## SOWELA TECHNICAL COMMUNITY COLLEGE DIRECTORY

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CAMPUS/SITE 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,
Toll Free (800) 256-0483
Fax: (337) 491-2135

MORGAN SMITH SITE
2110 North Sherman Street,
Jennings, LA 70546
Mailing Address: P. O. Box 1327,
Jennings, LA 70546
Phone: (337) 824-4811
LC Phone: (337) 421-6567
Fax: (337) 824-5653

Oakdale Site
117 Highway 1152,
Oakdale, LA 71463
Phone: (318) 335-3944
LC Phone: (337) 421-6566
Fax: (318) 335-3347

PROGRAM OFFERINGS:

SOWELA’s Main Campus, Lake Charles:
Accounting Technology (AAS)
Aviation Maintenance Technology (AAS)
Business Administration (AAS)
Chemical Laboratory Technology (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 Electrical Technology (AAS)
Industrial Instrumentation Technology (AAS)
Information Systems Technology (AAS)
Nurse Assistant (TCA)
Nursing (RN)(AS)
Office Systems Technology (AAS)
Practical Nursing (TD)
Process Technology (AAS)
Transfer Degree (Arts - Louisiana) (AALT)
Transfer Degree (Science - Louisiana) (ASLT)
Vehicle Maintenance & Repair Technology (TD)
Welding (TD)

Morgan Smith Site, Jennings:
Business Administration (AAS)
Culinary Arts (AAS)
Industrial Electrician (TD)
Nurse Assistant (TCA)
Practical Nursing (TD)
Sterile Processing Technology (CTS)
Surgical Technology (AAS)
Welding (TD)

Oakdale Site, Oakdale:
Business Administration (AAS)
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Industrial Instrumentation Technology (AAS)
Practical Nursing (TD)
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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.

With the announcement of over $100 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. The College also continues to expand and add the facilities needed to keep pace with this thriving and diversified economy. Since 2012, the College has been in a constant stage of construction with the addition of the Phillips 66 Process Technology Building (2012), the Arts and Humanities Building (2013), the H.C. Drew Nursing & Allied Health Building (2014), the SOWELA Regional Training Center (2016), the Sycamore Student Services Building (2017), and a new Morgan Smith campus and building in Jennings, Louisiana (2018). The Oakdale Campus of Central Louisiana Technical Community College will transition and become a part of SOWELA during 2018.

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.

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 are qualified and meet the credentialing requirements of the appropriate accrediting bodies 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 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 Center in the Magnolia Building. Ms. Collins can be reached at (337) 421-6974 or via email at christine.collins@sowela.edu.

EEO/Title IX Questions: Ms. Tonya Sadler Grayson, Director of Human Resources can be located in the Charleston Building. Ms. Grayson can be reached at (337) 421-6914 or tonyasadler.grayson@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 is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of SOWELA Technical Community College.

Normal inquiries about SOWELA Technical Community College such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the institution and not to the Commission’s office. The Southern Association of Colleges and Schools Commission on Colleges is to be contacted only if there is evidence that appears to support an institution’s significant non-compliance with a requirement or standard.
The RN program is accredited by the Accreditation Commission for Education in Nursing.

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

1. Association of Technology, Management and Applied Engineering
2. Certified Nurse Assistant Registry
3. Federal Aviation Administration
4. Louisiana State Board of Practical Nurse Examiners
5. National Automotive Technicians Educational Foundation
6. American Culinary Federation Education Foundation
7. Louisiana State Board of Nursing
8. Accreditation Commission for Education in Nursing

HISTORY

Since 1938, SOWELA has served the people of Southwest Louisiana with higher education and training opportunities. Originally, the College was established to prepare individuals for a specific vocation through technical training. Today, however, SOWELA is a comprehensive technical community college that offers students a holistic higher education experience from professionally trained professors through state-of-the-art facilities and numerous student-led organizations and internship opportunities.

Our Timeline:

In 1962, the name was changed to SOWELA (Southwest Louisiana) Technical Institute due to the expansion of facilities, growth of the student body, increased curricula, and the need for additional technical education.

In 1971, SOWELA Technical Institute gained significant recognition with accreditation from the Commission on Occupational Education (COE) Institutions of the Southern Association of Colleges and Schools, a prestigious educational accrediting agency in the United States.

SOWELA Technical Institute moved to its present location near Chennault International Airport on the east side of Lake Charles, La. in January 1980. The institute was renamed SOWELA Regional Technical Institute in March 1990, as it served as the regional center for Region Five. By the 1990s, SOWELA was among the largest and most progressive post-secondary technical colleges in the state of Louisiana.

On July 27, 1995, the school was renamed again to Louisiana Technical College - SOWELA Campus, and in 2003, the Louisiana Community and Technical College System (LCTCS) Board of Supervisors changed the status of Louisiana Technical College - SOWELA Campus to SOWELA Technical Community College, giving it the status of a technical community college.

LCTCS approved the transfer of the Morgan Smith campus in Jennings from Central Louisiana Technical College to SOWELA on July 1, 2011. A new building was constructed at a different location for the Jennings facility in 2017.

SOWELA received accreditation from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the regional body for accreditation of degree-granting higher education institutions in the Southern states. For our students, this means an increase in the transferability of coursework and assurance that curriculum meets the rigorous standards set forth from the accrediting body.
Throughout the College’s over 80-year history, the mission and core values have remained the same—to meet the educational and training needs of the community we serve. Today, SOWELA 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 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.

SERVICE AREA

SOWELA Technical Community College’s Main Campus is located at 3820 Sen. J. Bennett Johnston Avenue in Lake Charles, Louisiana. The Main Campus is located in Calcasieu Parish and serves citizens of Allen, Beauregard, Calcasieu, Cameron, and Jefferson Davis Parishes. SOWELA also operates off-campus sites.

The Morgan Smith site is located at 2110 North Sherman Street in Jennings, Louisiana, 70546.

The Oakdale site is located at 117 Highway 1152 in Oakdale, Louisiana 71463.

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 - Stephen Toups
Second Vice Chair - Helen Bridges Carter
Tari T. Bradford
Chip Jackson
Erika McConduit
Willie Mount
Michael Murphy
Norwood “Woody” Oge`
Paul Price, Jr
Joe Potts
Mark D. Spears, Jr.
Craig Spohn
Stephen Smith
Vincent St. Blanc III

Student Board Members:
Zachary Hitt
Darell Richardson
FREQUENTLY ASKED QUESTIONS

When is registration?
To learn about registration, students should review the Academic Calendar, located under the “Quick Links” menu on the SOWELA website, or visit the Enrollment Services One Stop Center located in the Sycamore Student Services 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. If you have transfer credit in college-level English and mathematics, you may receive a waiver from the placement test. Otherwise, you will be required to take 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 272).

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

How do I obtain a transcript for another institution or an employer?
All transcript requests should be completed through the National Student Clearinghouse. The link to order a transcript can be found on SOWELA’s website under the Registrar’s Office link located under the Admissions tab. The fee for an official transcript is $3.00 per destination.

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 maintain a grade point average (GPA) of 3.5 or higher with no letter grade lower than a “C”. Grades earned in transitional classes are excluded from the GPA for the Dean’s List.
How do I join a student club/organization?
To join a club/organization, a student should complete an application for that club/organization in the Office of Student Support Services. The application will be forwarded to the club’s advisor, who will contact the prospective member.

Where do I obtain an application for federal financial aid (FAFSA)?
To obtain an application, visit the Enrollment Services One Stop Center located in the Sycamore Student Center or go online to www.fafsa.ed.gov.

What scholarships are available, and where can I apply?
All students are encouraged to complete and submit an online scholarship application found at www.sowela.edu/scholarships. Scholarships are awarded based on the availability of funds and, for named scholarships, also upon the criteria specified by donors. For information, visit the Enrollment Services One Stop Center.

How do I activate my SOWELA email?
Under quick links on the home page, click student email. Your email address is the same as your LoLA username. The default password is your first and last initials, date of birth, P@ss. So John Doe, whose username is johndoe5 born on July 4, 1980 would enter johndoe5@students.sowela.edu for his username and jd070480P@ss as his password. For assistance, send your LoLA ID#, Username, and Date of Birth to help@sowela.edu. (Emails are not created until after you have registered for your first class)

What if I already have a Gmail account?
You will need to open the browser and go to your gmail account. Log out, then choose sign in as a different user or add an account.

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 STUDENT e-mail or the in-course site messaging system, at least once a week with the online instructor.

Visit https://www.sowela.edu/student-life/sowela-online/ for more information.

ADULT BASIC EDUCATION & HiSET (GED) PREPARATION

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

Does SOWELA offer HiSET preparation classes?
SOWELA partners with the Literacy Council of Southwest Louisiana to offer ABE and HiSET preparation classes at both the campus in Lake Charles and the Morgan Smith Site in Jennings. Classes are also available in DeRidder, Grand Lake, Sulphur, and online classes. In addition, the newly acquired SOWELA Oakdale site also offers HiSet preparation classes.
Who is eligible to participate in ABE or HiSET classes?
Anyone over the age of 18 who is not attending a K-12 school is eligible to participate in classes. Students, ages 16 and 17, may attend classes if they receive an approved waiver from the local school district and should contact the Literacy Council for more information.

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) 598-5334
- Jennings: (337) 421-6567, ext 4658
- Lake Charles: (337) 494-7000
- SOWELA Literacy Council Office Phone (337) 421-6578
  (Mon - Thurs 9 am to 1 pm)

How much does class cost?
There is an annual $30 registration fee due at new student testing.

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

Can I take college level courses at SOWELA while I work on my HiSET?
Adults enrolled in adult basic education classes who test at or above the high intermediate level may be eligible to enroll in college level courses at SOWELA while they work on the HiSET through a state funded program called Work Ready U. In some cases, adult basic education students may qualify for a “5 for Six” 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, 2110 North Sherman Street.
- DeRidder: Beauregard Education Link / First Street School--401 West First St.
- Sulphur: Old School Community Center (old D.S. Perkins School), 565 N. Crocker Street.
- Oakdale: SOWELA Oakdale Instructional site, 117 Highway 1152

Is the HiSET offered at SOWELA?
Yes. SOWELA has paper and computer-based HiSET testing available on the main campus. Paper-based testing are also 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 2018 SEMESTER
Full-Term Session
August 20 – December 10, 2018

March 26-29 (Mon –Thurs) ................................................................. Advising Days
April 9 (Mon) .................................................................................. Registration for Fall 2018 begins at 8:00 a.m.
Ends at 11:59 p.m. 08/14/18

August 13 (Mon) .............................................................................. Faculty returns to campus
August 14 (Tues) ............................................................................. Registration for Fall 2018 ends at 11:59 p.m.
August 14 (Tues) ............................................................................. Payment Deadline for Fall 2018
5:00 p.m. at Business Office or 11:59 p.m. online
August 14 (Tues) ............................................................................. Deadline to enroll in Installment Payment Plan
for Fall 2018 Registration 11:59 p.m. online
August 15 (Wed) .............................................................................. Classes dropped for non-payment
August 15 – 22 (Wed – Wed) ......................................................... Late Registration opens for Fall 2018
Late Registration begins and Add/Drop reopens at 1:00 p.m. on 08/15/18
Both end at 11:59 p.m. 08/22/18
August 20 (Mon) .............................................................................. Classes Begin
August 20 – 22 (Mon – Wed) .......................................................... 100% Tuition Adjustment Period
August 22 (Wed) .............................................................................. Late Registration and Add/Drop end at 11:59 p.m.
August 23 (Thurs) ............................................................................ Late Registration Payment Deadline for Fall 2018
5:00 p.m. at Business Office or 11:59 p.m. online
August 23 (Thurs) ............................................................................. Deadline to enroll in Installment Payment Plan
for Fall 2018 Late Registration11:59 p.m. online
August 23 – 27 (Thurs – Mon) .......................................................... 75% Tuition Adjustment Period
August 24 (Fri) ................................................................................ Classes dropped for non-payment
August 28 – August 30 (Tues – Thurs) ........................................... 50% Tuition Adjustment Period
August 31 (Fri) ................................................................................ Instructors submit final Show/No Show Reports
August 31 - September 6 (Fri – Thurs) ........................................... 25% Tuition Adjustment Period
September 3 (Mon) ......................................................................... Labor Day Holiday
September 4 (Tues) ........................................................................ Classes dropped for non-attendance
September 6 (Thurs) ................................................................. Last Day to Drop Classes and Receive a Tuition Adjustment
September 7 (Fri) ................................................................................ 14th Instructional Day/Reporting Day
September 14 (Fri) ......................................................................... Convocation (1:00-4:00)
September 28 (Fri) ........................................................................... LCTCS Annual Conference
Mid-September – November Survey of Entering Student Engagement
(READ 0099, ENGL 0098, 0099, 1010, and MATH 0098, 0099, and 1100 will be selected to participate in the SENSE which takes approximately 45 minutes.)
October 11 (Thurs) ......................................................................... Midterm Grades Due
October 25 (Thurs) .............................................................. Last Day to Withdraw from the College or from Full-term Classes
October 29 – November 2 (Mon – Fri) ............................................... Advising Days
November 5 (Mon) ......................................................................... Registration for Spring 2019 begins at 8:00 a.m.
Ends at 11:59 p.m. 01/08/19
November 5 – 30 (Mon – Fri) .......................................................... Student Survey of Instruction
November 19 – 23 (Mon – Fri) ........................................................ Thanksgiving Holiday
November 30 (Fri) ........................................................................... Last Day of Classes
December 3 – 7 (Mon – Fri) .............................................................. Final Exams Period
December 10 (Mon) ...................................................................... Fall Semester Ends and Grades Due at Noon
December 10 (Mon) ............................................................. Deadline for Removal of Incompletes from Summer 2018
December 14 (Fri) .......................................................................... Grades available on web for students
December 14 (Fri) .................................................................. Fall 2018 Commencement
December 20 – January 1 (Thurs – Tues).................................All SOWELA campus locations will be closed
Fall 2018 Semester
1st 7-Week Session (Session 7A)
August 20 – October 11, 2018

April 9 (Mon) ........................................................ Registration for Session 7A begins at 8:00 a.m.
August 14 (Tues) .................................................. Registration for Session 7A ends at 11:59 p.m.
August 14 (Tues) .................................................. Payment Deadline for Session 7A
5:00 p.m. at Business Office or 11:59 p.m. online
August 14 (Tues) .................................................. Deadline to enroll in Installment Payment Plan
for Fall 2018 Registration 11:59 p.m. online
August 15 (Wed) .................................................. Classes dropped for non-payment
August 15 – 22 (Wed – Wed) .................................. Late Registration open for Session 7A
Late Registration begins and Add/Drop reopens at 1:00 p.m. on 08/15/2018
Both end at 11:59 p.m. on 08/22/2018
August 20 (Mon) .................................................. Classes begin for Session 7A
August 20 – 21 (Mon – Tues) ................................. 100% Tuition Adjustment Period for Session 7A
August 22 (Wed) .................................................. Late Registration and Add/Drop end at 11:59 p.m.
August 22 (Wed) .................................................. 75% Tuition Adjustment Period for Session 7A
August 23 (Thurs) ................................................ 50% Tuition Adjustment Period for Session 7A
5:00 p.m. at Business Office or 11:59 p.m. online
August 23 (Thurs) ................................................ 25% Tuition Adjustment Period for Session 7A
August 27 (Mon) .................................................. Instructors submit final Show/No Show Reports
August 28 (Tues) .................................................. Classes dropped for non-attendance
August 28 (Tues) .................................................. 7th Instructional Day/Reporting Day
September 3 (Mon) ............................................. Labor Day Holiday
September 14 (Fri) .................................................. Midterm Grades Due
September 14 (Fri) .................................................. Convocation (1:00-4:00)

Mid-September – November Survey of Entering Student Engagement
(READ 0099, ENGL 0098, 0099, 1010, and MATH 0098, 0099, and 1100 will be selected to
participate in the SENSE which takes approximately 45 minutes.)

September 24 – October 1 (Mon – Mon) ...................... Student Survey of Instruction
September 25 (Tues) .............................................. Last Day to Withdraw from classes in Session 7A
September 28 (Fri) ................................................ LCTCS Annual Conference
October 9 (Tues) .................................................... Last Day of Classes for Session 7A
October 10 (Wed) .................................................. Final Exams for Session 7A
October 11 (Thurs) ............................................... Grades due at Noon for Session 7A
Mid-September – November Survey of Entering Student Engagement
(READ 0099, ENGL 0098, 0099, 1010, and MATH 0098, 0099, and 1100 will be selected to participate in the SENSE which takes approximately 45 minutes.)

September 25 (Tues) ........................................................ Registration Session 7B begins at 8:00 a.m.
October 11 (Thurs) ........................................................ Registration for Session 7B ends at 11:59 p.m.
October 11 (Thurs) .......................................................... Payment Deadline for Session 7B
5:00 p.m. at Business Office or 11:59 p.m. online

Note: No separate Installment Payment Plan is available for Session 7B

October 12 (Fri) ........................................................... Classes dropped for non-payment
October 12 – 16 (Fri – Tues) ............................................. Late Registration open for Session 7B
Late Registration begins and Add/Drop reopens at 1:00 p.m. on 10/12/2018.
Both end at 11:59 p.m. on 10/16/2018

October 12 (Fri) ........................................................... Classes Begin for Session 7B
October 12 – 15 (Fri – Mon) ............................................. 100% Tuition Adjustment Period for Session 7B
October 16 (Tues) ....................................................... Late Registration and Add/Drop end at 11:59 p.m.
October 16 (Tues) ....................................................... 75% Tuition Adjustment Period for Session 7B
October 17 (Wed) ....................................................... Late Registration Payment Deadline for Session 7B
5:00 p.m. at Business Office or 11:59 p.m. online

October 17 – 18 (Wed – Thurs) ...................................... 50% Tuition Adjustment Period for Session 7B
October 18 (Thurs) ........................................................ Classes dropped for non-payment
October 19 (Fri) ........................................................... 25% Tuition Adjustment Period for Session 7B
October 19 (Fri) ........................................................... Last Day to Drop Classes and Receive a Tuition Adjustment
October 19 (Fri) ........................................................... Instructors submit final Show/No Show Reports
October 22 (Mon) ........................................................... Classes dropped for non-attendance
October 22 (Mon) ........................................................... 7th Instructional Day/Reporting Day
November 8 (Thurs) ..................................................... Midterm Grades Due
November 15 – 29 (Thurs – Thurs) .............................. Student Survey of Instruction
November 16 (Fri) ........................................................ Last Day to Withdraw from classes in Session 7B
November 19 – 23 (Mon – Fri) ........................................ Thanksgiving Holiday
December 6 (Thurs) ..................................................... Last day of classes for Session 7B
December 7 (Fri) .......................................................... Final Exams for Session 7B
December 10 (Mon) ........................................................ Grades due at Noon for Session 7B
Spring 2019 Semester
Full-Term Session

January 14 – May 13, 2019

October 29 – November 2 (Mon – Fri) .......................................................... Advising Days
November 5 (Mon) .......................................................... Registration for Spring 2019 begins at 8:00 a.m.

December 20 – January 1 (Thurs – Tues) .............. All SOWELA campus locations are closed
January 7 (Mon) .......................................................... Faculty returns to campus
January 8 (Tues) .......................................................... Registration for Spring 2019 ends at 11:59 p.m.
January 8 (Tues) .......................................................... Payment Deadline for Spring 2019
January 8 (Tues) .................................................. Deadline to enroll in Installment Payment Plan
January 9 (Wed) .......................................................... Classes dropped for non-payment
January 9 – 16 (Wed – Wed) .................. Late Registration open for Spring 2019
January 14 (Mon) .......................................................... Classes Begin
January 14 – 16 (Mon – Wed) .......................................................... 100% Tuition Adjustment Period
January 16 (Wed) .......................................................... Late Registration and Add/Drop end at 11:59 p.m.
January 17 (Thurs) .......................................................... Late Registration Payment Deadline for
January 17 (Thurs) .......................................................... Spring 2019 5:00 p.m. at Business Office or 11:59 p.m. online
January 18 (Fri) .......................................................... Deadline to enroll in Installment Payment Plan
January 17 – 22 (Thurs – Tues) .......................................................... for Spring 2019 Late Registration 11:59 p.m. online
January 21 (Mon) .......................................................... classes dropped for non-payment
January 23 – 25 (Wed – Fri) .......................................................... 75% Tuition Adjustment Period
January 26 – 31 (Sat - Thurs) .......................................................... 50% Tuition Adjustment Period
January 28 (Mon) .......................................................... 25% Tuition Adjustment Period
January 28 (Mon) .......................................................... Instructors submit final Show/No Show Reports
January 29 (Tues) .......................................................... Classes dropped for non-attendance
January 31 (Thurs) .......................................................... Last Day to Drop Classes and Receive a Tuition Adjustment
February 1 (Fri) .......................................................... 14th Instructional Day/Reporting Day
Mar 4 – 6 (Mon – Wed) .......................................................... Mardi Gras Holiday
March 11 (Mon) .......................................................... Midterm Grades Due
Mid-March – Early May Community College Survey of Student Engagement (Classes will be randomly selected by CCSSE to participate in the survey which takes approximately 45 minutes.)
March 25 (Mon) .......................................................... Last Day to Withdraw from the college or from Full-term Classes
April 1 – 5 (Mon – Fri) .......................................................... Advising Days
April 12 – May 3 (Fri – Fri) .......................................................... Student Survey of Instruction
April 8 (Mon) .......................................................... Registration for Summer 2019 and Fall 2019 begins at 8:00 a.m.
April 19 – 26 (Fri – Fri) .......................................................... Summer 2019 Registration ends at 11:59 p.m. 05/28/19
April 19 – 26 (Fri – Fri) .......................................................... Fall 2019 Registration ends at 11:59 p.m. 08/13/19

April 19 – 26 (Fri – Fri) .......................................................... Spring Break
May 3 (Fri) .......................................................... Last Day of Classes
May 6 – 10 (Mon – Fri) .......................................................... Final Exams Week
May 13 (Mon) .......................................................... Spring Semester Ends and Grades Due at Noon
May 13 (Mon) .......................................................... Deadline for Removal of Incompletes from Fall 2018
May 17 (Fri) .......................................................... Grades available on web for students
May 21 (Tues) .......................................................... Spring 2019 Commencement
Spring 2019 Semester 1st 7-Week Session (Session 7A)
January 14 – March 11, 2019

November 5 (Mon) .............................................................. Registration for Session 7A begins at 8:00 a.m.
.............................................................................................. Ends at 11:59 p.m. 01/08/19
December 20 – January 1 (Thurs – Tues) ...................... All SOWELA campus locations will be closed
January 8 (Tues) .............................................................. Registration for Session 7A ends at 11:59 p.m.
January 8 (Tues) .............................................................. Payment Deadline for Session 7A
.............................................................................................. 5:00 p.m. at Business Office or 11:59 p.m. online
January 8 (Tues) .............................................................. Deadline to enroll in Installment Payment Plan
.............................................................................................. for Session 7A Registration 11:59 p.m. online
January 9 (Wed) .............................................................. Classes dropped for non-payment
January 9 – 16 (Wed – Wed) ...................................... Late Registration open for Session 7A
.............................................................................................. Late registration begins and Add/Drop reopens at 1:00 p.m. on 01/09/19
.............................................................................................. Both end at 11:59 p.m. 01/16/19
January 14 (Mon) .............................................................. Classes Begin for Session 7A
January 14 – 15 (Mon – Tues) ........................................ 100% Tuition Adjustment Period for Session 7A
January 16 (Wed) .............................................................. Late Registration and Add/Drop End at 11:59 p.m.
January 16 (Wed) .............................................................. 75% Tuition Adjustment Period for Session 7A
January 17 (Thurs) ............................................................... Late Registration Payment Deadline for Session 7A
.............................................................................................. 5:00 p.m. at Business Office or 11:59 p.m. online
January 17 (Thurs) .............................................................. Deadline to enroll in Installment Payment Plan
.............................................................................................. for Session 7A Late Registration 11:59 p.m. online
January 17 – 18 (Thurs – Fri) ........................................ 50% Tuition Adjustment Period for Session 7A
January 18 (Fri) .............................................................. Classes dropped for non-payment
January 21 (Mon) .............................................................. Martin Luther King, Jr. Holiday
January 19 – 22 (Sat – Tues) ........................................ 25% Tuition Adjustment for Session 7A
January 22 (Tues) .............................................................. Last Day to Drop Classes and Receive a Tuition Adjustment
January 22 (Tues) .............................................................. Instructors submit final Show/No Show Reports
January 23 (Wed) .............................................................. Classes dropped for non-attendance
January 23 (Wed) .............................................................. 7th Instructional Day/Reporting Day
February 8 (Fri) .............................................................. Midterm Grades Due
February 18 (Mon) .............................................................. Last Day to Withdraw from Classes in Session 7A
February 22 – March 1 (Fri – Fri) ...................................... Student Survey of Instruction
Mar 4 – 6 (Mon – Wed) ..................................................... Mardi Gras Holiday
March 7 (Thurs) .............................................................. Last Day of Classes for Session 7A
March 8 (Fri) .............................................................. Final Exams for Session 7A
March 11 (Mon) .............................................................. Grades due at Noon for Session 7A
2nd 7-Week Session (Session 7B)
March 12 – May 13, 2019

February 18 (Mon) ............................................ Registration for Session 7B begins at 8:00 a.m.
March 11 (Mon) .................................................. Registration for Session 7B ends at 11:59 p.m.
March 11 (Mon) .................................................. Payment Deadline for Session 7B
........................................................................ 5:00 p.m. at Business Office or 11:59 p.m. online
Note: No separate Installment Payment Plan is available for Session 7B

March 12 (Tues) ........................................................ Classes dropped for non-payment
March 12 – 14 (Tues – Thurs) .................................. Late Registration open for Session 7B
........................................................................ Late Registration begins and Add/Drop reopens at 1:00 p.m. on 03/12/2019
........................................................................ Both end at 11:59 p.m. on 03/14/2019
March 12 (Tues) ........................................................ Classes Begin for Session 7B
March 12 – March 13 (Tues - Wed) .......................100% Tuition Adjustment Period for Session 7B
March 14 (Thurs) .................................................... Late Registration and Add/Drop End at 11:59 p.m.
March 14 (Thurs) .................................................... 75% Tuition Adjustment Period for Session 7B
March 15 (Fri) ..................................................... Late Registration Payment Deadline for Session 7B
........................................................................ 5:00 p.m. at Business Office or 11:59 p.m. online
March 15 - 18 (Fri – Mon) ........................................ 50% Tuition Adjustment Period for Session 7B
March 18 (Mon) ..................................................... Classes dropped for non-payment
March 19 (Tues) ..................................................... 25% Tuition Adjustment Period for Session 7B
March 19 (Tues) ..................................................... Last Day to Drop Classes and Receive a Tuition Adjustment
March 19 (Tues) ..................................................... Instructors submit final Show/No Show Reports
March 20 (Wed) ..................................................... Classes dropped for non-attendance
March 20 (Wed) ..................................................... 7th Instructional Day/Reporting Day

Mid-March – Early May Community College Survey of Student Engagement
(Classes will be randomly selected by CCSSE to participate in the survey which takes approximately 45 minutes.)

April 8 (Mon) .......................................................... Midterm Grades Due
April 16 (Tues) ...................................................... Last Day to Withdraw from Classes in Session 7B
April 15 – 29 (Mon – Mon) ...................................... Student Survey of Instruction
April 19 – 26 (Fri – Mon) .......................................... Spring Break
May 9 (Thurs) ........................................................ Last Day of Classes for Session 7B
May 10 (Fri) .......................................................... Final Exams for Session 7B
May 13 (Mon) ........................................................ Grades due at Noon for Session 7B
Summer 2019 Session
June 3 – July 26, 2019

March 25 – 29 (Mon – Fri) ................................................................. Advising Days
April 1 (Mon) .................................................................................. Registration for Summer 2019 & Fall 2019 begins at 8:00 a.m.

March 25 – 29 (Mon – Fri) ................................................................. Summer Registration ends at 11:59 p.m. 05/28/19
April 1 (Mon) .................................................................................. Fall Registration ends at 11:59 p.m. 08/13/19
May 28 (Tues) .................................................................................. Registration for Summer 2019 ends at 11:59 p.m.

May 28 (Tues) .................................................................................. Payment Deadline for Summer 2019
May 28 (Tues) .................................................................................. Deadline to enroll in Installment Payment Plan
May 29 (Wed) .................................................................................. Classes dropped for non-payment
May 29 (Wed) .................................................................................. Late Registration open for Summer 2019
May 28 (Tues) .................................................................................. Late registration begins and Add/Drop reopens at 1:00 p.m. on 05/29/19

June 3 (Mon) .................................................................................. Classes Begin
June 3- 4 (Mon – Tues) ................................................................. 100% Tuition Adjustment Period
June 4 (Tues) .................................................................................. Late Registration and Add/Drop end at 11:59 p.m.
June 5 (Wed) .................................................................................. Late Registration Payment Deadline for Summer 2019

June 5 (Wed) .................................................................................. Deadline to enroll in Installment Payment Plan for

June 5 (Wed) .................................................................................. Summer 2019 Late Registration 11:59 p.m. online
June 5 (Wed) .................................................................................. 75% Tuition Adjustment Period
June 6 – 7 (Thurs – Fri) ................................................................. 50% Tuition Adjustment Period
June 6 (Thurs) .................................................................................. Classes dropped for non-payment
June 6 (Thurs) .................................................................................. Instructors submit final Show/No Show Reports

June 8 – 10 (Sat – Mon) ................................................................. 25% Tuition Adjustment Period
June 10 (Mon) .................................................................................. Classes dropped for non-attendance
June 10 (Mon) .................................................................................. Last Day to Drop Classes and Receive a Tuition Adjustment
June 11 (Tues) .................................................................................. 7th Instructional Day/Reporting Day
June 28 (Fri) .................................................................................. Midterm Grades Due
July 4 (Thurs) .................................................................................. July 4th Holiday
July 9 (Tues) .................................................................................. Last Day to Withdraw from the college or from Full-term Classes
July 15 – 19 (Mon – Fri) ................................................................. Student Survey of Instruction
July 23 (Tues) .................................................................................. Last Day of Classes
July 24 – 25 (Wed – Thurs) ................................................................. Final Exam Days
July 26 (Fri) .................................................................................. Summer Session Ends and Grades Due at Noon
July 26 (Fri) .................................................................................. Deadline for Removal of Incompletes from Spring Semester 2019
August 1 (Thurs) ................................................................................ Grades available on web for students
Summer First 4-Week Session 4A
June 3 – June 28, 2019

April 1 (Mon) ............................................................ Registration for Session 4A begins at 8:00 a.m.
May 28 (Tues) .......................................................... Session 4A Registration closes at 11:59 p.m.
May 28 (Tues) .......................................................... Payment Deadline for Session 4A
May 28 (Tues) .......................................................... Deadline to enroll in Installment Payment Plan
May 28 (Tues) .......................................................... for Session 4A Summer 2019
May 29 (Wed) .......................................................... Classes dropped for non-payment
May 29 - June 4 (Wed-Tues) ....................................... Late Registration open for Session 4A
May 29 (Wed) .......................................................... Late registration begins and Add/Drop reopens at 1:00 p.m. on 05/29/19
May 29 (Wed) .......................................................... Both end at 11:59 p.m. 06/04/19
June 3 (Mon) ............................................................. Classes Begin
June 4 (Tues) ............................................................. Late Registration Payment Deadline for Session 4A
June 3 – 4 (Mon - Tues) ............................................. 100% Tuition Adjustment Period
June 5 (Wed) ............................................................. Classes dropped for non-payment
June 5 (Wed) ............................................................. 75% Tuition Adjustment Period
June 6 – 7 (Thurs – Fri) ............................................... 50% Tuition Adjustment Period
June 8 – 10 (Sat – Mon) ............................................. 25% Tuition Adjustment Period
June 10 (Mon) ......................................................... Last Day to Drop Classes and Receive a Tuition Adjustment
June 10 (Thurs) ....................................................... Instructors submit final Show/No Show Reports
June 10 (Mon) .......................................................... Classes dropped for non-attendance
June 11 (Tues) .......................................................... 7th Instructional Day/Reporting Day
June 17 (Mon) .......................................................... Midterm Grades Due
June 18 – 25 (Tues – Tues) ....................................... Administration of Student Survey of Instruction
June 19 (Wed) ......................................................... Last Day to Withdraw from Session 4A
June 26 (Wed) .......................................................... Last Day of Classes
June 27 (Thurs) .......................................................... Final Exams for Session 4A
June 28 (Fri)) ........................................................... Session 4A Ends and Grades Due at Noon

23
Summer Second 4-Week Session 4B
July 1 – 26, 2019

April 1 (Mon) ........................................................ Registration for Session 4B begins at 8:00 a.m.
June 28 (Fri) ........................................................ Session 4B Registration closes at 11:59 p.m.
June 28 (Fri) .......................................................... Payment Deadline for Session 4B
........................................................................ 5:00 p.m. at Business Office or 11:59 p.m. online

Note: No separate Installment Payment Plan is available for Session 4B Summer 2019

July 1 (Mon) .......................................................... Classes dropped for non-payment
July 1-2 (Mon-Tues) ........................................ Late Registration open for Session 4B
........................................................................ Late registration begins and Add/Drop reopens at 1:00 p.m. on 07/01/2019
........................................................................ Both end at 11:59 p.m. 07/02/19
July 1 (Mon) .......................................................... Classes Begin
July 2 (Tues) ........................................................ Late Registration Payment Deadline for Session 4B
........................................................................ 5:00 p.m. at Business Office or 11:59 p.m. online
July 1-2 (Mon-Tues) ........................................ 100% Tuition Adjustment Period
July 3 (Wed) ........................................................ Classes dropped for non-payment
July 3 (Wed) ........................................................ 75% Tuition Adjustment Period
July 5 – 8 (Fri-Mon) .............................................. 50% Tuition Adjustment Period
July 9 (Tues) ........................................................ 25% Tuition Adjustment Period
July 9 (Tues) ....................................................... Last Day to Drop Classes and Receive a Tuition Adjustment
July 9 (Tues) ........................................................ Instructors submit final Show/No Show Reports
July 10 (Wed) ....................................................... Classes dropped for non-attendance
July 10 (Wed) ....................................................... 7th Instructional Day/Reporting Day
July 16 (Tues) ..................................................... Midterm Grades Due
July 17 – 24 (Wed – Wed) .............................. Administration of Student Survey of Instruction
July 16 (Thur) ..................................................... Last Day to Withdraw from Session 4B
July 24 (Wed) ..................................................... Last Day of Classes
July 25 (Thurs) ..................................................... Final Exams for Session 4B
July 26 (Fri)) ..................................................... Session 4B Ends and Grades Due at Noon
SOWELA Technical Community College subscribes to the open door mission of the community and technical colleges in Louisiana. The open door policy applies to admission to SOWELA programs which do not have restricted admissions. Procedures for admissions to restricted programs are available upon request. Applicants are encouraged to complete admissions procedures at least thirty days prior to registration. Early application is important since some program enrollments may be limited. There is no application fee. Applications may be submitted by visiting the College website (www.sowela.edu). SOWELA accepts applications throughout the year.

