



# RIVER PARISHES COMMUNITY COLLEGE

*General  
Catalog  
&  
Student  
Handbook*

**2019-2020**



## RPCC VISION & MISSION STATEMENT

### Vision

*As the premier post-secondary learning resource for the river parishes, River Parishes Community College will be the destination of choice for education.*

### Mission Statement

*River Parishes Community College is an open admission institution that partners with the communities and businesses of the river parishes region of Louisiana to provide workforce training, certificates, diplomas, and Associate Degrees.*

**RPCC serves its constituents through the following Core College Initiatives. These Core College Initiatives are central to the College's strategic planning and data are collected, reported, and are used in RPCC's continuous improvement processes.**

**These Core College Initiatives are:**

**Access** – Identify, assess, and meet community needs to promote and increase open access to the College. Provide students with appropriate education, training, and student services at moderate cost, convenient times, and accessible locations to increase their success in certificate, diploma, associate, or in the State's workforce.

**Student Success** – Enhance the quality of academic instruction through a continued focus on student learning outcomes assessment; and create campus environments that encourage better-quality learning experiences that reinforce the value of cultural and economic diversity, mutual respect, and each person's ability to become a more productive Louisiana citizen.

**Teaching Excellence** – Create a campus culture that values teaching and learning and actively involves faculty in this process.

**Innovative Academic and Technical Education Programs** – Identify educational and workforce programming needs in an ongoing manner of the region and offer programs to address those needs. Develop responsive, innovative education, training, and learning resource programs that prepare Louisiana citizens for immediate employment or transfer to two and four year colleges and universities.

**Partnerships** – Strengthen mutually beneficial partnerships with secondary and other postsecondary institutions, business and industry, government agencies, economic development entities, and community-based organizations that leverage resources to expand educational opportunities for current and future students.

**Fundraising** – Develop new funding streams through annual, major gifts, and capital campaigns through the RPCC Foundation and successfully apply to appropriate federal, state, and private grant programs to significantly enhance the mission and vision of the College.

**Resources** – Attract, recruit, retain, and support exemplary faculty and staff; effectively manage resources allocated by the State for capital and operational expenses to support the mission of the College; and, make effective use of new and emerging technology to improve teaching and learning in the College's classrooms, laboratories, and telecommunication networks.

**Workforce Development** – Take a leadership role in economic development by providing student-centered workforce education and training in collaboration with local employers that strengthens the region's economy and workforce competitiveness. Supply Louisiana's business and industry with a well- educated, highly skilled workforce capable of improving the State's competitive advantage within the United States and throughout the global economy.

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## COLLEGE CAMPUS LOCATION INFORMATION

Gonzales Campus/Technical Training Center  
925 West Edenborne  
Parkway Gonzales, LA  
70737  
(225) 743-8500



Westside Campus  
25250 Tenant Road  
Plaquemine, LA  
70764  
(225) 687-5500



Reserve Campus  
181 Regala Park  
Road  
Reserve, LA 70084  
(985) 536-4418



## **PURPOSE OF THE CATALOG AND STUDENT HANDBOOK**

This Catalog and Student Handbook is designed to provide students with vital information about River Parishes Community College (RPCC). Each student is responsible for knowing the information appearing in this Catalog and Student Handbook and adhering to the standards and policies listed herein.

The faculty and administration have adopted the rules and regulations provided herein. Should a student find that extenuating circumstances might justify the waiver of a particular college regulation, that student may file a petition with the Office of Student Services in accordance with established procedures.

This Catalog and Student Handbook is not intended to be a comprehensive statement of all procedures, policies, rules, and regulations. The college reserves the right to change, without notice, any academic or other requirements, course offerings, content, programs, procedures, rules, regulations, or fees, as needed. The provisions of the catalog are not to be regarded as an irrevocable contract between the student and RPCC; however, students are governed by the Catalog in effect at the time of their admission to RPCC.

Effective August 1, 2019

## **RPCC GOVERNING AUTHORITY AND ACCREDITATION**

River Parishes Community College is a member of the Louisiana Community and Technical College System and is registered with the Louisiana State Board of Regents.

RPCC is accredited by the Southern Association of Colleges and Schools Commission on College to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of RPCC.

Questions regarding RPCC's procedures, policies and operations should be directed to The Office of the Chancellor at 925 W. Edenborne Parkway Gonzales, LA 70737 or by calling 225-743-8601.

## ACADEMIC CALENDAR – SUMMER 2019

*All dates are subject to change*

	<b>Regular Session</b>
<b>Registration/Payment Deadline</b>	May 20
<b>Late Registration/Payment Begins (\$25 late fee assessed to all students)</b>	May 21
<b>First Day of Classes</b>	May 28
<b>Last Day to Register or Add Classes</b>	May 29
<b>Last Day for 100% Refund on Tuition</b>	May 30
<b>Last Day for 50% Refund on Tuition</b>	June 4
<b>Last Day to Resign/Withdraw from Classes without W Grade</b>	June 5
<b>No Refund on Tuition</b>	June 5
<b>Last Day to Resign/Withdraw from Classes with W Grade</b>	July 3
<b>Independence Day Holiday/Official College Holiday</b>	July 4
<b>Last Day of Classes</b>	July 16
<b>Last Day to Resolve Incomplete Grades from Previous Semester</b>	July 16
<b>Final Examinations</b>	July 17-18
<b>Last Day to Report Final Grades</b>	July 22

*Workforce Training and WorkReady-U follow separate calendars.*

## ACADEMIC CALENDAR – FALL 2019

*All dates are subject to change*

	Regular Session	1 <sup>st</sup> 8-week session	2 <sup>nd</sup> 8-week session
<b>Registration/Payment Deadline</b>	August 12	August 12	October 9
<b>Late Registration/Payment Begins (\$25 late fee assessed to all students)</b>	August 13	August 13	October 10
<b>Fall Convocation and Faculty Professional Development Days</b>	August 19-20	August 19-20	n/a
<b>First Day of Classes</b>	August 21	August 21	October 16
<b>Last Day to Register or Add Classes</b>	August 27	August 22	October 17
<b>Last Day for 100% Refund on Tuition</b>	August 27	August 23	October 18
<b>Labor Day Holiday/Official College Holiday</b>	September 2	September 2	n/a
<b>Last Day for 50% Refund on Tuition</b>	September 4	August 28	October 23
<b>Last Day for 25% Refund on Tuition</b>	September 9	n/a	n/a
<b>Last Day to Resign/Withdraw from Classes without W Grade</b>	September 10	August 29	October 24
<b>No Refund on Tuition</b>	September 10	August 29	October 24
<b>Faculty Professional Development (All classes are cancelled)</b>	September 26	September 26	n/a
<b>Fall Break for Faculty and Students</b>	October 14-15	n/a	n/a
<b>Last Day to Resolve Incomplete Grade from Previous Semester</b>	October 18	n/a	n/a
<b>Midterm Status due</b>	October 22	n/a	n/a
<b>Open Registration for Spring 2020 Semester Begins</b>	November 1	n/a	November 1
<b>Last Day to Resign/Withdraw from Classes with W Grade</b>	November 8	September 28	November 22
<b>Thanksgiving Holiday/Official College Holiday</b>	November 27-29	n/a	November 27-29
<b>Last Day of Classes</b>	December 6	October 9	December 6
<b>Final Examinations</b>	December 9-12	October 10-11	December 9-12
<b>Last Day to Report Final Grades</b>	December 16	October 16	December 16
<b>Christmas Holidays/Official College Holiday</b>	December 24, 2019 - January 1, 2020		

*Workforce Training and WorkReady-U follow separate calendars.*

## ACADEMIC CALENDAR – SPRING 2020

*All dates are subject to change*

	Regular Session	1 <sup>st</sup> 8-week session	2 <sup>nd</sup> 8-week session
Official College Holiday	January 1	January 1	January 1
Registration/Payment Deadline	January 9	January 9	March 2
Late Registration/Payment Begins (\$25 late fee assessed to all students)	January 10	January 10	March 3
Spring Convocation and Faculty Professional Development Days	January 13-14	January 13-14	n/a
First Day of Classes	January 15	January 15	March 9
Martin Luther King Jr. Holiday/Official College Holiday	January 20	January 20	n/a
Last Day to Register or Add Classes	January 21	January 16	March 11
Last Day for 100% Refund on Tuition	January 22	January 17	March 11
Last Day for 50% Refund on Tuition	January 29	January 23	March 16
Last Day for 25% Refund on Tuition	February 3	n/a	n/a
No Refund on Tuition	February 4	January 24	March 17
Last Day to Resign/Withdraw from Classes without W Grade	February 4	January 24	March 17
Mardi Gras Holiday for Faculty and Students	February 24-26	February 24-26	n/a
Mardi Gras Holiday/Official College Holiday	February 25	February 25	n/a
Last Day to Resolve Incomplete Grade from Previous Semester	March 13	n/a	n/a
Midterm Status due	March 17	n/a	n/a
Open Registration for Summer 2020 and Fall 2020 Semesters Begins	April 1	n/a	April 1
Last Day to Resign/Withdraw from Classes with W Grade	April 2	February 21	April 24
Spring Break for Faculty and Students	April 3 – April 12	n/a	April 3 – April 12
Good Friday Holiday/Official College Holiday	April 10	n/a	April 10
Last Day of Classes	May 8	March 4	May 8
Final Examinations	May 11-14	March 5-6	May 11-14
Last Day to Report Final Grades	May 18	March 9	May 18
Spring 2020 Commencement Ceremony	May 19	May 19	May 19

*Workforce Training and WorkReady-U follow separate calendars.*

## ADMISSION TO THE COLLEGE

### General Admission Guidelines

River Parishes Community College (RPCC) offers equal opportunity for admission without regard to race, color, national origin, sex, disability, or age. The College has an open admission policy. Prospective students seeking admission to RPCC must submit an online [Application for Admission](#) and the following documents:

- [Proof of Immunization or Waiver](#)

As required by Louisiana law (R.S. 17:170), all students born after 1956 entering any school within the state for the first time must either a) provide proof of immunization (or an immunization program in process) against vaccine-preventable diseases according to a schedule approved by the Louisiana Department of Health; or b) sign a waiver claiming exemption from the immunization record requirement. The [Immunization Compliance Form](#) (which has a section for a physician to complete) and the [Immunization Waiver Form](#) are accessible on the RPCC website.

- [Proof of Selective Service Registration](#) (applicable to males between the ages of 18 and 25 only)

In accordance with Louisiana law (R.S. 17:3151), male applicants between the ages of 18 and 25 must provide evidence that they have registered with Selective Service before they will be allowed to register for classes. RPCC routinely cross-references applicant files with the Selective Service database. RPCC will contact applicants via email who need to submit proof of Selective Service registration. If an applicant is contacted, acceptable documentation may be a copy of the applicant's Selective Service Registration Card or a printout from the Selective Service website indicating the applicant's registration status. The following students are exempted from this requirement:

- Males currently in the armed services and on active duty
- Veterans of the armed services who submit a copy of their DD214 discharge certificate
- Males not yet 18 years of age
- Males born before 1960
- Non-citizens who first entered the U.S. after they turned 26

Following receipt of an Application for Admission, applicants will be admitted in one of the following categories:

- Full Admission- The applicant has submitted all required documents and is fully accepted to RPCC
- Provisional Admission- The applicant has not submitted all required documents. Students in Provisional Admission status will not be eligible for Financial Aid
- Admission on Warning/Probation- The applicant is a re-entry applicant and was last enrolled at RPCC on warning/probation or suspension status
- Not eligible for Enrollment- The applicant is currently under suspension at another college, has a hold on their account, or has been previously expelled from RPCC

## **Exceptions to the General Admission Guidelines**

### Admission without a High School Diploma

While a high school diploma/equivalent is not necessary for admission to RPCC, applicants that do not possess a high school diploma or equivalent will not be eligible for federal financial aid. For those applicants without a high school diploma/equivalent who wish to qualify for federal financial aid and who are no longer enrolled in high school, RPCC offers the HiSet (high school equivalency exam) through our Work Ready U program. To learn more about our Work Ready U program, contact any RPCC campus and ask about adult education services.

### Selective Admission Programs

While RPCC is an open admissions college, certain programs may have additional requirements. The following programs are selective admission:

- Associate of Science in Teaching
- Practical Nursing
- Medical Assisting
- Patient Care Technician

### International Students

RPCC is not authorized by the United States Government to issue the immigrant form I-20.

