lecture 3, Lab 0, Credit 3
Basic lexicon and structure of Spanish; emphasis on the four basic skills (listening, speaking, reading, and writing) and culture of the Spanish-speaking world. Beginning course: no previous knowledge of Spanish expected or required. Prerequisite: Eligible for ENGL 1010. [LCCN: LCCN: CSPN 1013]

SPAN 1020. Elementary Spanish II
Lecture 3, Lab 0, Credit 3
Extends elementary knowledge of the basic grammatical structure of the Spanish language and culture. The course continues to develop reading, writing, listening and speaking skills, and appreciation for the geography, food, music, values, and customs of the Hispanic world. Prerequisite: "C" or higher in SPAN 1010. [LCCN: CSPN 1023]

SPCH 1000. Fundamentals of Speech Communication
Lecture 3, Lab 0, Credit 3
Develops an awareness and appreciation of history and traditions of speech communication as an academic field of study. Includes fundamental codes, functions, and processes of oral communication. Prerequisite: Eligible for ENGL 1010. [LCCN: LCCN: CSOC 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 speeches: personal, introductory, informative, demonstrative, persuasive, and testimonial. Prerequisite: Eligible for ENGL 1010. [LCCN: LCCN: CCOM 2013]

WELD 1110. Occupational Orientation and Safety
Lecture 1, Lab 1, Credit 2
Introduces the student to the occupation of welding that includes information and practice concerning safe working environments and safe operation of tools and equipment common to welding.

WELD 1120. Basic Blueprint, Metallurgy, and Weld Symbols
Lecture 1, Lab 1, Credit 2
An introduction to and practice of interpreting basic blueprint, metallurgy, and welding symbols. Prerequisite: WELD 1110.

WELD 1130. Welding Inspection and Testing
Lecture 1, Lab 1, Credit 2
Instruction and practice in the qualities and judgments involved in the testing and inspection of welded materials. Prerequisite: WELD 1110.

WELD 1210. Oxyfuel Systems
Lecture 1, Lab 1, Credit 2
An introduction to and practice of safety, setup, and handling of Oxyfuel cylinders and cutting equipment including practice cutting mild steel. Prerequisite: WELD 1110.

WELD 1310. Cutting Processes – CAC/PAC
Lecture 0, Lab 2, 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 1410. SMAW – Basic Beads
Lecture 1, Lab 1, Credit 2
An introduction to the fundamentals of shielded metal arc welding including safety and practice of welding beads. Prerequisite: WELD 1110.

WELD 1411. SMAW – Fillet Weld
Lecture 0, Lab 2, Credit 2
Maintaining safety and practice of fillet welds using the shielded metal arc welding process. Prerequisite: WELD 1410.

WELD 1420. SMAW – V-Groove Open
Lecture 1, Lab 3, Credit 4
An introduction to the fundamentals of shielded metal arc welding of open groove welds including safety and practice of open groove welds. Prerequisite: WELD 1411.

WELD 1510. SMAW – PIPE 2G
Lecture 1, Lab 2, Credit 3
An introduction to the fundamentals of shielded metal arc welding of pipe including safety; setup and operation of pipe beveling equipment, and practice of a 2G-pipe weld. Prerequisite: WELD 1420.

WELD 1514. SMAW – 5G Downhill
Lecture 1, Lab 2, Credit 3
Maintaining safety and practice of a 5G-pipe weld using shielded metal arc welding, with the weld progressing downhill. Prerequisite: WELD 1420.

WELD 1515. SMAW – 6G Downhill
Lecture 0, Lab 2, Credit 2
Maintaining safety and practice of a 6G-pipe weld using shielded metal arc welding, with the weld progressing downhill. Prerequisite: WELD 1420.

WELD 1516. SMAW – 5G Uphill
Lecture 0, Lab 4, Credit 4
Maintaining safety and practice of a 5G-pipe weld using the shielded metal arc welding, with the weld progressing uphill. Prerequisite: WELD 1420.

WELD 1517. SMAW – 6G Uphill
Lecture 0, Lab 3, Credit 3
Maintaining safety and practice of a 6G-pipe weld using shielded metal arc welding, with the weld progressing uphill. Prerequisite: WELD 1420.
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WELD 2110. FCAW – Basic Fillet Welds
Lecture 1, Lab 1, Credit 2
An introduction to the fundamentals of flux-cored arc welding including safety and practice of fillet welds. Prerequisite: WELD 1110.

WELD 2111. FCAW – Groove Welds
Lecture 0, Lab 1, Credit 1
Maintaining safety and practice of groove welds using the flux-cored arc welding process. Prerequisite: WELD 2110.