GENERAL ADMISSIONS REQUIREMENTS

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

1. A completed online 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. 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

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, meningitis, tetanus and diphtheria as a condition of enrollment. Students will not be allowed to complete the registration process until they have satisfied the immunization requirement. A waiver may be signed by the student, however, in the event of an outbreak of measles, mumps, rubella, tetanus, or diphtheria on campus, the college will require the students who are not immunized to stop attending classes until the outbreak is over or until they submit proof of adequate immunization.

4. Official college transcripts are not required to become fully admitted to the college; however, students who wish to transfer credit from previously attended colleges should submit official transcripts 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.

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 of Nursing and the Practical Nursing program.

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.

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).

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 diploma program and have been accepted, students may update their major to Practical Nursing.

ADMISSION TO THE RN PROGRAM
Students interested in applying for the RN program must meet the admission requirements.

ADMISSION TO THE SURGICAL TECHNOLOGY PROGRAM
Students interested in applying for the Surgical Technology AAS program must meet the admission requirements. Admittance to the program is competitive and based on cumulative GPA of all college transcripts submitted/classes taken. Enrollment in the college DOES NOT guarantee admission into the program.

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 online admissions 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 Enrollment Services One Stop Center:
   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. To receive credit, transfer students must submit official transcripts to the Enrollment Services One Stop Center.

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 requirements in the catalog in which they enroll. If the enrolling student has attended another university/college during the lapsed period, a transcript from that institution is required. Students applying for readmission are subject to the most current fees.

**ADMISSION TO SENIOR TECHNICAL EDUCATION PROGRAM AT SOWELA (STEPS)**

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

- Graduating senior pursuing a school-approved diploma (Career, LA Core 4, or Basic Core)
- Maximum of four (4) 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 high school graduation.
- STEPS students are able to enroll in any SOWELA diploma/degree plan.

Tuition is assessed at a rate of $45 per credit hour with a maximum course load of 15 hours per semester (fall/spring) for high school seniors who meet the STEPS admission requirements and choose to attend SOWELA during their senior year of high school. It is the responsibility of the student to purchase textbooks and/or any software or access codes required for each course.

For additional information, contact the counselor at participating high schools or phone the STEPS office at (337) 421-6983.

**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 or 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 or ACCUPLACER exam.

- Students must pay course tuition, book costs, and fees.

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

ADMISSION OF NON-MATRICULATING STUDENTS

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

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

DUAL ENROLLMENT

Dual Enrollment is a program that allows a high school student to enroll in a college level course for which dual credit (both college and high school credit) is earned on the student’s secondary and postsecondary academic record. Eligible high school and SOWELA Courses are listed on the Dual Enrollment Matrix which is included as part of the application to the Dual Enrollment program. The credits that students earn will be applicable toward high school graduation and acceptable toward a college 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.

It is important to note some dual enrollment courses may require college level scores on a college entrance exam. Additionally, some courses require pre-requisite course work to be completed prior to taking a particular class. For guidelines, please consult your Guidance Counselor or 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 records. 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 may be applicable toward high school graduation and acceptable toward a college 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
• 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 Transitions Coordinator at (337) 421-6983.

ONLINE ORIENTATION

Upon completion of the application for admissions SOWELA new students will be referred to online orientation as part of the overall new student orientation process. For additional information regarding online orientation please contact the Office of 1st Year Experience at 337-421-6967 or email orientation@sowela.edu.

All new students are required to participate in the online orientation session designed to assist in adjusting to college life. Orientation is available 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 adviser will assist the students with curriculum advisement during advising days.
SOWELA PLACEMENT TEST

Any student who does not have valid ACT or SAT scores should 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.

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 academic school as not requiring a prerequisite.

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, check, or money order at the Enrollment Services One Stop Center 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 (College Code 6808). Additional information may be obtained from the Enrollment Services One Stop Center.

College Level Examination Program (CLEP)

SOWELA not only accepts CLEP scores, but now offers CLEP testing. Go to the SOWELA website at https://www.sowela.edu/student-life/1st-year-experience/ and click on Testing. There you will find the link to the CLEP test, click on “schedule a test.”

Students who have taken the College Level Examination (CLEP), may be eligible to receive credit at SOWELA. Students who plan to enroll at SOWELA should have their (CLEP) exam scores sent by mail to the Enrollment Services One Stop Center (College Code 5048).

TUITION AND FEE SCHEDULE

(Starts on the next page)
SOWELA Technical Community College

TUITION AND FEE SCHEDULE

Note: The table below reflects the estimated rates for 2018-2019 and are subject to change without notice.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Board Assessed Fees</th>
<th>Student Assessed Fees</th>
<th>Misc Fee</th>
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</table>

*If enrolled in 16 credit hours or more of campus courses, the Excess Credit Hour Fee is assessed at $150.96 per credit hour.

ONLINE OVER 12 CREDIT HOURS TUITION SCHEDULE

**If enrolled in one or more web courses that result in total credit hours being greater than 12, ADD the online tuition and fees on this schedule to the campus tuition and fees on the schedule above. $40 Online Registration Fee applicable.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Tuition</th>
</tr>
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<tbody>
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### NONRESIDENT TUITION SCHEDULE

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
<th>Total Resident Tuition &amp; Fees Due</th>
<th>Add’l Non-resident Tuition</th>
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**ESTIMATE TUITION**

- **Campus Tuition & Fees:**
- **Online Tuition & Fees:** (If total hours are greater than 12)
- **Online Registration Fees:** (If enrolled in 1 or more web courses)
- **Lab Fees:** (If Applicable)
- **Nonresident Tuition:** (If Applicable)

**Total:**

---

**ONLINE ONLY TUITION SCHEDULE**

*(Students Taking ONLY Online Courses, No Campus Courses)  ***$40 Online Registration Fee Applicable.*

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<thead>
<tr>
<th>Credit Hrs.</th>
<th>Resident Tuition</th>
<th>Grad Act Adjustment</th>
<th>Total Tuition</th>
<th>Excise Credit Hr Fee</th>
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<th>Student Services Fee</th>
<th>Academic Excellence Fee</th>
<th>Enterprise Planning Fee</th>
<th>Building Use Fee</th>
<th>Technology Fee</th>
<th>Student Activity Fee</th>
<th>SGA Fee</th>
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Course specific lab and other fees vary by department and term and are not included in the above rates.
OTHER FEES

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

Excess Credit Hour Fee

Effective Fall 2016, the Board of Supervisors of the LCTCS approved a fee to be assessed on all student credit hours taken by a student that are 1) over 15 credit hours in a fall or spring semester, 2) over 12 credit hours in a summer session, and 3) over an equivalent number of hours in a non-traditional semester/session. The fee is set at $150.96 for each excess credit hour.

Operational Fee

Effective Fall 2004, State of Louisiana Legislator’s and LCTCS approved an operational fee to be assessed at all state colleges and universities. The operational fee will cover State mandated operational expenses such as risk management, audit fees, etc. The operational fee is $3 per credit hour (Maximum $36 per enrollment period).

Student Services Fee

Effective Fall 2011, the Board of Supervisors of the LCTCS approved a Student Service Fee to be assessed at all LCTCS colleges. This covers fees for student services such as registration, financial aid, graduation, etc. The Student Service Fee is currently $7 per credit hour.

Academic Excellence Fee

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

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 Legislator’s and LCTCS approved a building use fee to be assessed at all state colleges and universities. The building use fee will be used to construct, acquire, repair, maintain, operate, or improve the facilities and physical infrastructure of the college. 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
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 Enrollment Services One Stop Center in Lake Charles, in the Front office in Jennings at the Morgan Smith Site or the Front office in Oakdale at the Oakdale Site. 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

SOWELA Technical Community College - Morgan Smith
P. O. Box 1327
Jennings, LA 70546

SOWELA Technical Community College - Oakdale
117 Highway 1152
Oakdale, LA 71463

Payment Methods Accepted through our Online Payment Gateway

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

RETURNED CHECKS
All returned checks and/or credit card charge backs due to insufficient funds, unauthorized use, cancelled card or fraud will be assessed a $25 fee on the 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 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:

- Fall 2018 Final Payment is Due by November 15, 2018 at midnight.
- Spring 2019 Final Payment is Due by April 15, 2019 at midnight.
- Summer 2019 Final Payment is Due by July 15, 2019 at midnight.

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 procedures for SOWELA Technical Community College are 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 three instructional days (Add/Drop Period) of the fall and spring semester and the first two instructional days for the summer semester and mini-semesters.
- A 75% Tuition Adjustment of Tuition and any excess credit hour fees will be made to students who resign from all classes or drops a course(s) after the 3rd instructional day through the 6th instructional day of the fall and spring semester and on the 3rd instructional days for the summer semester and mini-semesters.
- A 50% Tuition Adjustment of Tuition and any excess credit hour fees will be made to students who resign from all classes or drops a course(s) after the 6th instructional day through the 9th instructional day of the semester for the fall and spring semester and on the 4th instructional day through the 5th instructional day of
the semester for the summer semester and mini-semesters.

- A 25% Tuition Adjustment of Tuition and any excess credit hour fees 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 on 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 assessed 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.

### Tuition Adjustment Schedule

<table>
<thead>
<tr>
<th>Fall 2018 Students who resign or drop a course(s)</th>
<th>Spring 2019 Students who resign or drop a course(s)</th>
<th>Summer 2019 Students who resign or drop a course(s)</th>
<th>The percent of fees refunded will be:</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 9/6/2018</td>
<td>After 1/31/2019</td>
<td>After 6/10/2019</td>
<td>There is no adjustment of fees for resigning from all courses or dropping a course(s)</td>
</tr>
</tbody>
</table>

(These dates are subject to change at any time.)
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 or 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 another 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 constitutes 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.

BANKMOBILE VIBE DISBURSEMENTS

SOWELA has partnered with BankMobile Vibe Disbursements who will provide Refund Management 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 BankMobile Vibe account. You then will be given the option to have your financial aid and tuition refunds disbursed via your BankMobile Vibe account or deposited to another account of your choosing. We are very excited about this opportunity to provide students with faster choices on how they receive their refund.

Once you have received your Refund Selection Kit, you will need to do the following:

1. Visit Refundselection.com
2. Enter your Personal Code
3. Select how you would like to receive your refund

If you have never received information in regards to BankMobile Vibe Refunds, please contact Enrollment Services OneStop Center to request an account.

To learn more about BankMobile Vibe Disbursements, visit bankmobilevibe.com

Even if you do not anticipate a tuition or financial aid refund, activation is required.

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. 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 in to their FAFSA by using the IRS Data Retrieval function.

2. Once SOWELA receives your FAFSA, we will send you an email regarding any follow up paperwork that is needed to determine your eligibility. The U.S. Department of Education randomly selects a percentage of FAFSAs for a process called verification. Verification is a process where the FAFSA is audited with the student’s and parents’ financial and household information. Inceptia is the company that SOWELA has chosen to complete verification for our students. If you are selected for verification, you will be contacted via email by Inceptia. The verification process is 100% online. If you need assistance, you can reach Inceptia on Mondays from 8:00 a.m. – 8:30 p.m. CST and Tuesday through Friday from 8:00 a.m. – 7:00 p.m. CST at (888) 374-8427 or by email at VGCS@inceptia.org. In addition, feel free to stop by our One Stop Center located in the Sycamore Student Center on SOWELA’s campus.

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 statement:

**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

The United States Department of Education mandates that students maintain satisfactory academic progress (SAP) toward completion of their degrees within a reasonable period of time to be eligible for Title IV financial aid programs, including Pell, Federal SEOG, Federal Work Study, and Federal Direct Student Loans. As such, federal guidelines require that each institution establish a satisfactory academic progress (SAP) policy that includes a quantitative component, a qualitative component and a time frame; and that such policy be at least as strict as the policy the institution applies to a student who is not receiving Title IV assistance. The policy must also explain how a student can regain financial aid eligibility after having it revoked, through an appeal procedure or otherwise. Students must be made aware of the applicable SAP policy when aid is awarded.

To monitor the satisfactory academic progress (SAP) of students applying for or receiving Title IV funds, all colleges comprising the Louisiana Community and Technical College System (LCTCS) will use the following measures, effective with the SAP evaluations occurring at the end the spring 2018 semester:

1. Grade point average- Achieving and maintaining at least a 2.00 grade point average
2. Pace of progression- Passing a required number of hours (67% of all hours attempted)
3. Maximum timeframe- Total overall hours must not exceed 150% of the published length of a student’s degree program.

In addition, effective with the SAP evaluations occurring at the end of the spring 2018 semester, all LCTCS colleges will evaluate satisfactory academic progress for all students at the end of each payment period and communicate with students in writing, via email, applying for or receiving Title IV funds. A payment period is the period of enrollment established by a college for which tuition and fees are charged and financial aid is disbursed.

All calculations will be based upon the cumulative academic record as transcribed by the college at the time of SAP evaluation.

**Qualitative Standard/Cumulative GPA**

The qualitative standard is the student’s cumulative grade point average (GPA). The qualitative standard requires that a student achieve no less than a cumulative GPA of 2.00 at the end of each payment period. The cumulative academic record as transcribed by the college (including grades received at the college as well as transfer grades transcribed by the institution for attempted coursework) will be included in the cumulative GPA calculation. A student’s cumulative grade point average will be calculated based upon all courses on the student’s transcript- passed, failed, courses from which the student withdrew (officially or unofficially), repeated, and non-credit remedial/developmental coursework. The cumulative GPA calculation will not be rounded.

**Quantitative Standard /Pace of Progression**

In calculating the quantitative standard, the college will measure the “pace” at which the student is progressing. This is calculated by dividing the cumulative hours completed by the total cumulative hours attempted then rounding,

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if necessary, to the nearest whole number (e.g. 0.667 would be rounded to 67%). All students not on an academic plan (see below) must pass 67 percent of all overall hours attempted. All courses passed, all courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, course for which the student received an incomplete, and non-credit remedial/developmental coursework will be considered in the calculation, even if the student did not receive financial aid.

**Maximum Allowable Attempted Hours**

Students may receive financial aid if they have attempted no more than 150% of the hours required to complete their program of study. The maximum timeframe will be calculated by multiplying the total number of hours required for a given program of study by 1.50. For example, if 60 credit hours are required to complete the program, the maximum allowable attempted hours for the degree is 90 (60 hours x 1.50 = 90).

For both native and transfer students, hours attempted includes all hours pursued, received, withdrawn, and failed. All of these hours are counted as attempted even if the student did not receive federal financial aid. All calculations will be based upon the cumulative academic record as transcribed by the college at the time of SAP evaluation.

**Other Factors Which May Impact a SAP Determination**

*I* Grades

*I* (incomplete) grades could have an adverse effect on the student’s ability to maintain satisfactory academic progress. An *I* grade will be considered “attempted,” but will not be considered to have been “completed.” It is the student’s responsibility to inform the Financial Aid Office if an *I* grade changes during a payment period. If the change of the grade will affect the student’s financial aid eligibility, the Financial Aid Office will perform a recalculation of aid eligibility during the payment period. Otherwise, the change of grade will not be factored into the cumulative pace rate until the next SAP evaluation.

**Transitional/Remedial Courses**

The maximum number of hours that a student may receive Title IV federal aid for transitional courses is 30 hours. For SAP purposes, development courses will count as attempted hours, completed hours, and grades received, even if federal financial aid is not received for these courses.

**Withdrawals**

*W* (withdrawn) grades could have an adverse effect on the student’s ability to maintain satisfactory academic progress. A *W* grade will be considered “attempted,” but will not be considered to have been “completed.”

**Academic Renewal**

Academic renewal does not affect or alter the student’s financial aid records for purposes of determining financial aid eligibility. All hours attempted and grades received will continue to be counted for purposes of federal financial aid and satisfactory academic progress.

**Transfer Students**

Transfer students are required to meet the same standards as native students in order to receive federal financial aid. All transfer students shall initially be coded “TRANS” until the end of the first payment period when they are evaluated for SAP. At the time of the SAP evaluation only transfer credits transcribed by the college will be counted (as both attempted and completed hours) in the cumulative GPA, pace of progression, and maximum allowable hours components of the SAP determination.
Frist-time Freshmen

All first-time freshmen are considered to be meeting SAP upon enrollment. For SAP purposes, students with no prior post-secondary experience who are enrolling for the first time at the undergraduate level are first-time freshmen. Prior post-secondary experience does NOT include (1) credit received before earning a high school diploma (or equivalent), (2) credit received for completing tests or assessments, or (3) credit for life experience or military service. However, credit received prior to earning a high school diploma (or equivalent), credit received as the result of completing any tests or assessments, or credit for life experience or military service – that is transcribed by the college will be considered starting with the SAP calculation performed at the conclusion of the first payment period following enrollment as a first-time freshman.

Repeated Courses

A student who has received a failing grade in a required course at the college may repeat the course, pursuant to the college’s policy on repeating courses. For the purposes of SAP, required courses that are failed and repeated multiple times will count toward a student’s hours attempted, hours completed, and grades received. Also pursuant to federal regulations, a student may only receive federal financial aid for one repetition (repeat) of any previously passed course. All repeated courses will be included in the total attempted hours for SAP evaluation.

Change of Major

Students who change their major are still expected to complete the coursework for the new major within the maximum allowable hours. All attempted hours from a prior major will be included in the total attempted hours. If a change in major results in a student not meeting SAP, the student may submit a SAP appeal that, if granted, will allow the student to continue receiving aid while under an academic plan.

Second Degree

A student who completes his/her degree then pursues a second degree at the same level (i.e. a student with an Associate’s Degree who begins a new program to earn a second Associate’s Degree) is still expected to complete the coursework for the second degree within the maximum allowable hours. All attempted hours from the previous degree at the same level will be included in the total attempted hours. If pursuing a second degree at the same level results in a student not meeting SAP, the student may submit a SAP appeal that, if granted, will allow the student to continue receiving aid while under an academic plan.

Pass/Non-Pass Grades

Pass/Non-pass grades will not impact the cumulative GPA component of a SAP determination. However, they will be included in the pace of progression and maximum allowable hours components.

Re-Establishing Eligibility

A student who is not making satisfactory academic progress may choose not to submit an appeal. If this is the case, the student will not be eligible to receive federal financial aid until he or she is in compliance with all components of the SAP policy. Not enrolling in college for a period of time then re-enrolling will not bring the student into compliance with the SAP policy. The student will need to attend classes without federal financial aid at his/her own expense until he/she is once again in compliance with the policy. This may take several payment periods to accomplish, but it will be the responsibility of the student to improve his/her academic performance during this time. A student may request his/her academic record be reviewed by the Financial Aid Office. If the student is found to be in com-
compliance, eligibility for federal financial aid can be re-established.

**The SAP Review Process**

Satisfactory academic progress will be reviewed at the end of each payment period by the college’s Financial Aid Department for all students, and students who received aid the previous semester (payment period) will be notified of their updated status, in writing, via email.

**Status Codes**

All LCTCS colleges will use the following codes to comply with this policy:

1. **NEW** - student is attending college for the first time, this includes students who received credit (1) before earning a high school diploma (or equivalent), (2) for completing tests or assessments, or (3) for life experience or military service

2. **TRANS** - student is enrolling in the college for the first time and has previously attended another postsecondary institution.

3. **GOOD** - student meets all three standards and is eligible to receive federal financial aid

4. **WARN** - student failed to meet at least one of the standards at the end of the previous payment period and the student was in “good” or “new” standing during that previous payment period

5. **APLAN** – student failed to meet SAP, was granted an appeal, is placed on an Academic Plan

6. **BAD** - student is not meeting SAP and is not eligible to receive federal financial aid for the next payment period of enrollment

**Communications**

LCTCS colleges have the autonomy to develop BANNER user defined fields that can be utilized to customize communications to students regarding SAP status and the SAP appeal process.

**Appeals**

Students who do not meet SAP standards have the right to submit an appeal to the college’s Financial Aid Appeals Committee. Appeals must be submitted by the college’s established deadlines, which should be published on the college’s website. Appeals are typically based upon mitigating circumstances such as prolonged illness, accidents that required hospitalization of the student or a close family member, death of an immediate family member, or other extreme documented incidents. All appeals must include documentation that: (1) substantiates claims being made in the appeal and (2) demonstrates a change in current circumstances, making academic success likely if the appeal is granted. Appeals can only be made once per payment period.

If an appeal is approved, the student will be placed on an Academic Plan. The student will then be evaluated at the end of each payment period based on that plan.

SAP appeal decisions are final and cannot be overridden. If an appeal is denied, the student is not eligible for federal aid and must attend at their own expense until (1) the student meets the academic standards as outlined in the SAP policy or (2) the student successfully appeals and is approved to be placed on an academic plan in a future payment period.

**Academic Plan**

An Academic Plan is specifically designed for a student who does not meet at least one of the standards at the end of the previous payment period and who’s Financial Aid Appeal has been granted. The requirements within the Academic Plan must be met to regain eligibility. Students will need to meet the standards of the Academic Plan each payment period until meeting the SAP
standards. Not enrolling in college for a period of time then re-enrolling will not bring the student into compliance with the SAP policy, and may require the student’s academic plan to be re-adjusted.

At minimum, the Academic Plan will require that the student do the following:

1. Earn a GPA of 2.25 each payment period
2. Pass 75 percent of all hours attempted each payment period

Progress will be evaluated at the end of each semester for students who are following an academic plan. Students will remain on a plan until they attain the universally applicable SAP requirements.

To read the policy in its entirety, it may be found at https://www.sowela.edu/about/policies/.

HOW TO SUBMIT A FINANCIAL AID APPEAL

Students who do not meet Satisfactory Academic Progress (SAP) standards may have the right to appeal to the Financial Aid Office. These appeals must be 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 extenuating personal circumstances.

The student must provide the following in order to appeal:

1. Complete a Financial Aid Appeal Form.
2. Submit a typed letter that includes all of the following:
   a. Why the student failed to make satisfactory academic progress.
   b. Why the student is appealing. (Example: not meeting a 2.0 GPA or 67 percent completion rate.)
   c. What types of mitigating circumstances existed and documentation of the situation.
   d. What has changed in the student’s situation that will allow the student to demonstrate progress at the next SAP evaluation?

Appeal Decisions

The financial aid appeals committee will review all appeals and make a decision on whether or not the student can remain eligible to receive financial aid. All decisions will be logged on to the student’s LOLA account. Possible outcomes include:

Appeal Granted but with an Academic Plan:

The student will be notified of this decision via LoLA. The student should obtain a degree audit from their advisor then visit the One Stop Center so that an academic plan can be created by a financial aid counselor. The student will sign the plan and will have to adhere to it each semester until reaching the universal SAP requirements. Failure to adhere to the academic plan will result in a loss of financial aid eligibility.

Denied

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

TREATMENT OF TITLE IV FUNDS
(REVISED JUNE 2016)
(PELL GRANT, SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG))

• WHEN A STUDENT WITHDRAWS
• STOPS ATTENDING CLASS
• IS SUSPENDED
• TAKES AN UNAPPROVED LEAVE OF ABSENCE (UNOFFICIAL WITHDRAW)
• DOES NOT ATTEND ALL SCHEDULED CLASSES
• DOES NOT COMPLETE ALL MODULES (MINI-SESSIONS) IN WHICH THE STUDENT IS ENROLLED

ATTENTION FINANCIAL AID RECIPIENTS

Class enrollment and attendance should be taken seriously, it is important to know and understand your class schedule and it is your responsibility to attend class. SOWELA faculty are not required to keep attendance records, unless required by an outside entity such as required for Practical Nursing and Aviation Maintenance programs. If you must resign from SOWELA you must do so officially by logging in to your LOLA account and withdrawing from your classes. Please note, currently SOWELA does not have an approved leave of absence policy /program. This policy will apply to any student who receives Title IV aid: Federal Pell Grant, Supplemental Education Opportunity Grant (SEOG).

RETURN OF TITLE IV FUNDS

SOWELA uses the payment period for the calculation of the Return of Title IV funds formula. The payment period is the semester in which the student receives Title IV funds. If a student, who is disbursed Title IV funds, 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. This percentage is determined by taking the number of days in the semester completed divided by total number of days in the semester (excluding breaks of 5 or more days).

Determining Students Withdrawal Date

If a recipient of Title IV funds withdraws from school after beginning attendance, the amount of Title IV aid earned by the student must be determined. 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 a withdrawal date from classes and calculating the percentage of the enrollment period for which the student did not complete. For students who stop attending class prior to the college census date (14th class date), the last date of class attendance will be used as the withdrawal date in the calculation. If a student stops attending class officially after the college census date, the date that the student begins the withdrawal process will be used to calculate how much aid was earned for the semester. If a student stops attending class unofficially after the college census date, the midpoint semester date or if available the last date of student participation in an academically related activity may be used as a withdrawal date to calculate how much aid was earned for the semester. In a program required to take attendance by an outside entity, the last date of class attendance will be used as the withdrawal date. Scheduled breaks of five or more consecutive days are excluded from the enrollment period used in the calculation. 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. If aid disbursed is less than aid earned, the student may be due a post-withdrawal disbursement.

Official/Unofficial Withdrawals

Failure to attend class or failure to resign
properly could cause the student to receive a letter grade of “F” in one or more courses. In this case, when the student ceases attendance prior to the end of the scheduled enrollment period, the student would still be subject to the return of funds policy once the withdrawal date is established. Merely discontinuing class attendance is not considered to be a formal resignation from the college. For unofficial withdrawals, the withdrawal date is defined as either the midpoint of the semester or the last documented date of attendance of an academically-related activity, (as defined by federal regulations.) If a student fails to ever begin attending a class, the award amount may need to be recalculated.

Through the return of Title IV funds calculation, there are funds that the school is responsible for returning and funds that the student is responsible for returning. The school’s returns are the lesser amount of the aid disbursed minus the aid earned OR the institutional charges multiplied by the percentage of the payment period that was not completed. The amount of unearned funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds received or were scheduled to receive. The student will be notified of the amount of money that must be repaid due to unearned funds within 30 days of the date SOWELA determines the student withdrew.

Withdrawing from modules can be a partial or a complete withdrawal. Modules (mini-sessions) are any class that in a program that does not span the entire length of the semester. A student enrolled in modules is considered withdrawn if the student does not complete all of the days in the module or modules that the student was enrolled to complete. If a student withdraws from a course in a later module prior to the last day of a previous module that student is not considered as withdrawn based on not attending the later module. However, dependent upon the time of withdrawal from a later module, a recalculation of aid based on the change in enrollment status may be required. If the student provides written notice to the Financial Aid Office at the time of the withdrawal from a current module that s/he plans to attend a later module in the same semester, s/he is not considered a withdrawal. If the student does not provide that written confirmation, the return of Title IV funds calculation of aid will be completed. However, if the student does return in a later module in the same payment period, regardless of whether prior written confirmation was received, the R2T4 process will be reversed and the student will be awarded only the funds s/he is eligible to receive at the time of the return.

In the event of official resignation, SOWELA’s 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/refunded 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.

Post-Withdrawal Disbursements

A post-withdrawal disbursement will be made to an eligible student who withdraws from the college but has not yet received a Title IV aid disbursement. These disbursements will be made in accordance with federal regulations. If a student is due a post-withdrawal disbursement, the disbursement must be made within 90 days of the institution’s determination that the student withdrew. Eligible post-withdrawal disbursements will be credited to the student’s account and applied towards outstanding current semester charges.
Institutional Charges

SOWELA defines institutional charges as tuition, fees, and books. These are the amounts that were initially assessed the student before any institutional refund was applied. These charges include tuition and required fees, including required program and course fees, as stated in the SOWELA catalog. If a student wishes to participate in the SOWELA book allowance electronic process, books must be purchased at the SOWELA bookstore online or on campus at posted times throughout the year/semester.

SOWELA’S Institutional Tuition Adjustment Policy

SOWELA’s tuition adjustment policy is stated in the SOWELA college catalog. If a student is due a refund based on the tuition adjustment policy, that refund will be applied first to the student’s portion of return of Title IV funds. Next refunds remaining will be applied toward the school’s portion of return of Title IV funds. If any portion remains after applying toward the return of Title IV funds, it will be used to pay any balances owed to SOWELA and lastly funds remaining would be refunded to the student.

Earned Aid

The student has not earned 100% of their financial aid until she/he has attended more than 60% of the term. If a student officially or unofficially withdraws on or before the 60% point of the semester the student has not earned a portion of the aid that was disbursed. The percentage of earned aid is determined by taking the number of days completed divided by the total number of days in the term (excluding breaks of 5 or more days).

Unearned Aid

The student is required to pay SOWELA any unearned aid they have received. The financial aid office will email the student a notification of change in eligibility. SOWELA will return all funds required by the school and those funds to be returned on behalf of the student.

Return Of Unearned Aid

Once the determination (see calculation example below) is made for earned/unearned percentage of aid, the next step is to calculate the percentage of aid in dollar amounts. This is completed by taking the percentage of unearned aid and multiplying by total aid disbursed; this will give you the amount of unearned aid.

Return Of Title IV Formula In Detail

1. Determine the amount of Title IV Aid received by the student. This includes aid that has been disbursed and aid that could have been disbursed. “Aid that could have been disbursed” is defined as aid for which the student was eligible to receive at the time of withdrawal. Late disbursement rules apply to “aid that could have been disbursed.”