### Dual Enrollment High School Students

Dual Enrollment is the enrollment of a high school student in a college course for which dual credit (both college and high school credit) is attempted and recorded on both the student's secondary and postsecondary academic record. High school students may apply for Dual Enrollment with written approval from their high school principal/counselor and legal guardian(s). All RPCC coursework will become part of the student's permanent college record. Upon graduation from high school, the student may apply for admission to RPCC as a regular freshman.

Dual Enrollment students who wish to enroll in courses on the [Louisiana Board of Regents Master Articulation Matrix](#) must: (1) have and maintain a cumulative high school GPA of at least 2.5 (verified by the high school) to initiate or continue dual enrollment at RPCC; and (2) meet the following criteria, per Louisiana Board of Regents Policy (Academic Affairs Policy 2.22):

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For students with ACT or SAT scores		
TEST	ENGLISH	MATHEMATICS*
ACT ( $\geq 19$ Composite Score)	18	19
SAT ( $\geq 1010$ Total Score)	500 ERW	510
For students who have taken the ACT/SAT (with an ACT Composite Score $\geq 19$ ) and seek an alternate measure in English or Math		
TEST	ENGLISH	MATHEMATICS*
ACCUPLACER	86 Sentence Structure	65 (Elem Algebra) 40 (College Level Math)
ACCUPLACER NEXT GENERATION	250 Writing	250 (QRAS)
<i>*For College Algebra: <math>&gt;20</math> ACT, <math>\geq 70</math> Accuplacer College-Level Math, or <math>\geq 263</math> QRAS is recommended.</i>		
For students who have not yet taken the ACT/SAT in high school. **		
TEST	ENGLISH	MATHEMATICS*
ASPIRE ( $\geq 430$ Composite Score)	433	431
MAP ( $\geq 490$ Language & Math Scores)	245	265
Pre-ACT ( $\geq 19$ Composite Score)	18	19
Pre-SAT ( $\geq 1010$ Total Score)	500 ERW	510
EOC	English II: 740	Algebra I: 760, or Geometry: 750
<p><i>* For College Algebra, 435 Aspire, 270 MAP, 22 Pre-ACT Math, 770 Algebra I EOC, or 760 Geometry EOC is recommended.</i></p> <p><i>** ASPIRE and Pre-ACT are predictive measures to aid in focusing high school instruction and <u>do not</u> replace ACT. If a student has taken the ACT or SAT in high school, the ACT/SAT score must be used as the placement measure.</i></p>		

High School students in need of remediation in mathematics or English/writing (i.e. those students who do not meet the score requirements outlined in the table above) must be making progress to complete all required remediation to enroll in any courses on [the Master Articulation Matrix](#).

- Students who meet other readiness indicators but have less than 18 in ACT English may be allowed to enroll in mathematics courses if they concurrently address their reading/writing deficiencies; and

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- Students who meet other readiness indicators but have greater than 19 in ACT Math may be allowed to enroll in English, foreign language, history, or introductory social science, humanities, or arts survey courses if they concurrently address their mathematics deficiencies.
- Because it is important that Dual Enrollment students graduate college-ready, before enrolling in any course on the [Master Articulation Matrix](#) in the spring semester/term of the senior year, a student must be able to demonstrate college readiness in both English and mathematics (per the tables above).

### Early College Option

The Ascension Parish School Board and River Parishes Community College have partnered to create the Early College Option (ECO) at RPCC. ECO students attend high school on the campus of River Parishes Community College, complete the TOPS Core Curriculum, and the Louisiana University Diploma requirements, while also being dually enrolled in college courses. Students earn both a high school diploma and an Associate's Degree concurrently. To learn more about the Early College Option at RPCC, visit the [Early College](#) website.

## STUDENT TYPE CLASSIFICATION

Based upon information provided on the Application for Admission and from the National Student Clearinghouse, each applicant will be classified using one of the following student type classifications:

- First-Time Student- A student who has never attended any college (or other postsecondary institution). Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).
- Transfer Student- A student who enrolls at RPCC for the first time who has previously attended another postsecondary institution. This includes students enrolled in the fall term who transferred into RPCC the prior summer.
- Readmitted Student- A student who previously enrolled at RPCC but who has sat out for 2 major (fall and spring) terms.
- Visiting Student (Cross-Enrollment, High School, Summer-only) - A student who is enrolled in one or more courses at, or being taught by, RPCC, but whose home institution is another college or high school.
- Other- Any student who does not fit into any of the other admission status categories listed above.

## COURSE PLACEMENT

Once admitted to RPCC, students are required to demonstrate competency in English and math before enrolling in a college-level English or math class. Students may demonstrate competency through testing. The following charts display the required scores needed on various tests in order to enroll in certain English or math classes. Students needing to take a placement test may do so at an RPCC testing center. RPCC uses the Next Generation Accuplacer for placement testing. Effective January 1, 2020, a \$10.00 fee will be charged for

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each Next Generation Accuplacer test. Each RPCC campus has a testing center. Students must make an appointment to take a placement test. To make an appointment, call any RPCC campus and request to make a testing appointment. A picture ID is required on the day of the testing appointment.

### Placement Score Charts (SUMMER 2019 ONLY)

ACT Scores		RPCC Placement
English	14-15	ENGL 0098
	16-17	ENGL 0099
	18-28	ENGL 1010
	29 or higher	ENGL 1020
Math	Below 16	Math 0098
	17-18	Math 0099
	19-25	Math 1100, Math 1300 or Math 1500
	26-27	Math 1110
Reading	16 or higher	No Reading Required

Compass Scores		RPCC Placement
English	0-38	ENGL 0098
	39-67	ENGL 0099
	68-90	ENGL 1010
	91-100	ENGL 1020 (upon essay approval)
Pre-Algebra	0-100	MATH 0098
Algebra	0-29	MATH 0098
	30-65	MATH 0099
	66-100	MATH 1100, MATH 1300 or MATH 1500
College Algebra	0-45	MATH 1100, MATH 1300 or MATH 1500
	46-100	MATH 1110
Reading	0-79	READ 0090
	80-100	No Reading Required

Accuplacer Scores		RPCC Placement
Sentence Skills English	20-59	ENGL 0098
	60-85	ENGL 0099
	86-117	ENGL 1010
	118-120	ENGL 1020
Elementary Algebra	46-64	MATH 0098
	65-120	MATH 0099
College Level Math	20-44	MATH 0099
	45-98	MATH 1100
	99-120	MATH 1110
Reading Comprehension	20-52	READ 0098 *Not offered
	53-84	READ0099 *Not offered
	85-120	Exempt

Next Gen Accuplacer Scores		RPCC Placement
Writing English	200-224	ENGL 0098
	225-249	ENGL 0099
	250 or higher	ENGL 1010
Quantitative Reasoning, Algebra and Statistics	242-249	Math 0098
	250-262	MATH 0099
	263 or higher	MATH 1100, MATH 1300 or MATH 1500
Advanced Algebra and Functions	200-249	MATH 0099
	250-275	MATH 1100, MATH 1300 or MATH 1500
	276-300	MATH 1110
Reading	213-234	READ 0098 *not offered
	235-255	READ 0099 *not offered
	256-279	Exempt

## PLACEMENT SCORE CHARTS (EFFECTIVE FALL 2019 AND SPRING 2020)

ACT Scores		RPCC Placement
English	14-15	ENGL 0098
	16-17	ENGL 0099
	18-28	ENGL 1010
	29 or higher	ENGL 1020
Math	15 or lower	Accelerated Pilot
	16-18	Co-requisite or Accelerated Pilot
	19-25	Math 1100, Math 1300 or Math 1500
	26-27	Math 1110
Reading	16 or higher	No Reading Required

Compass Scores		RPCC Placement
English	0-38	ENGL 0098
	39-67	ENGL 0099
	68-90	ENGL 1010
	91-100	ENGL 1020 (upon essay approval)
Pre-Algebra	0-100	Accelerated Pilot
Algebra	0-29	Accelerated Pilot
	30-65	Co-requisite or Accelerated Pilot
	66-100	MATH 1100, MATH 1300 or MATH 1500
College Algebra	0-45	MATH 1100, MATH 1300 or MATH 1500
Algebra	46-100	MATH 1110
	0-79	READ 0090
Reading	80-100	No Reading Required

Accuplacer Scores		RPCC Placement
Sentence Skills English	20-59	ENGL 0098
	60-85	ENGL 0099
	86-117	ENGL 1010
	118-120	ENGL 1020
Elementary Algebra	46-64	Accelerated Pilot
	65-120	Co-requisite or Accelerated Pilot
College Level Math	20-44	Co-requisite or Accelerated Pilot
	45-98	MATH 1100
	99-120	MATH 1110
Reading Comprehension	20-52	READ 0098 *Not offered
	53-84	READ0099 *Not offered

Next Gen Accuplacer Scores		RPCC Placement
Writing English	200-224	ENGL 0098
	225-249	ENGL 0099
	250 or higher	ENGL 1010
Quantitative Reasoning, Algebra and Statistics	242-249	Accelerated Pilot
	250-262	Co-requisite or Accelerated Pilot
	263 or higher	MATH 1100, MATH 1300 or MATH 1500
Advanced Algebra and Functions	200-249	Co-requisite Pilot
	250-275	MATH 1100, MATH 1300 or MATH 1500
	276-300	MATH 1110
Reading	213-234	READ 0098 *not offered
	235-255	READ 0099 *not offered
	256-279	Exempt

## **Explanation of Math Pilot Program (effective fall 2019)**

### Accelerated Pilot

An 8-week Math 0099 course followed by a second 8-week Math 1100 course. Students must pass Math 0099 before taking Math 1100 (Note: Math 0099 courses will be offered during the 2nd 8-week term for students who do not complete the course during the 1st 8-week term)

- Math 0099 1st 8 weeks
- Math 1100 2nd 8 weeks
- All math scores (or placement tests equivalents) 18 or lower are eligible
- Only option for all math scores 15 or lower (see placement chart)
- Offered in Gonzales and Reserve every semester
- If a student drops Math 0099, they will be dropped from Math 1100

### Co-requisite Pilot

A 16-week course in which Math 0099 and Math 1100 will be taught simultaneously, meaning students are enrolled in both courses for a period of 16 weeks.

- Math 0099 full 16 weeks
- Math 1100 full 16 weeks- (sections will be set aside just for this group of students)
- Math scores (or placement tests equivalents) 16-18 are eligible for this pilot (below 16 not eligible)
- Some students will take the same instructor, some will not
- If a student drops Math 0099, they will be dropped from Math 1100

## **TRANSFERRING CREDIT TO RPCC**

RPCC accepts transfer credit from both traditional and nontraditional sources. Students who are pursuing degrees or certificates at RPCC are encouraged to contact an Advisor prior to enrolling in courses at other institutions to ensure that the courses they plan to take will transfer back to RPCC and are applicable to their degree or certificate program.

### **Traditional Transfer Credit**

Traditional transfer credit is credit earned at another institution of higher learning. Upon receipt of official transcripts from institutions of higher learning, RPCC will evaluate the records to determine transfer credit. Credit accepted for transfer will be recorded on the student's permanent record. Acceptance of credit for transfer does not guarantee the course will be used to meet pre-requisite, degree, or certificate program requirements.

### **Credit from Regionally-Accredited Institutions**

Transfer credit from regionally-accredited institutions will be accepted if the course(s) is equivalent in content to the course offered at RPCC. The appropriate Division Coordinator determines the acceptance of courses that are not equivalent to RPCC courses and courses taken more than ten years before a student transfers to RPCC.

### Credit from Non-Regionally Accredited Institutions

Transfer credit from non-regionally accredited institutions may be accepted at RPCC if the course(s) is equivalent to the course offered at RPCC. Students desiring to transfer from non-regionally accredited institutions may request a review of their transcript by the appropriate Division Coordinator.

### Articulation of Traditional Transfer Credit

Only courses with a grade of “C” or higher will be transferred. Grades for transferred courses will be interpreted using the following criteria:

- Grades of W or IW will be recorded.
- Plus (+) or minus (-) symbols will be disregarded.
- Grades of Pass, Credit, Satisfactory, etc., will be treated alike and recorded as hours earned.
- Failing grades (F) will not be count as hours attempted.
- Grades in developmental or remedial courses are treated the same as Pass, Fail, etc.
- Incomplete grades (I) will be treated as if earned at RPCC.

Quarter hours will be converted to semester hours by multiplying the quarter hours by 2/3. A grade of “C” or better may be required to meet pre-requisite or program requirements.

## **Non-Traditional Transfer Credit**

Non-traditional credit is credit earned through learning outside of a higher education setting. There are many forms of non-traditional credit.