WELD 2120. GTAW – Basic Multi-Joint
Lecture 1, Lab 2, Credit 3
An introduction to the fundamentals of gas tungsten arc welding including safety and practice of various fillet and groove welds. Prerequisite: WELD 1110.

WELD 2220. GTAW – PIPE 5G
Lecture 1, Lab 3, Credit 4
An introduction to the fundamentals of gas tungsten arc welding of pipe including safety, setup and operation of pipe beveling equipment, and practice of a 5G-pipe weld. Prerequisite: WELD 2120.

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 2220.

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 2220.

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.

WETH 0001. Work Ethic 1
Credit 0
One of six course modules designed to emphasize the principles and value of work ethic. Content for this module will be integrated into existing courses. Topics include attendance, appearance, teamwork and cooperation, communication skills, following rules and civility, and organization and production.

WETH 0002. Work Ethic 2
Credit 0
One of six course modules designed to emphasize the principles and value of work ethic. Content for this module will be integrated into existing courses. Topics include attendance, appearance, teamwork and cooperation, communication skills, following rules and civility, and organization and production.

WETH 0003. Work Ethic 3
Credit 0
One of six course modules designed to emphasize the principles and value of work ethic. Content for this module will be integrated into existing courses. Topics include attendance, appearance, teamwork and cooperation, communication skills, following rules and civility, and organization and production.

WETH 0004. Work Ethic 4
Credit 0
One of six course modules designed to emphasize the principles and value of work ethic. Content for this module will be integrated into existing courses. Topics include attendance, appearance, teamwork and cooperation, communication skills, following rules and civility, and organization and production.

WETH 0005. Work Ethic 5
Credit 0
One of six course modules designed to emphasize the principles and value of work ethic. Content for this module will be integrated into existing courses. Topics include attendance, appearance, teamwork and cooperation, communication skills, following rules and civility, and organization and production.

WETH 0006. Work Ethic 6
Credit 0
One of six course modules designed to emphasize the principles and value of work ethic. Content for this module will be integrated into existing courses. Topics include attendance, appearance, teamwork and cooperation, communication skills, following rules and civility, and organization and production.
ADMINISTRATION
Hellums, Paula, Vice Chancellor for Academic Affairs, B.S.N., Louisiana College – Pineville; M.S.N., McNeese State University.
Newman, Jeanine S., Vice Chancellor for Finance, B. A., McNeese State University.
Vacant, Vice Chancellor for Workforce Solutions.
Vacant, Vice Chancellor of Student Affairs.
Darbone, Mr. B.S., McNeese State University.
White, Marianne, Executive Director of Institutional Advancement, Alumni Affairs, and Community Engagement, M.B.A., McNeese State University; B.B.A., Texas A&M University.
Anyawu, FitzPatrick, Executive Director of Planning and Analysis, B.S., M.S., Ed.D., Oklahoma State University.
Schexnider, Martha Jo, Chief Information Resources & Technologies Officer, Ed.D., Lamar University; A.S., McNeese State University; B.S., University of Phoenix; M.Ed., Northwestern State University; A.O.S., SOWELA Regional Technical Institute.
Vacant, Director of Human Capital/Resources and Payroll Planning and Management.
Schmalz, Kylie, Instructional Site Coordinator for Morgan Smith Site, B.S., McNeese State University.
ACADEMIC AFFAIRS
Hellums, Paula, Vice Chancellor for Academic Affairs, B.S.N., Louisiana College – Pineville; M.S.N., McNeese State University.

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Lafargue, David P., Dean of the School of Industrial Technology, A.S., B.S., McNeese State University; M.A., Liberty University.
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Abel, Adrienne, Assistant Professor of Office Systems Technology, (Morgan Smith Site), M.A., University of Phoenix; B.S., McNeese State University.
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Angelle, Roy, Instructor of Culinary Arts, A.A.S., LTC - Lafayette Campus.
Afonja, Raphael, Assistant Dean of the School of Industrial Technology, Ph.D., University of North Dakota.
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Ferrygood, Leslie, Instructor of Nursing, A.D.N., Lamar State College - Orange; B.S.N., M.S.N., Chamberlain College of Nursing, St. Louis, MO.

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nology, A.S., McNeese State University; A.A.T., SOWELA Technical Community College; B.A., McNeese State University.

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GLOSSARY OF IMPORTANT TERMS

Academic Status
While attending SOWELA, a student must remain in good standing. Students not on academic/disciplinary 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 website 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 coursework. 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 or transfer degree. Refer to the latest College Catalog.

GED (See HiSET)

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.

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.

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 head 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 Enrollment Services One Stop Center.