2. Determine percentage of aid earned (Percentages are rounded to three decimal places. For example, .4486 would be .449 or 44.9%)

This requires several steps:

a. Determine student’s withdrawal date. (SOWELA is NOT required to take attendance) For official withdrawals, the withdrawal date is the date the student began the withdrawal process (as noted on the “Request for Resignation” form) or otherwise provided official notification of intent to withdraw. The official withdrawal process is stated in the class bulletin each semester.

For unofficial withdrawals, the withdrawal date is either the midpoint of the semester, or the last date of attendance at an academically-related activity as documented by the school. In
either case mentioned above, SOWELA may use the last date of attendance at an academically-related activity, as documented by the school. This date may be earlier or later than the dates listed above. In any program required to take attendance by an outside entity, the last date of class attendance will be used as the withdrawal date. In addition, instructors take attendance prior to the College census date and a last date of attendance at an academically-related activity will be used if a student withdraws during this period.

**b. Determine the percentage of payment period (semester) completed.** Divide the number of days completed by the number of days in the semester. This percentage is the percentage of payment period (semester) completed and the percentage of Title IV aid earned for the semester. For example, if the semester consisted of 103 days, and the student attended for 43 days, he completed 41.7% of the semester; therefore, he earned 41.7% of his Title IV aid.

Note- Weekends will be included; breaks of 5 or more consecutive days are excluded from the payment period.

**3. Determine the amount of aid earned by the student.** Determine the amount of Title IV aid that was disbursed and that could have been disbursed as of the withdrawal date. Multiply the percentage from step 2B (earned aid) by this amount. The amount that could have been disbursed includes late disbursements for which the student qualifies. Example: 41.7% × $2000 = $834.

**4. Compare the amount earned to the amount disbursed.** If earned aid exceeds disbursed aid, a post-withdrawal late disbursement is due the student. If disbursed aid exceeds earned aid, funds must be returned to the Title IV programs. ($2000 disbursed, $834.00 earned)

**5. Determine if the student is due post-withdrawal disbursement or if Title IV aid must be returned.** Subtract the Title IV aid actually disbursed from the amount of Title IV aid earned. If aid disbursed is greater than aid earned, funds must be returned to the Title IV programs. If aid disbursed is less than aid earned, the student may be due a post-withdrawal disbursement.

**A. Title IV funds to be returned to Title IV programs** the school and the student may be required to return unearned Title IV funds to the Title IV programs. Amounts to be returned by the school may be rounded to the nearest dollar.

1. **Amount due from school (may be rounded to the nearest dollar):**
   a. Determine the amount of institutional charges the student incurred for the current semester.
   b. Multiply the unearned aid percentage by the amount of institutional charges.
   c. School is responsible for returning the lesser of the two amounts.
      - The amount of Title IV funds that the student does not earn; or
      - The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned. The percentage of unearned Title IV funds is determined by subtracting the percentage of the payment period completed from 100%.
   d. School must return funds as soon as possible but no later than 45 days after the date the institution determines the student withdrew.
   e. If SOWELA is required to use institutional funds to pay the school’s portion of Return of Title IV funds, SOWELA will set up an “accounts receivable” for the student’s account. The student will then owe a debt to SOWELA to reimburse SOWELA for the amount SOWELA was required to return to the Title IV programs due to.
2. Amount due from student

a. Subtract amount due from school (from above) from the amount of Title IV aid to be returned (from step 5). Student is responsible for returning this amount.

b. Amounts to be returned to grant programs are limited to the amount by which the original grant overpayment exceeds half of the total Title IV grant funds disbursed or could have been disbursed to the student.

c. SOWELA must notify student of repayment obligation within 30 days of the date SOWELA determines that student withdrew.

d. Student must repay grant overpayment to SOWELA within 45 days of notification of overpayment. Grant overpayments not paid to SOWELA within 45 days will be reported to the Department of Education and the student will be ineligible for future Title IV aid until the overpayment is resolved or repayment arrangements are made with the Department of Education.

**These same policy guidelines will be applied towards students who receive funding through the Military Tuition Assistance Program.**

**TYPES OF AID AVAILABLE:**

**Federal Pell Grant**

The Federal Pell Grant is considered gift-aid that does not have to be repaid, unless students who receive the aid never begin attendance or withdraw from school and owe a refund. The amount they receive depends on their financial need, the cost of attendance, and their enrollment status. Students must complete the FAFSA (Free Application for Federal Student Aid). The Pell Grant award is based upon their EFC and enrollment status. The Pell Grant award is based solely on financial need.

**FSEOG Grant**

The FSEOG Program provides need-based grants to help low-income undergraduate students finance the costs of postsecondary education. Priority is given to those students with exceptional need. 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 enrolled 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 Students (TOPS) scholarship is awarded to graduating Louisiana high school seniors who have met certain academic requirements and have filed a Free Application for Federal Student Aid (FAFSA). The TOPS scholarship will be funded at an amount based on state of Louisiana appropriations. It does not cover the cost of books, supplies, and fees. TOPS recipients must enroll in an eligible school, as full-time students, within one year after graduation from high school. To maintain eligibility, completion of 24 credit hours during the fall and spring semesters, with a minimum overall GPA of 2.5, and yearly submission of the FAFSA are required. Students who qualify for a TOPS
Technical scholarship cannot receive their award while enrolled in the General Studies, Louisiana Transfer Degree, or Associate of Science in Nursing programs. TOPS Technical eligible students can receive the scholarship for a maximum of two academic years, assuming the state has made appropriations for the award. For more information, please contact your high school counselor or the Louisiana Office of Student Financial Assistance (800) 259-5626, ext: 1012.

Federal Work-Study Program

The Federal Work-Study Program (FWS) is an award from federal funds that allows a student to earn money to meet educational expenses. Students must have financial need to be awarded work-study. This program encourages community 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 application process online at www.gibill.va.gov or through the local Veteran’s Affairs Office located at 1000 Ryan Street, Lake Charles, LA 70601 or by phone: (337) 491-2309.

Verification of enrollment for students is completed electronically by the Enrollment Services One Stop Center after the application process 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 Veteran 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. Students must be pursuing a degree seeking program and must remain in good academic standing.

Scholarships

A number of SOWELA Foundation and institutional scholarships are available due to the generosity of local donors and supporters of SOWELA. A scholarship application may be completed online at https://www.sowela.edu/admissions/financial_aid/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 Services

Individuals with physical or mental disability for which the individual constitutes or results in a substantial impediment to employment may qualify for assistance through Louisiana Rehabilitation Services. Students wishing to apply under this program should contact the local Louisiana Rehabilitation Services Office 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 assists adults, dislocated workers, and youth (ages 14 – 21) by providing job training, education, and employment services. Interested individuals must participate in a three-step process (Core, Intensive, and Training), after which eligibility is determined by the WIOA office. Services are subject to availability, but may include tuition,
books, supplies, child care, transportation, etc. For more information contact the Calcasieu Workforce 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. Adult Student, Continuing Student, and First-Time Freshmen Tuition Waivers provide tuition exemptions to eligible students. Students must complete an application with supporting documentation requested and meet all the criteria for a review of eligibility. Applications and criteria can be found on the college website at https://www.sowela.edu/admissions/financial_aid/financial-aid-forms/.
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 Compliance Officer at compliancecofficeofficer@sowela.edu, 337-421-6565 or 800-256-0483.

STUDENT EDUCATIONAL RECORDS

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

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

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

1. Student signs a written consent. Consent forms are available in the Registrar’s Office.
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
- 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 HARASSMENT POLICY

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

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

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

SOWELA applies this definition to the areas of academic advancement, academic standing, or academic performance.
The workplace/academic harassment infringes on 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’s/student’s submission to or refusal of sexual overtures
- Unwelcome or unwanted conversation
- Unwelcome or unwanted touching
- Continued or repeated verbal abuse of a sexual nature
- Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance
- Offensive comments regarding sexual or private matters
- Display of sexually suggestive pictures, objects
- Offensive jokes
- Verbal abuse, comments, names, or slurs that in any way relate to an individual’s race, color, sex, sexual orientation, age, religion, national origin, or disability
- Any other offensive or abusive physical, visual, or verbal conduct

This policy applies to all members of the LCTCS Board of Supervisors, employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with SOWELA. It is the policy of SOWELA that no member of the SOWELA community may harass another. This includes harassment of an employee by another employee, of a student by an employee, of an employee by a student, of a student by another student. Additionally, under appropriate circumstances, SOWELA may take action to protect its employees and students from harassment, on SOWELA property, or at 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.

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 obliged 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**
Magnolia Building-Student Success Center;
Phone: (337) 421-6974.

Complaints of harassment will be investigated promptly and in as an impartial and confidential a 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.

- Committee presents its findings, along with any pertinent information, to the Chancellor for further dispensation, which usually takes place within 10 working days after the conclusion of the hearing.

The Chancellor renders a final decision and notifies the involved parties within a reasonable period of time.
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 incident(s) to the appropriate authorities. It is crucial that a victim receive prompt medical attention. For medical and counseling services, contact the Louisiana Rape Crisis Center 24-hour crisis line at (800) 656-HOPE (4673).

4. A victim of sexual assault should preserve any evidence that can be used to prove an occurrence of sexual assault. Victims are advised to consult law enforcement officials before showering, bathing, changing, or laundering clothing worn during an assault. Even if a victim bathes, showers, or somehow compromises evidence, the victim should report the assault. Valuable information can still be obtained 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. Campus disciplinary proceedings are held in addition to these procedures.

3. Campus personnel are prohibited from pressuring a victim to do the following: a) not report the crime(s) to civil/criminal investigating authorities, campus law enforcement personnel, or disciplinary authorities, or b) report the crimes as less than what actually occurred.

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

5. A victim is notified of the outcome of the disciplinary proceedings.

6. Campus personnel should cooperate in obtaining, securing, and maintaining evidence (including medical examination documentation) required to prove the occurrence of criminal sexual assault for subsequent legal proceedings.

7. SOWELA personnel are to contact and exercise the option(s) provided by state and federal laws and regulations regarding mandatory testing of sexual assault suspects for communicable diseases and in notifying victims 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 adjudicat-
ed 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.

*For more information, click on “The Student Consumer Information” link at the bottom of SOWELA’s website Home Page.

STUDENT CODE OF CONDUCT

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 information has been obtained, the Chancellor or his representative may take appropriate disciplinary action not to exceed a 10-day suspension.

The Chancellor or his representative should document the circumstances involved in the actions taken, along with the explanations given by the students, and prepare a written memorandum for the school’s files.
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.

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 the disciplinary action to be taken as soon as possible and shall so inform the student of the action to be taken and the reasons why disciplinary action is being taken.

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

STUDENT GRIEVANCE PROCESS

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

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

Step 2: Formal Procedures – Appeal to Grievance Committee

If, after utilizing the procedures outlined in Step 1, the students’ problems are not resolved, they have a right to appeal within 10 working days following the decision rendered by the School Dean. If a Grievance Committee is not established, the Executive Director of Enrollment Management and Student Affairs or Designee will appoint an ad hoc panel to conduct a hearing. The ad hoc panel will consist of five members, two of whom are students. The ad hoc panel will be selected from a pool of faculty, 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 Desig-
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nee 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.

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 class days of filing the grievance form, the student will submit a list of any witnesses and copies of any documents the student anticipates involving in the hearing. Each party will receive a copy of the materials and list of witnesses submitted by the other party.

• If a standing Grievance Committee is not established, an ad hoc panel will be appointed by the 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. Either party has five class 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. Questioning will be restricted to members of the hearing panel and the hearing officer. Questions by the involved parties to the witnesses will be addressed through the hearing officer.
  3. Each party will have the opportunity for rebuttal during which additional evidence may be introduced to refute points made by the other party.
  4. Each party will make a brief summary statement.

• Attendance at evidentiary hearings is limited to the hearing officer, panel members, the petitioner, the respondent, and their respective witnesses. Witnesses may be present only during their own testimony.

• After the hearing the panel will meet in closed session to determine its recommendations that will be forwarded to the Executive Director of Enrollment Management and Student Affairs. The written recommendations will include a
finding of facts regarding the incident and application of College procedure. The Executive Director of Enrollment Management and Student Affairs will inform all parties of a decision within five (5) class days after the hearing.

**Step 3: Student – Appeal to the Chancellor**

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

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

**Step 4: Student – Appeal to the Louisiana Community and Technical College System (LCTCS) Board of Supervisors**

To initiate this final step of the grievance process, a grievant or the party or parties against whom the grievance has been filed who is not satisfied with the determination made by the Chancellor may appeal the ruling to the full Board of Supervisors. In order to be considered, the appeal must be made in writing within fifteen (15) working days after the date the Chancellor’s determination is mailed to the grievant or the party or parties against whom the grievance has been filed and be addressed to:

Executive Assistant to the President  
Board of Supervisors  
265 South Foster Drive, Baton Rouge, LA  
70806-4104  
(Via certified mail).

The Board of Supervisors shall render a written disposition of the grievance appeal within twenty (20) school days from the date of the appeal hearing unless all parties agree to an extension. The decision of the Board of Supervisors may be appealed to judiciary courts or the grievant may request resolution by contacting the College’s accrediting agency.

**Effect of Failure to Comply with Time Requirements or Voluntary Withdrawal**

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

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

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

The campus of SOWELA is comprised of 73 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 Campus 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 revocation of federal licenses and benefits, such as public housing tenancy or pilot licenses, etc., rests with authorities of the individual federal agencies. Students, visitors, and employees are expected to adhere to all federal, state, and local laws and ordinances concerning illicit drug violations. SOWELA will make every effort to keep a copy of the current laws and ordinances on file in the Administration office.

Each new student is provided the following information during orientation:

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

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 trips or activities. The use, possession, or distribution of illegal drugs or being under the influence of a controlled substance is strictly prohibited on college property or while participating in college-sponsored events.

**College Sanctions**

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

**Legal Sanctions**

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

**Controlled Dangerous Substances 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, methamphetamines, heroine, “rush” 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, irreversible 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:**
(337) 475-8022

**Calcasieu Parish Sheriff’s Office:**
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**

**SEARCH AND SEIZURE**

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

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

**EMERGENCY PROCEDURES**

The campus will follow the procedure as outlined in the Emergency Policy and Procedure Bulletin located in each classroom and shop area. All personnel and students should leave the building in accordance with the evacuation plan. Emergency procedures are reviewed at the department orientation.
PERSONAL PROPERTY
The school will not be held responsible for personal property of students. Vehicles cannot be left on school property after hours without permission from administration. Lost or stolen property should be reported to the program instructor and campus police.

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

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

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

SAFETY
At SOWELA, the safety of students, personnel, and visitors is of great importance. The college assumes the primary role of providing a safe atmosphere in which to work and study. Campus Police are available between the hours of 6:00 a.m. and 9:30 p.m., Monday through Friday.

Students and employees should contribute to the safe atmosphere by assuming their own responsibility for safety. Every attempt shall be made to reduce the possibility of accidents; therefore, the teaching of safe practices shall be integrated into the curriculum of all programs.

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

In case of a serious accident, notify emergency personnel at (337) 274-9790 or (337) 421-6535. An ambulance may be summoned. Personnel in charge at the time of the accident will make that determination. All medical expenses are the responsibility of the student.

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

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

The use of tobacco products is prohibited at all times as follows:

1. In all interior spaces of SOWELA Technical Community College in Lake Charles, Jennings, and Oakdale;

2. On all outside property or grounds of SOWELA Technical Community College in Lake Charles, Jennings, and Oakdale;

3. In all SOWELA Technical Community College vehicles;
4. In all indoor and outdoor athletic facilities 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 programs.

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

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

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

   Penalties for violations to the policy are:

   a. **Students**

      1st offense - Verbal warning and reminder that SOWELA is a tobacco-free campus

      2nd offense - $30 ticket or 3 hours of campus service

      3rd offense - Student is required to meet with the Student Grievance Committee for violation and additional disciplinary sanctions

   b. **Faculty/Staff**

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

   c. **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 will be contacted for assistance. Non-SOWELA Technical Community College employees who violate this policy will be informed that they may be asked to leave the premises. Vendors and contractors may be subject to action, including, the legal termination of a contract.

**SOLICITATIONS**

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

**TELEPHONE**

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

**TRAFFIC AND PARKING**

   The speed limit is 15 miles per hour on the campus. Students are to park in designated areas. Students should not park in spaces for Faculty/Staff during day-time classes. During nighttime classes, after 5:00 p.m., students may park in Faculty/Staff spaces. Parking rules for parking in Handicap and Fire Zones will still be enforced. Students should not park in spaces for Visitors and should not park in driveways or exits. Campus police will hand out parking tickets for parking violations.

   Those coming to SOWELA to take tests should park in designated Visitor’s Parking areas.
Handicapped parking is allowed for people who have been issued official DMV Handicapped Tags. People with temporary disabilities should contact the Director of Facilities for parking.

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

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 located in the Sycamore Student Center or online at http://www.sowelabookstore.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://www.sowelabookstore.com

LIBRARY AND LEARNING RESOURCE CENTER

The Library and Learning Resource Center (LLRC) is a comprehensive academic library which supports teaching and learning through its many resources and services. It is located in the Arts & Humanities Building and is open Monday through Friday. The facility includes 48 public computers, printers, photocopier, four private group-study rooms and individual study carrels. A separate library instruction classroom/computer lab offers 38 additional computers with linked printers.

Books, periodicals and audio-visual materials are accessible on open shelves which allow users the opportunity to browse and select materials themselves. Collections are arranged by Library of Congress Classification. Individuals with a current SOWELA identification card may borrow materials at the Circulation Desk. The loan period, for most items, is 28 days with the option to renew. Overdue fines are charged at 25 cents per item, per day. Also at the Circulation Desk, patrons may acquire a free LOUIS Card to borrow materials from participating Louisiana college and university libraries.

Through the library’s web page, patrons may connect to online tutorials, ebooks, full-text e-journals, digital photos, streaming videos, and numerous reference sources. Authorized students, faculty, and staff have off-campus, 24/7 access to these digital resources.
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Librarians and trained staff are available to assist patrons individually or to conduct group instruction. For assistance, e-mail sowelalibrary@sowelala.edu or call (337) 421-6530.

**SOWELA MORGAN SMITH LIBRARY/ JENNINGS, LA**

The Library is open Monday through Friday, twenty-five hours per week. Assistance is provided by one librarian. 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) 421-6567 ext. 4656.

**SOWELA OAKDALE LIBRARY/ OAKDALE, LA**

The Library is open Monday through Friday. There are public computers and a printer. 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) 421-6566.

**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@sowelala.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 FOR 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 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-solution 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 name, LoLA username, student ID number, full birthdate, 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).

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

To access SOWELA online courses, students should visit the SOWELA website at http://www.sowela.edu and click on the “Quick Links” link, then choose the “Canvas” option. Additional and up-to-date information about Canvas, online classes, student email, and other technology-related topics can be found in the Student Life/SOWELA Online link of the SOWELA website.

**Student E-mail:**

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

For applicable policies visit, https://www.sowela.edu/about/policies Information Resources Technology.
Official College e-mail accounts are created for students once they enroll in a class, NOT upon their application to the College. The usernames for email accounts are the same as those for LoLA accounts, and generally follow the following format: firstname.lastname@students.sowela.edu (e.g., johndoe@students.sowela.edu.)

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

Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters, and should not assume that e-mail is private and confidential. Students should never include their Social Security numbers or personal passwords in e-mail correspondence. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the “reply” command during e-mail correspondence.

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

INTELLECTUAL PROPERTY & SHARED ROYALTIES POLICY

SOWELA Technical Community College recognizes the need for and desirability of academic research. The primary purpose of this policy is to provide the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for the public benefit; a secondary purpose is to enhance the generation of revenue for the College and the creators.
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 Office of the Registrar. All student records are confidential. Students who wish to review their records may do so through the Office of the Registrar. Documents submitted by 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 Office of the Registrar 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 do so online. The Change of Major form is located on the SOWELA Website under the Admissions tab/Registrar’s Office link.

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 online catalog for the most current, officially approved courses and curricula.
PLACEMENT TESTING

The ACT and ACCUPLACER tests are designed to determine levels of proficiency in the areas of English, mathematics, and reading. Students planning to enroll at SOWELA should request that their ACT scores be sent to the Enrollment Services One Stop Center. SOWELA’s ACT Code is 5064. If ACT scores are unavailable or are below the scores required to enroll in college level courses, ACCUPLACER scores may be used for placement. Students whose ACT or ACCUPLACER 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. It should be noted that ACT and ACCUPLACER exams are administered for appropriate 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).

Transitional courses are provided for SOWELA students who score below the minimum required placement scores. Transitional courses include READ 0099, ENGL 0098, ENGL 0099, MATH 0098, and MATH 0099. These courses may not be used to satisfy the degree requirements of any program.

CSSK 1010 College Success is a one credit hour course required for students who place in transitional coursework. Students must complete CSSK 1010 prior to or during the semester in which they anticipate earning an accumulation of 18 credit hours whether the credits are at the transitional or college level. Students earning below a “C” in CSSK 1010 must repeat the course. CSSK 1010 may be taken by any student enrolled at SOWELA. Students who are awarded at least 12 semester hours of transfer credit will receive a grade of “CR” in CSSK 1010.

GENERAL EDUCATION CORE REQUIREMENTS

In accordance with the policies established by the Louisiana Board of Regents, the LCTCS Board of Supervisors, and 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, A, AA, and AS Degrees.

<table>
<thead>
<tr>
<th></th>
<th>AAS</th>
<th>A</th>
<th>AA</th>
<th>AS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>3</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>3</td>
<td>6</td>
<td>6</td>
<td>6</td>
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<tr>
<td>Humanities</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Fine Arts</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td>3</td>
<td>6</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

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 1200  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 1031*  Biology I Laboratory
- BIOL 1033  Biology I
- BIOL 1041*  Biology II Laboratory
- BIOL 1043  Biology II
- BIOL 2100  Essentials of Anatomy and Physiology
- BIOL 2101*  General Microbiology Lab
- BIOL 2103  General Microbiology
- BIOL 2251*  Human Anatomy & Physiology I Laboratory
- BIOL 2253  Human Anatomy & Physiology I
- 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 Lab.
- 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

### Humanities
- ENGL 1500*  Creative Copy Writing
- ENGL 2010  British Literature I
- ENGL 2020  British Literature II
- ENGL 2030  Major British Writers
- ENGL 2110  American Literature I
- ENGL 2120  American Literature II
- ENGL 2130  Major American Writers
- ENGL 2310  World Literature I
- ENGL 2320  World Literature II
- ENGL 2330  Major World Writers
- ENGL 2410  Introduction to Fiction
- ENGL 2420  Introduction to Literature
- ENGL 2430  Intro. to Poetry and/or Drama
- ENGL 2510*  Intro. to African AM. Literature
- ENGL 2520*  Intro to Women’s Literature
- ENGL 2530*  Mythology or Folklore
- ENGL 2535*  Technical Report Writing
- FREN 1010  Elementary French 1
- FREN 1020  Elementary French 2
- HIST 1010  Western Civilization I
- HIST 1020  Western Civilization II
- HIST 1210  World Civilization I
- HIST 1220  World Civilization II
- HIST 2010  American History I
- HIST 2020  American History II
- HIST 2100  History of Louisiana
- RELG 2110  Intro. to Religions of the World
- SPAN 1010  Elementary Spanish 1
- SPAN 1020  Elementary Spanish 2
- SPCH 1000  Fundamentals of Speech Comm.
- SPCH 1200*  Intro. to Public Speaking

### Fine Arts
- ARTS 1200  Introduction to Visual Arts
- THEA 1013  Intro to Theatre
- THEA 2103*  Acting I
Social/Behavioral Sciences
ANTH 2010  Cultural Anthropology
CRMJ 1110  Intro to Criminal Justice
ECON 2010  Macroeconomics
ECON 2020  Microeconomics
GEOG 2010  Physical Geography
GEOG 2110  Human Geography
GEOG 2215  Geography of Louisiana
POLI 1100  American Government
POLI 2100  State and Local Government
PSYC 2010  Introduction to Psychology
PSYC 2335  Psyc. of Human Development
SOCL 2010  Introduction to Sociology
SOCL 2020  Social Problems

*These courses may not be used to satisfy the general education requirements in the AAS degree.

CLASS ATTENDANCE

SOWELA is a non-mandatory attendance institution. Thus, students are considered enrolled and attending all registered courses. Student class attendance is confirmed by instructors taking attendance up to the official census date. It is the responsibility of students to officially withdraw from courses they are not attending prior to the start of the term of enrollment. Any courses in which the College establishes that they did not begin attendance will be dropped from their student schedules for non-attendance or no-show prior to the census date. Students may still owe a portion of tuition and fees for any courses dropped for non-attendance or no-show.

Should students decide to withdraw from school, they must submit a written or electronic notice of official withdrawal to the Office of the Registrar. Failure to officially withdraw may affect the awarding and disbursement of Title IV aid and future balance owed.

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 withdrawing from all courses) are subject to the Return of Title IV refund calculation as dictated by federal regulations Return of Title IV Policy.

ABSENCES FOR SCHOOL-SANCTIONED ACTIVITIES

Student Organization advisors for school-sponsored and/or school-sanctioned activities may request excused absences for participating students. Student Organization advisors and students should follow the student organization handbook for submitting requests for excused absences. Advisors should make every attempt to limit the number of absences by working around the student’s class schedule as much as possible. Students should also communicate early with their instructors to determine if any assignments/ quizzes/tests will be given in their absences, and work with the instructor to make arrangements when necessary.

DROPS/WITHDRAWALS

During the initial two weeks of classes for the fall and spring semesters and the initial six instructional days for the summer and 1st and 2nd 7-week semesters, a student can drop courses online at the SOWELA website. Dropped courses are removed from the students’ academic schedule for that semester and will not appear on their transcripts. Refunds for dropped courses are based on the school’s current refund procedure. The school “Academic Calendar” lists those dates and refund percentages.

Students can withdraw from a course before the deadline published in the “Academic Calendar” for that semester after the refund period has ended. However, courses that are shorter than the full semester will have different deadlines. Students in these courses will need to check with the instructor or the Office of the Registrar for the withdrawal deadline. Successful withdrawal from a class results in a letter grade of “W” for
that course, which is the grade that appears on
the student’s transcript.

Students who do not attend a class during the
first fourteen (14) days of the semester may be
dropped from the course.

Failure to properly drop or withdraw may
result in a grade of “F” being assigned for the se-
semester. If students who are dropping a class or
classes or who are withdrawing from the college
are receiving any type of financial aid, they must
notify the Enrollment Services One Stop Center,
the WIOA Office, and/or any other source of
funding. Failure to do so may jeopardize any fu-
future financial aid and may result in their owing a
repayment of funds.

WITHDRAWAL FROM SOWELA
(WITHDRAWING FROM ALL CLASSES)

Students are encouraged to notify their advi-
sor or School Dean if they are withdrawing from
the college. In addition, students should notify
the Enrollment Services One Stop Center if they
are receiving any type of financial aid. Equip-
ment, books or any other items belonging to
the college or instructor must be returned. The
college is not responsible for any items left on
campus. Failure to properly withdraw may jeop-
ardize students’ financial aid and will result in a
grade of “F” being assigned.

Employment information should be given to
the School Dean or advisor when students with-
draw from the college or if the students secure
employment after withdrawal.

REINSTATEMENT

Students who have been dropped or who
have dropped courses themselves may request
reinstatement by obtaining a completed and
signed Reinstatement Form from the Instruc-
tor. The completed form must be signed by the
School Dean, Representative from the Business
Office, and submitted to the Registrar’s Office.
If reinstatement is requested after the published
census date, the students/instructors must sub-
mit documentation of mitigating circumstances
and receive approval from the Vice Chancellor
for Academic Affairs before the student will be
reinstated.

ACADEMIC HONESTY

SOWELA Technical Community College en-
courages academic honesty in all classes and
requires academic honesty from all students.
Students are expected to maintain honesty and
integrity when completing all academic assign-
ments 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 sub-
  mit your work as their own.
- Copying from another student on assign-
  ments or during an exam or allowing a
  student to copy from your assignments
  or exams.
- Receiving exam questions from a student
  who has already taken an exam or giving
  questions to a student who has not taken
  an exam.
- Listing false references.
- Making up research data.
- Using an author’s work without proper
  credit and citation (plagiarism).
- Plagiarizing any part of an assignment,
  essay, or exam.
- Using unauthorized materials obtained
  from instructors or students.
- Receiving unauthorized help on assign-
  ments or exams.
- Altering grades.
- Using a cell phone, pager, etc. during an
  exam.

Plagiarism, cheating, and other forms of aca-
demic dishonesty will not be tolerated. Students
found guilty of such dishonorable acts in aca-
demic 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 instructor should inform the appropriate School Dean in writing and submit documentation to support the conclusion of academic dishonesty. The instructor should also recommend the disciplinary action(s) to be taken within the guidelines of this policy. The instructor’s request should be forwarded through the chain of command: Instructor, 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 student will be informed in writing of the final decision and a record of the action will be filed in the student’s 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.

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 assessed 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 coursework required in a program at SOWELA.

4. Be free of debt to SOWELA.

5. Submit an application for graduation, 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 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. Failure to complete the graduation application 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. Caps and gowns are distributed at Grad Fest through the SOWELA Bookstore. Announcements and class rings may also be purchased through the SOWELA Bookstore located in the Sycamore Student Center Building. Students who have completed a graduation application will receive graduation information, including commencement activities, by email. It is the students’ responsibility to ensure the Registrar’s Office has their correct contact information.

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 degree 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 must be obtained through the National Student Clearinghouse. The link to order a transcript can be found on SOWELA’s website under the Registrar’s Office link located under the Admissions tab. The fee for an official transcript is $3.00 per destination.

Transcript requests will be denied for individ-
uals 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.
GRADING SYSTEM

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

Students should learn and understand the evaluation and grading systems used to calculate the GPA. At the beginning of each semester, the course instructor discusses how grades are awarded and publishes this information in a course syllabus. Students should discuss questions, concerns, or academic progress with their instructors.

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.

Final letter grades for a course are assigned by the instructors at the end of the semester. The grades indicate the success/failure of the students. If students believe they have been assigned an incorrect letter grade for the course, they should discuss the issue with the course instructor. The time frame a student has to challenge a grade can be found in the Academic Appeals section. After the period has expired, grades will be changed only for unusual circumstances.

Letter grades are used to determine a grade point average. The only exceptions are transitional coursework and work ethic instructional units, which are not used to compute GPA or determine progress in fulfilling degree requirements. Grades for transitional coursework and work ethic instructional units are indicated with an asterisk (*). These grades will not be computed in any grade point average. 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 may not re-enroll in the class. An “I” does not affect GPA calculation and earns no credit hours. The student must complete the coursework by the deadline published in the academic calendar, or the “I” grade will be changed to an “F” grade.
W: Withdrawal - Indicates that a student has officially withdrawn (dropped) from a course.
WR: Withdrawal due to natural disaster or unforeseen circumstances.
S: Satisfactory (Non-credit courses only).
U: Unsatisfactory (Non-credit courses only).
CR: Credit received.
AU: Audit.
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.

CALCULATING THE GRADE POINT AVERAGE (GPA)

The following steps should be used to calculate an overall grade point average. Ignore transitional courses and courses where a grade of “I”, “A*”, “B*”, “C*”, “D*”, “F*”, or “W” was given.

- For each course taken, multiply the course’s credit hours by the quality points of the grade earned to obtain the total number of quality points earned for that course.
- Add the total quality points for all courses.
- Add the total earned credit hours for all courses.
- Divide the total number of quality points by the total number of attempted credit hours.

The sample schedule illustrates how to determine an overall GPA:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Attempted Credit Hours</th>
<th>Earned Grade</th>
<th>Hours Earned</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>3</td>
<td>A</td>
<td>3</td>
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<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>
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</tr>
<tr>
<td></td>
<td></td>
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<td>15</td>
<td>9</td>
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</tbody>
</table>

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

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

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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 Registrar’s Office no later than the date the semester grades are due.

AWARDING OF TRANSFER CREDIT

Students should submit a currently issued official transcript from all institutions of higher education that they have attended during the first semester enrolled. 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.

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 institution. Foreign credentials must be evaluated by agencies accredited by National Association of Credential Evaluation Services (NACES at naces.org). Recommended agencies include
World Education Services, Inc. (www.wes.org) or Global Credential Evaluators, Inc. (www.gceus.com). Instructions for ordering a credential evaluation can be found on each evaluator’s respective website.