### Credit via Advanced Placement

If a student is placed into an advanced-level course based upon a test score the student must pass with a “C” or better in that course the first time taking it to receive credit for the bypassed course. (Example: If a student places out of English 1010 or math 1100, in order for the student to receive the credit for the course placed out of, the student must take the next level course and pass with a “C” or better). Credit by advanced placement is applicable to courses taken at RPCC only, not to transfer courses. Credit received by advanced placement may be applied toward graduation but will not be considered in computing the overall grade point average.

### Credit via Testing

The following tests may be used for advanced placement/credit.

- COMPASS- please refer to the Placement Score Chart on pages 18
- Accuplacer (including Next Generation)- please refer to the Placement Score Chart on page 18
- ACT – please refer to the Placement Score Chart on page 18
- Credit by College Level Examination (CLEP) Subject Exams
- College Board Advanced Placement (AP) Examination
- RPCC Departmental Proficiency Exams

### College Level Examination (CLEP) Subject Exams

The awarding of credit under CLEP is based on the scores earned on subject exams, with the scores recommended by the American Council on Education and approved by the faculty. Students must submit official

test scores to receive credit.

### College Board Advanced Placement (AP) Examination

Students may be granted credit for College Board Advanced Placement (AP) Examinations, which are taken prior to the student's high school graduation. Students must have scored at least "3" to receive course credit. AP credit is subject to review by the Registrar's Office or representative of the course and approval by the Registrar. The student must request that an original transcript from the College Board be sent to the Office of Student Services for evaluation. College Board AP Credit scores are valid for three years from the original test date. When AP credit is considered for placement purposes, the placement decision is made by the Office of Student Services.

### Departmental Proficiency Examination

Credit is also available to students who have mastered the content of a college course and can demonstrate such competency through successful completion of a Departmental Proficiency Examination, if available. A student who desires to apply for credit by Departmental Proficiency Exam should contact the Vice Chancellor of Academic Affairs for further information. A fee of \$15 per credit hour is assessed for this credit.

### Life Experience Assessment Program (LEAP)

The central principle in the Life Experience Assessment Program is that what a student knows is more important than how the student acquired the knowledge. In this program, RPCC (a) gives students the opportunity to report what they know, or can do, in terms that relate to given college courses and then (b) assesses their knowledge or competence in those areas. If the student can demonstrate knowledge and skills in certain areas comparable to what a college-trained student knows in these same areas, equal credit is awarded.

- The general policies concerning credit from non-traditional sources are applicable.
- LEAP credit is available only if the life experience warrants three (3) or more credit hours.
- A non-refundable fee of \$15 per credit hour is charged for the evaluation process, which includes review of a portfolio and/or documentation and demonstration of competencies.
- For each applicant, a review committee is established to verify that the student can demonstrate knowledge and skills in the requested area comparable to the knowledge and skills of a college-trained student in the same area.
- The LEAP review committee should consist of the Division Coordinator of the area from which credit is being requested, at least one faculty member with expertise in the relevant discipline, the Chief Student Affairs Officer's designee, and any other expert or consultant deemed necessary to ensure fairness and equity to the student.

#### LEAP Procedures:

- **STEP 1.** A student who seeks LEAP credit should contact the Division Coordinator of the course.
- **STEP 2.** If the Division Coordinator confirms the possibility that LEAP credit would be applicable, the student is instructed to prepare a portfolio and to complete the Application for LEAP Credit and the appropriate sections of the Portfolio Worksheet and Assessment Evaluation Form for LEAP and to pay the \$15 per credit hour assessment and evaluation fee.
- **STEP 3.** The Division Coordinator should review the Application for LEAP Credit and the Portfolio Worksheet and Assessment Evaluation Form. If additional information is needed the Division Coordinator should request information from the Student.

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- **STEP 4.** If no additional documentation is needed, or once all needed documentation has been received, the LEAP credit request should be sent to committee review.
- **STEP 5.** The Division Coordinator of the course will schedule an appointment for the applicant to meet with the review committee to discuss his/her experiential background, if necessary. If the committee agrees that the student's experiences warrant further action, the objectives and competencies for appropriate courses are reviewed. For work experience, a demonstration of acquired competencies will be scheduled.
- **STEP 6.** An evaluation is completed by the committee, and appropriate credit is approved on the application form. Should the evaluation indicate that a student has demonstrated competencies for additional course-referenced credit hours, upon payment of \$15 per credit hour, credit will be awarded for additional hours. However, if a student pays for nine credit hours and demonstrates competencies for only six credit hours, a refund will not be granted: payment is for the evaluation process, not the awarding of credit
- **STEP 9.** Copies of the evaluation form and completed application with credit approved are sent to the Registrar's Office. The portfolio is returned to the student; however, any other documentation is retained in the student's academic record.
- **STEP 10.** A grade of "P" will be awarded for LEAP credits.

### Military Credits

Students who have earned credit through courses taken while in the armed services may apply for acceptance of these credits in the Registrar's Office. Credit recommendations from the American Council on Education are usually accepted. These hours count as part of the total hours of non-traditional credits applicable toward a degree or certificate.

RPCC has developed the following guidelines for granting college credit from military training:

- Student must be currently enrolled at RPCC.
- Semester hours of credit earned through these options are assigned a grade of "P". No quality points are earned, and the grade is not used to compute the grade-point average.
- A maximum of 24 semester hours of credit may be awarded.
- Credit cannot be awarded for a course that a student has previously completed at any college/university.
- Students may earn no more than 1/3 of the credits for the required major courses.
- Credit earned may not be used to satisfy residence requirements.
- A student may not receive credit in more than one course in a two-semester sequence or two courses in a four- semester sequence
- Students who plan to use these credits to meet degree requirements of other institutions should contact those institutions for their policies.

## TRANSFERRING FROM RPCC TO ANOTHER COLLEGE

In an effort to successfully transfer students to other institutions, River Parishes Community College has established relationships with Louisiana colleges and universities to which RPCC students transfer most often. Students planning to transfer to another college/university should consult with an RPCC Advisor as well as an Advisor from the transfer institution to ensure that courses taken at RPCC will count toward the fulfillment of degree requirements at the transfer institution. Students may also refer to the Louisiana Board of Regents Statewide Student Transfer Guide and Articulation System to determine how general education courses will transfer from one Louisiana public college or university to another. These matrixes are available through the Board of Regents website: <http://www.regents.state.la.us>. When applying to a transfer institution, students will be required to submit an official RPCC transcript. Students may request that their RPCC transcript be sent to another college through their LoLA Portal.

## TUITION, FEES, SCHEDULES & POLICIES

### Tuition and Fee Schedules for In-Person Courses

Tuition, fees, and additional costs are outlined in the charts below. Note that the cost of tuition is determined by the total number of credit hours for which a student registers, while fees are based upon the service(s) provided. In order for a student to be registered for classes, the student must pay the total cost of both tuition and fees. The tables below reflect the approved rates for Academic Year 2019-2020. These rates are subject to change without notice.

#### LA Resident Tuition and Fees (Note: Does not apply to online classes)

Credit Hours	Tuition	Fees	Total
1	\$138.96	\$31.00	\$169.96
2	\$277.92	\$62.00	\$339.92
3	\$416.88	\$93.00	\$509.88
4	\$555.84	\$124.00	\$679.84
5	\$694.80	\$155.00	\$849.80
6	\$833.76	\$186.00	\$1,019.76
7	\$972.72	\$217.00	\$1,189.72
8	\$1,111.68	\$248.00	\$1,359.68
9	\$1,250.64	\$279.00	\$1,529.64
10	\$1,389.60	\$310.00	\$1,699.60
11	\$1,528.56	\$341.00	\$1,869.56
12 or more	\$1,667.52	\$372.00	\$2,039.52

**Non-LA Resident Tuition and Fees (Note: Does not apply to online classes)**

Credit Hours	Tuition	Fees	Total
1	\$138.96	\$31.00	\$169.96
2	\$277.92	\$62.00	\$339.92
3	\$416.88	\$93.00	\$509.88
4	\$555.84	\$124.00	\$679.84
5	\$694.80	\$155.00	\$849.80
6	\$833.76	\$186.00	\$1,019.76
7	\$2,152.22	\$217.00	\$2,369.22
8	\$2,459.68	\$248.00	\$2,707.68
9	\$2,767.14	\$279.00	\$3,046.14
10	\$3,074.60	\$310.00	\$3,384.60
11	\$3,382.06	\$341.00	\$3,723.06
12 or more	\$3,689.52	\$372.00	\$4,061.52

**Breakdown of Uniform Fee Schedule**

(the fees noted in the schedules above are mandatory and are assessed on a per credit hour basis, up to 12 hours)

Mandatory Fee	Rate per Credit Hour
Academic Excellence Fee	\$7.00 per credit hour
Building Use Fee	\$4.00 per credit hour
ERP Fee	\$5.00 per credit hour
Operational Fee	\$3.00 per credit hour
Student Services Fee	\$7.00 per credit hour
Student Technology Fee	\$5.00 per credit hour

**Other Fees Students May Incur in Addition to those Listed Above**

Fee	Rate
Accuplacer Testing Fee*	\$10.00
Credit Exam	\$15.00 per credit hour
Excess Credit Hour Fee	\$150.96 per credit hour (over 15)
Late Registration	\$25.00 per semester
Laboratory/Course	\$15.00 - \$85.00 per course
SGA Fee**	\$15.00 per semester
Insufficient Funds Fee***	\$25.00

*\*Effective January 1, 2020, a \$10.00 testing fee will be charged for each Accuplacer test*

*\*\*Beginning Summer 2018, a \$15.00 SGA Fee will be charged on a per semester basis to all students.*

*\*\*\*A \$25.00 fee will be assessed for any payment that is returned for insufficient funds, whether the check is received by RPCC or CashNet via payment plan.*

## **Tuition and Fees for Online Courses**

The tuition for all online courses is \$138.96 per credit hour with no cap. The fees for online courses include all the mandatory fees plus any related course lab fees, which cap at 12 credit hours. There is a \$40.00 non-refundable Online Registration Fee per semester for enrollment in an online course.

## **Additional Costs**

The costs of textbooks and class materials are refundable according to supplier's policy. The NSF check fee is non-refundable.

## **Methods of Payment**

RPCC accepts cash, check, money order, online CashNet-Smart Pay Payment Plan, or a one-time credit card payment at [www.rpcc.edu](http://www.rpcc.edu) (FEES ARE NON-REFUNDABLE once classes have begun).

- In person – Pay by cash, check, or money order
- Mail - Send check or money order to Business Office, P. O. BOX 2367, Gonzales, LA 70707.
- Online Payment Plan – Payment plans are available via CashNet
- On-line payments- Credit cards or Electronic checks may be subject to a convenience fee

## **Drop for Non-Payment**

Students who do not pay their tuition and fees or make payment arrangements by the payment deadline may be dropped from their courses for non-payment.

## **Refund Policy**

Upon official withdrawal of courses or resignation from the College, refunds will be made as follows:

- After the first day of classes refunds are calculated on **tuition only**.

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- If a student withdraws or resigns before the first day of class, a 100% refund of **tuition and fees** will be made.

### Tuition and Refund Schedule

#### For 16 Week Terms:

Up to and including first five days of semester .....	100%
Sixth through tenth day of semester .....	50%
Eleventh through thirteenth day of semester .....	25%
After thirteenth day of semester .....	none

#### For 3 – 8 Week Terms:

Up to and including first three days of semester .....	100%
Fourth through sixth day of semester .....	50%
After sixth day of semester .....	none

#### 2 or Less Week Terms:

Up to and including first two days of semester .....	100%
Third and fourth day of semester .....	50%
After fourth day of semester .....	none

### **Post-Registration Audit**

After the last day to register or add courses in each semester, the Business Office will perform an audit of all tuition and fees, both assessed and collected, and financial aid awarded. If it is discovered that a student has overpaid, a refund will be issued to the student via Bank Mobile. If it is discovered that a student has underpaid, the student or responsible party will be billed. All balances are due immediately. If a student has reason to believe RPCC owes him/her a refund, the student should inform the Business Office. In the event a refund is warranted, RPCC will issue a refund through the proper channels and in accordance with RPCC policy.

### **Checks Written with Insufficient Funds and Stopped Payments**

Checks returned to RPCC because of insufficient funds will be assessed a \$25 return check fee and may be referred to an outside agency for collection. An additional fee may be assessed by the outside agency. Students with outstanding checks will lose the privilege of writing checks to RPCC. In addition, grade reports and official transcripts will be withheld, and enrollment in future semesters will be prohibited until the outstanding amount has been paid in full.

Stopping payment on a check written to RPCC will have serious disciplinary consequences. Students who have written a check to RPCC and then stop payment on that check will lose the privilege of writing checks to RPCC and will be subject to immediate dismissal from RPCC. In addition, grade reports and official transcripts will be withheld and enrollment in future semesters will be prohibited until RPCC has been paid for the outstanding amount.