Inquiries regarding the application of transfer credit toward the completion of program requirements should be directed to the Registrar’s Office; however, decisions relating to this matter will be determined by the student’s academic department. Grades awarded for any and all transfer credits are excluded when calculating the SOWELA institutional grade point average. However, grades for transfer credit will be included when calculating the student’s overall grade point average.

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

Only courses appearing on a college transcript will be considered for transfer credit. Students with Advanced standing/placement at a previous institution due to ACT Scores or institutional advancement exams can NOT receive credit for courses that were bypassed.

EXCEPTION: RN program admission to Clinical will consider courses taken at other institutions with earned grade of (“D”, “F”, or “W”.

APPEALING THE TRANSFER DECISION

After a decision regarding transfer credit has been determined, students should direct questions regarding the awarding of transfer credit to the Office of the Registrar. If the student remains dissatisfied with the transcript evaluation after consulting with the Registrar’s Office, then the student may pursue the issue through the transfer credit appeals process.

If the Registrar’s Office is unable to resolve the student’s concern, then the Office will request a formal explanation from the Chief Articulation Officer. The Chief Articulation Officer will respond via email to the Registrar’s Office and to the student and will provide a detailed explanation of the decision.

The decision of the Chief Articulation Officer may only be appealed by a currently enrolled student or a School Dean acting on behalf of a prospective student. A student who wishes to appeal the transfer decision further must follow the academic chain of authority (School Dean in which the course under appeal is housed – Dean of Instruction – Vice Chancellor for Academic Affairs – Chancellor). Within 14 days of the Chief Articulation Officer’s response, the student may submit a Transfer Credit Appeals Form (available in the Registrar’s Office) to the Dean of the School in which the questionable course is housed. The School Dean should make every effort to respond within two weeks.

If the student remains dissatisfied with the transfer decision, the student may continue appealing through the academic chain. After each decision the student has 14 days in which to elevate the appeal; otherwise, the last decision is considered final. The student is responsible for moving through the process as expeditiously as possible.

PRIOR LEARNING ASSESSMENT

SOWELA recognizes that students enter the college with a wide variety of backgrounds and learning experiences establishing firm grounding in a particular discipline. Through credit for Prior Learning Assessment (PLA), SOWELA offers students the opportunity to earn college credit for knowledge and skills attained through educational or work experiences. We recognize prior learning and provide several assessment methods to measure mastery of college-level introductory course content.

SOWELA offers PLA options to currently enrolled students wanting to pursue college credit based on non-traditional means. Each PLA op-
tion listed below includes the passing score required to receive credit which will be reflected on the student’s transcript as “CR” but will not be used in computing grade point averages or in determining academic standing. Applicability of this transcribed credit toward fulfilling degree requirements is determined by the School Dean overseeing the content area.

While SOWELA encourages utilization of these PLA opportunities, students should recognize certain limitations. PLA options are available ONLY to students that are officially registered at the College. Students completing the admissions process but not enrolled are ineligible for PLA credit. A maximum of 33% of coursework required in a degree program may be earned through PLA. Credit earned by PLA may or may not be transferrable to other colleges and universities. Therefore, students are strongly advised to meet with a program advisor or contact the college or university to which they plan to transfer for advice.

Students may NOT request PLA for currently or previously enrolled courses and no refunds will be awarded for coursework previously completed.

PLA Procedures

Listed below are the necessary steps required for students wishing to participate in PLA for each option.

1. Military Credit:
   - Provide official Military Transcript to the Registrar’s Office.

2. Credit/Challenge Exam:
   - Obtain a Credit Exam Form from the Academic Schools.
   - Report to the Business Office to submit the Credit Exam Form and pay the non-refundable appropriate Credit Exam fees.
   - Visit the appropriate Academic School administering the exam with a receipt showing payment to schedule the exam.
   - Report to the appropriate Academic School at the scheduled testing time to complete the exam.
   - Within two weeks of taking the exam, the School Dean will relay the exam results to the student and submit appropriate forms to the Registrar’s Office for transcript recording.
   - A minimum score of 75% is required to receive credit.

3. Advanced Placement (AP):
   - Submit scores directly to the Registrar’s Office.
   - Registrar’s Office will review AP scores for a three, four, or five on specific subjects for credit. Students that successfully achieve required credit-granting scores on these exams will be awarded the appropriate credits for each course.

4. CLEP:
   - Submit scores directly to the Registrar’s Office.
   - Registrar’s Office will review CLEP scores for ACE recommended scores of 50. Appropriate credit will be awarded and transcripted. The college accepts previously accepted CLEP examinations as recorded on an official college transcript.

5. Industry Based Certifications:
   - Submit copies of current certifications to the School Dean overseeing the subject area of the certification.
   - School Deans will review the certifications and make recommendations.
to the Registrar’s Office on college credit as outlined on the PLA Matrix.

6. ACT Scores:
- Submit copies of ACT scores under three years old to the Registrar’s Office.
- Scores will be reviewed and credit awarded for the equivalent courses.
- Students with superior ACT scores in Math and English may be placed in upper-level courses. Upon successful completion with a C or better, students must re-request credit for the lower-level courses through the Registrar’s Office.

<table>
<thead>
<tr>
<th>Minimum score on Mathematics section of ACT</th>
<th>Eligible for courses for which MATH 1100 is a prerequisite. Upon completion of second-level math course with a grade of C or better, credit may be requested for MATH 1100.</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Eligible for MATH 1100 or MATH 1000</td>
</tr>
<tr>
<td>25</td>
<td>Credit awarded for MATH 1100 or MATH 1000 and eligible for MATH 2500. Credit may be requested for MATH 1110 with a grade of C or better in MATH 2500.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum score on Mathematics section of ACT</th>
<th>Eligible for MATH 1100 or MATH 1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Eligible for MATH 1100 or MATH 1000</td>
</tr>
<tr>
<td>22</td>
<td>Eligible for MATH 1105 and MATH 1120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum score on English section of ACT</th>
<th>Eligible for ENGL 1010.</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Eligible for ENGL 1010.</td>
</tr>
<tr>
<td>26-27</td>
<td>Eligible for ENGL 1020. Credit may be requested for ENGL 1010 with a grade of C or better in ENGL 1020.</td>
</tr>
<tr>
<td>28 on English and a 28 composite score</td>
<td>Credit awarded for ENGL 1010.</td>
</tr>
<tr>
<td>32 on English and a combined English and composite score of 60</td>
<td>Credit awarded for ENGL 1010 and ENGL 1020.</td>
</tr>
</tbody>
</table>

7. Portfolio Review:
- Contact the Dean of Instruction (DoI) office for information about the Portfolio Review process and pick up an application.
- Students are referred to Academic School Deans to determine potential for portfolio credit.
- If the student decides to continue the PLA process, the student should report to the business Office to pay a non-refundable fee for each portfolio review.
- Student submits final portfolio to the Dean of Instruction.
- Portfolio is sent to School Dean/Subject Matter Experts for review.
- The School Dean notifies the DoI of the student’s assessment score who in turn notifies the student of the credit decision.
- A minimum passing score of 75% is required. The DoI notifies the Regis-
8. Skill Assessment Review: used in technical skill areas such as welding where performance is assessed.
   • Skill Assessment Reviews will follow the same process as the Portfolio Reviews.

The deadline for submitting Portfolio and Skill Assessment Review Applications is midterm of each fall and spring semester. The deadline for student feedback from the Dean of Instruction is Finals Week of the semester in which the student applied.

Students wishing to appeal the results of the portfolio and/or skills review should complete an Academic Appeal Form with the Dean of Instruction’s Office.

The PLA Matrix is on the SOWELA website at the following link: https://www.sowela.edu/programs/prior-learning-assessment/

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 Programs 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 at the end of that term. (See table below). Students on academic probation are encouraged to contact their advisors during the semester of probation to develop a plan for academic success. Students on academic probation may be required to attend workshops designed to bolster academic performance. 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>ACADEMIC STANDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall GPA Hours</td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td>16-30</td>
</tr>
<tr>
<td>31-45</td>
</tr>
<tr>
<td>46 &amp; above</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 to 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 Enrollment Management and Student Affairs Division has 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 recruits prospective qualified students, including those with disabilities. Title I and Title II of the Americans with Disabilities Act (ADA) are strictly adhered to, and the campus will make reasonable accommodations in facilities, services, policies, and practices so that qualified individuals with disabilities may have access to training. Students with impaired sensory, manual, or speaking skills or other disabilities have the responsibility to provide documentation in a timely fashion regarding reasonable accommodation needs.

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

Students must self-identify and apply in the Office of Student Support Services to obtain accommodations. Students must provide documentation from a board-certified physician or psychologist describing the nature of the disability and how it affects an individual’s major life activity. The doctor should also recommend the types of accommodations the student may need. 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 re-
receive advising from the 1st-year experience staff located in the Sycamore Student Center Building.

Returning students will be encouraged and expected to see their faculty 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 students’ 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.

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 Career Coach software, which help students gain a better understanding of who they are, and how their personality and interests help in developing a satisfying and productive workplace. This assessments does 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 (http://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. We are located in the Magnolia Building #13. For more information please contact the Office of Recruitment & Career Planning, (337) 421-6951

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. Connect to SOWELAGuest and enter Spring10.

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 Jennings Morgan Smith and Oakdale locations. For more information on Tutoring Services offered you can call (337) 421-6969.

STUDENT ORGANIZATIONS

SOWELA encourages participation in student organizations and activities and offers students opportunities to grow socially, personally, and intellectually outside of the classroom. The activities of clubs and organizations enhance the educational experience of the student body. Participation in student activities helps students to develop leadership, communication, interpersonal relations and problem solving skills. For information concerning any of the organizations below, contact the Office of Student Support Services 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 complete a Student Activity Request Form prior to any advertising. Only OSSS can approve postings. If a student club/organization would like flyers, and/or posters done by Graphic Art, they must complete a form and submit the form to graphicrequests@sowela.edu. Unauthorized postings will be removed.

Communication and Representation
1. A representative from each club/organization should check for club/organization mail at least once a week in the mail area.
2. Clubs/Organizations can appoint a club senator to serve in the Student Government Association. To serve, a student must maintain a 2.0 GPA and complete at least six hours of course work.
3. A complete roster of current members is due to OSSS no later than the third week of classes each semester. Additions to the roster can be made at any time. A club/organization must complete a Club Membership Semester Academic Application at the beginning of each semester. This allows members and advisors to maintain an accurate roster/directory of its members.

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

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

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

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

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

**Student Organization Fund-raising Projects Policy**

Fund-raising, as pertaining to student organizations, is the seeking of funds/support by a student group from sources other than 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/organizations for fund-raising activities.

5. Advertising must comply with the campus policies for the posting of flyers, banners, etc.
6. Collection of monies must comply with campus policies; and in order to be properly processed, funds must be maintained in an account in the Business Office.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Clubs/Organizations**

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

**Student Government Association (SGA)**

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

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

**SOWELA United Voices Gospel Choir**

The choir aims to sing to the glory of God, to spread the Word of God through gospel music, to explore various types of sacred Christian music, to provide a medium for Christian worship and fellowship, and to uplift college students and the community-at-large through Gospel music.

**National Technical Honor Society**

NTHS is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. SOWELA Technical Community College offers this nationally recognized honor society to students. Individuals interested in joining NTHS must have a current overall CPA of 3.4 or above and must be at least a second semester student. NTHS members must maintain an overall GPA of 3.0 and maintain a GPA of 3.25 in their Career and Technical pro-
gram to remain an active member. The student cannot have any current or future discipline and/or academic attendance problems.

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

SOWELA Gamerz

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

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.

Criminal Justice Club

The Criminal Justice Club is an organization established by Criminal Justice students to serve the community in a service capacity.

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.

CAMPUS SAFETY & HAZING POLICY

The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) and SOWELA Technical Community College (SOWELA) are committed to providing a supportive educational environment free from hazing; one that promotes its students’ mental and physical well-being, safety, and respect for one’s self and others. In an effort to maintain safety and in accordance with Louisiana Revised Statute 17:1801.1, 14:40.8, 14.502, mandatory Acts 635, 637 and 640, as well as the Board of Regents’ Uniform Policy on Hazing Prevention and LCTCS Policy #2.003, hazing in any form is prohibited at SOWELA for all students who participate in the institution’s activities and organizations. (Policy # 2006.2)

A. Definitions

Hazing means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:
(i) The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.

(ii) The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

(i) Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.

(ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

(iii) Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

(iv) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

For purposes of this policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person’s training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution.

Organization is an association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

Pledging is any action or activity related to becoming a member of an organization, including recruitment. Pledging is the broader term related to the admission, initiation, joining, or any other group-affiliation activity on the basis of actual or perceived membership; pledging is not reserved solely for Greek organizations but, rather, applies to any student organization.

Appropriate authority includes:

(i) Any state or local law enforcement agency.

(ii) A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.

(iii) Emergency medical personnel.

Reckless behavior is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.

Serious bodily injury is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

B. Consent Statement: A student’s request
to join or become a member of an organization is not consent to any form of hazing. Further, a student’s acceptance to an invite or open enrollment to join is not consent to undergo hazing nor a defense for those accused of Hazing pursuant to this Policy.

C. Prohibition Statement: No organization or individual shall employ a program of student initiation/pledge education or social events which includes hazing. SOWELA operates with a zero tolerance and all alleged cases will be investigated.

D. Duty to Report: It is the duty of all current or potential student organization members and any faculty or staff member to report any violation of this policy to the Executive Director of Enrollment Management and Student Affairs or designee. If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the College. If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the College.

E. College Response to Allegations of Hazing: Any allegations of hazing reported to the college will be investigated. If the investigation yields evidence of hazing, the college will then take appropriate disciplinary action against the individuals and/or organizations deemed responsible for the hazing. Enforcement of Laws, BOR Policy and SOWELA Policy.

F. Expectations for Violations: In addition to potential criminal penalties related to hazing, any violation of this policy, including knowledge of and failure to report hazing activity, will result in expulsion, suspension, or dismissal, in the case of students, and may result in termination in the case of employees. Students will not be permitted to return for at least one semester. In addition, there will be a suspension of activities for a minimum of one academic year of any student organization that participates in hazing. Individuals accused of violations of this policy will be adjudicated through the college’s codified student and/or employee judicial process, and may be subject to criminal penalties as outlined in Act 635.

If any person serving as a representative or officer of an organization, including any representative, director, trustee, or officer of any national or parent organization of which any of the underlying entities as recognized in this Policy is sanctioned or recognized member at the time of the hazing, knew and failed to report to law enforcement that one or more of the organization’s members were hazing another person, the organization may be subject to penalties under R.S. 14:40.8.

G. Publication and Dissemination: College policies on hazing shall be published on college and student organization websites and included in the College Catalog and Student Handbook and Student Code of Conduct. (College Catalog and Student Handbook: https://www.sowela.edu/programs/catalog/)

H. Education, Awareness, and Prevention: SOWELA provides education, awareness, and prevention activities for hazing that include but are not limited to the following:

1. Awareness seminars with organization advisors and student organization members.
2. Participation in National Hazing Prevention Week each September.
3. Policy posting on Canvas for students.
4. Policy posting on SOWELA’s website
5. Duty to Seek Assistance In accordance with Act 637 of 2018, codified at R.S. 14:502, any person at the scene of an emergency who knows that another person has suffered bodily
injury caused by an act of hazing shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person. Failure to seek assistance in violation of R.S. 14:502 may include criminal penalties.

J. Recommended Best Practices
   (i) Prevention and Education Program
      1. Each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process in the form of a handbook.
      2. In addition to the requirement of providing educational information in the form of a handbook as provided in the previous paragraph, beginning in the fall semester of 2019, each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process either in person or electronically.
      3. Each organization as defined above in this Policy and in R.S. 17:1801.1 shall provide annually at least one hour of hazing prevention education to all members and prospective members. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the institution with which it is affiliated relative to the students receiving such education evidenced by an attestation of the student receiving the education.
      4. The hazing prevention education required under the provisions above shall include the information about criminal penalties for the crime of criminal hazing. Information shall also be provided to organizations on their obligations under the law, including the duty to investigate and report; and on the possible loss of funding and other penalties applicable to organizations under the Hazing Laws.
   (ii) Effective Intervention In collaboration with any relevant organizations/offices, SOWELA will provide education and training aimed at preparing faculty and staff club advisors, students and community members on hazing issues and statistics on campus. Bystander intervention training and social norming will be part of club, team and organization training in support of state laws to combat hazing.

STUDENT CONDUCT CODE

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

Student Rights

1. Students have the right to be heard in matters that affect their rights and responsibilities. (e.g. through Student Government Association, Dean of Instruction, etc.)
2. Students have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt college operations or interfere with the rights of others.
3. Student publications and communications are guaranteed the rights inherent in the concept of “freedom of the press.” Individual students and student organizations have the right to publish, distribute, and broadcast material on the college campus provided that the materials are identified by the name of the student or student organization. All publications and broadcasts shall be subject to the canons of responsible journalism, including the avoidance of defamation, indecency and obscenity, undocumented
allegations, and harassment. In addition, all publications and communications must be approved by the Office of Student Support Services.

4. Students have the right to form and participate in student organizations that provide opportunities for educational and social enrichment. All student organizations registered with the Office of Student Support Services may meet on college premises provided that they make reservations in accordance with the established rules and regulations for room and space reservation. 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 unauthorized persons within the institution, or to any person 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 regulation or rules of conduct. This right shall include the following:
   - Right to a notice in writing of any charges.
   - Right to admit the alleged violation, waive a hearing and accept the college’s action.
   - Right to admit 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 indicative of guilt.
   - Right to select an advisor of their choice to attend the hearing with them.
   - Right to call witnesses and present evidence on their behalf.
   - Right upon request to a list of witnesses who will appear against them.
   - Right to confront and cross-examine witnesses 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 Director of Enrollment Management and Student 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 application for admission shall be regarded as evidence 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 individuals and as groups at SOWELA. Additional rules or regulations may be initiated under established
procedures during the year.

1. Firearms, explosives, fireworks, or weapons of any kind are not to be brought onto the college premises or to college-sponsored events except as authorized by the proper officials of the College.

2. The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs on the campus and at institutionally approved events off campus is prohibited.

3. No person shall physically abuse, threaten, or intimidate any member of the faculty, staff, student body, or any official visitor to the College.

4. The taking, damaging, or malicious destruction of property belonging to the college, to the visitors to the College, or to any member of the College community is prohibited.

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

6. Gambling on the campus premises is prohibited.

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

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

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

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

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

12. Students shall not attempt to defraud, deceive, or mislead an instructor in arriving at an honest grade assessment.

13. Unauthorized use of college property or services is prohibited.

14. Behavior that is disruptive or that interferes with the campus learning process in the classroom or on campus is not permitted. Students accused of Student Conduct Code violations can be assured adequate due process through administrative procedures. Violations can be adjudicated through an informal hearing with the Executive Director of Enrollment Management and Student Affairs and/or through a formal hearing. An informal 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 sanctioning 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 campus will not be tolerated. In certain technical labs, student dress is expected to meet all safety codes.

2. Telephone and mail service is not available 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 emergencies.

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 (cigarettes, cigars, smokeless tobacco, snuff, chewing tobacco, electronic cigarettes, etc.) while on the property of SOWELA Technical Community College.

4. Food and drinks may be brought into buildings, but they are not allowed in classrooms.

5. Children are not allowed in classrooms, and cannot be left unattended while on campus.

6. All electronic devices should be turned off and put away while in class.

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 privileged or extracurricular activities.

5. Restitution/reimbursement for damage(s) or loss(es) to property or person(s).

6. Forfeiture of academic credit.

7. Suspension/exclusion from classes and privileges for a defined period of time.

8. Expulsion/termination of the club/organizations/student(s).

9. Sanctions as deemed necessary by the Executive Director of Enrollment Management and Student Affairs or Designee.

The Executive Director of Enrollment Management and Student Affairs or Designee reviews all disciplinary sanctions. The Vice Chancellor of Academic Affairs or Designee will review all academic-related sanctions.

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

Students on disciplinary suspension, exclusion, or expulsion are forbidden the use of college facilities during the term of their sanction. A student or student club/organization facing disciplinary sanctions may receive temporary
sanctions from the 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 on academic individual and group work including make-up tests, projects, and class assignments.

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

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

**Software fraud** is the unlawful downloading and copying of computer software used in the 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 organization
- Debilitating or disabling computers systems or networks through the intentional misuse
- Overuse of electronic distribution or the spreading of computer “viruses” through the inappropriate use of files, cd’s or other removable devices
- Violating copyright, or otherwise using another person’s intellectual property without his or her prior approval or proper citation
- Using another person’s passwords
- Trespassing in another person’s folders, work or files
- Violating local, state and federal statutes

Display Of Non-College Publications

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

Procedure for posting Non-College Publications:

1. An Agreement for Display of Non-college Publications must be completed and filed in the OSSS. Agreements are renewed annually; however, SOWELA can cancel an agreement at any time by issuing a two-week notice to the vendor.

2. OSSS assigns display locations and assignments are made solely at the discretion of SOWELA.

3. Display racks must be provided and used by the vendor to display publications.

Sales and Solicitation

SOWELA does not permit the operation of private business enterprises on campus unless the business is under contract to the college. As specified by related procedures, all private business interests on the SOWELA campus are only operated as auxiliaries to the business, and are under the direct management, control, and supervision of the college’s Chief Financial 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.
The following section is a description of all programs of study offered at SOWELA Technical Community College. The curricula are as accurate and complete as possible at the time of publication of this catalog. Since this catalog was prepared, some programs may have been added, others may have been deleted, and/or changes in curricula may have been made.

Exit level designations for these programs are as follows:

**TCA** = Technical Competency Area Certificate: An applied course, or series of courses (1-16 hours) which provides a student with a specific technical competency area.

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

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

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

**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.

**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  AAS
- Aviation Maintenance Technology  AAS
- Business Administration  AAS
- Chemical Laboratory Technology  AAS
- Criminal Justice  AAS
- Culinary Arts  AAS
- Drafting and Design Technology  AAS
- General Studies  AGS
- Graphic Art  AAS
- Industrial Electrical Technology  AAS
- Industrial Instrumentation Technology  AAS
Information Systems Technology  AAS  
Nursing (RN)  AS  
Office Systems Technology  AAS  
Process Technology  AAS  
Surgical Technology  AAS  
Transfer - Arts Louisiana  AALT  
Transfer - Science Louisiana  ASLT  

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.

**SOWELA’S WORK ETHIC INITIATIVE**

SOWELA has identified six primary components of work ethic: attendance, appearance, cooperativeness and teamwork, communication skills, following rules and civility, and organization and production. Lessons based upon these components have been embedded into several courses of each technical program. Students in these courses complete online modules emphasizing the work ethic components and faculty evaluate the student’s demonstration of these principles in the classroom/lab environment. Work Ethic grades appear on the student transcript but are not included when calculating the student’s GPA. Courses selected by faculty to be included in the Work Ethic Initiative are identified in the Course Descriptions with (WE).
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: David Clark (Oakdale Site), Kelly Goodman, Ricky Monceaux, Winston Richard, 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
## ACCOUNTING TECHNOLOGY

*Associate of Applied Science*

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**AAS – Accounting Technology Degree (60)**

(CIP Code: 520302
Total Clock Hrs: 900)

(Continued on next page)
*Approved Accounting Electives: 9 hours
ACCT 1120 Bookkeeping Applications  ACCT 1510 Computerized Accounting II
ACCT 1150 Federal Income Tax  ACCT 2995 Internship
ACCT 1210 Computerized Accounting I  ACCT 2996 Special Projects
ACCT 1250 Payroll Accounting

**Approved Business Electives: 3 hours
BUSI 1030 Introduction to Business  BUSI 1210 Business Math
BUSI 1080 Human Resource Management  BUSI 2010 Legal Environment of Business
BUSI 1090 Personal Finance  BUSI 2310 Principles of Management
BUSI 2320 Principles of Marketing  BUSI 2330 Business Ethics
BUSI 2995 Internship

***Approved Elective: 3 hours
Any College Course
# Accounting Technology

## Diploma/Certificate Options

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CIP Code: 520302
School: Transportation and Applied 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.

Dean: Mr. William Mayo

Program Supervisor: Sunshine Radford

Program Instructors: Troy Fontenot, Brad Hensley, Philip Nicholson.


Special Comments: The program will follow the grade scale published by the college. The FAA mandates that the minimum grade required in all Aviation Maintenance Technology major-specific courses is 70%.

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

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

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.
### AVIATION MAINTENANCE TECHNOLOGY

Associate of Applied Science Degree

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**AAS - Aviation Maintenance Technology (81)**

CIP Code 470608
Total Clock Hrs: 2148
## AVIATION MAINTENANCE TECHNOLOGY

### Diploma/Certificate Options

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### TCA – Aviation Maintenance Helper

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### CTS – Airframe

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**CTS - Powerplant (40)**

*CTS - Powerplant does not include CTS - Airframe*

**TD – Aviation Maintenance Technology Airframe and Powerplant (66)**

CIP Code: 470608
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 transferrable to 4-year universities.

Dean: Dr. David Shankle

Program Coordinator: Debbie Lejeune

Program Instructors: Adrienne Abel (Morgan Smith Site), Marc Alderette, David Clark (Oakdale Site), Dr. Marie Coleman, Barry Humphus, Debbie Lejeune, Rick Monceaux, Dr. Jamie (Lee-Anne) Price, Dr. David Shankle, Dr. Martha Jo Schexneider.

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
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**AAS - Business Administration Degree (60)**

CIDP Code: 520101

Total Clock Hrs: 900
### BUSINESS ADMINISTRATION

*Diploma/Certificate Options*

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CIP Code: 520101
School: Industrial Technology

Program Description: The Chemical Laboratory Technology program 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: Dr. David Lafargue

Program Coordinator: Dr. David Lafargue.

Program Instructors: Dr. David Lafargue, Paula McDonald.

Special Comments: A minimum grade of C is required in all Chemical Laboratory 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.

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.
### CHEMICAL LABORATORY TECHNOLOGY

*Associate of Applied Science*

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AAS Chemical Laboratory Technology (60)

Total Clock Hrs: 1110

CIP Code: 410301
# Chemical Laboratory Technology

**Diploma/Certificate Options**

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*CIP Code: 410301*
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.

The Death Investigation Concentration is designed for students contemplating employment in the field of medicolegal death investigation or within the investigation branch of a law enforcement agency.

Dean: Dr. Charles Stewart

Program Coordinator: Dr. Lisa Quibodeaux

Program Instructors: Jonathan Byrd, Alberto Galan, ViEve Kohrs, David McMurry, Dr. Lisa Quibodeaux, Ricky Titus, Howard Vincent.

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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CIP Code: 430104

Total Clock Hrs: 945
## CRIMINAL JUSTICE

*Associate of Applied Science*

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*POLI/SOCL 1100/2010 - for CJ Concentration

*ANTH 2010 for Death Investigation Concentration

CIP Code: 430104

Total Clock Hrs: 1005
## CRIMINAL JUSTICE

*Diploma/Certificate Options*

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CIP Code: 430104

129
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 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
4. Demonstrate basic management skills that are essential in the food service industry
## CULINARY ARTS

**Associate of Applied Science**

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### CULINARY ARTS

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**CIP Code 120503**
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

Program Coordinator: Aaron Goodman

Program Instructors: Aaron Goodman, Brice Palmer, Jason Parker, Patricia Stroderd.

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>
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**CIP Code:** 151301  
**Total Clock Hrs:** 1695
## DRAFTING AND DESIGN TECHNOLOGY

### Diploma/Certificate Options

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<th>Lab</th>
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<td>DRFT 1104</td>
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**TCA – Engineering Aide I (12)**

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**CTS – Engineering Aide II (23)**

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**CTS – Entry Level Drafter (32)**

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**TD – Drafting and Design Technician (45)**

**CIP Code: 151301**
School: Transportation and Applied Technology

Program Description: The Forest Technology program prepares students to produce, protect, and manage time; maintain and operate related equipment; and select, grade, harvest, and market forest raw materials for converting into a variety of consumer goods.

Dean: Mr. William Mayo

Program Instructor: Dr. Shannon Kidombo.

Special Comments: A minimum grade of C is required in all Forestry and Horticulture courses. This program is offered at the SOWELA Technical Community College instructional site in Oakdale.

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 Forest Technology program will be able to:

1. Conduct forest inventories, forest health surveys, and wildlife surveys.

2. Demonstrate the various methods of establishing and maintaining forest resources.

3. Track and analyze and forest measurements to make environmentally sound decisions regarding forest land.

4. Understand harvesting, reforestation, and controlled burning as critical factors for maintaining healthy forest land.
### FOREST TECHNOLOGY

*Diploma/Certificate Options*

<table>
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<td>Forestry Products</td>
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**TCA – Resource Management Assistant (10)**

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<td>FRTY 1330</td>
<td>Timber Harvesting</td>
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<td>FRTY 2520</td>
<td>Forest Mensuration I</td>
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**CTS – Forest Harvesting and Planting Assistant (20)**

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<td>Silviculture</td>
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<td>FRTY 2510</td>
<td>Forest Insects and Diseases</td>
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<td>FRTY 2620</td>
<td>Reforestation</td>
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<td>FRTY 1120</td>
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**CTS – Forest Technician Site Assistant (39)**

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<td>Forest Surveying</td>
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**TD – Forest Technology (61)**

*CIP Code: 030511*  
*Total Clock Hrs: 1380*
GENERAL APPRENTICESHIP: ELECTRICAL CONSTRUCTION

School: Transportation and Applied Technology

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

Dean: Mr. William Mayo

Program Coordinator: Steven Gaspard.

Program Instructors: David Champion, Marc Deville, Steven Gaspard, Robert Hebert, Terry Hornsby, Jon Stephens, Beau Willeford.

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

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

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

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

### Diploma/Certificate Options

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<tr>
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<td><strong>CTS – General Apprentice: Electrical Construction (25)</strong></td>
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<td>GAEC 2100</td>
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**CIP Code: 460301**
**Total Clock Hrs: 750**
GENERAL APPRENTICESHIP: PLUMBING CONSTRUCTION

School: Transportation and Applied 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.

Dean: Mr. William Mayo

Program Coordinator: Richard Paulk.

Program Instructors: Blake Bihm, Richard Campbell, Jr., Brian Guillery, Richard Paulk, Sean Wil-loughby.

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 cau-
   tions in the electrical construction industry.
### GENERAL APPRENTICESHIP: PLUMBING CONSTRUCTION

*Diploma/Certificate Options*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Total Credit Hrs</th>
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<tr>
<td>GAPC 1100</td>
<td>Introduction to Plumbing Apprenticeship</td>
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<tr>
<td>GAPC 1110</td>
<td>Job Safety &amp; Health</td>
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<td><strong>TCA – Trade Helper: Plumbing Construction (5)</strong></td>
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<td>GAPC 1120</td>
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<td>GAPC 1200</td>
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<td>GAPC 1220</td>
<td>Customer Service in the Trade Area</td>
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CIP Code 460503

Total Clock Hrs: 750

141
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, an area of concentration, and general education electives.

Dean: Dr. Charles Stewart

Program Coordinators: Dorothy McCormick and Katrina Freeman.

Program Instructors: Alex Bell, Rebecca Bennett, Todd Carrere, Lacey Couch, Dr. Mandy Creel, Dr. Joni Drost, Matthew Dye, Jonathan Frantz, Katrina Freeman, Robert Groth, Lara Guidroz, Kristen S. Ison, Dr. Tyler Johnson, Dane Landry, Dr. Kathy Lewis-Thomas, Angela Madden, Dorothy E. McCormick, Paula McDonald, Susan Shaffer, Sallie Shepherd, Pamela K. Smith, Dr. Paige Spencer, Dr. Charles Stewart, Dr. Bridget Whelan, Nicole Wiley.

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. Write, read, and listen critically and effectively.
2. Use quantitative skills and the concepts and methods of mathematics to solve problems.
3. Understand and apply the concepts and methods of the natural sciences.
4. Understand and apply the concepts and methods of social sciences.
5. Will develop knowledge and understanding of history, the arts, and literature.
6. Will be exposed to diverse perspectives while understanding and appreciating cultural behaviors different from their own.

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 general education core, and area of concentration, and general education electives.

<table>
<thead>
<tr>
<th>General Education Core Requirements</th>
<th>27 Credit Hours</th>
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<tbody>
<tr>
<td>English Composition - ENGL 1010, 1020 (6 hours)</td>
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<tr>
<td>Mathematics - MATH 1100 or higher (3 hours)</td>
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<td>Humanities (3 hours)</td>
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<td>Natural Science (6 hours)</td>
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<tr>
<td>Social/Behavioral Science (6 hours)</td>
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<tr>
<td>Fine Arts (3 hours)</td>
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<table>
<thead>
<tr>
<th>Area of Concentration (Select one of the options below.)</th>
<th>18 Credit Hours</th>
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<tbody>
<tr>
<td>Arts &amp; Humanities</td>
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<tr>
<td>Natural Science/Mathematics</td>
<td></td>
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<tr>
<td>Social/Behavioral Science</td>
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<table>
<thead>
<tr>
<th>General Education Electives</th>
<th>15 Credit Hours</th>
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<tbody>
<tr>
<td>General education elective should be selected with the assistance of an academic advisor.</td>
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</table>

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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Total Credit Hrs</th>
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<tr>
<td><strong>Semester 1</strong></td>
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<tr>
<td>ENGL 1010</td>
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<td>ENGL1020</td>
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<td>American History</td>
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<td>Social/Behavioral</td>
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<td>Associate of General Studies (AGS) (60)</td>
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</table>

*The total AGS Degree credits must be at least 60, but if optional labs are taken the total number may exceed 60. If enrollment in labs and/or combination of one (1)-credit options adds up to 3 credits, then one less general education elective may be taken as long as the total number of credits equals 60.
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 Coordinators: Dorothy McCormick and Katrina Freeman

Program Instructors: Alex Bell, Rebecca Bennett, Todd Carrere, Lacey Couch, Dr. Mandy Creel, Dr. Joni Drost, Matthew Dye, Jonathan Frantz, Katrina Freeman, Robert Groth, Lara Guidroz, Kristen S. Ison, Dr. Tyler Johnson, Dane Landry, Dr. Kathy Lewis-Thomas, Angela Madden, Dorothy E. McCormick, Paula McDonald, Susan Shaffer, Sallie Shepherd, Pamela K. Smith, Dr. Paige Spencer, Dr. Charles Stewart, Dr. Bridget Whelan, Nicole Wiley.

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. Write, read, and listen critically and effectively.
2. Use quantitative skills and the concepts and methods of mathematics to solve problems.
3. Understand and apply the concepts and methods of the natural sciences.
4. Understand and apply the concepts and methods of social sciences.
5. Will develop knowledge and understanding of history, the arts, and literature.
6. Will be exposed to diverse perspectives while understanding and appreciating cultural behaviors different from their own.
### Certificate of General Studies (CGS) (30)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
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<td>ENGL 1020</td>
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<td>Humanities</td>
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<td>Natural Science</td>
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<td>Mathematics, Humanities, Natural Science</td>
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**Electives:**

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<th>Lecture</th>
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</table>

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

Program Coordinator: Aaron Goodman

Program Instructors: Darrell Buck, Erik Jessen, Brookin Alexander, Alex (Thunder) John.

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>Course No.</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
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<tbody>
<tr>
<td><strong>Semester 1</strong></td>
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<tr>
<td>GART 1010</td>
<td>Orientation to Graphic Communications</td>
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<td>Photography I</td>
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<td>2</td>
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<td>GART 2120</td>
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<td>GART 2130</td>
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<td>GART 2140</td>
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**AAS – Graphic Art (60)**

CIP Code: 500402
Total Clock Hours: 1350
### GRAPHIC ART

**Diploma/Certificate Options**

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**Choose two of the following electives:**

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CIP Code: 500402
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: Dr. David Lafargue

Program Coordinator: Robbie Johnson


Special Comments: A minimum grade of C is required in all Industrial Electrical 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 Electrical Technology program will be able to:

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

**Associate of Applied Science**

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*CIP Code: 460302
Total Clock Hrs: 1125

*General education courses should be selected in consultation with an advisor.
## INDUSTRIAL ELECTRICAL TECHNOLOGY

*Diploma/Certificate Options*

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**CIP Code: 460302**

**Total Clock Hrs: 900**
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: Dr. David Lafargue

Program Coordinator: Christopher Fontenot.

Program Instructors: Jeffrey Brossette, Gregory Castille, Christopher Fontenot, Robbie Johnson, Terrell Saucier, Harold Plaisance.

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 workplace employment while communicating technical issues to peers both orally and in writing.
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**AAS – Industrial Instrumentation Technology (60)**  
CIP Code 150404  
Total Clock Hrs: 1065
### INDUSTRIAL INSTRUMENTATION TECHNOLOGY

*Diploma/Certificate Options*

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<td>INST 2732</td>
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CIP Code: 150404
School: Business and Applied Technology

Program Description: The mission of the Information Systems Technology program is to offer students a well-rounded computer-based education that will equip them for entry-level software and networking positions, or to help further their education. Students will receive supervised programming assignments, hands-on projects, training in computer hardware and operating systems, and an understanding of troubleshooting techniques. Program courses help prepare students for various industry-based certifications.

Dean: Dr. David Shankle

Program Coordinator: Debbie Lejeune

Program Instructors: Barry Humphus, Katie Johnson, Mary Kennerson, Dr. Martha Jo Schexneider, Pierre (Rocky) Schexneider, Josh Young.

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

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

Program Learning Outcomes: Students who successfully complete the Information Systems Technology program will be able to:
1. Develop, create, and maintain a website.
2. Identify, describe, and configure an operating system.
3. Apply troubleshooting techniques to components, systems, and software.
# INFORMATION SYSTEMS TECHNOLOGY

## Associate of Applied Science

<table>
<thead>
<tr>
<th>Course No. Semester 1</th>
<th>Course Title</th>
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## INFORMATION SYSTEMS TECHNOLOGY

**Diploma/Certificate Options**

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### Networking Concentration

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**Total Credits:** 21

**Total Credits:** 19

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158
## Computer Specialist Concentration

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<td>Advanced Software Elective**</td>
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<td><strong>Total Clock Hrs: 945-1005</strong></td>
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*Approved Networking Electives:
- ITEC 2010 MCSE 2-Windows Server
- ITEC 2030 MCSE 4-Windows Dir. Svc.
- ITEC 2130 Scaling Networks
- ITEC 2020 MCSE 3-Windows Network
- ITEC 2040 MCSE Core/Elective
- ITEC 2140 Connecting Networks

**Approved Software Electives:
- ITEC 1020 Adv. Web Site Dev
- ITEC 1531 Intro. to C Programming
- ITEC 1550 Intro. to Visual Basic
- ITEC 1571 Intro. to JAVA
- ITEC 2500 Programming Language II
- ITEC 1250 Programming Language I
- ITEC 1532 Adv. C Programming
- ITEC 1570 Programming with VBA
- ITEC 2450 Adv. Visual Basic
- ITEC 2570 Adv. JAVA
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: Dr. Wendi Palermo, RN.

Program Coordinator: Wendi Palermo, PhD, RN.

Program Instructors: Kimberly Eaves, MSN, RN; Patrice Fontenot, MSN, RN; Patricia Montou, MSN, RN; Lisa Rogers, ADN, RN; Sarah Seaman, BSN, RN; Sandra Smith, BSN, RN; Gloria White, ADN, RN.

Program Coordinator Morgan Smith Site: Wendi Palermo, PhD, RN.

Program Instructors Morgan Smith Site: Pat Pousson, LPN.

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.

Program 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, ACCUPLACER, 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. ACCUPLACER Reading score of: 51
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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<th>Lecture</th>
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<td>ANUR 1233</td>
<td>Nursing Fundamentals I</td>
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<td>ACNA 1160</td>
<td>Professionalism for Healthcare Providers</td>
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CIP Code: 513902
Total Clock Hrs: 214
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: Dr. Wendi Palermo, RN.

Program Coordinator: Valerie Waldmeier, PhD, APRN.

Program Instructors: Rachael Bilbo, MSN, RN; Sharon Dunbar, MSN, RN; Angela Jones, FNP-C, MSN, RN; Michelle Ledet, MSN, RN; Kaye Martin, MSN, RN; Kathleen Morrissey, MSN, RN; Deanne Smith, MSN, RN; Kristine Stout, MSN, RN; Valarie Waldmeier, PhD, APRN.

Clinical Sites: Calcasieu Oaks, Landmark of Lake Charles, West Calcasieu Cameron Hospital, Christus-St. Patrick Hospital, Lake Charles Memorial Hospital, Pediatric Center, Lake Charles Care Center, Grand Cove Nursing and Rehabilitation Center, Resthaven Nursing and Rehabilitation Center and Jennings American Legion 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 or titers are 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.

A student will be permitted to repeat only one required non-nursing or nursing course. A student who fails or withdraws (receives a grade of “D”, “F” or “W”) again in that course or from a second required course will no longer be permitted to apply to the ASN program at SOWELA Technical Community College School of Nursing and Allied Health.

Students who transfer to the School of Nursing and Allied Health at SOWELA from another institution are also subject to the rules listed above. Failure in nursing courses taken at another institution will be treated in the same way as failures in required nursing courses and non-nursing courses at SOWELA.

No application to enroll in clinical courses 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)

(continued on next page)
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 (including courses taken at other institutions.
5. Entrance Exam score
6. Number of hours at SOWELA Technical Community College
7. Completion of a baccalaureate degree or higher.

Once accepted into clinical, students who make less than an 80% in a theory course are required to repeat the course and clinical corequisite. 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 corequisite nursing course; regardless if the student passed the corequisite course. The re-enrollment in the corequisite 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, team members and self
4. Make clinical nursing judgements based on evidence based practice
<table>
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<th>Course Title</th>
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(continued)
ARTS 1200 Introduction to Visual Arts 3 0 3

AS — Nursing (71)

*C must meet admission requirements.

CIP Code: 513801
Total Clock Hrs: 1560
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: Adrienne Abel (Morgan Smith Site), Dr. Marie Coleman, Debbie Lejeune, Melinda Thigpen.

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
### OFFICE SYSTEMS TECHNOLOGY

*Associate of Applied Science*

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**CIP Code:** 520401  
**Total Clock Hrs:** 900
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**Approved Business Electives: 3 hours**

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***Approved Electives: 3 hours***

Any College Course
## OFFICE SYSTEMS TECHNOLOGY

*Diploma/Certificate Options*

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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: Dr. Wendi Palermo, RN.

Program Coordinator: Kim Eaves, MSN, RNC.

Program Instructors: Lynn Boyett, ADN; Patrice Fontenot, MSN, RN; Natalie Gillett, BSN, RN; Jan Kendall, BSN, RN; Patricia Montou, MSN, RNC; Bethanie Pete, BSN, RN; Deanna Pulver, MSN, RN; Lisa Rogers, ADN, RN; Sarah Seaman, BSN, RN; Sandra Smith, BSN, RN; Kathy Walter, BSN, RN; Gloria White, ADN, RN.

Program Coordinator Morgan Smith Site: Janae Cormier, BSN, RN.

Program Instructors Morgan Smith Site: Janae Cormier, BSN, RN; Cathie Meche, ADN, RN.

Program Coordinator Oakdale Site: Tiffany Thomas, BSN, RN.

Program Instructors Oakdale Site: Debora McNicol, ADN,RN; Tiffany Thomas, BSN, RN, PN.

Clinical Sites: West Cal-Cam Hospital, Calcasieu Oaks, Christus-St. Patrick Hospital, Lake Charles Memorial Hospital, Grand Cove Nursing and Rehabilitation Center, Lake Charles Care Center, Resthaven Rehabilitation Center and Imperial Calcasieu Medical Group, Pediatric Center.

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

Clinical Sites Oakdale: Christus Lake Area Hospital, Savoy Medical Center, Oakdale Community Hospital, Allen Oaks Nursing and Rehabilitation Center, Kinder Retirement Rehabilitation Center, St. Francis Nursing Home and Rehabilitation Center, Brighton Bridge Hospice, Newman Family Clinic.
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 20, English 17, and Math 18, or
  *b. ACCUPLACER scores: Reading 65, Math 48, and Language 74; 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.

*Entrance Exams and scores are mandated by LA. State Board of Practical Nurse Examiner (LSBPNE) and are subject to change.
# PRACTICAL NURSING

*Diploma/Certificate Options*

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*CIP Code: 513901
Total Clock Hrs: 1532

*Note: The order of classes is subject to change.*
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: Dr. 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 Fast Track Program:

In order to meet industry needs, SOWELA has developed the Process Technology (PTEC) Fast Track program. This innovative approach to training is providing opportunity for motivated individuals who desire to make a career change and want to take advantage of the new high paying careers that are being created as a result of industry expansion. This approach is not a shortened version of SOWELA’s well-established two-year program, but rather the same courses offered in a compressed format. Instead of the traditional two or three day a week semester style course offering, the courses are offered Monday through Friday and stacked as three or four classes per day to offer a full load. This full load offers the entire core Process Technology courses, which consists of 37 credit hours in 16 weeks towards the AAS degree.

As a compressed version of SOWELA’s existing program, students can plan to spend less time transitioning into a new career. The repetitive and immersion-style approach to teaching the required materials keeps students connected through a building-block approach to learning.

The Fast Track PTEC program is specifically designed to help those with an Associate’s degree or higher to attain the Associates of Applied Science (AAS) degree in Process Technology within as little as one semester. For more information, please contact the Process Technology department to see when the next cohort will be offered as well as instructions on how to apply.

Process Technology Progression Requirements

Beginning in spring 2018, new students who are interested in progressing through the Process Technology degree program must submit a progression application to PTECprogress@sowela.edu no later than the deadlines indicated on the PTEC Progression Application. The application must be completed in its entirety to be eligible for review.

In addition to SOWELA’s admission criteria, there are requirements that students must meet to complete the progression application and are as follows:

- Receive a cumulative grade point average (GPA) of a 2.0 or higher
- Minimum grade of ‘C’ in all transitional courses or eligibility for ENGL 1010 and MATH 1100 by the end of the semester in which the application is being submitted
- Complete the Bennett Mechanical Comprehension Test - 2nd ed. (BMCT®-II) with a minimum score as indicated in the application documentation
- If the student has earned prior college credits, he or she will need to submit official transcripts to SOWELA as soon as possible. The student must be fully admitted to SOWELA Technical Community College in order to be eligible for progression in the Process Technology program. This will require immunization records, official transcripts, etc.
All documentation must be submitted to the School of Industrial Technology Support Coordinator by the following dates:

- Spring consideration: October 1st
- Summer consideration: March 1st
- Fall consideration: July 1st

For full details, please see the Process Technology Progression Requirements document. This may be obtained from student advisors. The advisors are faculty advisors.

### PROCESS TECHNOLOGY

**Associate of Applied Science**

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**AAS – Process Technology (60)**

CIP Code: 150699
Total Clock Hrs: 1140
### PROCESS TECHNOLOGY

**Diploma/Certificate Options**

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**Total Credit Hrs:** 48

**CIP Code:** 150699
School: Nursing and Allied Health

Program Description: Sterile Processing is a certificate program designed to train students as Sterile Processing Technicians to support the surgical team.

The program is an 18 credit hour certificate of technical studies (CTS) program that prepares students for employment in the medical field as sterile processors.

Dean: Dr. Wendi Palermo, RN.

Program Coordinator: Dr. Wendi Palermo

Program Instructors: Krystal Fontenot, CRCST, CST, AAS.

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 Sterile Processing Technology program will be able to:

1. Enter the profession by being skilled in the decontamination of surgical sets.
2. Provide knowledge of the industry regulations and implement best practices for sterile processing.
3. Perform the sterile process from decontamination to sterilization to storing sterilized instruments.

Note: The program has met approval from the following:

Louisiana Community and Technical College System (LCTCS)
Louisiana Board of Regents
Southern Association of Colleges and Schools Commission on Colleges, submitted and pending final approval.
## STERILE PROCESSING TECHNOLOGY

*Certificate*

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**Total Clock Hrs:** 600

CIP Code: 511012
School: Nursing and Allied Health

Program Description: Surgical Technology: The Surgical Technology program is designed to train practitioners at the Associate of Applied Science (AAS) level as Surgical Technologists to meet the needs of local healthcare partners. Students will acquire the skills needed to enter the workforce as entry level Surgical Technologist serving as a member of the surgical team.

Dean: Dr. Wendi Palermo, RN.

Program Director: Amy Broussard, CST, CSFA, FAST, CRCST, AAS

Program Instructors: Amy Broussard, CST, CSFA, FAST, CRCST, AAS, Maria Briscoe, CST, TS-C, AAS, BA.

Special Comments: Must earn a minimum of a C or higher in pre-requisite courses for this program to be eligible to apply for STEC 1000. Must have a program GPA of 2.7 or higher in order to apply for STEC 1000. Clinical Space is limited due to clinical site availability; placement is competitive.

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 Surgical Technology program will be able to:

1. Assist in surgical procedures safely by utilizing appropriate knowledge of anatomy, pathophysiology, pharmacology, medical terminology, and the application of surgical aseptic technique. (cognitive, psychomotor, and effective)

2. Practice within the legal, ethical and professional scope of the Surgical Technologist by performing all preoperative skills and duties safely. (cognitive and effective)

3. Meet the educational requirements necessary for the national certifying exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). (cognitive and psychomotor)

4. Develop the entry level employment skills for the various roles of the Surgical Technologist in the cognitive (knowledge) psychomotor (skills), and effective (behavioral) learning domains.
## SURGICAL TECHNOLOGY

*Associate of Applied Science*

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* Must meet admission criteria

**CIP Code:** 510909  
**Total Clock Hrs:** 1470
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.latransfer-degree.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 hour
- Completion of General Education block requirements at any Louisiana public university

Dean: Dr. Charles Stewart

Program Coordinator: Dorothy McCormick

Program Instructors: Alex Bell, Rebecca Bennett, Jonathan Byrd, Todd Carrere, Lacey Couch, Dr. Mandy Creel, Dr. Joni Drost, Matthew Dye, Jonathan Frantz, Katrina Freeman, Robert Groth, Lara Guidroz, Kristen S. Ison, Dr. Tyler Johnson, Dane Landry, Angela Madden, Dorothy E. McCormick, Paula McDonald, Dr. Lisa Quibodeaux, Susan Shaffer, Sallie Shepherd, Pamela K. Smith, Dr. Paige Spencer, Dr. Charles Stewart, Ricky Titus, Dr. Bridget Whelan, Nicole Wiley.
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. Write, read, and listen critically and effectively.
2. Use quantitative skills and the concepts and methods of mathematics to solve problems.
3. Understand and apply the concepts and methods of the natural sciences.
4. Understand and apply the concepts and methods of social sciences.
5. Will develop knowledge and understanding of history, the arts, and literature.
6. Will be exposed to diverse perspectives while understanding and appreciating cultural behaviors different from their own.

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
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.latransfer-degree.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: 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, Dr. Tyler Johnson, Dane Landry, Debbie Lejeune, Angela Madden, Dorothy E. McCormick, Paula McDonald, Rick Monceaux, Susan Shaffer, Sallie Shepherd, Pamela K. Smith, Dr. Paige Spencer, Dr. Charles Stewart, Sarah Walter, Dr. Bridget Whelan, Nicole Wiley.

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. Write, read, and listen critically and effectively.
2. Use quantitative skills and the concepts and methods of mathematics to solve problems.
3. Understand and apply the concepts and methods of the natural sciences.
4. Understand and apply the concepts and methods of social sciences.
5. Will develop knowledge and understanding of history, the arts, and literature.
6. Will be exposed to diverse perspectives while understanding and appreciating cultural behaviors different from their own.

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 - 12 credit hours
Natural Sciences - 9 credit hours
Social/Behavioral Sciences - 3 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
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.latransfer-degree.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: Dorothy E. McCormick

Program Instructors: Alex Bell, Rebecca Bennett, Todd Carrere, Lacey Couch, Dr. Mandy Creel, Dr. Joni Drost, Matthew Dye, Jonathan Frantz, Katrina Freeman, Robert Groth, Lara Guidroz, Kristen S. Ison, Dr. Tyler Johnson, Dane Landry, Angela Madden, Dorothy E. McCormick, Paula McDonald, Susan Shaffer, Sallie Shepherd, Pamela K. Smith, Dr. Paige Spencer, Dr. Charles Stewart, Dr. Bridget Whelan, Nicole Wiley.
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 compete the Associate of Arts Louisiana Transfer will be able to:

1. Write, read, and listen critically and effectively.
2. Use quantitative skills and the concepts and methods of mathematics to solve problems.
3. Understand and apply the concepts and methods of the natural sciences.
4. Understand and apply the concepts and methods of social sciences.
5. Will develop knowledge and understanding of history, the arts, and literature.
6. Will be exposed to diverse perspectives while understanding and appreciating cultural behaviors different from their own.

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
VEHICLE MAINTENANCE & REPAIR TECHNOLOGY

School: Transportation and Applied Technology

Program Description: The purpose of the Vehicle Maintenance & Repair 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 Vehicle Maintenance & Repair 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).

Dean: Mr. William Mayo

Program Coordinator: Lewis Williams

Program Instructors: Tim McCarty, Lewis Williams

Program Accreditation: National Automotive Technicians Education Foundation (NATEF)

Special Comments: A minimum grade of C is required in all Vehicle Maintenance & 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 certificate or diploma.

Program Learning Outcomes: Students who successfully complete the Vehicle Maintenance & Repair 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.
## VEHICLE MAINTENANCE & REPAIR TECHNOLOGY

*Diploma/Certificate Options*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Total Credit Hrs</th>
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<td>VMRE 1002</td>
<td>Introduction to Transportation Technology</td>
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<td>VMRE 1102</td>
<td>Brakes Systems</td>
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<tr>
<td>VMRE 1202</td>
<td>Steering &amp; Suspension</td>
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**TCA Alignment Specialist (9)**

**Automotive Concentration**

<table>
<thead>
<tr>
<th>Course No.</th>
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<th>Lecture</th>
<th>Lab</th>
<th>Total Credit Hrs</th>
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<td>VMRE 1402</td>
<td>Engine Repair</td>
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<tr>
<td>VMRE 1502</td>
<td>Automatic Transmission &amp; Transaxle</td>
<td>1</td>
<td>2</td>
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<tr>
<td>VMRE 1602</td>
<td>Fundamentals of Electricity</td>
<td>2</td>
<td>2</td>
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<tr>
<td>VMRE 1612</td>
<td>Advanced Electrical and Electronics</td>
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<td>VMRE 1622</td>
<td>Manual Drive Train</td>
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<tr>
<td>VMRE 1802</td>
<td>Engine Performance I</td>
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<tr>
<td>VMRE 1812</td>
<td>Engine Performance II</td>
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<td>VMRE 2822</td>
<td>Engine Performance III</td>
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**CTS Automotive Apprentice Subtotal (27)**

*CTS Automotive Apprentice Total Hours (30)*

<table>
<thead>
<tr>
<th>Course No.</th>
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<th>Lecture</th>
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<td>VMRE 1360</td>
<td>Light Diesel</td>
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<td>VMRE 1702</td>
<td>HVAC</td>
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<td>VMRE 2002</td>
<td>Advanced Suspension, Steering &amp; Brakes</td>
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<td>2</td>
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<td>VMRE 2012</td>
<td>Advanced Automatic and Manual Transmission</td>
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<td>VMRE 2402</td>
<td>Lube Tech G-1 Maintenance</td>
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**TD – VEHICLE MAINTENANCE & REPAIR Technology (52)**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
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* CTS Automotive Apprentice Total Hours includes credit for VMRE 1002.
## VEHICLE MAINTENANCE & REPAIR TECHNOLOGY

### Diploma/Certificate Options

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
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<tr>
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<td><strong>Collision Concentration</strong></td>
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<tr>
<td>VMRE 1131</td>
<td>Identification &amp; Analysis</td>
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<td>VMRE 1141</td>
<td>Frame &amp; Body</td>
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<tr>
<td>VMRE 1220</td>
<td>Welding &amp; Cutting</td>
<td>2</td>
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<tr>
<td>VMRE 1230</td>
<td>Panel Replacement</td>
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<td>4</td>
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<tr>
<td>VMRE 1320</td>
<td>Refinishing/Detailing</td>
<td>2</td>
<td>2</td>
<td>4</td>
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<tr>
<td>VMRE 1602</td>
<td>Fundamentals of Electricity</td>
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<tr>
<td>VMRE 1702</td>
<td>HVAC</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>VMRE 2111</td>
<td>Basic Metal Alignment &amp; Finish</td>
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<tr>
<td>VMRE 2121</td>
<td>Corrosion</td>
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<td><strong>CTS Collision Repair Apprentice Subtotal</strong></td>
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<td>VMRE 2130</td>
<td>Restraint Systems</td>
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<td>VMRE 2140</td>
<td>Plastic Repair</td>
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<td>VMRE 2230</td>
<td>Advanced Painting Techniques</td>
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<td>VMRE 2331</td>
<td>Advanced Collision Repair</td>
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</table>

CIP Code: 470600  
Total Clock Hrs: 1230

*CTS Collision Repair Apprentice Total Hours includes credit for VMRE 1002.
WELDING

School: Transportation and Applied 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.

Dean: Mr. William Mayo

Program Coordinator: Jonathan Darbonne

Program Instructors: Jonathan Darbonne, Heather Zappa-Guillory (Morgan Smith Site), Devin Richard, Eric Richmond (Morgan Smith Site), Kyle Vidrine (Oakdale 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 pipe weld using ER70s-6 filler metal.
6. Demonstrate knowledge of safety procedures, hazards, housekeeping, and appropriate cautions in the welding industry.
## WELDING

*Diploma/Certificate Option*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Total Credit Hrs</th>
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<tbody>
<tr>
<td>WELD 1110</td>
<td>Occupational Orientation &amp; Safety</td>
<td>1</td>
<td>1</td>
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<tr>
<td>WELD 1120</td>
<td>Basic Blueprint, Metallurgy &amp; Weld Symbols</td>
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<tr>
<td>WELD 1130</td>
<td>Welding Inspection and Testing</td>
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<td>2</td>
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<td>WELD 1210</td>
<td>Oxyfuel Systems</td>
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<tr>
<td>WELD 1310</td>
<td>Cutting Processes CAC/PAC</td>
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<td><strong>TCA – Arc Cutter Basic (9)</strong></td>
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<tr>
<td>WELD 1410</td>
<td>SMAW - Basic Beads</td>
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<td>WELD 1411</td>
<td>SMAW - Fillet Weld</td>
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<td>WELD 1420</td>
<td>SMAW - V-Groove Open</td>
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<td>3</td>
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<td>WELD 1510</td>
<td>SMAW - Pipe 2G</td>
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<td>WELD 1514</td>
<td>SMAW - 5G Downhill</td>
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<td><strong>CTS – SMAW Structural Welder (23)</strong></td>
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<td>SMAW - 6G Downhill</td>
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<td>WELD 1516</td>
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<td><strong>CTS – SMAW Pipe Welder (32)</strong></td>
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<td>WELD 2210</td>
<td>GTAW - Multi-Joint</td>
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<td>2</td>
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<tr>
<td>WELD 2220</td>
<td>GTAW - Pipe 5G</td>
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<td>3</td>
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<tr>
<td>WELD 2221</td>
<td>GTAW - Pipe 2G</td>
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<td>WELD 2222</td>
<td>GTAW - Pipe 6G</td>
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<td>WELD 2230</td>
<td>GTAW - Aluminum Multi-Joint</td>
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<td><strong>CTS – SMAW, GTAW Combination Welder (46)</strong></td>
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<td>WELD 2310</td>
<td>GMAW - Basic Fillet Weld</td>
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<td>WELD 2311</td>
<td>GMAW - Groove Weld</td>
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<td>WELD 2110</td>
<td>FCAW - Basic Fillet Welds</td>
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<tr>
<td>WELD 2111</td>
<td>FCAW - Groove Welds</td>
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<td><strong>CTS – SMAW, GTAW, GMAW, FCAW Combination Welder (53)</strong></td>
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<td>WELD 2312</td>
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<td><strong>TD – Welding (56)</strong></td>
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<td>8</td>
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</tbody>
</table>

**CIP Code: 480508**

**Total Clock Hrs: 1803**
WORKFORCE SOLUTIONS UNIT

The Workforce Solutions 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 Solutions 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.

David Hayes
Executive Director of Workforce Solutions

Judy McCleary,
Director of Business & Industry Services

Rosemary August,
Administrative Coordinator

Jonnika Boutte,
Support Coordinator

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 Solutions Unit the best choice for individuals and employers looking for specialized and customized training.
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).
# HVAC TRAINING PROGRAM

**NCCER Curriculum**

**Level 1 and Level 2**

Total Clock Hours 350

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong></td>
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</tr>
<tr>
<td>Introduction to HVAC</td>
<td>7.5</td>
</tr>
<tr>
<td>Trade Mathematics</td>
<td>10</td>
</tr>
<tr>
<td>Basic Electricity</td>
<td>12.5</td>
</tr>
<tr>
<td>Introduction to Heating</td>
<td>15</td>
</tr>
<tr>
<td>Introduction to Cooling</td>
<td>30</td>
</tr>
<tr>
<td>Introduction to Air Distribution Systems</td>
<td>15</td>
</tr>
<tr>
<td>Basic Copper and Plastic Piping Practices</td>
<td>10</td>
</tr>
<tr>
<td>Soldering and Brazing</td>
<td>10</td>
</tr>
<tr>
<td>Basic Carbon Steel Piping Practices</td>
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</tr>
<tr>
<td><strong>Level 2</strong></td>
<td></td>
</tr>
<tr>
<td>Alternating Current</td>
<td>7.5</td>
</tr>
<tr>
<td>Compressors</td>
<td>17.5</td>
</tr>
<tr>
<td>Refrigerants and Oils</td>
<td>12.5</td>
</tr>
<tr>
<td>Leak Detection, Evacuation, Recovery, and Charging</td>
<td>30</td>
</tr>
<tr>
<td>Metering Devices</td>
<td>7.5</td>
</tr>
<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>
<td>5</td>
</tr>
<tr>
<td>Sheet Metal Duct Systems</td>
<td>10</td>
</tr>
<tr>
<td>Fiberglass and Fabric Duct Systems</td>
<td>7.5</td>
</tr>
<tr>
<td>Commercial Airside Systems</td>
<td>12.5</td>
</tr>
<tr>
<td>Air Quality Equipment</td>
<td>5</td>
</tr>
<tr>
<td>Introduction to Hydronic Systems</td>
<td>12.5</td>
</tr>
</tbody>
</table>
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 Carbon Steel 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 Copper and Plastic Piping Practices (10 Hours)
Explains how to identify types of copper 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.

Introduction to Heating (15 Hours)  
Covers the fundamentals of heating systems and the combustion process. The different types and designs of gas furnaces and their components, as well as basic procedures for their installation and service, is provided.

Introduction to Hydronic Systems (12.5 Hours)  
Introduces hydronic heating systems, the fuels used to heat the water and the pumps that circulate the heated water.

(Continued on next page)
Introduction to HVAC (7.5 Hours)
Covers the basic principles of heating, ventilating, and air conditioning, career opportunities in HVAC, and how apprenticeship programs are constructed. Basic safety principles, as well as trade licensure and EPA guidelines, are also introduced.

Leak Detection, Evacuation, Recovery, and Charging (30 Hours)
Covers servicing of the refrigerant circuit of HVAC systems. The four essential service tasks—leak detection, evacuation, recovery, and charging—are covered in detail in addition to EPA’s requirements for providing these services.

Metering Devices (7.5 Hours)
Introduces metering devices used in the mechanical refrigeration cycle. Covers their primary function along with related components. Operation of capillary tube, fixed-orifice, and expansion-type metering devices is explored in addition to selecting and installing thermal expansion valves.

Refrigerants and Oils (12.5 Hours)
Discusses the refrigerants and oils used in modern refrigeration and air conditioning systems including new handling and service requirements.

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.

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.