### **Unpaid Balance and Delinquent Accounts**

Failure to pay in a timely manner or to make satisfactory payment arrangements will result in the student's immediate dismissal from RPCC. In addition, grade reports and official transcripts will be withheld and enrollment

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in future semesters will be prohibited until RPCC has been paid for the outstanding amount. Failure to respond to demands for payment made by RPCC may result in such debts being transferred to the Louisiana Office of Debt Recovery or other outside collection agency for collection. Upon transmittal for collection, the student is responsible for collection/attorney's fees in the amount of twenty-five percent (25%) of the unpaid debt, and all applicable court costs.

### Student Classification for Tuition Purposes

#### Resident & Non-Resident Classification

The governing board of River Parishes Community College has established policies for determining residency for tuition purposes. Eligibility for classification as a Louisiana resident is determined by the Office of Student Services from information provided on the Application for Admission and other related documents. A resident for tuition purposes is defined as one who has abandoned all prior domiciles, and has been domiciled in the State of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of class for the term for which resident classification is sought. After enrollment as a non-resident, a student may request a review of their residence status by the Office of Student Services. For further information about the resident classification policy and the conditions that may be used to determine residence status, contact the Office of Student Services.

#### Full-Time & Part-Time Classification

A student is classified, for enrollment verification and fee purposes, as either full-time or part-time based upon the number of credit hours attempted. For financial aid purposes, please refer to the Financial Assistance portion of the Catalog as enrollment status hours may differ.

### *FALL & SPRING SEMESTERS*

<u>Credit Hours</u>	<u>Enrollment Status</u>
12+	Full-time
9-11	Part time $\frac{3}{4}$ time
6-8	Part time $\frac{1}{2}$ time
1-5	Part time less than $\frac{1}{2}$ time

### *SUMMER SEMESTER*

<u>Credit Hours</u>	<u>Enrollment Status</u>
6+	Full-time
5	Part time $\frac{3}{4}$ time
3-4	Part time $\frac{1}{2}$ time
1-2	Part time less than $\frac{1}{2}$ time

## FINANCIAL ASSISTANCE

River Parishes Community College provides a comprehensive financial aid program funded by federal, state and private agencies. Aid awards fall into several categories: grants, scholarships and loans. For more information explaining the financial aid programs offered by RPCC, please visit the RPCC website at: <https://www.rpcc.edu/financial-aid/>.

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Students are strongly encouraged to begin the initial process of applying for financial aid by completing the Free Application for Federal Student Aid (FAFSA) as early as possible. RPCC's FAFSA school code is 037894. Students who wish to know more about their financial aid eligibility should contact the Financial Aid Office once their FAFSA has been completed and successfully submitted. To be considered for priority processing, a student must complete FAFSA before April 15 for the following fall semester and October 31 for the following spring semester. Students receiving financial aid may be required to submit documentation to the Financial Aid Office if selected for verification. They also are required to declare a program of study and enroll in courses appropriate to that program.

All initial financial aid awards are based on full-time enrollment. Financial aid will be reduced or recalculated based on any changes in course enrollment. If enrollment is less than half time, grant amounts may be reduced or cancelled. Students who are less than half-time are not eligible for loans. The table below displays the enrollment levels considered for financial aid eligibility, and apply to all semesters (fall, spring, and summer).

Full-time	12+ credit hours
Three-quarter time	9-11 credit hours
Half-time	6-8 credit hours
Less than half-time	1-5 credit hours

Once receiving federal financial aid, students must maintain satisfactory academic progress (SAP) toward completion of their degrees within a reasonable period of time to remain eligible for Title IV financial aid programs, including Pell and Federal Direct Student Loans. In order to maintain eligibility, students must:

1. Maintain a grade point average of 2.00
2. Pass at least 67% of all credit hours attempted
3. Not exceed 150% of the published length of their degree program

Satisfactory academic progress (SAP) is reviewed at the end of each semester by the Financial Aid Office for all students. Students who received aid the previous semester will be notified of their SAP Status. Failure to meet all three SAP requirements will result in the loss of all Title IV aid eligibility (this includes all federally funded aid). If extenuating circumstances prevent a student from meeting the requirements, a Financial Aid Appeal may be filed. The Financial Aid Appeal Form must be submitted with accompanying documentation and a completed Academic Plan by the deadline given each term.

An Academic Plan is designed for a student who does not meet at least one of the SAP standards at the end of the previous semester and who's Financial Aid Appeal has been granted. The requirements within the Academic Plan must be met to regain eligibility for federal financial aid. Students must meet the standards of the Academic Plan each semester until all SAP standards are met. Not enrolling in college and then re-enrolling will not bring the student into compliance with the SAP standards, 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 2.00 or greater each payment period (semester)
2. Pass 75 percent of all hours attempted each payment period (semester)

Students may be required to meet additional requirements, such as taking specific courses and/or meeting with academic advisors.

To access the entire Satisfactory Academic Progress Policy please visit

<https://www.rpcc.edu/financial-aid/applying-for-financial-aid/satisfactory-academic-progress/>

### **LIBRARY SERVICES**

#### **Purpose Statement and Overview**

RPCC Library Services exists to support the mission and goals of River Parishes Community College. Library Services provides the RPCC community with materials, resources, and instructional services necessary for excellence in teaching and learning.

Library Services encourages students to use the collections, resources, services, and facilities to complete assignments and for personal growth. The Library faculty and staff are eager to assist students in learning how to effectively search for, locate, and use information.

Students are welcome to leave comments and suggestions for improvement of Library Services. A Comments/Suggestion Box is located on the Library Service Desk. Students may also email Library staff, use the Contact Us form on the Library website, talk personally with a librarian face-to-face or via telephone, or participate in surveys conducted periodically in order to leave feedback for library personnel.

#### **Gonzales Campus LIBRARY HOURS/CONTACT INFORMATION**

During Semesters	Between Semesters:
Monday – Thursday	Monday – Friday
7:30 a.m. – 7:30 p.m.	8:00 a.m. – 5:00 p.m.

Friday  
7:30 a.m. – 5:00 p.m.

**Email:** Library@rpcc.edu

**Phone:** (225) 743-8550  
(225) 743-8551

**Web:** <http://library.rpcc.edu>

**Fax:** (225) 644-8212

***Note: Library Hours are subject to change***

#### **Circulation Policies and Loan Periods**

Students must be currently enrolled or working on campus in order to borrow items from the Library. To borrow items, students must present a valid photo ID (RPCC Student IDs are available from Student Services). Reference materials and periodicals are limited to use in the Library. The loan periods for various resources are as follows:

<b>Books</b>	28 days
<b>Audio/Visuals</b>	2 days
<b>Reserve Items</b>	varies, depending on the item

Fines for overdue materials are 35¢ per day (books, CDs, DVDs, etc.) and 10¢ per minute for reserve items.

## **Location, Facilities, and Equipment**

### Gonzales Campus:

The Library is located in room 141 of the main building at the Gonzales campus. It is in the center of the back hallway, opposite the main entrance. The Library offers seating areas with tables and two study rooms (reservations required; ask at the Library Service Desk). Each study room is equipped with a dry erase board; markers and erasers are available for checkout at the Service Desk. Equipment available in the Library includes computers with Internet access, a TV with DVD/VCR player, four flatbed scanners, and a printer/copier. Additional computers are located in room 137, if the room is available as an open lab; check the schedule on the doors for availability. The Library also offers calculators (scientific and graphing), headphones, and laptops for students to borrow; these items are located at the Service Desk and must be checked out at the Library Service Desk.

### Reserve Campus:

The Reserve campus offers a Virtual Library space located in Building A, room A803. It includes twelve computers to provide students with access to our online resources and for other computing needs, a work table, and various brochures and guides.

### Westside Campus:

The Westside campus in Plaquemine offers two computer kiosks located in the lobby for students to use to search online Library resources or for other computing needs. There is also a literature rack that includes various Library Services brochures and guides.

## **Student Printing**

A multi-function printer/copier is located in the Library for student use; students may print from the computers in the Library and in Room 137. Copying and printing costs are 10 cents per page for black and white and 25 cents for color. Students are also able to scan and e-mail documents; there is no charge for this service, but students must have funds in their printing accounts in order to login at the printer. Students have an account that uses their LoLA username and password to pay for printing/copying. Visit the RPCC Library website or ask at the Library Service Desk for more information. Printing for students is not currently available at Reserve or Westside campuses.

## **Collections/Information Resources**

RPCC Library Services owns and has access rights to a wide variety of information resources for conducting research, enhancing information literacy skills, and for continuing life-long learning. Students may access the Library's Catalog and Databases via the Library's website in order to locate resources, or ask a librarian. Librarians are available to help students with research, including instruction on how to use the resources and how to cite the information sources. Off- campus access to our online resources requires login. Visit the Library website for more information.

## **Print and Electronic Books**

The RPCC Library has more than 18,000 locally owned volumes to support the curriculum. The RPCC Library also owns or provides access to more than 200,000 e-books available online via the Library website. E-books are available to authorized RPCC users twenty-four hours a day while currently enrolled or employed at RPCC.

## **Print and Electronic Periodicals**

RPCC owns and/or provides local access to some print periodicals and provides online access to thousands of

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newspapers, magazines, and journals in licensed electronic databases. Resources are available for access on-site during normal Library hours, and remote access to electronic resources is available to authorized RPCC users (active students, faculty, and staff) twenty-four hours a day via the RPCC Library website. Instructions regarding usernames and passwords are available on the Library website and as handouts in the Library.

### Video, CD, and DVD

The Library has numerous audio/visual resources ranging from video tutorials to popular DVD movies. Math tutorials are located in our Audio-Visual collections. The Library also subscribes to an extensive streaming video collection from Films On Demand, accessible via the Library website (login required for off-campus access).

### Instructional Opportunities

*LISR 1000: Information Literacy: Research Strategies and Resources* is a one-credit hour elective course that may transfer to 4-year institutions (LSU and SLU will accept this course). It is offered every semester.

#### Course-Integrated Library Instruction

Instructors often invite Librarians into their classrooms in order to give students an overview of the resources and information on how to access the resources. Students will learn how to effectively search for information sources for use with their course assignments and research papers.

#### Point-of-Use Instruction

Students are encouraged to request assistance from a Librarian in the use of any of the information resources available to them. Librarians will provide instruction and guidance so that students can conduct effective library research that supports their studies.

#### Student Success Workshops

Each semester, RPCC librarians and instructional faculty offer workshops for students. Topics vary, and may include how to use online resources, Canvas help, how to reduce stress, etc. Check the Workshop and Events Calendar on the Library website and look for announcements in Canvas to see what may be offered.

#### Tutorials and Handouts

A variety of tutorials and printed handouts are available on the Library website and in the Library. Information on how to access Library resources, how to use Canvas, how to conduct research and cite research sources, and much more is available.

### Additional Services for Students

In addition to Circulation, Reference, Library Instruction, and Course Reserves, the Library offers students, faculty, and staff opportunities to borrow items from other libraries via Interlibrary Loan (ILL). Books and periodical articles may be obtained from other libraries at the patron's request. Please allow at least two weeks for delivery of ILL items.

*LOUIS Reciprocal Borrowing Services* are also available to students. A LOUIS ILL card may be issued to students upon request with a valid photo ID. This allows students to borrow materials from other participating academic libraries without the need to wait for ILL delivery. Visit the Library website and check User Services for more information.

## **ACADEMIC POLICIES**

### **Auditing Courses**

A student who desires to enroll in a college credit course and who does not want to earn college credit may apply to audit the course. The tuition and fees assessed for a course being audited are the same as those being taken for credit. The decision to audit a course should be made at the time of registration. Changes from audit to credit or credit to audit must be made by the official last day to Register or Add Classes as published in the Academic Calendar. An auditor will not receive college credit and will not be permitted to obtain credit for the audited course through a credit examination or any other form of non-traditional credit. However, a course previously audited may be taken for credit by enrolling in the course. Audited courses are not included in calculating the student's grade-point average or enrollment status (full-time, part-time) for insurance, financial aid, or other purposes.

### **Attendance**

All students are expected to regularly and punctually attend (or interact online, if applicable) all classes in which they are enrolled. All course policies regarding attendance will be stipulated by the faculty and published in writing in the course syllabus at the beginning of each semester. Students are expected to be aware of and comply with the published policies. Each instructor must keep a permanent record for each class. It is the instructor's prerogative to define "excused" and "unexcused" absences.