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.
Course Title                                          Hours
Orientation & Safety Bench work                    140
Orientation & Safety Drill Press                  140
Orientation & Safety Lathe                        320
Orientation & Safety Mill                         280

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>
<td>5</td>
</tr>
<tr>
<td>Millwright Hand Tools</td>
<td>15</td>
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<tr>
<td>Fasteners and Anchors</td>
<td>10</td>
</tr>
<tr>
<td>Basic Layout</td>
<td>20</td>
</tr>
<tr>
<td>Gaskets and O-Rings</td>
<td>10</td>
</tr>
<tr>
<td>Oxyfuel Cutting</td>
<td>15</td>
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<td><strong>Millwright Level 1</strong></td>
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<tr>
<td>Intermediate Trade Math</td>
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<tr>
<td>Field Sketching</td>
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<tr>
<td>Intermediate Blueprint Reading</td>
<td>20</td>
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<tr>
<td>Specialty Tools</td>
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<tr>
<td>Millwright Power Tools</td>
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<tr>
<td><strong>Millwright Level 2</strong></td>
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<tr>
<td>Advanced Trade Math</td>
<td>20</td>
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<tr>
<td>Precision Measuring Tools</td>
<td>20</td>
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<tr>
<td>Installing Packing</td>
<td>10</td>
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<tr>
<td>Installing Seals</td>
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<td>Installing Mechanical Seals</td>
<td>20</td>
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<tr>
<td>Removing and Installing Bearings</td>
<td>20</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 Jigs</td>
<td>10</td>
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<tr>
<td>Pre alignment for Equipment Installation</td>
<td>15</td>
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<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>Conveyors</td>
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<tr>
<td>Troubleshooting and Repairing Conveyors</td>
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<tr>
<td>Conventional Alignment</td>
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<tr>
<td>Pumps</td>
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<tr>
<td>Troubleshooting and Repairing Pumps</td>
<td>7.5</td>
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<tr>
<td>Compressors and Compressor Maintenance</td>
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Basic Pneumatic Systems 7.5
Troubleshooting and Repairing Pneumatic Equipment 10
Basic Hydraulic Systems 10
Troubleshooting and Repairing Hydraulic Equipment 7.5
Troubleshooting and Repairing Gearboxes 20

Millwright Level 4 150

Reverse Alignment 30
Laser Alignment 25
Advanced Blueprint Reading 25
Optical Alignment 25
Turbines 20
Maintaining and Repairing Turbine Components 15
Installing Electric Motors 10
Preventive and Predictive Maintenance 10
Vibration Analysis 5

Millwright Level 5 165
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.
Intermediate Trade Math (20 Hours)
Explains how to use tables of equivalents and conversion tables, figure ratios and proportions, perform right angle trigonometry, calculate takeout’s using trigonometry, and calculate volumes and weights of objects.

Laser Alignment (25 Hours)
Using one example system, describes the principles of using laser alignment systems to perform alignments.

Maintaining and Repairing Turbine Components (15 Hours)
Describes the process of inspecting and repairing key components of turbines. Explains the guidelines for maintaining large steam turbines.

Millwright Hand Tools (15 Hours)
Introduces hand tools used by millwrights. Explains hand tool safety and covers the methods for selecting, inspecting, using, and maintaining these tools.

Millwright Power Tools (20 Hours)
Introduces power tools used by millwrights and procedures for using, caring for, and maintaining these tools.

Optical Alignment (25 Hours)
Explains how to use theodolites, optical levels, auto levels, and total stations to place and align equipment.

Orientation to the Trade (5 Hours)
Presents the history of the trade and discusses career paths for millwrights. Describes environments and types of work associated with the millwright trade.

Oxyfuel Cutting (15 Hours)
Explains the safety requirements for oxyfuel cutting. Identifies oxyfuel cutting equipment and provides instructions for setting up, lighting, and using the equipment. Describes how to perform straight line cutting, piercing, beveling, washing, and gouging.

Pre alignment for Equipment Installation (15 Hours)
Explains how to level equipment using jack bolts, wedges, and shims. Covers precision leveling procedures and performing clearance installation. Also describes basic steps for setting motors and pumps.
(Continued from previous 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.

(Continued on next page)
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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**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Basic Safety</td>
<td>12.5</td>
</tr>
<tr>
<td>Introduction to Construction Math</td>
<td>10</td>
</tr>
<tr>
<td>Introduction to Hand Tools</td>
<td>10</td>
</tr>
<tr>
<td>Introduction to Power Tools</td>
<td>10</td>
</tr>
<tr>
<td>Introduction to Construction Drawings</td>
<td>10</td>
</tr>
<tr>
<td>Introduction to Basic Rigging</td>
<td>7.5</td>
</tr>
<tr>
<td>Basic Communication Skills</td>
<td>7.5</td>
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<tr>
<td>Basic Employability</td>
<td>7.5</td>
</tr>
<tr>
<td>Introduction to Material Handling</td>
<td>5</td>
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</tbody>
</table>

### 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 on next 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.
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. (WE)

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] (WE)

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] (WE)

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

Intermediate accounting principles utilizing the application of a current computerized accounting package which includes setting up the accounting system, recording routine transactions, preparing financial statements, and completing the year-end operations. Prerequisite: ACCT 1110 or Special Approval. [LCCN: CACC 2413]

ACCT 2010. Accounting I
Lecture 3, Lab 0, Credit 3

Principles, techniques, and tools of accounting. Includes the principles of collecting, summarizing, and reporting financial information for sole proprietorships. Prerequisite: ACCT 1110. [with ACCT 2020, LCCN: CACC 2113]

ACCT 2020. Accounting II
Lecture 3, Lab 0, Credit 3

Introduces balance sheet valuations, partnerships, corporations, stockholder equity, the statement of cash flows, and financial statement analysis. Prerequisite: ACCT 2010. [with ACCT 2010, LCCN: CACC 2113]

ACCT 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 expe-
rience 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*

The student learns to establish a safe and supportive environment for the patient/resident/client through ethical and legal responsibilities, effective communication, observational skills, safety issues (including fire safety), infection control, CPR, and personal hygiene and grooming practices.

**ACNA 1120. Basic Body Structure and Function**
*Lecture 2, Lab 0, Credit 2*

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

**ACNA 1160. Professionalism for Health Care Providers**
*Lecture 2, Lab 0, Credit 2*

This course assists the student in identifying and performing skills necessary to secure employment in the health care industry and make immediate and future decisions regarding job choices and educational growth.

*Lecture 1, Lab 1, Credit 2*

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

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

A study of the wooden structures and the organic/inorganic fabrics that cover these structures. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

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

A study of the selection, application, and subsequent inspection of aircraft finishes and trim. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

(WE)

**AMTA 2030. Sheet Metal**
*Lecture 2, Lab 2, Credit 4*

A study which involves the bending, forming, riveting, and inspecting of aircraft metallic structures made of aluminum sheets. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

**AMTA 2040. Composites**
*Lecture 1, Lab 1, Credit 2*

A study of the various forms of nonmetallic structures that includes the inspection of these structures. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

**AMTA 2050. Welding**
*Lecture .5, Lab .5, Credit 1*

An introductory course to the science and methodology of welding, brazing, and soldering of materials used in the construction of aircraft. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

**AMTA 2060. Assembly and Rigging**
*Lecture 1, Lab 1, Credit 2*

A course of study detailing the assembly of primary and secondary flight controls and the subsequent rigging of these controls. Both fixed
and rotary wing aircraft are addressed. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTA 2070. Hydraulics and Pneumatics
Lecture 1, Lab 1, Credit 2
A study of the aircraft’s hydraulic and pneumatic systems and the associated components. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

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

AMTA 2090. Aircraft Electrical Systems
Lecture 2, Lab 2, Credit 4
A course involving the installation, checking, servicing, and repairing of electrical wiring, controls, switches, indicators, components, and circuit protective devices. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTA 2100. Aircraft Instruments
Lecture .5, Lab .5, Credit 1
A course of study on aircraft flight instruments that includes principles of operation, purpose, removals, installations, and system integration. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTA 2110. Communication and Navigation System
Lecture .5, Lab .5, Credit 1
A study of the communication and navigation systems found on both general aviation and air carrier aircraft. Topics include autopilots, VHF and UHF radios, pulse systems, radar, antenna placement, and equipment installations. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTA 2120. Cabin Atmosphere
Lecture .5, Lab .5, Credit 1
A course involving the principles of operation, servicing, inspecting, removing, installing, checking, troubleshooting, and repairing heating, cooling, air conditioning, pressurization, and oxygen systems. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTA 2130. Ice and Rain
Lecture .5, Lab .5, Credit 1
A study of airborne systems to control the formation and removal of structural ice and rain. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTA 2140. Airframe Inspection
Lecture .5, Lab .5, Credit 1
A course of study which allows the student to utilize previous studies in performing airframe conformity and airworthiness inspections. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTG 1010. Aircraft Math and Physics
Lecture 1, Lab 1, Credit 2
A basic course involving the fundamentals of mathematics, physics, and aerodynamics and their relationship to aircraft maintenance.
AMTG 1020. Aircraft Drawings
Lecture .5, Lab .5, Credit 1
A basic course covering the fundamentals of aircraft drawings, sketches, blueprints, graphs, and charts.

AMTG 1030. Ground Operation and Servicing
Lecture .5, Lab .5, Credit 1
A course of study which prepares the student for basic flight line duties such as fueling, directing, securing, taxiing, and providing fire suppression for airplanes and helicopters.

AMTG 1040. Materials and Processes
Lecture 1, Lab 1, Credit 2
A study in the use of precision measuring tools, the identification of aircraft hardware and materials, nondestructive testing methods, inspection of welded structures, and basic heat treating processes. (WE)

AMTG 1050. Fluid Lines and Fittings
Lecture .5, Lab .5, Credit 1
A course covering the fabrications, installation, and inspection of flexible and rigid fluid lines.

AMTG 1060. Cleaning and Corrosion Control
Lecture .5, Lab .5, Credit 1
A course covering the selection of cleaning materials and cleaning of aircraft and the inspection, identification, removal, and treatment of aircraft corrosion.

AMTG 1070. Weight and Balance
Lecture 1, Lab 1, Credit 2
A course of study that includes solving weight and balance problems, computing forward and aft-loaded center of gravity limits, equipment changes, loading schedules, helicopter weight and balance and examining weight and balance records.

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

AMTG 1090. Basic Electricity
Lecture 2, Lab 1, Credit 3
A basic course covering the relationship, measurement, and the calculation of voltage, current resistance, continuity and power in DC circuits, as well as the calculation of power, capacitance, resistance, and inductance in AC circuits. The inspection, servicing, and theory of operation of the different types of aircraft electrical systems are also discussed.

AMTP 2200. Aircraft and Engine Fire Protection
Lecture .5, Lab .5, Credit 1
A study in the operation and inspection of smoke and carbon monoxide detection systems, engine fire detection, and extinguishing systems.

AMTP 2210. Reciprocating Engines
Lecture 2, Lab 3, Credit 5
A study of the overhaul, repair, inspection, and troubleshooting of both opposed and radial reciprocating engines. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090. (WE)

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. (WE)
AMTP 2230. Induction and Engine Airflow Systems  
*Lecture .5, Lab .5, Credit 1*  
A course of study involving both turbine and reciprocating engine induction and airflow systems. Topics include ice/rain protection, heat exchangers, turbo chargers, filters, and intake manifolds.

AMTP 2240. Exhaust (Reverser) and Cooling Systems  
*Lecture .5, Lab .5, Credit 1*  
A course of study, in which both reciprocating and turbine exhaust and cooling systems are inspected, serviced, checked, and repaired. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTP 2250. Lubrication Systems  
*Lecture .5, Lab .5, Credit 1*  
A study of the lubrication systems of both turbine and reciprocating engines. Topics include identification and selection of lubricants, and the repair, inspection, and troubleshooting of the system. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090.

AMTP 2260. Engine Electrical Systems  
*Lecture 2, Lab 1, Credit 3*  
A course of study involving the installation, checking, servicing, and repairing of electrical components, wiring, controls, switches, indicators, and protective devices found on engine electrical systems. Prerequisites: 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 magnetos, ignition leads, spark plugs/igniters, and electrical/pneumatic starters. Prerequisites: AMTG 1010, AMTG 1020, AMTG 1030, AMTG 1040, AMTG 1050, AMTG 1060, AMTG 1070, AMTG 1080, AMTG 1090. (WE)

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.
ANTH 2010. Cultural Anthropology
Lecture 3, Lab 0, Credit 3
Explore the diversity of human cultures; examine patterns of culture including social organization and subsistence, communication, human individuality, law, ethnicity and racism, religion, beliefs and values. [LCCN: CATR 2013]

ANUR 1040. PN Anatomy & Physiology
Lecture 5, Lab 0, Credit 5
This course presents a study of the structure and function of the human body systems to include cells/tissues/membranes, skeletal, muscular, circulatory, lymphatic, digestive, respiratory, urinary, reproductive, endocrine, nervous, sensory and integumentary systems. Medical terms and commonly used medical/nursing abbreviations related to each body system are addressed in detail in this course. Prerequisites: Admission to the nursing program; eligibility to enroll in college level courses. May receive advance standing for ANUR 1040 if the student has successfully completed BIOL 2263 and BIOL 2261 with a final grade of C or higher.

ANUR 1060. Basic Nutrition & Diet Therapy
Lecture 2, Lab 0, Credit 2
Normal nutrition and the modification of the principles of normal nutrition for therapeutic purposes are studied. This course includes the role of the essential nutrients of proteins, carbohydrates, fats, vitamins, minerals, and water in the maintenance of good health and wellness for all ages. Diet therapy will be incorporated in the application of basic nutritional principles and therapeutic diets used in the management of disease conditions for all age groups. Prerequisites: Admission to the nursing program; eligibility to enroll in college level courses.

ANUR 1233. Nursing Fundamentals I
Lecture 3, Lab 2, Credit 5
This course provides an introductory survey of the major issues in adult development and aging changes, cognitive changes, and disease factors; along with the physiological, psychosocial, sociocultural, and spiritual needs of clients in various health care environments. The student is introduced to the basic concepts of the adult population including measurements of physiological statistics and documentation of these findings, basic nutritional intake/output, proper use of body mechanics, bed-making, and infection control. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations. Supervised lab experiences that focus on providing basic nursing skills are emphasized in identifying internal and external stressors and adaptive responses that adult clients experience in the maintenance or promotion of health. Health care environments utilized include long term care facilities, skilled nursing facilities, and acute care settings. This course includes a 30-hour skills lab experience and a 64-hour clinical component. Prerequisites: Admission to the nursing program; eligibility to enroll in college level courses.

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

ANUR 1240. Nursing Fundamentals II
Lecture 2, Lab 1, Credit 3
This course provides further detail of the major issues in adult development and aging including biological influences, aging changes, cognitive changes, and disease factors; along
with the physiological, psychosocial, sociocultural, and spiritual needs of clients in various health care environments. The student is introduced to additional concepts of the adult population including more detailed areas of physical assessment, urinary catheterization, monitoring of blood glucose levels, wound care with dressing changes, application of hot and cold treatments, and documentation of these findings. Principles of admitting, transferring, reporting, and discharging procedures of clients are discussed. The application of the nursing process and the development of critical thinking skills of the novice nurse 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. (WE)

ANUR 1350. Introduction to Health Care  
*Lecture 4, Lab 0, Credit 4*  
This course includes the discussion of the concepts of health, health maintenance, and human development throughout the life cycle. The effects of stress and related defense or coping mechanisms are introduced along with the use of therapeutic communication. The course identifies trends in health care and local, state, and national health resources available for the maintenance of health. Students learn about the role of the practical nurse and the history of practical nursing education, necessary vocational adjustments, and the Louisiana State Board of Practical Nurse Examiners. Legal, ethical and cultural issues relevant to client care are addressed. In order to be successful in this course it is necessary that the student possess basic computer skills. Prerequisites: Admission to the nursing program; eligibility to enroll in college level courses.

ANUR 1450. Basic Pharmacology  
*Lecture 2, Lab 1, Credit 3*  
This course provides information on pharmacology that is essential for accurately calculating dosages and understanding drug orders and labels. Students learn to recognize common abbreviations and to select correct dosages for medication administration. Critical thinking skills are applied to medication situations, emphasizing the importance of accuracy and the prevention of medication errors. Students will learn procedures for oral, intramuscular, enteral, parental, topical, and instillation administration routes/methods. Safety precautions, guidelines, and documentation will also be emphasized. Prerequisites: ANUR 1040, ANUR 1060, ANUR 1233, ANUR 1240, ANUR 1350.

ANUR 2110. Medical/Surgical Nursing Concepts I  
*Lecture 5, Lab 0, Credit 5*  
Nursing theory related to the care of the preoperative client and the adult medical/surgical client experiencing alterations in respiratory, cardiovascular, lymphatic functions are presented. Principles of fluid and electrolytes balance are discussed. Diet therapy and pharmacological agents used both in the nursing care of these health alterations and to maintain health is included in the discussions. Nursing implications for discharge planning and client education for the promotion of health are stressed. Prerequisites: ANUR 1040, ANUR 1060, ANUR 1233, ANUR 1240, ANUR 1350. Corequisite: ANUR 2112. (WE)

ANUR 2112. Medical/Surgical Nursing Clinical Applications I  
*Lecture 0, Lab 3, Credit 3*  
This course builds upon the nursing care theory and skills discussed in Nursing Fundamentals I, Nursing Fundamentals II, and Medical/Surgical Nursing Concepts I. Using the nursing process, students perform basic and increasingly advanced clinical nursing skills in appropriate
health facilities under the supervision of the instructor. The student begins to use the nursing process to plan and implement safe nursing care. Prerequisites: ANUR 1040, ANUR 1060, ANUR 1233, ANUR 1240, ANUR 1350. Corequisite: ANUR 2110.

ANUR 2210. Medical/Surgical Nursing Concepts II
Lecture 5, Lab 0, Credit 5

This course builds upon knowledge gained from Medical/Surgical Concepts I. Nursing care of the medical/surgical adult client with 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. (WE)

ANUR 2212. Medical/Surgical Nursing Clinical Applications II
Lecture 0, Lab 3, Credit 3

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

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

The student utilizes the nursing process to provide care to client experiencing psychopathological, emotional, and behavioral alterations. Appropriate pharmacological agents, their actions, uses, and side effects are discussed. Client education and diet modifications related to the use of these medications are stressed. Health promotion activities necessary to promote and maintain optimal mental health are explored. 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 infusions and are taught the correct procedures for IV therapy in order to maintain client safety. Students demonstrate nursing skills necessary to perform venipuncture. Supervised lab performance is a part of this course. Prerequisites: ANUR 1040, ANUR 1450, ANUR 2110, ANUR 2112. 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 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 1060, ANUR 1233, ANUR 1240, ANUR 1350.

Note: Students must pass both the theory and clinical components of this course with an 80% in each component to successfully complete the course and advance in the Practical Nursing Program. (For Semesters 2 and 3)

ANUR 2310. Medical/Surgical Nursing Concepts III
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. (WE)

ANUR 2312. Medical/Surgical Nursing Clinical Applications III
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 a long-term care facility to enhance the leadership and management skills of the student and allow for further development of critical-thinking and problem-solving techniques. Prerequisites: ANUR 1450, ANUR 2210, ANUR 2212. Corequisite: ANUR 2310.

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

In this course, students study adaptive behaviors utilized within the family unit to maintain and promote health. Students have the opportunity to demonstrate nursing skills specifically employed with pediatric clients. They learn to adapt the nursing process to reflect appropriate developmental stages and how to modify nursing actions for the pediatric client. This course also presents essential information related to growth and development from infancy through adolescence and those diseases common to the particular age groups. Health alterations commonly occurring during this period of the life span are explored. Students focus on age appropriate nursing care for the restoration of health and the promotion of wellness. This course includes a 32-hour clinical component. Prerequisites: ANUR 1450. Corequisites: ANUR 2310 and ANUR 2312. 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 to include dangerous drug interactions and nursing implications related to each drug. Safety precautions which will aide in decreasing the incidence of errors in medication are stressed. Advanced medication calculations will be required to demonstrate knowledge of safe dosing parameters. The nursing process is utilized to assess the learning needs of the client and the effects of all pharmacological interventions. Prerequisites: ANUR 1450, ANUR 2110, ANUR 2112, ANUR 220.
ANUR 2353. PN Professionalism  
*Lecture 2.5, Lab 0, Credit 2.5*

This course assists the student in preparing for the NCLEX-PN licensure examination. The students are assisted in making decisions concerning job choices and educational growth by compiling resumes, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job in the health care industry. The role and function of professional nursing organizations are discussed while relating the importance of continuing education in preparation for 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 and social values for professional nursing practice. Students synthesize professional practice issues in a selected clinical area of interest as a nursing mentor. Clinical experiences provide the students with the opportunity to integrate classroom theory with professional nursing practice while adhering to Laws related to the Practice of Practical Nursing. This course includes a 32-hour clinical component. Prerequisites: ANUR 2110, ANUR 2112, ANUR 2210, ANUR 2212, ANUR 2223, ANUR 2230. Corequisites: ANUR 2310 and ANUR 2312.  

**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. [LCCN: CART 1023]

ARTS 2303. Color Theory  
*Lecture 0, Lab 3, Credit 3*

Course covers the physical phenomenon of color and its intricacies as it relates to the design process of visual communication. It is geared towards developing students' fundamental understanding, visual awareness, and critical observation of the complex nature of color. (Studio course, with 6 contact hours). [LCCN: CART 2303]

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

Basic biological principles and concepts including atoms and molecules, cellular respiration, heredity, and evolution. Intended for non-science majors. [LCCN: CBIO 1013]

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*

Basic biological principles including a survey of the life on Earth -- viruses to vertebrates, animal behavior, major biomes of the planet, ecology, ecosystems, and conservation of resources. Intended for non-science majors. [LCCN: CBIO 1023]

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

Laboratory investigations designed to demonstrate and complement the lessons of General Biology II. Prerequisite or corequisite: BIOL 1020. [LCCN: CBIO 1021]

BIOL 1031. Biology I Laboratory  
*Lecture 0, Lab 1, Credit 1*

Laboratory designed to supplement Biology 1. Prerequisite or corequisite: BIOL 1033. [LCCN: CBIO 1031]
BIOL 1033. Biology I  
*Lecture 3, Lab 0, Credit 3*

Intended for science majors. Basic biological concepts including scientific method, principles of biological molecules, cell structure and function, and genetics. Prerequisites: Eligible for MATH 1000 and ENGL 1010. [LCCN: CBIO 1033]

BIOL 1041. Biology II Laboratory  
*Lecture 0, Lab 1, Credit 1*

Laboratory designed to supplement Biology II. Prerequisite or corequisite: BIOL 1043. [LCCN: CBIO 1041]

BIOL 1043. Biology II  
*Lecture 3, Lab 0, Credit 3*

Intended for science majors. General concepts and principles of ecology, evolution, and biological diversity. Prerequisite: “C” or better in BIOL 1031 and BIOL 1033. [LCCN: CBIO 1043]

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: “C” or better in BIOL 2253. [LCCN: CBIO 2103]

BIOL 2111. Microbiology for Nursing and Allied Health  
*Lecture 0, Lab 1, Credit 1*

Laboratory investigations designed to demonstrate and complement the lessons of BIOL 2113. Prerequisite or corequisite: BIOL 2113. [LCCN: CBIO 2111]

BIOL 2113. Microbiology for Nursing and Allied Health  
*Lecture 3, Lab 0, Credit 3*

Principles of microbiology, with emphasis on health and disease. Microbial cell structure, function, and metabolism; immunology, control of microbial growth, and the impact of microbes on human health. Prerequisites: “C” or better in BIOL 2253. [LCCN: CBIO 2113]

BIOL 2251. Human Anatomy & Physiology 1 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 1  
*Lecture 3 Lab 0, Credit 3*

A study of histology and the structure and function of the following systems: integumentary, skeletal, muscular, and nervous. 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  
*Lecture 3, Lab 0, Credit 3*

A study of the maintenance of physiological homeostasis and the structure and function of the following systems: endocrine, circulatory, immune, lymphatic, respiratory, digestive, urinary, and reproductive. Prerequisite: “C” or better in BIOL 2253 and BIOL 2251. [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 offers students a basic 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] *(WE)*

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. *(WE)*

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] *(WE)*

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. *(WE)*

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 drawing setup; creating and modifying geometry; storing and retrieving
predefined shapes; placing, rotating and scaling objects; adding text, using layers; coordinating systems and input and output devices. 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. (WE)

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 demonstrate and 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
Application of the theory and procedures of gravimetric, volumetric, and instrumental analysis; safety and basic laboratory techniques related to CHEM 2030. Prerequisites: “C” or better in CHEM 1020 and CHEM 1021, Corequisite: CHEM 2030. [LCCN: CCEM 2301]

CHEM 2210. Elements of Organic Chemistry
Lecture 3, Lab 0, Credit 3
This course examines fundamental concepts of organic chemistry and surveys the principal functional groups and the physicochemical properties of the major families of organic com-
CHEM 2211. Elements of Organic Chemistry Laboratory
Lecture 0, Lab 1, Credit 1

Basic mini-scale techniques for purification and determination of organic compounds. Introduction to organic nomenclature and functional groups. Interpretation of GC, IR, and NMR spectra. Basic organic syntheses. Introduction to the concepts and practices of “Green Chemistry”. Prerequisite: “C” or better in CHEM 1020 and CHEM 1021, Corequisite: CHEM 2211.

CLTE 1000. Introduction to Lab Analysis
Lecture 3, Lab 0, Credit 3

Overview of the duties and responsibilities of a Chemical Lab Analyst. The student will learn how these duties are used in a plant environment to reach an end product. In addition, an introduction to ISO 9000, guest lectures, and plant tours are included. Soft skills will also be covered such as professionalism, teamwork, and work ethics.

CLTE 2000. Chemical Laboratory Analysis I
Lecture 3, Lab 0, Credit 3

Overview of instrumental chemical analysis. Topics include statistical analysis, sampling, analytical separations, gravimetric and titrimetric analysis, gas chromatography, online process analyzers, and/or electroanalytical chemistry. Prerequisites: “C” or better in CLTE 1000. Co-requisite: CLTE 2002.

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

Lab for Applied Chemical Instrumental Analysis I. Prerequisite: “C” or better in CLTE 1000. Co-requisite: CLTE 2000.

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, microwave plasma-atOMIC emission spectrometry, nuclear magnetic resonance, gas chromatography/mass spectrometry, liquid chromatography, and infrared spectroscopy. Prerequisite: “C” or better in CLTE 2000, CLTE 2002. Co-requisite: CLTE 2102.

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. [LCCN: CCRJ 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. [LCCN: CCRJ 2313]

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**

Analysis of 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.

### CRMJ 2322. Criminal Investigation  
**Lecture 2, Lab 1, Credit 3**

Study of investigation procedures including theory, legal aspects, evidence collection, preservation, submission, interviews, interrogations, search and protection of crime scene, patrol and observation, note taking, and report writing. Prerequisites: Eligible for ENGL 1010. (WE)

### 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 2403. Crisis & Trauma  
**Lecture 3, Lab 0, Credit 3**

This course will introduce the student to fundamental concepts of crisis theory and practice. Students will learn to use a holistic framework for viewing individual responses to crisis events such as sexual assault, domestic violence, substance abuse, and death. Prerequisites: Eligible for ENGL 1010.

### 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. (WE)

### 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 2503. Death & Loss  
**Lecture 3, Lab 0, Credit 3**

Course provides students biological, sociological, and psychological perspectives of death, dying, loss, and bereavement in our society and around the world. 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. (WE)
CRMJ 2603. Death Investigation I
Lecture 3, Lab 0, Credit 3
This course will provide an introduction to the systematic process of completing a thorough death investigation with regard to natural and unnatural causes of death. Prerequisite: Eligible for ENGL 1010

CRMJ 2622. Criminal Justice Ethics
Lecture 3, Lab 0, Credit 3
This course describes the basic aspects of expected, ethical, and professional conduct within the criminal justice system which applies to all members of the law enforcement, corrections and the judiciary community. Central topics of discussion include morality, ethics, and human behavior, police role in discretion, corruption, and misconduct in society, discretion and dilemmas in the legal profession, and the ethics of punishment and misconduct in corrections. Prerequisite: Eligible for ENGL 1010. (WE)

CRMJ 2703. Death Investigation II
Lecture 3, Lab 0, Credit 3
This builds upon knowledge gained from Death Investigations I. this course will provide in-depth information of scientific procedures necessary to conduct thorough death investigations with respect to various types of death scenes. Prerequisite: CRMJ 2603.

CRMJ 2803. Entomology for Criminal Justice
Lecture 3, Lab 0, Credit 3
This course introduces the student to major groups of insects to include their biological functions in the field of death investigation. Prerequisite: Eligible for ENGL 1010.

CRMJ 2903. Selected Topics in Death Investigations
Lecture 3, Lab 0, Credit 3
This course introduces the student to various topics related to the study of death investigations. Prerequisite: CRMJ 2603

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.

CSSK 1010. College Success
Lecture 1, Lab 0, Credit 1
Required of students who place in any transitional discipline and students enrolled in the ASN curriculum. A solid foundation of academic and life skills that promote success in achieving educational goals. Topics include setting goals, learning and learning styles, active listening, note taking, time management, test preparation and test taking, health and wellness, social life, and financial literacy. Students who are awarded at least 12 semester hours of transfer credit will receive a grade of “CR” in CSSK 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. Prerequisites/Corequisites: None
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. Prerequisites/Corequisites: None

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. Prerequisites/Corequisites: None

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. Prerequisites/Corequisites: None

CULN 1103. Basic Skills Development  
*Lecture 3, Lab 0, Credit 3*  
An exploration of standard units of measure and unit conversion, estimation, percent’s, ratios, 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 1133. Sanitation and Safety  
*Lecture 3, Lab 0, Credit 3*  
Students will develop an understanding of the basic principles of sanitation and safety, personal hygiene; explore the fundamentals of microbiology and the application to food and environmental sanitation. Students will be able to describe the origins of food-borne disease and the importance of utilizing proper sanitation and safety procedures required to prevent food-borne illnesses in the work place. Students successfully completing the course and the national exam will receive a food safety certificate. (This course is a lecture only course; the hands on skills will be applied throughout the remaining food service lab classes). Prerequisites/Corequisites: None

CULN 1172. Essentials of Dining Room Service  
*Lecture 1, Lab 2, Credit 3*  
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 throughout the life cycle. Students will explore the role of nutrients in the metabolic processes of the cell and the human body. Students will develop an in-depth personal nutrient analysis. Prerequisites/Corequisites: None

CULN 1233. Garde Manger  
*Lecture 1, Lab 2, Credit 3*  
Students will learn the principles of preparation of salads, salad dressings, fruits, sandwiches, charcuterie, hors d’OEuvres and canapés, pate, terrines and other cold food, cold sauces, appetizers, and garnishes and their applications. Emphasis is place on color, texture, and temperature in preparation and presentation. 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 pro-
cedures 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 1323. A` La Carte
Lecture 0, Lab 3, Credit 3
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: “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 Student will develop the understanding and demonstrate their skills in making stocks, sauces and soups as well as the composition, structure, cuts, cooking and handling of meats and game, poultry and game bird, fish and shellfish, vegetables, potatoes, legumes, grains and pasta and other starches. Students will be exposed to the foundations of modern restaurant cooking, allowing them to refine their skills and build their repertoire. Prerequisites/Corequisites: None. (WE)

CULN 1603. Culinary Production Principles for Dining Facilities
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. (WE)

CULN 1953. 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 provide 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 2013. Artisan Theory and Bread Techniques
Lecture 1, Lab 2, Credit 3

This course is designed to advance students’ knowledge of various methods and theory related to advanced techniques in breads including the principles of artisan production, lamination and enriched doughs as well as the intricacies of design utilizing light yeasted and non-yeasted doughs. Prerequisites: CULN 1953, CULN 1013, CULN 1023, CULN 1033, CULN 1043.

CULN 2037. Baking and Pastries Externship
Lecture 1, Lab 6, Credit 7

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 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. Prerequisites: CULN 1953, CULN 1013, CULN 1023, CULN 1033, CULN 1043.

CULN 2103. Culinary International Odyssey Externship
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 of international meals from an international location and practice professionalism in a college-approved externship setting. Upon completion of this course, students gain a broader understanding of the demands and expectations of the international food service industry while improving their skills in the craft of culinary arts. Each student will be required to submit a research paper, and a final report portfolio of their experiences during the Culinary International Odyssey I Externship. Prerequisites: “C” or better in the following courses: CULN 1103, CULN 1172, CULN 1133, CULN 1506, CULN 1223, or Special Departmental Approval.

CULN 2110. Culinary Production Externship
Lecture 0, Lab 9, Credit 9

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 1223, CULN 1323, CULN 1233, CULN 1953. Corequisites: None. (WE)
CULN 2413. Regional Cuisine  
*Lecture 1, Lab 2, Credit 3*  
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  
*Lecture 3, Lab 0, Credit 3*  
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.

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. (WE)

DRFT 1102. Geometric Construction  
*Lecture 1, Lab 1, Credit 2*  
This course covers geometric construction. The objectives are for students to: draw parallel and perpendicular lines; construct bisectors and divide lines and spaces into equal parts; draw polygons, tangencies and ellipses; solve engineering problems by making a formal drawing with geometric constructions from an engineer’s sketch or layout. It deals with multi-view drawings and the preparation of single and multi-view drawings; selecting the appropriate views for presentations; drawing view enlargements, establishing run-outs, explaining the difference between first and third angle projection, preparing formal multi-view drawings from an engineer’s sketch and actual industrial layouts. Corequisite: DRFT 1101.

DRFT 1103. Pictorial/Working Drawing  
*Lecture 1, Lab 1, Credit 2*  
This course covers pictorial and working drawings. The objectives are to have the students learn to draw complete sets of working drawings (including details, assemblies and parts lists); prepare written specifications of purchase parts for the parts lists; properly group information on the assembly drawing with identification numbering systems; explain the engineering change process and prepare engineering changes; draw three-dimensional objects using isometric, diametric or trimetric methods; construct objects using oblique drawing methods; draw objects using one, two or three point perspective; apply a variety of shading techniques to pictorial drawings. Prerequisite: DRFT 1102.

DRFT 1104. Machine Drawing  
*Lecture 1, Lab 1, Credit 2*  
This course deals with machine drawings, manufacturing materials and processes, dimensioning and tolerance. The objectives are for students to be able to define and describe various manufacturing materials; material terminology; 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 unsectioned 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, electric 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 practice and knowledge to accomplish the design of machine components and to make the necessary drawings to be used in the manufacturing process as well as assembly. Tolerance and classes of fits, threads, fasteners, springs as well as gears and cams are included. Prerequisites: CADD 1201 and 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 shearing stresses, torsion, bending, bolted and welded connections, basic design of timber and steel beams and timber and steel columns, beam deflections, and statistically indeterminate beams. Prerequisites: CADD 1201 and DRFT 1205.

DRFT 2401. Architecture II
Lecture 1, Lab 2, Credit 3
This course is a continuation of Architecture I. It emphasizes more advanced drawing including some design and utilities for construction. Prerequisites: CADD 1201 and DRFT 2301.

DRFT 2402. Civil/Surveying
Lecture 1, Lab 2, Credit 3
This course covers mapping including the types of maps, conventional symbols, profiles, cross-sections, planning maps, plotting traverses, drawing contours and city and village maps from engineer’s notes. It also deals with construction, care and use of surveying instruments, and the theory and practice of chaining, differential and profile leveling, traversing, computation of areas of earthwork, theory and practice of stadia and its application to topographic surveying, U.S. 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. (WE)

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. [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. [CECN 2223]

ELEC 1000. Electrical Safety
Lecture 2, Lab 1, Credit 3
The course includes the fundamentals of principles of safety and associated standards in the electrical industry. It gives an overview of protocols involved with safety compliance.

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. *(WE)*

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 1240. Commercial and Industrial Systems  
*Lecture 2, Lab 1, Credit 3*  
This course includes the fundamentals and principles of medium voltage equipment, the associated maintenance, and testing. Prerequisites: INST 1111, ELEC 1220.

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 3, Lab 1, Credit 4*  
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, 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 degree. Placement is based on ACT, ACCUPLACER, or SAT scores, or a grade of “C” or better in ENGL 0098.

ENGL 1010. English Composition I  
*Lecture 3, Lab 0, Credit 3*

An introduction to essay writing with an emphasis on the recursive writing process. Prerequisite: English score of at least 18 on the Writing portion and a 19 on the Reading portion of the ACT, an equivalent score on the ACCUPLACER test, “C” or better in ENGL 0099 and/or READ 0099. [LCCN: CENL 1013]

ENGL 1020. English Composition II  
*Lecture 3, Lab 0, Credit 3*

An introduction to research writing. Term paper required. Prerequisite: Require a “C” or better in ENGL 1010 to enroll. [LCCN: CENL 1023]

ENGL 1500. Creative Copy Writing  
*Lecture 3, Lab 0, Credit 3*

A course in the writing of creative and motivating copy for layouts using the following media: newspaper, radio, billboards, television, magazines and direct mailing. Prerequisite: Require a “C” or better in ENGL 1020 to enroll. [LCCN: CENL 2103]

ENGL 2010. British Literature I  
*Lecture 3, Lab 0, Credit 3*

A survey of British writers from the beginning to the Romantic Era; includes literary analysis and writing about literature. Term paper required. Prerequisite: Require a “C” or better in ENGL 1020 to enroll. [LCCN: CENL 2103]

ENGL 2020. British Literature II  
*Lecture 3, Lab 0, Credit 3*

A survey of British writers from the Romantic Era to the present; includes literary analysis and writing about literature. Term paper required. Prerequisite: Require a “C” or better in ENGL 1020 to enroll. [LCCN: CENL 2113]

ENGL 2030. Major British Writers  
*Lecture 3, Lab 0, Credit 3*

A survey of significant British writers. Includes literary analysis and writing about literature. Prerequisite: Require a “C” or better in ENGL 1020 to enroll. [LCCN: CENL 2123]

ENGL 2110. American Literature I  
*Lecture 3, Lab 0, Credit 3*

A survey of American writers from the beginning to the Civil War; includes literary analysis and writing about literature. Term paper required. Prerequisite: Require a “C” or better in ENGL 1020 to enroll. [LCCN: CENL 2153]

ENGL 2120. American Literature II  
*Lecture 3, Lab 0, Credit 3*

A survey of American writers from the Civil War to the present; includes literary analysis and writing about literature. Term paper required. Prerequisite: Require a “C” or better in ENGL 1020 to enroll. [LCCN: CENL 2163]

ENGL 2130. Major American Writers  
*Lecture 3, Lab 0, Credit 3*

A survey of significant American writers, includes literary analysis and writing about literature. Prerequisite: Require a “C” or better in ENGL 1020 to enroll. [LCCN: CENL 2173]

ENGL 2310. World Literature I  
*Lecture 3, Lab 0, Credit 3*

A survey of world writers from the beginning to the 1600s; includes literary analysis and writing about literature. Term paper required. Prerequisite: Require a “C” or better in ENGL 1020 to enroll. [LCCN: CENL 2203]

ENGL 2320. World Literature II  
*Lecture 3, Lab 0, Credit 3*

A survey of world writers from the 1600s to the present; includes literary analysis and writing about literature. Term paper required. Prerequisite: Requires a “C” or better in ENGL 1020 to enroll. [LCCN: CENL 2213]

ENGL 2330. Major World Writers  
*Lecture 3, Lab 0, Credit 3*

A survey of world writers from circa 1700
through the present day; includes literary analysis and writing about literature. Prerequisite: Require a “C” or better in ENGL 1020. [LCCN: CENL 2223]

ENGL 2410. Introduction to Fiction
Lecture 3, Lab 0, Credit 3
Introduction to fiction; includes critical analysis and writing about literature. Prerequisite: Require a “C” or better in ENGL 1020 to enroll. [LCCN: CENL 2303]

ENGL 2420. Introduction to Literature
Lecture 3, Lab 0, Credit 3
Introduction to various literary genres; includes critical analysis and writing about literature. Prerequisite: Require a “C” or better in ENGL 1020 to enroll. [LCCN: CENL 2323]

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

ENGL 2510. Introduction to African American Literature
Lecture 3, Lab 0, Credit 3
Introduction to African American literature; includes critical analysis and writing about literature. Prerequisite: Require a “C” or better in ENGL 1020 to enroll. [LCCN: CENL 2403]

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

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

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

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

FREN 1010. Elementary French I
Lecture 3, Lab 0, Credit 3
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: CFRN 1013]

FREN 1020. Elementary French II
Lecture 3, Lab 0, Credit 3
Extends elementary knowledge of the basic grammatical structure of the French language and the culture. This course continues to develop reading, writing, listening, and speaking skills, and appreciation for the geography, food, music, values, and customs of the Francophone world. Prerequisite: “C” or higher in FREN 1010. [LCCN: CFRN 1023]
FRTY 1111. Introduction to Forest Technology
Lecture 3, Lab 0, Credit 3

An introductory course to familiarize the students with terms and objectives of the Forest Technology course, possible employment opportunities available upon graduation, and acquire knowledge of the forest industry in general and Louisiana in particular.

FRTY 1120. Dendrology
Lecture 3, Lab 3, Credit 6

This course consists of the specifics on how trees grow, their reproductive methods, and scientific methods of identification. This includes field identification of woody plants such as trees and vines from the use of the leaves, twigs, bark, flowers and fruit.

FRTY 1210. Forestry Surveying
Lecture 2, Lab 3, Credit 5

An introductory course designed to show the students various ways of surveying tracts of land. Methods include transit and compass and pacing methods of distance and acreage determinations.

FRTY 1310. Silviculture
Lecture 3, Lab 3, Credit 6

Describes value of forest management and various methods of establishing, maintaining, and harvesting forest resources. Field laboratories are conducted to apply the various methods of establishing and maintaining forest resources. Prerequisite: FRTY 1120

FRTY 1330. Timber Harvesting
Lecture 2, Lab 2, Credit 4

The various methods and reasons for choosing a harvesting system are discussed along with environmental impacts on the sites utilizing the Best Management Practices (BMP) for Forestry. Laboratory field trips are taken to harvesting operations for first hand observation and study.

FRTY 2410. Forestry Products
Lecture 1, Lab 1, Credit 2

An introductory course to the forest products manufactured in Louisiana, the processes utilized in their manufacturing, and the identification of wood utilized in these manufacturing processes. Prerequisite: FRTY 1120

FRTY 2420. Introduction to Global Information Systems and Global Positioning Systems
Lecture 2, Lab 1, Credit 3

The student will be introduced to computer systems software associated with Geography Information Systems as utilized in forestry applications, use of the Internet for downloading images, and the methods of inputting and manipulating data in a GIS environment. The student will learn to take field Global Positioning Satellite data and interface that data with GIS. Prerequisite: CPTR 1000

FRTY 2510. Forest Insects and Diseases
Lecture 2, Lab 1, Credit 3

The major insects, diseases and other pests of the Southern forest tree species are studied along with any control methods. Laboratory field trips are taken to observe forest infestations and damage.

FRTY 2520. Forest Mensuration I
Lecture 2, Lab 1, Credit 3

This first course of two includes the collecting and processing of forest measurements in order to make wise economic and environmental choices for forest land. In field laboratories, the student learns to use specific equipment for measuring trees and logs in the forest environment; how to record and process the data collected; and the theory behind methodology used to collect and process the data.
FRTY 2610. Forest Mensuration II  
*Lecture 3, Lab 3, Credit 6*  
This course is the second part of Forest Mensuration and is a continuation of collecting and processing of forest measurements; the sampling of forested tracts using plotless cruising (point sampling), strip cruising and plot cruising; and application of mathematical calculations to expand the sample data into an estimated population. The calculations are made utilizing calculators and computers. Stand tables are constructed based upon sample data collected. Written presentations of timber stand location and data are prepared. Prerequisite: FRTY 2520

FRTY 2620. Reforestation  
*Lecture 2, Lab 2, Credit 4*  
This course includes the study of various methods of natural and artificial reforestation; the criteria for choosing which method to use; the approximate costs establishment; and environmental factors associated with each method. Laboratory field trips to: industrial planting operations, forest seedling nursery forest seed processing facility, tree improvement orchard, industrial site preparation operations, and various natural regeneration locations. Prerequisites: FRTY 1111, 1120

FRTY 2710. Prescribed Burning and Wildfire Control  
*Lecture 3, Lab 3, Credit 6*  
This course includes the various methods and procedures for wildfire control and prescribed burning including the weather and other climatic factors that affect fire behavior. Laboratories include hands-on fire line establishment and maintenance; dozer and fire plow operation and maintenance; prescribed burning of a donated tract of land; use and maintenance of hand firefighting equipment; and observation of industrial and governmental control burn applications.

FRTY 2720. Wildlife Habitat, Ecology and Game Management  
*Lecture 1, Lab 1, Credit 2*  
Included are the environmental factors that forests and wildlife need for proper growth and distribution. Included are the implications that particular forest management choices have on the ecology of the forest.

FRTY 2991. Special Projects I  
*Lecture 0, Lab 1, Credit 1*  
A course designed for the student who has demonstrated specific special needs.

FRTY 2993. Special Projects II  
*Lecture 0, Lab 2, Credit 2*  
A course designed for the student who has demonstrated specific special needs.

FRTY 2995. Special Projects III  
*Lecture 0, Lab 3, Credit 3*  
A course designed for the student who has demonstrated specific special needs.

FRTY 2996. Special Projects IV  
*Lecture 3, Lab 0, Credit 3*  
A course designed for the student who has demonstrated specific special needs.

FRTY 2997. Practicum  
*Lecture 0, Lab 3, Credit 3*  
A Practicum provides supervised on-the-job work experience related to the student’s education objectives. Students participating in Practicum do not receive compensation. Prerequisites: Consent of instructor

FRTY 2999. Cooperative Education  
*Lecture 0, Lab 3, Credit 3*  
Cooperative Education provides supervised on-the-job work experience related to the student’s educational objectives. Students participating in Cooperative Education receive compensation for their work.
GAEC 1100. Introduction to Electrician Apprenticeship
Lecture 3, Lab 0, Credit 3
This course is designed to cover introductory related information for the Electrician apprentice plan of study. The areas covered include career opportunities in the electrician industry and responsibilities and attitudes required for a successful career in the electrician industry, introductory basics to conduit fabrication, introductory to wiring devices, and an introductory to the National Electrical Code.

GAEC 1110. Job Safety & Health
Lecture 2, Lab 0, Credit 2
This course is designed to cover job safety and health issues related to the Electrician apprentice plan of study. The course covers job safety and health hazards, OSHA laws and employee and employer rights and responsibilities in accident prevention. Prerequisite: GAEC 1100.

GAEC 1120. Apprentice Trade Related Mathematics
Lecture 2, Lab 0, Credit 2
This course is designed to cover mathematical principles and concepts related to electrical trades. The course covers basic mathematical concepts of whole numbers and fraction usage, simultaneous equations, vectors, geometry, and trigonometry. Prerequisite: GAEC 1110.

GAEC 1130. Apprentice Trade Technology Part I
Lecture 3, Lab 0, Credit 3
This course is designed to cover first year electrical trade technology concepts. Concepts covered include all aspects of basic direct current theory and blueprint reading for electricians. Prerequisite: GAEC 1120.

GAEC 1200. Apprentice Trade Related Science
Lecture 2, Lab 0, Credit 2
This course is designed to cover general knowledge and use of test instruments and the National Electrical Code book. Prerequisite: GAEC 1130

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

GAEC 1220. Customer Service in the Trade Area
Lecture 2, Lab 0, Credit 2
This course is designed to cover local union by-laws, the IBEW constitution, sexual harassment, avoiding the hazards of drug abuse, and additional safety concerns. Prerequisite: GAEC 1210.

GAEC 1230. Apprentice Trade Technology Part III
Lecture 3, Lab 0, Credit 3
This course is designed to cover second year part two electrical trade technology concepts. Concepts covered include additional aspects of basic alternating current (AC) theory, the basics of transformers, additional code calculations, and additional code practices. Prerequisite: GAEC 1220.

GAEC 1300. Apprentice Trade Technology Part IV
Lecture 5, Lab 0, Credit 5
This course is designed to cover third year part one electrical trade technology concepts. Concepts covered include direct current (DC) theory, semiconductors, installer/technician understanding the RF system, and installer/technician CCTV. Prerequisite: GAEC 1230.

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 additional 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 Pipefitter, Plumber, or HVAC apprentice plan of study. The course covers job safety and health hazards, OSHA laws, and employee and employer rights and responsibilities in accident prevention. Prerequisite: GAPC 1100.

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

This course is designed to cover mathematical principles and concepts related to pipe trades. The course covers basic mathematical concepts, formulas used in the pipe trades industry, pipe measurements, and metric measurements. Prerequisite: GAPC 1110.

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

This course is designed to cover first year pipe trades technology concepts. Concepts covered include all aspects of basic electricity and the use and care of tools. Prerequisite: GAPC 1120.

**GAPC 1200. Apprentice Trade Technology Part II**  
*Lecture 2, Lab 0, Credit 2*

This course is designed to cover basic sci-
ence principles and concepts related to pipe trades. Prerequisite: GAPC 1130.

GAPC 1210. Apprentice Trade Technology Part III
Lecture 3, Lab 0, Credit 3
This course is designed to cover the soldering and brazing methods used in the preparation and joining of the cup type copper tube joint. Prerequisite: GAPC 1200.

GAPC 1220. Customer Service in the Trade Area
Lecture 2, Lab 0, Credit 2
This course is designed to cover the basic principles of service work including human relations, salesmanship and how to plan service work. Prerequisite: GAPC 1210.

GAPC 1230. Apprentice Trade Technology Part IV
Lecture 3, Lab 0, Credit 3
This course is designed to cover second year part two pipe trades technology concepts. Concepts covered include pipe, fittings, valves, supports and fasteners. Prerequisite: GAPC 1220.

GAPC 1300. Apprentice Trade Technology Part V
Lecture 5, Lab 0, Credit 5
This course is designed to cover third year part one pipe trades, pipefitter and plumber technology concepts. Concepts covered include oxy-fuel cutting and welding, shielded metal-arc welding and water supply systems. Prerequisite: GAPC 1230.

GAPC 2100. Apprentice Trade Technology Part VI
Lecture 5, Lab 0, Credit 5
This course is designed to cover third year part two pipe trades-plumber technology concepts. Concepts covered include a continuation of oxy-fuel cutting and welding and shielded metal-arc welding 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. (WE)

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 students will learn to create vector art for illustrations, logos, and other graphics for print or the Web. Students will learn to work efficiently in the Adobe Illustrator environment with various modes, panels, and settings.

GART 1210. Desktop Publishing
Lecture 1, Lab 2, Credit 3
In this course students will learn to structure and layout print projects such as menus, brochures, reports, and magazines. The course covers a range of technical essentials including master pages, importing and manipulating objects, controlling text flow and style, and adding effects such as transparency, drop shadow, and feathering. Prerequisite: GART 1040.

GART 1220. Advertising Theory
Lecture 1, Lab 2, Credit 3
In this course the student will learn to put together a marketing plan and execute via traditional and non-traditional media. Students will be responsible for demographic research of various products and services.

GART 1230. Design I
Lecture 1, Lab 2, Credit 3
In this course the student will learn the fundamentals of being a designer. The course will cover color theory, design, typography, and the elements and principles of design. Upon completion the student will have a good understanding of executing professional graphic designs. Prerequisite: GART 1010; GART 1040. (WE)

GART 1240. Raster Graphics I
Lecture 1, Lab 2, Credit 3
This course gives students experience in silhouetting, exposure correction, retouching, layering, typography, and image composites in Adobe Photoshop. The student will learn how to make high-quality selections and edits, using an efficient imaging workflow.

GART 2110. Videography I
Lecture 1, Lab 2, Credit 3
This course introduces the student to the terminology, principles and practices of videography. The student will learn to differentiate between good and bad video, learn basic production techniques, non-linear editing, creative lighting methods and field camera operation.

GART 2120. Animation
Lecture 1, Lab 2, Credit 3
In this course students will use After Effects to create motion graphics, key out color using green/blue screen techniques, motion tracking, and composition video and animation. There will be a focus on key framing, masking and using alpha channels. Projects include animated logos, titles, and rendering for broadcast. Prerequisites: GART 1040; GART 1240.

GART 2130. Design II
Lecture 1, Lab 2, Credit 3
In this course the student will focus more on real-world design as a base study to their course
work. By using industry standard programs the student will study designs and understand the mechanics and theory by which it was created. Corequisites: GART 2500. Prerequisite GART 1230.

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 1230; 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. (WE)

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 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 1230.

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. Corequisite: GART 2130. Prerequisite: GART 2140.

GEOG 2010. Physical Geography
Lecture 3, Lab 0, Credit 3
Includes a study of the earth’s atmospheric energy; air, wind, and atmospheric moisture; weather and climate; oceans and river systems; tectonics; erosion and deposition including karst, glacial, eolian, desert, and coastal landscapes; ecosystems and biomes. Prerequisite: Eligible for ENGL 1010. [LCCN: CGEG 2213]

GEOG 2110. Human Geography
Lecture 3, Lab 0, Credit 3
Concepts, themes, and techniques of cultural geography; includes politics, language, religion, urbanization, agriculture, environmentalism, and social problems. Prerequisite: Be eligible for ENGL 1010. [LCCN: CGRG 2013]

GEOG 2215. Geography of Louisiana
Lecture 3, Lab 0, Credit 3
The course is a study of the physical geography and the natural resources of Louisiana as well as the people in terms of their cultural backgrounds, settlement patterns, and regional economics. Prerequisite: Eligible for ENGL 1010.

HIST 1010. Western Civilization I
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. [LCCN: CHIS 1013]

**HIST 1020. Western Civilization II**  
*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. [LCCN: CHIS 1023]

**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 or permission of the School Dean. [LCCN: CHIS 1123]

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

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

**HIST 2100. History of Louisiana**  
*Lecture 3, Lab 0, Credit 3*  
Topics in this course include discovery and exploration, French and Spanish colonial administration, early American period and emergence as a state, emergence of modern Louisiana. Prerequisite: Eligible for ENGL 1010. [LCCN: CHIS 2033]

**HORT 1000. Horticulture Lab I**  
*Lecture 0, Lab 3, Credit 3*  
This lab offers the hands-on experience to complement horticultural practices which are seasonal. This lab is critical to tie in certain duties with their corresponding seasons and course work.

**HOSP 1000. Hospitality Management**  
*Lecture 3, Lab 0, Credit 3*  
This course presents an overview of the hospitality industry including lodging, restaurants, food and beverage operations, tourism and recreation, and other operational areas within the industry. Special emphasis will be placed on the hospitality industry in Southwest Louisiana.

**HOSP 1010. Resort Operation**  
*Lecture 3, Lab 0, Credit 3*  
This course offers an overview of the operation of resort properties. Various types of resorts will be examined, as well as the planning, development, management, marketing, and financial aspects of the resort business. Special emphasis will be given to responsible vendor training.

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

**INST 1111. Fundamentals of Electricity/Electronics**  
*Lecture 3, Lab 1, Credit 4*  
An introduction to the concept of DC/AC electronics on Ohm’s Law, series, series-parallel, and parallel circuits. To include the concepts of inductive and capacitive reactance, time con-
INST 1112. Fundamentals of Semiconductors/Circuits
Lecture 3, Lab 1, Credit 4
An introduction to solid-state components and electronic circuits. The individual will gain knowledge on diodes, transistors, thermistors, and optical devices. To include power supplies, amplifier circuits, amplifier coupling and phase splitters. Prerequisite: INST 1111. (WE)

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/replacing flow indicators, recorders, transmitters, transducers, and relays. Also included are the principles of final element operation and relates actuators, positioners and control valves to their function as the last system element in a process control loop. Prerequisite: INST 1010.

INST 2420. Industrial Control Systems
Lecture 3, Lab 1, Credit 4
Course instruction includes the principles of operation, maintenance, troubleshooting, and repair of pneumatic, electronic, and digital controllers along with instruments that are found in a typical control loop. Also, process measurement and control using computers and microprocessor based control systems will be covered. Students will be introduced to various distributed control systems including the use of field bus and tuning methods in control systems. Prerequisite: INST 1010.

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 3, Lab 1, Credit 4
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. (WE)

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 require-
ments. 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. (WE)

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

ITEC 1100. IT Essentials: PC Hardware and Software  
*Lecture 3, Lab 0, Credit 3*  
Students completing this course will be able to describe the internal components of a computer, understand operating system installation and configuration, connect computers to networks and share resources in a networked environment. The course is also designed to prepare students for entry-level IT positions as well as help prepare students for the industry standard CompTIA A+ Essentials and job-skills exams. Corequisite: ITEC 1101.

ITEC 1101. IT Essentials: Lab for PC Hardware and Software  
*Lecture 0, Lab 1, Credit 1*  
Laboratory investigations including disassembly and assembly of personal computer, installation of peripheral devices, installation of operating systems, troubleshooting using system and diagnostic tools, patch cable construction and testing. Corequisite: ITEC 1100.

ITEC 1200. Operating Systems  
*Lecture 3, Lab 1, Credit 4*  
A hands-on study of operating systems which prepares students for an industry-based certification such as the MTA examination. The course includes the installation and administration of a network operating system as well as troubleshooting and optimizing techniques.

ITEC 1210. Introduction to Programming  
*Lecture 3, Lab 0, Credit 3*  
This course introduces computer program-
Programming and problem solving in a structured environment utilizing a basic programming language. Topics include logic, variables, constants, input/output, sequence structure, selection structure, repetition structure, pseudocode, and algorithms.

ITEC 1250. Programming Language I
Lecture 3, Lab 0, Credit 3
This course teaches both the fundamental concepts of a computer programming language and how to code executable instructions in the language for creating and/or modifying software programs, script, or other sets of instructions for execution on multiple platforms such as computers or mobile devices.

ITEC 1320. Introduction to Database Management
Lecture 3, Lab 0, Credit 3
A comprehensive study and hands-on approach to database management using tables, queries, forms, and reports to facilitate the development, manipulation, and reporting of data in an information system.

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

ITEC 1531. Introduction to C Programming
Lecture 3, Lab 0, Credit 3
Students are introduced to programming concepts and techniques using the C language. Upon completion, students should have the ability to write a wide variety of programs using the C language. Intensive hands-on applications. Prerequisites: ITEC 1210

ITEC 1532. Advanced C Programming
Lecture 3, Lab 0, Credit 3
A study of advanced programming concepts such as arrays, class inheritance, constructors, exception handling, GUI interface, etc. Prerequisites: ITEC 1531.

ITEC 1550. Introduction to Visual Basic
Lecture 3, Lab 0, Credit 3
An introduction to the Visual Basic environment. Concentration on basic syntax, object definition, screen layout, and selection and repetition structures. Prerequisites: ITEC 1210, MATH 1100, or Special Approval.

ITEC 1570. Programming with VBA
Lecture 3, Lab 0, Credit 3
This course teaches application programming with Visual Basic for Applications. Prerequisites: ITEC 1210, ITEC 1320.

ITEC 1571. Introduction to Java
Lecture 3, Lab 0, Credit 3
A study of logic structure, arrays, database handling, file connectivity, and various advanced features using Java programming Language. Prerequisites: ITEC 1210.

ITEC 1581. Introduction to Oracle
Lecture 3, Lab 0, Credit 3
A study of client/server databases and Oracle database architecture. Includes a hands-on study of creating and modifying database tables, performing queries, and creating forms, reports, and graphics.

ITEC 1610. Introduction to Game Programming
Lecture 3, Lab 0, Credit 3
Introduction to Game Programming is the first part of a first-year crash course covering the basics of game programming. Students will learn to program 2D and 3D games using Visual Basic and Windows API (Application Programming Interface). This first-year course will give students some expe-
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 LPI to obtain the LPIC-1 credential. The Linux+ certification qualifies the student to be a level 1 (junior) Linux administrator and is also useful for any desktop administrator who needs a basic understanding of Linux administration. This course may be used as a substitute for ITEC 1200. Prerequisites: ITEC 1500 or ITEC 1100 and ITEC 1101.

ITEC 2010. MCSE 2-Windows Server
Lecture 3, Lab 1, Credit 4

This course is designed to provide students with the background necessary to plan, install, configure, manage, and troubleshoot a Windows Server as a member server in an Active directory environment.

ITEC 2020. MCSE 3-Windows Network
Lecture 3, Lab 1, Credit 4

This course is designed to provide students with the background necessary to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows network infrastructure. Prerequisites: ITEC 1100.

ITEC 2030. MCSE 4-Windows Directory Services Administration
Lecture 3, Lab 1, Credit 4

This course is designed to provide students with the background necessary to install, configure, and troubleshoot the Windows Active Directory components, DNS for Active Directory, and Active Directory security solutions. Prerequisites: ITEC 2010.

ITEC 2040. MCSE Core/Elective
(Designing a MS Windows...)
Lecture 3, Lab 1, Credit 4

This course is designed to provide students with the background necessary to analyze the business requirements and design a directory service architecture, including: Unified directory services such as Active Directory and Windows NT domains; connectivity between and within systems, system components, and applications; data replication such as directory replication and database replication. Prerequisites: ITEC 2030.

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

This course teaches students, through lectures, discussions, demonstrations, and lab exercises, the skills and knowledge necessary to install, configure, optimize and administer a Microsoft Exchange Server and to prepare the Microsoft Exchange Server Administrator certification. Additional topics of scheduled backup, disaster recovery planning, and scaling for the enterprise. Prerequisites: ITEC 2030.
ITEC 2110. Introduction to Networks
Lecture 3, Lab 1, Credit 4
This course covers networking architecture, structure, and functions. The course introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum. Prerequisites: ITEC 1500.

ITEC 2120. Routing and Switching Essentials
Lecture 3, Lab 1, Credit 4
Routing and Switching Essentials covers the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Prerequisite: ITEC 2110.

ITEC 2125. Health Information Networking
Lecture 3, Lab 0, Credit 3
This course is designed to introduce students to IT fundamentals for medical groups and include basic information on healthcare environments, fundamentals of electronic health record systems, and designing, securing, and troubleshooting a network to support healthcare organizations. Prerequisite: ITEC 2120 or equivalent industry experience.

ITEC 2130. Scaling Networks
Lecture 3, Lab 1, Credit 4
Scaling Networks covers VTP, extended VLANS and DTP, troubleshooting Multi-VLANS, switch stacking, implementing HSRP and troubleshooting Multi-area OSPF protocols. Prerequisite: ITEC 2120

ITEC 2140. Connecting Networks
Lecture 3, Lab 1, Credit 4
Connecting Networks covers WAN topologies and DMVPN, implementation of PPPoE and eBGP, troubleshooting IPv6 ACL, LAN security best practices, SNMPv3 configuration, quality of service, cloud and virtualization. Prerequisite: ITEC 2130

ITEC 2230. Introduction to SQL
Lecture 3, Lab 0, Credit 3
An extensive programming course using SQL in many different environments including Access, Oracle, Informix, and DBV. The use of data modeling and SQL commands will be observed as the standard of programming in SQL. Server applications and Server SQL programming will be observed during the course. Software includes MS SQL Server, Oracle, Informix and DBV. Prerequisite: ITEC 1000.

ITEC 2270. Advanced Spreadsheet Development
Lecture 3, Lab 0, Credit 3
This is a comprehensive course focusing on the most currently used spreadsheet package used in business and industry. It is a concentrated course on basic spreadsheet creation, formulas, charts, macros, database function, and programming using Visual Basic for Applications (VBA). Prerequisite: ITEC 1000.

ITEC 2450. Advanced Visual Basic
Lecture 3, Lab 0, Credit 3
A study of custom controls, toolbars, file handling, database referencing and other advanced features of the Visual Basic programming language. Prerequisite: ITEC 1550.

ITEC 2500. Programming Language II
Lecture 3, Lab 0, Credit 3
This course is a continuation of Programming Language I. In this course students will learn advanced software coding, data implementation, testing, debugging, and how to assure efficient execution of programs in its environment. Prerequisites: ITEC 1250 or Special Approval, Corequisites: None.

ITEC 2570. Advanced JAVA
Lecture 3, Lab 0, Credit 3
A study of logic structure, arrays, database handling, file connectivity, and various advanced features. Prerequisite: ITEC 1571.

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

ITEC 2670. Networking Security
Lecture 3, Lab 0, Credit 3
This course teaches the basic networking security requirements needed in local area networking system and the wide area networking systems. It prepares the student for the certification such as the CompTIA Security+ certification test. Topics include: Public Key/Private Key, basic hackers attacks and defends, firewall configurations, and future planning for securing the network. Prerequisite: ITEC 2110.