### **No Show Policy**

RPCC defines a "No Show" student as one who has completed all the necessary requirements for registration in the College but has not attended a face-to-face class or completed at least one academically related activity in a hybrid or online class during the time specified by the Registrar each semester. All students reported by an instructor as a "No show" will be dropped from the course.

### **Withdrawal from Courses and Resignation from the College**

Withdrawal from a course occurs when a student desires to withdraw from one or more courses, but is still enrolled in at least one course. Students are allowed to officially withdraw from a course by logging into their online LoLA account and officially dropping the course(s) from their schedule by the deadlines published in the Academic Calendar. Students will not receive a grade (W or letter) nor credit for a course that is dropped on or before the "Last Day to Resign/Withdraw from Classes without a W Grade," as published in the Academic Calendar. Students will receive a grade of "W" if the course(s) is dropped after the "Last Day to Resign/Withdraw from Classes without a W Grade." Students who discontinue attending class without dropping the course in LoLA by the stated deadlines are subject to receiving a grade of "F" posted on their RPCC academic record. All withdrawals are final upon submission.

Resignation from RPCC is the withdrawal from all courses in which a student is enrolled for the semester. Students are allowed to officially resign by logging into their online LoLA account and officially dropping all course(s) from their schedule by the deadlines published in the academic calendar. Students will not receive a grade (W or letter) nor credit for a course that is dropped on or before the "Last Day to Resign/Withdraw from Classes without a W Grade," as published in the Academic Calendar. Students will receive a grade of "W" if the course(s) is dropped after the "Last Day to Resign/Withdraw from Classes without a W Grade." Students who

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discontinue attending class without dropping the course in LoLA by the stated deadlines are subject to receiving a grade of “F” posted on their RPCC academic record. All resignations are final upon submission

### Definition of a Credit Hour

River Parishes Community College (RPCC) uses a measure of academic credit (i.e. credit hour). This unit is the primary academic measure by which progress toward a certificate, diploma, or degree is determined. The purpose of this policy is to define academic credit to provide the basis for measuring the amount of time students are expected to engage in learning while enrolled in traditional classroom settings, laboratories, studios, internships, and distance and correspondence courses. RPCC defines credit hours as provided in 34 CFR section 600.2, as follows:

Credit hour: a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

### Student Classification for Academic Purposes

A credit or semester hour represents one hour of class work or at least two hours of laboratory work a week, together with the necessary outside preparation, for a semester. The value of each course of instruction and the amount of work required for graduation is stated in terms of semester hours.

A student's classification is determined upon registration and again at the end of each semester according to the number of credit hours earned. A student is classified as a freshman if he/she has earned fewer than 30 credit hours. A student is classified as a sophomore if he/she has earned at least 30 hours and 60 quality points.

### Grading System & Computation of GPA

The following grading scale is used to reflect a student's level of academic achievement in a course: A = superior work, B = excellent work, C = average work, D = poor work, F = unsatisfactory work.

In order to compute grade-point averages (GPAs), these letter grades are assigned number values, which are referred to as quality points. The values or quality points per credit hours are as follows: A = 4 quality points, B = 3 quality points, C = 2 quality points, D = 1 quality point and F = 0 quality points. Thus, an A in a one-credit hour course is worth four quality points, and an A in a three-credit hour course is worth 12 quality points. A student's GPA is calculated by dividing the total number of quality points earned in all classes by the total number of credit hours attempted.

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The following GPAs are determined using the method just noted and are recorded on students' transcripts:

*Semester/Current Term GPA:* The Semester/Current Term GPA is calculated by dividing the total quality points earned in a given semester by the total GPA hours earned in that same semester/current term

*Institutional GPA:* The Institutional GPA is figured by dividing the quality points earned at RPCC by the total GPA hours completed at RPCC

*Transfer GPA:* The Transfer GPA is figured by dividing the quality points earned from all courses transferred to RPCC by the total GPA hours transferred to RPCC

*Cumulative/Overall GPA:* The Cumulative/Overall GPA is equal to the total number of quality points earned divided by the total hours attempted for all RPCC and transfer work

### Other Grades

The grades that follow may also be awarded; however, they are not used in GPA calculations:

*P (Pass) Grades:* Grades of P or "pass" are awarded on a very limited basis. Students who, through advanced placement in English and/or math are allowed to bypass an introductory course in one of these areas, will be awarded a grade of P in the bypassed course only if they successfully complete the more advanced course with a grade of C or better.

*S/U (Satisfactory/Unsatisfactory) Grades:* "S" and "U" grades are not awarded at RPCC; however, if a student was awarded an "S" or "U" grade for a course taken at another institution, the "S" or "U" grade will be posted as the grade for that course on the student's RPCC transcript.

*W (Withdrawal) Grades:* A withdrawal from a course is indicated on a student's record with a "W" grade. In order to receive this grade, a student must withdraw from a course during the withdrawal period specified in the Academic Calendar.

*I (Incomplete) Grades:* When a student cannot complete a course by the end of the semester, the student may temporarily receive an incomplete or "I" grade if the following conditions are met:

1. The student must have completed 75 percent of the all work for the class.
2. The work completed must be of passing (C or better) quality.
3. The instructor must sign and submit an Incomplete Grade Contract form, which is available in the Registrar's Office.

Completed "I" grade contracts must be submitted to the Registrar's Office at the time final grades are submitted and must include the reason(s) the "I" grade is being requested and the deadline by which the work must be submitted. If an "I" grade is issued during a fall or summer semester, the work must be completed and the "I" grade removed (converted to a regular letter grade) no later than the last day of midterms in the next semester, even if the student does not intend to enroll. When "I" grades are awarded for a spring semester course, the grade must be resolved by the last day of classes during the following summer term, even if the student does not intend to enroll. If the "I" grade is not removed by the published deadline, it will automatically convert to an "F" grade and will be calculated as such in the GPA. Exceptions to this

deadline must be approved by the Vice Chancellor of Academic Affairs. Academic status is determined at the time the “I” grade is removed or converted to an “F”.

*AU (Audit):* Audited courses are not included in calculating a student’s grade-point average or enrollment status (full-time, part-time) for insurance, financial aid, or other purposes.

### Grade Appeals

All grade appeals must be initiated within seven (7) calendar days of grades being posted (i.e., within seven calendar days from the “last day to report final grades” on the Academic Calendar). Failure to appeal within the seven (7) calendar days will result in the waiver of the student’s right to appeal the grade.

Only final grades in a course may be appealed. Final grades may only be appealed if at least one of the following conditions exist:

- The instructor departed substantially from his/her previously articulated written standards, without notifying students, in determining the grade
- The instructor imposed criteria different from those used to evaluate the academic work of other students in the class as outlined in the course syllabus
- The instructor made a calculation error and the student has tangible evidence to support the claim that an error was made

The grade assigned by the instructor is assumed to be correct and the student appealing the grade must justify the need for a change of the grade assigned. The student is responsible for providing with their appeal relevant supporting evidence in his or her possession. For example, if on the appeal form, the student references an email exchange between himself/herself and the instructor, then the student should provide with their appeal a copy of the email.

The procedures for appealing a final grade are as follows:

1. The grade appeal begins with the student submitting, in writing, an appeal to the instructor of the class. If the instructor agrees that a course grade change is warranted, the instructor will complete a “Grade Change Form,” obtain the written signature of his/her Division Coordinator, and forward the form to the Registrar. If the instructor does not agree to the grade change, his/her written response to the student must explain why the appeal is being denied. Email will suffice as written correspondence.
2. If the instructor denies the appeal or does not respond to the appeal within five (5) calendar days, the student may appeal to the Division Coordinator. Appeals to the Division Coordinator must be made using the “Grade Appeal to the Division Coordinator Form” (found on the RPCC website) and must be submitted within fifteen (15) calendar days of the grade being posted (i.e., within fifteen calendar days from the “last day to report final grades” on the Academic Calendar). The Division Coordinator will review the appeal form and any supporting documentation provided, and may contact the instructor if additional information is needed to make a decision on the appeal. Division Coordinators must respond, in writing, to student grade appeals within ten (10) calendar days of receipt. If the Division Coordinator grants the appeal, the Division Coordinator must complete a “Grade Change Form” and forward the form to the Registrar, with a copy to the instructor. If the Division Coordinator denies the appeal, his/her written response to the student must explain why the appeal is being denied. Email will suffice as written correspondence.

3. If the instructor and/or the Division Coordinator deny the appeal, the student may appeal to the Vice Chancellor of Academic Affairs. Appeals to the Vice Chancellor of Academic Affairs must be made using the “Grade Appeal to the Vice Chancellor of Academic Affairs Form” (found on the RPCC website) and must be submitted within five (5) calendar days of notification from the Division Coordinator that a grade appeal has been denied. The Vice Chancellor of Academic Affairs will review the appeal form, any supporting documentation provided, the instructor and/or Division Coordinator’s response(s) to the appeal, and make a final decision on the appeal. The Vice Chancellor of Academic Affairs must respond, in writing, to student grade appeals within ten (10) calendar days of receipt, notifying the student, instructor, and Division Coordinator on the correspondence. If the Vice Chancellor grants the appeal, he/she must complete a “Grade Change Form” and forward the form to the Registrar, with a copy to the Division Coordinator and the instructor. If the Vice Chancellor of Academic Affairs denies the appeal, his/her written response to the student must explain why the appeal is being denied. Email will suffice as written correspondence. The Vice Chancellor’s decision will be final and binding.

### Grade Reports and Official Transcripts

Grade Reports (unofficial academic transcript) reflecting the result of a student’s semester course(s) can be viewed on the student’s LoLA account. Official transcripts will be prepared by the Registrar’s Office and will be prepared upon request via <https://www.rpcc.edu/student-services/registrar-office/>.

### Academic Renewal

Academic Renewal is for students who have had an unsuccessful start in a degree or certificate program and stopped out for a period of at least one semester, without enrolling in an academic, for-credit program at any college or university. To apply for Academic Renewal, a student must not have been enrolled in college-level course work for at least one semester, demonstrate that the conditions that led to the academic deficiencies have changed, and complete the necessary steps to be considered for Academic Renewal. Academic Renewal can only be awarded once in an academic lifetime at any LCTCS college. Academic Renewal cannot be granted for any coursework that was previously used to earn a credential.

The following standards apply:

1. The student must submit an application for admission, be degree seeking, and be admitted to the college.
2. The student must submit an Application for Academic Renewal (found on the RPCC website) along with supporting documents to the Registrar’s Office.
3. Only those courses taken prior to the semester in which the student submits the Application for Academic Renewal will be considered for renewal.
4. Submission of an Application for Academic Renewal does not ensure approval.
5. The Registrar’s Office will review the Application and approve or deny the request.
6. Denials may be appealed to the Vice Chancellor for Academic Affairs for a final decision.
7. A non-LCTCS institution may choose to accept or deny the transfer of Academic Renewal granted by RPCC. Students are encouraged to investigate the Academic Renewal policy of any college they may plan to transfer to.
8. Implementation of Academic Renewal (i.e., the actual implementation of renewal on the student’s transcript) will be contingent upon successful completion of courses during the semester in which the Application for Academic Renewal is submitted. It is the student’s responsibility to return to the Registrar’s Office for review at the conclusion of the semester.

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9. Successful completion is defined as the completion of at least six (6) credit hours with a “C” or better in every course attempted. Academic Renewal will be null and void if the student does not successfully complete courses during the semester in which the Application for Academic Renewal is submitted.
10. Academic Renewal will be implemented on the academic transcript if the student successfully completes courses (as defined in number 9) during the semester in which the Application for Academic Renewal is submitted. Academic Renewal implementation means:
  - a) Only credits with grades of A, B, C, S, and P will be used to satisfy requirements for awards and used in the cumulative GPA.
  - b) All other grades (considered unsuccessful passes) will be flagged for Academic Renewal, excluded from credit earned and will not be used in the GPA. These credits, however, will remain on the transcript as attempted hours and will be used to determine eligibility for financial aid. A student who receives Academic Renewal may or may not be eligible for financial aid at RPCC. It is the student’s responsibility to contact Financial Aid for more information.

Students are cautioned that many undergraduate curricula and graduate professional schools compute the undergraduate grade point average on all hours attempted when considering applications for admission.

### Academic Status

Students’ academic status reflects both their level of academic achievement and their eligibility to remain enrolled at RPCC. It may also affect their eligibility for scholarships, special insurance rates, loans, work-study programs, and participation in student activities.

A student’s academic status is determined at the end of each fall, spring, and summer semester. Although students will usually receive official notification of academic status, such notice is not a prerequisite to being placed in one of the academic status categories. Students have the responsibility to ascertain their academic status prior to the beginning of the next enrollment period. RPCC categories and policies regarding academic status are as follows:

- **CHANCELLOR’S LIST**  
At the end of each semester, a Chancellor’s List is published. Included on the list are full-time students (cross- enrolled hours may be used to calculate full-time status) with a semester grade-point average of 3.85 or higher.
- **DEAN’S LIST**  
At the end of each semester, a Dean’s List is published. Included on the list are full-time students (cross- enrolled hours may be used to calculate full-time status) with a semester grade-point average of 3.50 – 3.84.
- **HONORS LIST**  
At the end of each semester, an Honor’s List is published. Included on the list are full-time students (cross- enrolled hours may be used to calculate full-time status) with a semester grade-point average of 3.00 – 3.49.

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- **IN GOOD STANDING**

A student not admitted on probation nor placed on probation because of academic deficiency in a previous semester or session will be considered in good standing.

- **ACADEMIC WARNING**

Students will be placed on academic warning whenever their Cumulative/Overall grade-point average is one to nine points below a 2.00. This deficiency is calculated by multiplying the total GPA hours attempted by two and subtracting from this number the total quality points earned. If the resulting number is between one and nine, then students are placed on academic warning. Students will be removed from warning once they raise their adjusted grade-point average to a 2.00 or are placed on academic probation.

- **ACADEMIC PROBATION**

Students will be placed on academic probation whenever they have attempted at least 15 hours and their Cumulative/Overall grade-point average is ten or more quality points below a 2.00. Each semester on probation, students must earn at least a 2.00 semester grade-point average. Students will be removed from probation once they raise their Cumulative/Overall grade-point average to a 2.00.

Students on academic warning or on academic probation, that receive financial aid or want to receive financial aid, should contact the financial aid office or review the Financial Assistance portion of this catalog on page 27.

### **Academic Honesty and Integrity**

Plagiarism is using and passing off as one's own the ideas, data, or writings of another or presenting as one's own an idea or product that is delivered from an existing source. Plagiarism is a copyright violation. Cheating is obtaining information through fraud or deceit, either by use of unauthorized notes, books, or other sources prior to or during examinations, or by using information under false pretenses. It includes premeditated cheating, which is pre-planned and deliberate and materials that are used and planned in advance. If discovered, plagiarism or cheating will result in the reduction of a grade on an assignment, test, or project, and may include an "F" in the course.

### **Course Load/Credit Hour Maximums per Semester**

Students will be allowed to enroll in a maximum of 19 credit hours in the fall and spring semester and 10 credit hours in the summer semester (including any cross-enrolled hours at other institutions). Only an exceptional student may, upon the approval of the Vice Chancellor of Academic Affairs, enroll in more than the credit hour maximums.

### **Course Pre-Requisites and Co-Requisites**

To register for some courses, students must first satisfy a prerequisite. A prerequisite is a requirement that must be met before a course is taken. The prerequisite reflects the knowledge base needed in order to attempt the desired course. Some courses have a co-requisite, which is a requirement that must be satisfied concurrently with the desired course. If a course has a prerequisite or co-requisite, it will be noted in the course description in the back of this Catalog.

### Repeating Courses

Students are allowed to repeat courses in which grades of “C” or lower were earned. When a course is repeated, the most recent grade earned (even if it is lower) will be used to determine acceptability of the course for prerequisite and degree requirements at RPCC. Both grades will be flagged as repeated and maintained on the academic record, but only the last grade will be used in the computation of the student’s semester GPA, RPCC/Institutional GPA, and Cumulative/Overall GPA. Students should also be cautioned that the colleges and universities to which they wish to transfer might not honor the repeat policy applied at RPCC.

Students trying to determine if they should repeat courses are encouraged to meet with an academic advisor. They may also wish to consider the following: students are required to pay for all repeated courses. Repeating a course in which a grade of C was earned is seldom recommended. If a “D” is earned, the student is required to repeat the course only if the student’s degree program specifies that the course must be completed with a “C” or higher. Even if a “C” is not required, the student may wish to repeat the course if it is a prerequisite for another course that the student plans to take. If a student earns an “F” grade, the course must be repeated when it is required for the student’s degree program.

A small number of courses can be repeated for a specified number of total hours regardless of the initial grade earned in the course. These repeatable courses are noted as such in their descriptions in the back of this Catalog.

### Catalog Year

Catalog year determines the set of academic requirements that must be fulfilled for graduation. A student will graduate under the Catalog in effect at the time of initial enrollment as a degree-seeking student at RPCC. This Catalog may continue to be used by the student provided enrollment is not interrupted for two consecutive regular semesters (i.e., fall and spring). A student whose enrollment is interrupted for two or more consecutive regular semesters may choose no Catalog earlier than the one in force at the time of re-entry. Students may also choose to move into a newer catalog year if desired. RPCC will make a reasonable effort to honor the curricular requirements in the chosen issue of the Catalog. However, because courses and programs are sometimes discontinued, RPCC shall make the final determination as to whether or not degree requirements are met.

### Degree Only Status

Students registered as “degree only” have completed all degree requirements and will graduate at the conclusion of the current semester. They are not, however, enrolled in any classes at RPCC during that final semester because all coursework has already been completed. To register “degree only,” students must seek approval from the Chief Student Affairs Officer. Once registered this way, students will receive a fee bill for graduation costs and any unpaid balances (if there are any).

### Graduation Requirements for Associate Degrees

1. Students must be fully admitted to RPCC as a regularly enrolled student.
2. By the degree conferral date, students must have successfully completed all requirements for the degree(s) being pursued.
3. Students must earn the credit hours for their degree programs by completing all required courses. Grades of “C” or better must be earned in all courses required for the Associate of Arts/Louisiana Transfer, the Associate of Science/Louisiana Transfer, and the Associate of Science in Teaching degrees.

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Students completing the Associate of General Studies degree must earn grades of “C” or better in all general education English Comp courses and math courses and all concentration courses.

4. Students completing the Associate of Arts/Louisiana Transfer, the Associate of Science/Louisiana Transfer, or the Associate of General Studies degree must have a 2.00 RPCC and a 2.00 adjusted cumulative grade-point average at the time of graduation. Students completing the Associate of Science in Teaching must have a 2.00 RPCC and a 2.50 adjusted cumulative grade-point average. Students should note that meeting GPA requirements for graduation does not guarantee that they will meet GPA requirements for admission into another college or university or into a specific program or major. Students are responsible for obtaining and understanding information about admission into other institutions and their programs.
5. To satisfy RPCC’s residency requirement, students must complete twenty-five percent (25%) of the coursework for each degree at RPCC.

Please note that some degree programs may have graduation requirements in addition to those noted above

### Graduation Costs and Applying for Graduation

All students pay a \$7 Student Services Fee (per credit hour) each semester, as a part of the students’ tuition and fee bill. This fee covers the costs of students’ diplomas and diploma covers. Students attending the commencement ceremony will need to purchase a cap and gown at their own expense. The cap and gown price is set each year by the vendor selected by RPCC.

Any money owed to the College must be paid before students can receive their diplomas and transcripts. Also, students who have holds on their accounts must have these cleared in order to receive diplomas and transcripts.

#### Applying for Graduation

To begin the application process, students should log into their LoLA account. Students should then click on “Applying for Graduation” found under “Student Records”. Here, students will complete a graduation application. Students should then make an appointment with an Advisor. At that meeting, all graduation requirements will be checked, and information about graduation and commencement will be provided.

Anticipated Graduation	Recommended Application Period	Application Deadline
Fall (December)	February 1 through March 1	July 15
Spring (May)	September 1 through October 15	October 15
Summer (July)	September 1 through October 15	April 1

Students who apply after the deadlines listed above may miss having their names appear in the commencement ceremony program. Students who anticipate completing a degree or certificate in any given semester should request a degree audit from an Advisor to assure that all degree requirements will be met in their anticipated final semester.

### Graduating with Honors

Students who have a final Cumulative/ Overall GPA of 3.00 to 3.49 will graduate with Honors. Any student that has a final Cumulative/ Overall GPA of 3.50 to 3.84 will graduate with Dean’s Honors. Those who have a final Cumulative/ Overall GPA of 3.85 and higher will graduate with Chancellor’s Honors. Students who earn the

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required semester credit hours toward a degree program will earn a degree from RPCC. These recognitions are noted on student's diplomas and transcripts.

### Earning Dual Degrees

Students may elect to earn two associate's degrees at RPCC at the same time provided that the degrees do not duplicate each other. To earn dual degrees, students must receive approval from the College. Additionally, students must meet all degree requirements for both degrees, and they must earn 15 hours beyond those required for the degree with the fewest hours. Some degree programs offer multiple concentrations. For these programs, the degree may be earned only once with one concentration.

### Completing a Second Degree

Students who have already earned one associate's degree from RPCC may choose to earn an additional degree when the second degree being earned is not largely a duplication of the first. To earn a second degree, students must receive approval from the College. Additionally, students must complete all requirements for the second degree. This includes earning a minimum of 15 credit hours beyond those required for the first degree. Some degree programs offer multiple concentrations. For these programs, the degree may be earned only once with one concentration.

### Certificate of General Studies

The Certificate of General Studies will automatically be awarded to those students who are identified as having successfully completed the certificate requirements. Students who transfer to RPCC and wish to earn the certificate should contact the Chief Student Affairs Officer.

The Certificate of General Studies cannot be awarded to students who have already earned another certificate or a more advanced degree that duplicates the Certificate of General Studies.

To earn the Certificate of General Studies, students must:

1. Be fully admitted to RPCC as a regularly enrolled student.
2. Successfully complete all certificate requirements by the certificate conferral date.
3. Have grades of "C" or better in all non-elective courses required for the certificate.
4. Have a 2.00 unadjusted cumulative grade-point average at the time of certificate completion.
5. Complete the final 9 hours of the certificate in residence at RPCC.

## PROGRAMS OF STUDY

### ASSOCIATE OF SCIENCE IN TEACHING (AST)

*NOTE: Admission to RPCC does not guarantee admission to the Associate of Science in Teaching degree program. While most associate degree programs are open to all students, admission to the Associate of Science in Teaching degree program is not guaranteed. Students must apply and be accepted to this program. They may, however, begin taken courses for this curriculum prior to applying and being admitted.*

The Associate of Science in Teaching degree is a selective-admission program created for students who wish to teach elementary-grade students, grades 1-5. The AST degree is fully transferable to four-year colleges of \_\_\_\_\_

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education in Louisiana, and successful completion of the degree enables recipients to enter a four-year college of education program with half of their certification requirements complete and all general education requirements met. In addition to general education courses, students will complete two professional education courses that include associated fieldwork experience, and they must pass two parts of the PRAXIS, or teacher certification exam, before graduation.

Interested students should note that they must apply and be admitted to this program in order to earn the degree. Submission of an application does not guarantee admission to the degree program. Students who have not yet applied for admission to the program may still take courses required for the degree. All courses applied to the degree must be passed with a 'C' or better. Developmental courses may not be applied to the degree. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an AST degree.

The course curriculum guide for the AST program and course requirements can be found at:

<https://www.rpcc.edu/academics/program-guides/>

### **ASSOCIATE OF SCIENCE/LOUISIANA TRANSFER (ASLT)**

The Associate of Science/Louisiana Transfer degree is designed for students who are planning to transfer to a four-year college/university and major in a physical or biological science degree program. It is also for students who may not be planning to transfer to a four-year institution but wish to find employment in one of the various fields related to the physical or biological sciences. All courses applied to the degree must be passed with a 'C' or better. Developmental courses may not be applied to the degree.

Students who plan to transfer should consult with an RPCC Advisor, as well as an advisor from the other college/university, to assure transferability of credit. Completion of the ASLT degree guarantees that the student has met, in full, all lower division general education requirements at the receiving Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an ASLT degree.

There are two concentrations- Physical Sciences and Biological Sciences.

The course curriculum guide for the ASLT: Physical Sciences Track and course requirements can be found at:

<https://www.rpcc.edu/academics/program-guides/>

The course curriculum guide for the ASLT: Biological Sciences Track and course requirements can be found at:

<https://www.rpcc.edu/academics/program-guides/>

### **ASSOCIATE OF ARTS/LOUISIANA TRANSFER (AALT)**

The Associate of Arts Degree is designed for students who are planning to transfer to a four-year college/university and major in one of the social sciences, humanities, criminal justice, or business degrees. It is also for students who may not be planning to transfer to a four-year institution but who wish to find employment in a social, behavioral, business, or humanities-related field, or gain a broad analytical and cultural understanding of the human experience. All courses applied to the degree must be passed with a 'C' or better. Developmental courses may not be applied to the degree.