ITEC 2680. Security Pro
Lecture 3, Lab 1, Credit 4
The course will focus on the knowledge and the experience students need to enter the industry as an entry-level IT security administrator. The student will learn how to protect that network from a myriad of threats. The goal is to prepare the student for certifications and give them the hands-on skills IT employers are seeking. Upon completion of this course, the student will be prepared to take any or all of three separate certification exams: TestOut’s Security Pro Certification exam, CompTIA’s Security+ exam (SYO-301), and (ISC)’s SSCP exam. Prerequisites: ITEC 1500 or ITEC 2110, and ITEC 1100, ITEC 1101, and ITEC 1200 or ITEC 1820, or Special Approval.

ITEC 2830. Voice and Data Cabling
Lecture 3, Lab 1, Credit 4
This course prepares the student for the Certification tests associated with Voice and Data Wiring and cabling. Topics include Levels and Categories of different types of wiring and Fiber Optics; terminations of copper wiring CAT 5, Fi-ber Optic terminations, Wiring closets, distributions, cable specifications, troubleshooting, and design of local areas to wide enterprising systems. Prerequisite: ITEC 1100.

ITEC 2840. Data Communications
Lecture 3, Lab 0, Credit 3
This course introduces concepts that help the student achieve an in-depth understanding of the often complex topic of data communications and computer networks by balancing the more technical aspects and the everyday practical aspects. It offers full coverage of wireless technologies, industry convergence, compression techniques, network security, LAN technologies, VoIP, and expanded coverage of error detection and correction.

ITEC 2911. IT Ethics & Career Development
Lecture 3, Lab 0, Credit 3
This course teaches the ethics and management techniques in the Information Technology arena and focuses on the methodologies of the IT professional as it relates to business and professional development.

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

ITEC 2998. Comprehensive Programming Project
Lecture 1, Lab 2, Credit 3
This course is taken toward the end of the student’s studies and provides career related work experience in the programming field at the campus or at an employer’s site under the supervision of a faculty member. Prerequisite: Special Approval.

ITEC 2999. Comprehensive Networking Project
Lecture 1, Lab 2, Credit 3
This course is taken toward the end of the student’s studies and provides career related work experience in the networking field at the campus or at an employer’s site under the supervision of a faculty member. Prerequisite: Special Approval.
work experience in the networking field at the campus or at an employer’s site under the supervision of a faculty member. Prerequisite: Special Approval.

**JOBS 2450. Job Seeking Skills**  
*Lecture 2, Lab 0, Credit 2*

This course assists students in preparing appropriate documents for the job search process including cover letters, resumes, job applications, reference sheets, and follow-up correspondence. Proper grammar and effective word selection is emphasized. Students also participate in a structured interview. It is strongly recommended that students take this course during their last semester of study.

**MATH 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, 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, or SAT scores, or a grade of “C” or better in TSMA 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, a “C” or better in MATH 0099. [LCCN: CMAT 1203]

**MATH 1020. Applied Trigonometry**  
*Lecture 3, Lab 0, Credit 3*

Topics include a review of geometry essentials, trigonometric functions and graphs, right triangles, vector resolution and oblique triangles. Prerequisite: “C” or better in MATH 1100.

**MATH 1100. College Algebra**  
*Lecture 3, Lab 0, Credit 3*

Linear and quadratic equations and inequalities, radical and rational equations, complex numbers, graphing, functions, exponential and logarithmic functions, polynomial equations, systems of linear equations and inequalities. Prerequisite: Math score of at least 19 on the ACT, an equivalent score on the ACCUPLACER test, a “C” or better in 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 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 1100. [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 1100. [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 2500. Calculus I**  
*Lecture 3, Lab 0, Credit 3*

Limits and continuity of functions; the derivative; techniques of differentiation; Chain Rule; implicit differentiation; transcendental functions; applications of differentiation; concavity; relative extrema; optimization; antiderivatives; definite integrals; Fundamental Theorem of Calculus; area. Prerequisite: “C” or better in MATH 1110. [LCCN: CMA 2113]

**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 Revision, Clinical Modification (ICD-10-CM) classification system for diagnosis coding and Procedure Coding System (ICD-10-PCS) coding procedures for inpatient procedure coding for all individuals covered by Health Insurance Portability Accountability Act (HIPAA). Prerequisite: MEDL 1300.

MEDL 1370. Medical Coding Part 2  
Lecture 3, Lab 0, Credit 3  

MEDL 1400. Medical Billing  
Lecture 3, Lab 0, Credit 3  
Highlights the concepts and procedures that are essential to preparing and submitting accurate health insurance claims. Instructions on all aspects of medical insurance, including plan options, carrier requirements, state and federal regulations, abstracting relevant information from source documents and accurate claim completion. Prerequisite: MEDL 1370.

*NURS 1100. Nursing Fundamentals  
Lecture 4, Lab 0, Credit 4  
Provides the foundation upon which all subsequent nursing courses are developed. The nurse’s role in meeting man’s basic needs across the lifespan including an introduction to the nursing process and the concepts of comfort, rest, sleep, oxygenation, nutrition, and elimination. *Must Meet Admission Requirements. Prerequisites: CSSK 1010, ENGL 1010, MATH 1100, BIOL 2253, BIOL 2251. Corequisites: NURS 1110, ENGL 1020, BIOL 2263, BIOL 2261, HIST 2010 or HIST 2020. (WE)

*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: CSSK 1010, ENGL 1010, MATH 1100, BIOL 2253, BIOL 2251. Corequisites: NURS 1100, ENGL 1020, BIOL 2263, BIOL 2261, HIST 2010 or HIST 2020. (WE)

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 2200, 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 1150, NURS 2210, BIOL 2103, BIOL 2101. (WE)

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, 253
and nutrition needs. Clinical laboratory practice in health care agencies will be arranged. Prerequisites: NURS 1100, NURS 1110, 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. (WE)

**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. (WE)

**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. (WE)

**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 learning how to relate to their internal customers as well as their external customers in the workplace.

**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. *(WE)*  

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. *(WE)*  

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. *(WE)*  

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 technique 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. *(WE)*  

OADM 2530. Office Procedures  
*Lecture 3, Lab 0, Credit 3*  
Focuses on understanding the role of the office professional in today’s changing office environment. Students learn effective office, human relations, communication, decision-making, and critical thinking skills by completing assignments and live projects. Specific items covered in this course include interpersonal communications, professional presence and success behaviors, stress and time management, work ethics and diversity, current technology, telecommunications, mail and records management, business correspondence, teamwork, meetings and presentations, travel and conference arrangements, and career development. Prerequisite: OADM 1450.  

OADM 2640. Advanced Spreadsheet Applications  
*Lecture 3, Lab 0, Credit 3*  
Focuses on creating graphs, the use of multiple spreadsheets, database capabilities, special spreadsheet functions to perform statistical anal-
ysis, financial analysis, mathematical computations, and an introduction to the macro capabilities of spreadsheets. Prerequisite: OADM 1330. (WE)

OADM 2995. Internship
Lecture 0, Lab 3, Credit 3

This course offers an actual workplace experience under the direct supervision of an instructor.

OADM 2996. Special Projects
Lecture 3, Lab 0, Credit 3

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

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.

PHSC 1000. Physical Science I
Lecture 3, Lab 0, Credit 3

Introductory study of topics in physical science including motion, energy, temperature, light and sound, electricity, and atomic structure. Prerequisite: Eligible for Math 1100. [LCCN: CPHY 1023]

PHSC 1100. Physical Science I Laboratory
Lecture 0, Lab 1, Credit 1

Laboratory investigations designed to demonstrate and complement the lessons taught in Physical Science I. Prerequisite or corequisite: PHSC 1000.

PHSC 1200. Physical Science II
Lecture 3, Lab 0, Credit 3

Introductory study of topics in physical science including chemical processes, organic chemistry, meteorology, and geology. Prerequisite: Eligible for MATH 1100. [LCCN: CPHY 1033]

PHSC 1300. Physical Science II Laboratory
Lecture 0, Lab 1, Credit 1

Laboratory investigations designed to demonstrate and complement the lessons taught in Physical Science II. Prerequisite or corequisite: PHSC 1200.

PHSC 1500. Astronomy
Lecture 3, Lab 0, Credit 3

Includes a study of the earth’s solar system, the sun and other stars, nebulae, and galaxies. Prerequisite: Eligible for ENGL 1010. [LCCN: CAST 1103]

PHYS 2100. General Physics I
Lecture 3, Lab 0, Credit 3

Fundamental principles of motion, force, work, energy, temperature, and heat. Prerequisite: “C” or better in MATH 1100. [LCCN: CPHY 2113]

PHYS 2110. General Physics I Laboratory
Lecture 0, Lab 1, Credit 1

Use of laboratory experiences to develop an understanding of basic principles of physics. Prerequisite or corequisite: PHYS 2100. [LCCN: CPHY 2111]

PHYS 2200. General Physics II
Lecture 3, Lab 0, Credit 3

Fundamental principles of electricity, magnetism, optics, and selected topics of modern physics. Prerequisite: “C” or better in PHYS 2100. [LCCN: CPHY 2123]

PHYS 2210. General Physics II Laboratory
Lecture 0, Lab 1, Credit 1

Use of laboratory experiences to develop
an understanding of basic principles of physics. Prerequisite or corequisite: PHYS 2200. [LCCN: CPHY 2121]

**POLI 1100. American Government**  
*Lecture 3, Lab 0, Credit 3*  
Principles, structures, processes, and functions of the United States government. Prerequisite: Eligible for ENGL 1010. [LCCN: CPOL 2013]

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

**PSYC 2010. Introduction to Psychology**  
*Lecture 3, Lab 0, Credit 3*  
An overview of psychology designed to familiarize students with the major theories and basic principles for studying and understanding human behavior. Prerequisite: Eligible for ENGL 1010. [LCCN: CPSY 2013]

**PSYC 2335. Psychology of Human Development**  
*Lecture 3, Lab 0, Credit 3*  
Physical, psychological, and social aspects of the individual from conception to death. Includes cultural, social, and hereditary factors that affect the individual’s behavior throughout the life cycle. Prerequisite: Eligible for ENGL 1010. [LCCN: CPSY 2113]

**PTEC 1000. Mechanical Aptitude and Spatial Relations**  
*Lecture 0, Lab 1, Credit 1*  
This course is designed to introduce the student to the fundamentals of mechanical aptitude and spatial relations. The student will be introduced to moment summation of levers, 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.

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

**PTEC 1310. Process Instrumentation I**  
*Lecture 2, Lab 1, Credit 3*  
This course is designed to introduce the student to the equipment and methodologies used by the industry for monitoring performance and controlling processes. Topics addressed include common terminologies, basic principles of measurement and instrumentation, specific hardware, performance characteristics, control loops, typical applications and operating limits. Prerequisites: PTEC 1010 and eligibility for MATH 1100. (WE)

**PTEC 1320. Process Instrumentation II**  
*Lecture 2, Lab 1, Credit 3*  
This course is a continuation of PTEC 1310. The course extends the student’s knowledge of process instrumentation. Topics addressed include learning to use P&ID’s, detailed study of control loops, computerization of process control, DCS, case studies, and troubleshooting. Prerequisite: PTEC 1310 and eligible for MATH 1100.
PTEC 1330. Process Instrumentation
Lecture 2, Lab 0, Credit 2
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: “C” or better in PTEC 1010 and eligibility for MATH 1100. Corequisite: PTEC 1331.

PTEC 1331. Process Instrumentation Lab
Lecture 0, Lab 2, Credit 2
This course is designed to introduce the student to laboratory exercises and activities involving 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: “C” or better in PTEC 1010 and eligibility for MATH 1100. Corequisite: PTEC 1330.

PTEC 1610. Plant Equipment (PT I)
Lecture 2, Lab 1, Credit 3
This course is a study of process plant equipment including their construction, principles of operations, maintenance and utilization within the process industry. Equipment to be studied includes piping, valves, pumps, compressors, heat exchangers, fired furnaces, steam and gas turbines. Prerequisites: PTEC 1010 and eligibility for MATH 1100.

PTEC 1630. Process Equipment
Lecture 2, Lab 0, Credit 2
This course is a study of process plant equipment and is designed to introduce the student to laboratory exercises and activities involving equipment materials of construction, principles of operations, maintenance and utilization within the process industry. Equipment to be studied includes piping, valves, pumps, compressors, heat exchangers, fired furnaces, steam and gas turbines. Prerequisites: “C” or better in PTEC 1010 and eligibility for MATH 1100. Corequisite: PTEC 1630.

PTEC 1630. Process Equipment
Lecture 0, Lab 2, Credit 2
This course is a study of process plant equipment and is designed to introduce the student to laboratory exercises and activities involving equipment materials of construction, principles of operations, maintenance and utilization within the process industry. Equipment to be studied includes piping, valves, pumps, compressors, heat exchangers, fired furnaces, steam and gas turbines. Prerequisites: “C” or better in PTEC 1010 and eligibility for MATH 1100. Corequisite: PTEC 1630.

PTEC 2030. Plant Safety, Health and Environmental
Lecture 3, Lab 0, Credit 3
The student will learn the fundamentals of the government mandated safety programs such as PSM. The student will learn about the governmental bodies regulating safety and environmental programs in the process industry. The student will learn to recognize potential safety and environmental hazards and solutions that could be encountered in their career.

PTEC 2070. Statistical Quality Control
Lecture 3, Lab 0, Credit 3
This course is an introductory study of the concept of product quality. The topics covered are the history of the quality movement, the importance of product quality and how communication and teams affect product quality. In addition, the student will be introduced to the concepts of Total Quality Management and how product quality is measured and maintained in the process industries through the use of statistical control charts. Prerequisite: Eligible for MATH1100.
PTEC 2420. Process Systems
Lecture 3, Lab 0, Credit 3

This course studies processes found in the chemical and refining industry. This includes distillation and fractionation, reaction, absorption, adsorption, extraction, stripping, cracking, reforming, alkylation, delayed coking, and hydro processing. Process Systems also covers cooling water, heat recovery, water chemistry, clarification, filtration, steam generation, and heat exchange. Prerequisite: PTEC 1610 and PTEC 1310
Corequisite: PTEC 2421. (WE)

PTEC 2421. Process Systems Lab
Lecture 0, Lab 1, Credit 1

This lab prepares the student to operate the Distributive Control Systems in industry. In this class, the student will study the TDC-3000 Distributive Control System. Then the student will work in the Simtronics simulation software. The simulations will be based on plant equipment and running conditions. Prerequisite: PTEC 1610 and PTEC 1310. Corequisite: PTEC 2420.

PTEC 2430. Unit Operations
Lecture 2, Lab 0, Credit 2

This course teaches the operations of an entire unit within the process industry using existing knowledge of equipment, systems, and instrumentation. Concepts related to commissioning, normal startup, operations, normal shutdown, turnarounds, safety, environmental, and abnormal situations, as well as the process technician’s role in performing the tasks associated with these concepts within an operating unit. This course incorporates the knowledge of the student and combines that with the responsibilities of the process technician. At the end of the semester the student must prepare an operating manual for one of our glass plants. The lab portion of the classes includes simulation software (Simtronics and Dexter) and refresher training using the Ingenious software. Prerequisites: PTEC 2420 and PTEC 2421. Corequisites: PTEC 2911 or PTEC 2912.

PTEC 2431. Unit Operations Lab
Lecture 0, Lab 2, Credit 2

This course is designed to introduce students to laboratory exercises, process simulations and other activities that occur within the process industry using existing knowledge of equipment, systems, and instrumentation. Concepts covered will be related to commissioning, normal startup, operations, normal shutdown, turnarounds, safety, environmental, and abnormal situations, as well as the process technician’s daily roles and responsibilities in performing tasks associated with concepts utilized within an industrial processing unit. Prerequisites: 2420 and PTEC 2421. Corequisite: PTEC 2430 and PTEC 2911.

PTEC 2440. Process Troubleshooting
Lecture 2, Lab 1, 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. Prerequisite: 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 un-
derstanding 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. (WE)

PTEC 2911. Campus Internship
Lecture 0, Lab 3, Credit 3
This course consisting of 135 hours of departmentally approved team activities utilizing the PTEC Laboratory (Glass Plants). Using the PTEC Laboratory Glass Plants (six operating units), the students will apply and demonstrate the operating principles previously learned in the PTEC curriculum. This course consists of some individual and team work, exchanging operating principles, safety health and environment issues, and drawing a (P&ID) of their assigned plants as built. 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, nights or weekend work, and the actual hours that the student must spend at the facility to complete this course. In most cases the total hours will be more than the minimum 135 hours. Students who are unable to obtain an industrial internship will be required to take a campus internship (PTEC 2911) consisting of 135 hours of departmentally approved team activities utilizing the PTEC Laboratory (Glass Plants). Students taking the industrial internship course should note that it is unlikely that any other SOWELA classes other than distance learning classes can be taken in the semester. In addition to meeting the job requirements of the student’s assignment in the industrial facility, the student will demonstrate the operating principles previously learned in the PTEC curriculum under the supervision of a supervisor at the industrial facility. Students taking the industrial internship will receive compensation from the facility for the hours worked at the industrial facility with the compensation being determined by the facility. Prerequisites: PTEC 2420 and PTEC 2421, Corequisite: PTEC 2430.

RBTT 1000. Registered Behavior Technician Training
Lecture 3, Lab 0, Credit 3
The Registered Behavior Technician™ credential to be issued by the Behavior 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, 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: CPHL 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 2010. Introduction to Sociology
Lecture 3, Lab 0, Credit 3
An overview of sociology including theoretical perspectives and theorists; logic and techniques of research; social organization, institutions, and inequality; and social change. Prerequisite: Eligible for ENGL 1010. [LCCN: CSOC 2013]

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: 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. Pre-
 requisite: “C” or higher in SPAN 1010. [LCCN:
 CSPN 1023]

SPCH 1000. Fundamentals of Speech Com-
munication
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 funda-
mental codes, functions, and processes of oral
communication. Prerequisite: Eligible for ENGL
1010. [LCCN: CCOM 1013]

SPCH 1200. Introduction to Public Speaking
Lecture 3, Lab 0, Credit 3
Basic public speaking principles and skills.
Provides experience preparing, organizing, and
presenting each of the following types of speech-
es: personal, introductory, informative, demon-
strative, persuasive, and testimonial. Prerequisite:
Eligible for ENGL 1010. [LCCN: CCOM 2013]

STEC 1000. Introduction to Surgical Tech-
nology.
Lecture 4, Lab 0, Credit 4
This is the initial orientation to the field of
Surgical Technology. It introduces the student to
the role of the surgical technologist, the OR envi-
ronment, and proper communication and team-
work. Integration and re-enforcement of medical
terminology, pathophysiology, specific anatom-
ic structures, surgical instruments, supplies, and
pharmacology. Must meet admission require-
ments. Pre-requisites: ENGL 1010, BIOL 2263,
BIOL 2261, BIOL 2103, BIOL 2101, and MEDL 1300. Corequisites: STEC 1010.

STEC 1010. Introduction to Surgical Tech-
nology Clinical.
Lecture 0, Lab 12, Credit 4
This is the second course in the STEC pro-
gram, building on STEC 1000. IT continues edu-
cating the student on the equipment and furni-
ture commonly found in the OR and on work
place safety. This also introduces the student to
asepsis and sterile technique and the role of each
member of the surgical team, as well as basic in-
strumentation, scrubbing, gowning, gloving, po-
positioning, prepping, draping and correct sponge,
sharps, and instrument counts. Pre-requisites:
ENGL 1010, BIOL 2263, BIOL 2261, BIOL 2103,
BIOL 2101, and MEDL 1300. Corequisites: STEC
1000.

STEC 1100. Surgical Procedures.
Lecture 3, Lab 0, Credit 3
This course covers six surgical specialties. In
each specialty, methods and principles are taught
which include care of supplies and equipment,
principles of patient safety, skin preparation,
patient positioning, and draping the operative

STEC 1110. Surgical Clinical I.
Lecture 0, Lab 18, Credit 6
Students participate as a member of the sur-
gical team with one-to-one, hands-on instruction
from a surgical technologist preceptor. Pre-requi-
sites: STEC 1000 and STEC 1010. Corequisites:
STEC 1100 and STEC 1110.

STEC 1150. Surgical Specialties and Review
I.
Lecture 3, Lab 0, Credit 3
This course continues by building on previ-
ous learning and providing the student with addi-
tional technical knowledge and skills utilized by
surgical technologists including patient transport,
transfer and positioning, suture selection and
preparation, operating room safety and environ-
mental hazards, and receiving medications to the
sterile field. Pathophysiology and pharmacology
are concepts reinforced. Pre-requisites: STEC
1000 and STEC 1010. Corequisites: STEC 1100
and STEC 1110.

STEC 2200. Surgical Procedures II.
Lecture 3, Lab 0, Credit 3
This course covers the last six of twelve sur-
gical specialties. In each specialty, methods and
principles are taught which include care of supplies and equipment, principles of patient safety, skin preparation, patient positioning, and draping the operative site. Pre-requisites: STEC 1000, STEC 1010, STEC 1100, STEC 1110, and STEC 1150. Corequisites: STEC 2210 and STEC 2250.

STEC 2210. Surgical Clinical II.  
**Lecture 0, Lab 18, Credit 6**  
Students participate as a member of the surgical team with one-to-one, hands-on instruction from a surgical technologist preceptor. Pre-requisites: STEC 1000, STEC 1010, STEC 1100, STEC 1110, and STEC 1150. Corequisites: STEC 2200 and STEC 2250.

STEC 2250. Surgical Specialties and Review II.  
**Lecture 3, Lab 0, Credit 3**  
This course introduces the student to laser and endoscopic surgeries, as well as the basic principles of computers, electricity, physics, and robotics, as applied in the surgical field. There will be an overall review of the curriculum in preparation for taking the national certification exam. Pre-requisites: STEC 1000, STEC 1010, STEC 1100, STEC 1110, and STEC 1150. Corequisites: STEC 2200 and STEC 2250.

STPR 1041. Introduction to Sterile Processing.  
**Lecture 1, Lab 0, Credit 1**  
Duties and requirements of a sterile processing technician will be covered. Basic technology, writing, professionalism, math skills used in the workplace. Corequisites: STPR 1143 and STPR 1142.

STPR 1042. Sterile Processing Concepts Application.  
**Lecture 0, Lab 2, Credit 2**  
Application of the sterile processing process. Clinical laboratory practice and in health care agencies will be arranged. Medical terminology related to a sterile processing technician will be covered. Industry regulations and best practice standards, decontamination and sterilization of medical supplies and equipment. Equipment transportation, quality assurance practices and workplace safety procedures. Corequisites: STPR 1041 and STPR 1143.

**Lecture 3, Lab 0, Credit 3**  
Aseptic technique, HIPAA Privacy, basic concepts of microbiology, medical terminology, teamwork, workplace communication and customer relations in the sterile processing setting. Corequisites: STPR 1041 and STPR 1142.

STPR 1253. Sterile Processing Concepts II.  
**Lecture 3, Lab 0, Credit 3**  
Instrument identification, special procedural requirements and decontamination requirements for various surgical sets. Special considerations when handling, decontaminating, and wrapping specialty instruments to include, but not limited to, orthopedic, cardiovascular, neurological, obstetric, & laparoscopic surgical instruments. Pre-requisites: STPR 1041, STPR 1143 and STPR 1142. Corequisites: STPR 1263.

STPR 1263. Sterile Processing Concepts II Application.  
**Lecture 0, Lab 3, Credit 3**  
Application of the sterile processing process building on STPR 1042 and STPR 1053 from collecting instruments post-surgical, to decontamination, to proper handling and storage of sterilized instruments. Clinical will be in health care agencies under the direct supervision of a preceptor. Pre-requisites: STPR 1041, STPR 1143 and STPR 1142. Corequisites: STPR 1253.

STPR 2106. Sterile Processing Practicum.  
**Lecture 0, Lab 6, Credit 6**  
Practicum designed for students to work with preceptors to gain skills and competencies necessary for employment by gaining expertise in sterilization, disinfection and decontamination skills. Prerequisite: STPR 1041, STPR 1143, STPR 1142, STPR 1253, STPR 1263.
THEA 1013. Introduction to Theatre.  
*Lecture 3, Lab 0, Credit 3*

Basic aspects, theatre arts, and vocabulary of theatre and dramatic arts, past and present; appreciation and understanding of diverse traditions. Includes opportunities for experiencing live or recorded theatrical performance. Prerequisite: Eligible for ENGL 1010. [LCCN: CTHE 1013]

THEA 2103. Acting I.  
*Lecture 3, Lab 0, Credit 3*

Introduction to acting through improvisation, thought, emotion, intention, body awareness, and movement. Develops a firm foundation in basic acting techniques. Prerequisite: THEA 1013. [LCCN: CTHE 2103]

VMRE 1002. Introduction to Transportation 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.

VMRE 1102. Brakes System  
*Lecture 1, Lab 2, Credit 3*

This course will cover the 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). (WE)

VMRE 1131. Identification and Analysis  
*Lecture 2, Lab 1, Credit 3*

The analysis of body construction. Emphasis is given to diagnosis and repair of collision related items. Prerequisites: VMRE 1002, VMRE 1602.

VMRE 1141. Frame and Body  
*Lecture 2, Lab 2, Credit 4*

Includes instructions in unibody and frame construction. Emphasis is given to proper measuring and straightening techniques, stress and failure analysis, the use of gauging equipment, and alignment of components. Prerequisites: VMRE 1002 and VMRE 1602.

VMRE 1202. Steering & Suspension  
*Lecture 1, Lab 2, Credit 3*

This course will cover theory, function, and operation of the automotive steering and suspension system. Topics include the following: steering and suspension systems designs, inspection and service of steering and suspension system components, Macpherson Strut analysis and service, wheel.

VMRE 1220. Welding and Cutting  
*Lecture 2, Lab 2, Credit 4*

The application of welding equipment and procedures as they pertain to collision repair processes. Emphasis is given to the setup and use of oxyacetylene, MIG, and other welding equipment. Prerequisites: VMRE 1002 and VMRE 1602.

VMRE 1230. Panel Replacement  
*Lecture 2, Lab 2, Credit 4*

Provides the skills for panel removal, replacement, and alignment; includes door panels, fenders, hood, and body panels. Prerequisites: VMRE 1002.

VMRE 1320. Refinishing/Detailing  
*Lecture 2, Lab 2, Credit 4*

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: VMRE 1002 and VMRE 1602.

**VMRE 1360. Light Diesel**  
*Lecture 1, Lab 2, Credit 3*  
Theory and application of diesel fuel systems, maintenance, and repair, for on road light duty diesel engines.

**VMRE 1402. Engine Repair**  
*Lecture 2, Lab 2, Credit 4*  
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: VMRE 1002 and VMRE 1602. (WE)

**VMRE 1502. Automatic Transmission & Transaxle**  
*Lecture 1, Lab 2, Credit 3*  
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: VMRE 1802. (WE)

**VMRE 1602. Electrical/Electronic I**  
*Lecture 2, Lab 2, Credit 4*  
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.

**VMRE 1612. Advanced Electrical and Electronics**  
*Lecture 2, Lab 2, Credit 4*  
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: VMRE 1802. (WE)

**VMRE 1622. Manual Drive Train**  
*Lecture 1, Lab 2, Credit 3*  
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: VMRE 1802.

**VMRE 1702. HVAC**  
*Lecture 1, Lab 2, Credit 3*  
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: VMRE 1002 and VMRE 1602.

**VMRE 1802. Engine Performance I**  
*Lecture 1, Lab 2, Credit 3*  
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: VMRE 1002 and VMRE 1602.

**VMRE 1812. Engine Performance II**  
*Lecture 1, Lab 2, Credit 35*  
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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: VMRE 1802. (WE)

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

VMRE 2111. Basic Metal Alignment and Finish
Lecture 1, Lab 2, Credit 3
Basic repair techniques used in alignment of body panels such as dent pulling, minor repairs, etc. Prerequisites: VMRE 1131.

VMRE 2121. Corrosion
Lecture 1, Lab 1, Credit 2
Theory and application of the identification and repair of corrosion damage; includes methods used in restoring corrosion protection and sealant application. Prerequisites: VMRE 1131. (WE)

VMRE 2130. Restraint Systems
Lecture 1, Lab 1, 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. (WE)

VMRE 2140. Plastic Repair
Lecture 1, Lab 1, Credit 2
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: VMRE 1131

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. (WE)

WELD 1310. Cutting Processes – CAC/PAC
Lecture 0, Lab 1, Credit 1
An introduction to and practice of safety, setup, and handling of Carbon Arc Cutting and Plasma Arc Cutting equipment including practice cutting ferrous and non-ferrous metals. Prerequisite: WELD 1110.

WELD 1410. SMAW – Basic Beads
Lecture 1, Lab 1, Credit 2
An introduction to the fundamentals of
shielded metal arc welding including safety and practice of welding beads. Prerequisite: WELD 1110. (WE)

WELD 1411. SMAW – Fillet Weld
Lecture 0, Lab 2, Credit 2
Maintaining safety and practice of fillet welds using the shielded metal arc welding process. Prerequisite: WELD 1410.

WELD 1420. SMAW – V-Groove Open
Lecture 1, Lab 3, Credit 4
An introduction to the fundamentals of shielded metal arc welding of open groove welds including safety and practice of open groove welds. Prerequisite: WELD 1411.

WELD 1510. SMAW – PIPE 2G
Lecture 1, Lab 2, Credit 3
An introduction to the fundamentals of shielded metal arc welding of pipe including safety; setup and operation of pipe beveling equipment, and practice of a 2G-pipe weld. Prerequisite: WELD 1420.

WELD 1514. SMAW – 5G Downhill
Lecture 1, Lab 2, Credit 3
Maintaining safety and practice of a 5G-pipe weld using shielded metal arc welding, with the weld progressing downhill. Prerequisite: WELD 1420.

WELD 1515. SMAW – 6G Downhill
Lecture 0, Lab 2, Credit 2
Maintaining safety and practice of a 6G-pipe weld using shielded metal arc welding, with the weld progressing downhill. Prerequisite: WELD 1420.

WELD 1516. SMAW – 5G Uphill
Lecture 0, Lab 4, Credit 4
Maintaining safety and practice of a 5G-pipe weld using the shielded metal arc welding, with the weld progressing uphill. Prerequisite: WELD 1420.

WELD 1517. SMAW – 6G Uphill
Lecture 0, Lab 3, Credit 3
Maintaining safety and practice of a 6G-pipe weld using shielded metal arc welding, with the weld progressing uphill. Prerequisite: WELD 1420.

WELD 2110. FCAW – Basic Fillet Welds
Lecture 1, Lab 1, Credit 2
An introduction to the fundamentals of flux-cored arc welding including safety and practice of fillet welds. Prerequisite: WELD 1110.

WELD 2111. FCAW – Groove Welds
Lecture 0, Lab 1, Credit 1
Maintaining safety and practice of groove welds using the flux-cored arc welding process. Prerequisite: WELD 2110.

WELD 2210. GTAW – Basic Multi-Joint
Lecture 1, Lab 2, Credit 3
An introduction to the fundamentals of gas tungsten arc welding including safety and practice of various fillet and groove welds. Prerequisite: WELD 1110. (WE)

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

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

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

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

WELD 2310. GMAW – Basic Fillet Weld
Lecture 1, Lab 1, Credit 2

An introduction to the fundamentals of gas metal arc welding including safety and practice of fillet welds. Prerequisite: WELD 1110.

WELD 2311. GMAW – Groove Weld
Lecture 0, Lab 2, Credit 2

Maintaining safety and practice of groove welds using the gas metal arc welding process. Prerequisite: WELD 2310.

WELD 2312. Basic Pipe and Structural Fabrication
Lecture 1, Lab 2, Credit 3

An introduction to the fundamentals of pipe and structural fitting including safety, math for welders, isometric drawings, pipe takeoffs, saddle layouts, flange layouts, and how to use a pipe fitter’s handbook. Prerequisite: WELD 1110.
ADMINISTRATION


Anyanwu, FitzPatrick, Executive Director of Planning and Analysis; Ed.D., M.S., B.S.; Oklahoma State University.

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