Students who plan to transfer should consult with an RPCC Advisor, as well as an advisor from the other

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college/university, to assure transferability of credit. Completion of the AALT degree guarantees that the student has met, in full, all lower division general education requirements at the receiving Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an AALT degree.

There are four concentrations- Social Sciences, Humanities, Criminal Justice, and Business.

The course curriculum guide for the AALT: Social Sciences Track and course requirements can be found at:  
<https://www.rpcc.edu/academics/program-guides/>

The course curriculum guide for the AALT: Humanities Track and course requirements can be found at:  
<https://www.rpcc.edu/academics/program-guides/>

The course curriculum guide for the AALT: Criminal Justice Track and course requirements can be found at:  
<https://www.rpcc.edu/academics/program-guides/>

The course curriculum guide for the AALT: Business Track and course requirements can be found at:  
<https://www.rpcc.edu/academics/program-guides/>

## **ASSOCIATE OF GENERAL STUDIES (AGS)**

The Associate of General Studies degree is a flexible program designed to help students reach their educational or occupational goals. As a transfer program, students can explore various educational fields before deciding upon a major or students can design their coursework around specific occupational goals. Students completing the Associate of General Studies degree must earn grades of “C” or better in their area of concentration and all general education English Composition courses and Math courses. Students who plan to transfer should consult with an RPCC Advisor, as well as an advisor from the other college/university, to assure transferability of credit.

There are five concentrations- Arts & Humanities, General Business, Natural Sciences/Mathematics, Social/Behavioral Sciences, and Computer Science

### Arts & Humanities Concentration

Choose from Arts, English, History, Music, Philosophy, Religious Studies, Spanish, Speech Communication, Theatre, and select courses in English and in Women’s and Gender Studies

### General Business Concentration

Choose from Accounting, Business, Economics, and select courses in Mass Communications and in Management

### Natural Sciences/Mathematics Concentration

Choose from Biological Sciences, Chemistry, Geology, Physical Science, Physics, Medical Terminology, and select courses in Mathematics

### Social/Behavioral Science Concentration: 18 Credit Hours

Choose from Anthropology, Economics, Geography, Political Science, Psychology, Sociology, and Criminal Justice

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### Computer Science Concentration: 18 Credit Hours

If interested in this concentration, please consult with an Academic advisor. Course offerings may be limited to fulfill the concentration requirements.

### Other Concentration: 18 Credit Hours

For other specialized concentration, please consult with an Advisor.

The course curriculum guide for the AGS program and course requirements can be found at:

<https://www.rpcc.edu/academics/program-guides/>

## **ASSOCIATE OF APPLIED SCIENCE (AAS) PROCESS TECHNOLOGY**

The Process Technology (PTEC) program at RPCC is a selective admissions program that addresses a high-demand field. It prepares individuals to become refinery, chemical, and other industry related operators. The curriculum leading to the Process Technology Associate of Applied Science (AAS) degree was developed in collaboration with local industry. It is a rigorous study of the common operating processes found in industrial plants that will prepare students for high skill, high wage jobs needed in the manufacturing industry. Upon graduation from the program, students are prepared to enter the employment market as entry-level process operators for a specialty career in a strong job market. The Associate of Applied Sciences degree is a degree program designed to help students reach their educational or occupational goals. All courses applied to the degree must be passed with a "C" or better. Developmental courses may not be applied to the degree.

The course curriculum guide for the AAS Process Technology program and course requirements can be found at:

<https://www.rpcc.edu/academics/program-guides/>

## **ASSOCIATE OF APPLIED SCIENCE (AAS) BUSINESS OFFICE ADMINISTRATION**

The Associate of Applied Science in Business Office Administration degree program is a flexible program designed to help students reach their educational and occupational goals. As a transfer program, students can explore various educational fields before deciding upon a major or students can design their coursework around specific occupational goals. The program also offers a curriculum relevant to employment in a modern office. CTS and TD Diplomas are also available as the student progresses through the program. All courses applied to the degree must be passed with a 'C' or better. Developmental courses may not be applied to the degree. Students who plan to transfer should consult with an RPCC Advisor, as well as an advisor from the other college/university, to assure transferability of credit.

The course curriculum guide for the AAS Business Office Administration program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

## **ASSOCIATE OF APPLIED SCIENCE (AAS) DRAFTING & DESIGN**

The Drafting & Design degree programs prepares students for a successful career as a professional drafter who will be equipped with the advanced skills necessary to quickly advance to the level of senior technical designer. In addition to basic and advanced CADD skills, students are trained in 3D CADD applications and professional-level advanced programs such as Revit, Inventor, and the highly sought-after Plant 3D. Students also learn valuable general industry skills such as industrial safety and statistical quality control. To earn an

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Associate of Applied Science in Drafting and Design Technology, a student must: satisfy all developmental requirements (refer to Placement Chart on page 18), schedule classes according to Prerequisite Chart and using the semester-by-semester guide, and successfully complete the 60 credit-hour curriculum, passing all classes with a “C” or better.

The course curriculum guide for the AAS Drafting & Design Technology program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

### **ASSOCIATE OF APPLIED SCIENCE (AAS) INDUSTRIAL INSTRUMENTATION TECHNOLOGY**

Industrial Instrumentation Technology (IIT) prepares students for a successful career as an Instrumentation Technician. In the fall semester (August), new cohorts of students begin the IIT program and progress through two years/four semesters, taking their instrumentation classes in a defined sequence and as a defined cohort. Students are able to schedule general education classes at times that will meet their needs and are advised to take as many general education classes as possible if waiting for fall admission into the IIT program or while working on developmental requirements. The Associate of Applied Sciences degree is a degree program designed to help students reach their educational or occupational goals. All courses applied to the degree must be passed with a “C” or better. Developmental courses may not be applied to the degree.

The course curriculum guide for the AAS Instrumentation program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

### **ASSOCIATE OF APPLIED SCIENCE (AAS) INDUSTRIAL MAINTENANCE TECHNOLOGY**

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the industrial maintenance field. The Industrial Maintenance Technology program prepares individuals to install, repair, and maintain industrial machinery and equipment such as pumps, motors, pneumatic and hydraulic systems, and production machinery. It includes instruction in testing, adjusting, and repairing pneumatic and hydraulic systems, attaching supplemental equipment such as hoses, valves, gates, mechanical, electrical, and electronic control devices. It also includes instruction in material handling equipment, pipefitting, welding, metal fabrication, and millwright. The Associate of Applied Sciences degree is a degree program designed to help students reach their educational or occupational goals. All courses applied to the degree must be passed with a “C” or better. Developmental courses may not be applied to the degree.

The course curriculum guide for the AAS Industrial Maintenance Technology program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

### **TECHNICAL DIPLOMA (TD) AIR CONDITIONING & REFRIGERATION**

The purpose of this program is to provide specialized class room instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of air conditioning and refrigeration. The Air Conditioning and Refrigeration program prepares individuals to install, diagnose, repair, and maintain the

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operating condition of domestic, residential, and commercial heating, air conditioning, and refrigeration systems. The Technical Diploma degree is designed to help students reach their educational or occupational goals in an entry level position.

The course curriculum guide for the TD Air Conditioning and Refrigeration program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

### **TECHNICAL DIPLOMA (TD) PRACTICAL NURSING**

NOTE: This certificate is only available by application and acceptance into the program. The Technical Diploma in Practical Nursing is a selective-admission program created for students who are interested in working in various settings of the healthcare field. The program curricula has been approved and is aligned with the Louisiana State Board of Practical Nurse Examiners (LSBPNE) requirements. Upon completion of the certificate, students will be eligible to take the NCLEX-PN (National Council Licensure Examination for Practical Nursing). Interested students should note that they must apply and be admitted to this program. Submission of an application does not guarantee admission to the Practical Nursing program. Students who have not yet applied for admission to the program may still complete the required prerequisite courses for the program. All courses applied to the certification must be passed with a "C" or better. Developmental courses may not be applied to the degree. Courses are taken as a cohort. Students who do not satisfy the course requirements will not be eligible to progress and will require readmission into the program. Also, this program requires an externship in various healthcare areas.

The course curriculum guide for the TD Practical Nursing program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

### **TECHNICAL DIPLOMA (TD) WELDING**

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 Oxyfuel 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 AWS (American Welding Society) and will be prepared to take the AWS Entry Level Welder test. The Technical Diploma degree is designed to help students reach their educational or occupational goals in an entry level position.

The course curriculum guide for the TD Welding program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

### **CERTIFICATE OF APPLIED SCIENCE (CAS) MEDICAL CODING SPECIALIST**

The Certificate of Applied Science in Medical Coding Specialist is designed for students who are interested in becoming a member of the Health Information Management (HIM) team in a healthcare facility. Medical coders review clinical documentation and assign universal alphanumeric codes as necessary for the medical billing process. Upon completion of the program, students are eligible to take coding certification exams. All courses applied to the certificate must be passed with a "C" or better. Developmental courses may not be applied to the degree. Students may wish to continue their studies towards a higher degree in HIM. Students

who plan to transfer should consult with an RPCC Advisor, as well as an advisor from the other college/university, to assure transferability of credit.

The course curriculum guide for the CAS Medical Coding Specialist program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

### **CERTIFICATE OF TECHNICAL STUDIES (CTS) ELECTRIC HELPER**

The Commercial/Industrial Electrical Helper, Certificate of Technical Studies program covers safety procedures; installation of wiring using hand-bending and machine bending methods; installation of electrical components such as circuit breaker panels, switches, and light fixtures; interpreting and following directions of commercial and industrial blueprints, and comprehending and interpreting state, local and National Electrical Codes.

The course curriculum guide for the CTS Electrical Technology program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

### **CERTIFICATE OF TECHNICAL STUDIES (CTS) MEDICAL ASSISTING**

NOTE: This certificate is only available by application and acceptance into the program. The Certificate of Technical Studies in Medical Assisting is a selective-admission program created for students who are interested in working in a clinical setting of the healthcare field. The program curricula has been aligned to meet the industry standards. Upon completion of obtaining the certificate, students will be eligible to take the NHA-CCMA Exam (National Health Career Association-Certified Clinical Medical Assistant). Interested students should note that they must apply and be admitted to this program. Submission of an application does not guarantee admission to the Medical Assisting program. Students who have not yet applied for admission to the program may still complete the required general education courses for the program. All courses applied to the certification must be passed with a "C" or better. Developmental courses may not be applied to the degree. Courses are taken as a cohort. Students who do not satisfy the course requirements will not be eligible to progress and will require readmission into the program. Also, this program requires 180 hours of externship.

The course curriculum guide for the CTS Medical Assisting program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

### **CERTIFICATE OF TECHNICAL STUDIES (CTS) PATIENT CARE TECHNICIAN**

NOTE: This certificate is only available by application and acceptance into the program. The Certificate of Technical Studies in Patient Care Technician is a selective-admission program created for students who are interested in working in a clinical setting of the healthcare field. The program curricula has been aligned to meet the Department of Health and Hospital (DHH) and industry standards. Upon completion of obtaining the certificate, students will be eligible to take the NHA-EKG or Phlebotomy Exam (National Healthcare Association Electrocardiogram or Phlebotomy) and Certified Nursing Assistant Exam. Interested students should note that they must apply and be admitted to this program. Submission of an application does not guarantee admission to the Patient Care Technician program. Students who have not yet applied for admission to the program may still complete the required general education courses for the program. All courses applied to the certification must be passed with a 'C' or better. Developmental courses may not be applied to the degree. Courses are taken as a cohort. Students who do not satisfy the course requirements will not be eligible to progress and will require readmission into the

program. Also, students will be required to complete the required externship hours to satisfy industry standards.

The course curriculum guide for the CTS Patient Care Technician program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

### **CERTIFICATE OF TECHNICAL STUDIES (CTS) PIPEFITTER APPRENTICE**

The Pipefitting curriculum covers topics such as threaded pipe fabrication, excavations and steam traps. Apprentices will develop the skills to install and repair both high and low pressure pipe systems used in manufacturing, in the generation of electricity and in the heating and cooling of buildings.

The course curriculum guide for the CTS Pipefitting program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

## **2019-2020 FACULTY AND STAFF DIRECTORY**

### **Gonzales Campus Administration & Staff**

	Angie	Bell	<i>College &amp; Career Transition Coordinator</i>
Dr.	Michael	Beck	<i>Vice Chancellor of Academic Affairs</i>
	Mary	Briscoe	<i>Transfer Counselor</i>
	Yvonne	Butler	<i>Custodian II</i>
Dr.	Kyndra	Butler	<i>Coordinator of Adult Education</i>
	Charles	Cambre	<i>Vice Chancellor of Finance &amp; Administration</i>
	Connie	Chemay	<i>Head of Public Services</i>
	Angela	Colar-Brumfield	<i>Restricted Funds Accountant</i>
	Milton	Corney	<i>IT Support Services</i>
	Shalither	Cushenberry	<i>Disability Services &amp; Advising Coordinator</i>
Dr.	Dale A.	Doty	<i>Chancellor</i>
	Carrieyon	Edwards	<i>Engagement Specialist</i>
	Beatrice	Evans	<i>Human Resources Coordinator</i>
	Robin	Ferchaud	<i>Accountant III</i>
	Arthur	Gillis, Sr.	<i>Enrollment Data Administrator &amp; Registrar</i>
	Reubin	Gourley	<i>Director of Industry Workforce Solutions</i>
	Michael	Heath	<i>Facilities &amp; Property Manager</i>
	Natasha	Johnson	<i>Enrollment Management Coordinator</i>
	Wendy	Johnson	<i>Director of Library Services</i>
	Kathy	Jones	<i>Workforce Development Coordinator</i>
	Melba	Kennedy	<i>Director of Institutional Research &amp; Effectiveness</i>
	Harold	Lagarde	<i>Academic Advisor</i>
	Naquisha	Larks	<i>Accounting Coordinator</i>
	Paul	Lawrence	<i>Controller</i>
	Jane	LeBlanc	<i>Executive Assistant to the Chancellor</i>
	Cynthia	Lockett	<i>Scaffolding Training Instructor</i>
	George	Magola	<i>Director of TRIO Services</i>
	Efrem	Marshall	<i>Education Specialist</i>
	LaToya	Mitchell	<i>Financial Aid Advisor</i>

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	Jennifer	Mosley	<i>Academic Advisor</i>
	Lillie	Murphy	<i>Director of Institutional Advancement</i>
	Christina	Ocmand	<i>Director, Financial Aid</i>
	John	Ourso	<i>Maintenance Repairman II</i>
	Bridget	Romano	<i>Accounting Technician</i>
	Shalini	Sealey	<i>Academic &amp; Student Affairs Coordinator</i>
	Julian	Surla	<i>Chief Student Affairs Officer</i>
	Ariel	Triggs	<i>College &amp; Transition Advisor</i>
Dr.	Bruce	Waguespack	<i>Vice Chancellor of Workforce Development</i>
	Cherri	Wells	<i>Workplace Learning Coordinator</i>
	Clay	White	<i>IT Support Services</i>

### Gonzales Campus Faculty Listing

	Chrystyn	Hart- Albarado	<i>English</i>
	Emily	Aucoin, J.D.	<i>English, Political Science, Criminal Justice</i>
	Edward	Bernier	<i>Accounting, Computer Science</i>
Dr.	Lazara	Bolton	<i>Spanish</i>
	Samuel	Bono	<i>History</i>
	Ginny	Bradley	<i>Mathematics</i>
	Patricia	Broussard	<i>Mathematics</i>
	Ernest	Carrier	<i>Industrial Instrumentation</i>
	Chris	Chrisman	<i>Drafting &amp; Design</i>
Dr.	Woukeenia	Cousin	<i>Sociology, History</i>
Dr.	Jason	Dupuy	<i>English</i>
	Marla	Erwin	<i>Psychology</i>
	Jared	Eusea	<i>Mathematics</i>
	Lois	Fouse	<i>Industrial Instrumentation</i>
	Jerry	Griggs	<i>English</i>
	Garry Lynn	Hiebert	<i>Process Technology</i>
Dr.	Iris	Henry	<i>Biology, Chemistry</i>
	Thomas	Henson	<i>Chemistry, Mathematics</i>
Dr.	Sarah	Hyde	<i>History</i>
Dr.	Katie	Berchak-Irby	<i>Geography, Spanish</i>
	Laura	Kamath	<i>Art</i>
Dr.	F. Lee	Kleinpeter	<i>Psychology</i>
	Sharon	Lagarde	<i>Biology</i>
	Robin	Landry	<i>Business Office Technology</i>
	Rusti	Liner	<i>Geography</i>
	Cynthia	Lockett	<i>Scaffolding</i>
	Casey	Merrell	<i>Speech</i>
	Richard	McClelland	<i>Process Technology</i>
	Auriel	McGalliard	<i>Drafting &amp; Design</i>
	Rosie	McGhee	<i>Computer Science</i>
	Elantonio	McKarry	<i>Welding</i>
	Trista	Messerli	<i>Biology</i>
	Keisha	Moore	<i>Practical Nursing</i>
	Effie	Moten	<i>Biology</i>

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	Deborah	Murphree	<i>Speech</i>
	Donna	Newsome	<i>English</i>
	James B.	Rolfes, J.D.	<i>Accounting, Economics, Political Science</i>
	Sarah	Spaulding-Rodriguez	<i>Biology</i>
	Donna	Rybicki	<i>Mathematics, Chemistry</i>
	Laura	Segura	<i>English</i>
	Gretchen	Schmidt	<i>Practical Nursing</i>
	John	Sluder	<i>Process Technology</i>
	Henry	Smith	<i>Physic, Mathematics</i>
Dr.	Julia	Sullivan	<i>Teacher Education, Developmental Mathematics</i>
	Russell	Templet	<i>Process Technology</i>
	Jesse	Paul-Walczack	<i>English</i>
	Kenneth	Young	<i>Welding</i>

### Reserve Campus Administration & Staff Listing

Monica	Morrison	<i>Campus Director</i>
Carin	Fernandez	<i>Campus Coordinator</i>
Nicholas	Holmes	<i>Maintenance</i>
Rosie	Johnson	<i>Administrative Coordinator 3</i>
Tonja	Jones	<i>Student Services Coordinator/Cashier</i>
Estelle	Kennard	<i>Administrative Coordinator 4</i>
William	McGee	<i>WorkReady-U</i>
Mark	Savoie	<i>Assistant Director of Workforce Development</i>
Amanda	Simoneaux	<i>Process Technology Program Coordinator</i>
Larry	Smith	<i>Maintenance</i>
Ethel	Stemley	<i>Administrative Coordinator 4</i>
Sandra	Washington	<i>Financial Aid Advisor</i>
Chandra	Webster	<i>Assessment Coordinator</i>
Eddie	Williams	<i>Safety, Property, Timekeeper</i>

### Reserve Campus Faculty Listing

Wayne	Adams	<i>Process Technology</i>
Allen	Belvin	<i>Process Technology</i>
Tiffanie	Bourgeois	<i>Practical Nursing</i>
Eric	Breud	<i>Electrical</i>
Terry	Carmouche	<i>AC &amp; Refrigeration</i>
Katherine	Cunningham	<i>Mathematics</i>
Duane	Digirolamo	<i>Instrumentation</i>
Earl	Dominique	<i>Welding</i>
Garry	Hiebert	<i>Process Technology</i>
Kristal	Jones	<i>Medical Assistant</i>
Antoinette	Marsalis	<i>Business</i>

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	James Sammie	Oubre	<i>Industrial Maintenance, Millwright Technology</i>
	Charles	Perez	<i>Patient Care Technology</i>
	Pamela	Pourciau	<i>Practical Nursing</i>
	Barry	Terrio	<i>Process Technology</i>
	Kathy	Thibodaux	<i>Instrumentation</i>
Dr.	Annette	Thornton	<i>Developmental Studies</i>

### Westside Campus Listing

Dr. David	Bergman	<i>Campus Director</i>
Carroll	Davis	<i>Campus Coordinator, Student Services</i>
Juanita	Floyd-Crochet	<i>Nursing</i>
Jay	Gross	<i>Process Technology</i>
Penelope	Shumaker	<i>Campus Planning</i>

## COURSE DESCRIPTIONS

ACCT 1100	<b>Principles of Accounting Part I</b>
Credit Hours: 3	This course covers fundamental principles of double-entry accounting, with emphasis on journalizing, posting, and the preparation of financial statements; also accounting for cash and work at close of the fiscal period using the cash basis for a service enterprise. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
ACCT 1200	<b>Principles of Accounting Part II</b>
Credit Hours: 3	This course covers fundamental accounting principles relating to sales and receipts, purchases and payments, cash, and payroll; accrual accounting for a merchandising business including the periodic summary, adjustments, and end-of-period closing procedures. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
ACCT 1250	<b>Payroll Accounting</b>
Credit Hours: 3	Accounting principles and procedures relating to payroll accounting, including the required payroll and personnel records and reports; computation and payment of wages and salaries, social security taxes, income tax withholding; unemployment compensation taxes; and analysis and recording of payroll transactions. Prerequisite: ACCT 1200 or approval of Department Chair. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
ACCT 1300	<b>Intermediate Accounting</b>
Credit Hours: 3	Accounting principles relating to accounts receivable, accounts payable, uncollectible accounts, notes and interest, merchandise inventory, property, plant, and equipment; and accounting for partnerships. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
ACCT 1400	<b>Advanced Accounting</b>
Credit Hours: 3	This course covers principles relating to the corporate organization, including accounting for accounting principles and reporting standards. Financial reporting and analyses including cash flow statements, measures of profitability, liquidity, and financial strength, and accounting for departmentalized profit and cost centers is also covered. <b>This course may not be transferable to a University for use towards a 4- year degree program.</b>
ACCT 2010	<b>Financial Accounting</b>
Credit Hours: 3	Principles and methods of accounting concerned with financial data gathering and presentation in the form of external financial statements; legal and ethical obligations of the accounting professions.
ACCT 2020	<b>Managerial Accounting</b>
Credit Hours: 3	Principles and methods of accounting primarily concerned with data gathering and presentation for purposes of internal management evaluation and decision making. PREREQUISITES: ACCT 2010
ACCT 2210	<b>Intermediate Accounting (OFFERED SPRING ONLY)</b>
Credit Hours: 3	A thorough review of the accounting information system emphasizing the accounting cycle, financial statements, and the environment of accounting. PREREQUISITE ACCT 2010 WITH A GRADE OF "C" OR BETTER

**ACCT  
2413**

## Computerized Accounting

Credit  
Hours: 3

This course covers basic accounting principles utilizing the application of a computerized accounting package which includes setting up the accounting system, recording routine transactions, preparing financial statements, and completing the year-end operations. PREREQUISITES: CSCI 1010 and either ACCT 1200 or ACCT 2010

**ANTH  
1003**

## Intro to Cultural & Social Anthropology

Credit  
Hours: 3

Diversity of human cultures; nature of culture, social organization, subsistence patterns, economics, law, politics, religion, language, and other institutions of culture viewed in cross-cultural perspective.

**ANTH  
2010**

## Physical Anthropology

Credit  
Hours: 3

Physical anthropology includes the concepts of human diversity in the areas of physical adaptation, emergence of Homo sapiens, origins of language and culture, impact of food production and sedentary culture on the human physical landscape, man on the land, medical evolution of disease in culture, and the human reflection in the archaeological record.

**ARTS  
1100**

## Art Appreciation

Credit  
Hours: 3

This is a fine art appreciation course designed for non-art majors. The 3-hour lecture course introduces each of the four primary arts (music, visual art, theatre, and dance) as they relate to the human experience. Course will emphasize critical thinking and the artistic process through exploration of achievements, content and function in the arts, in order to foster enjoyment, understanding, and appreciation.

**ARTS  
2000**

## Intro to Computer Images

Credit  
Hours: 3

This course is an introduction to the computer as a tool for the visual arts. The course selects from a variety of imaging software including Photoshop and requires no computer experience. \$25 lab fee applied.

**ARTS  
2010**

## Introduction to Digital Media

Credit  
Hours: 3

This course is designed for individuals who would like to learn about graphics for the Web and Internet development. The course will include digital media design, graphic design software, and animation tools. The emphasis is on both design and development of graphical and interactive/navigational elements, along with interactivity for Web development. \$25 lab fee applied.

**ARTS  
2100**

## Basic Drawing

Credit  
Hours: 3

An introduction to the basic skills, materials, and techniques used in creating traditional observational drawings of objects. Materials used will include pen, pencil, ink, and charcoal techniques studied will include perspective, shading and modeling, composition, contour and texture. Six hours of studio a week.

**ARTS  
2510**

## Art History Survey I

Credit  
Hours: 3

One semester historical survey of the Western visual arts tradition from the Paleolithic through the High Renaissance, including Near-Eastern, Greek, Roman, and Medieval art. Three hours of lectures illustrated with slides, videos, and class discussion per week. PREREQUISITE: ARTS 1010

<b>ARTS 2520</b>	<b>Art History Survey II</b>
Credit Hours: 3	One semester chronological survey of the Western visual arts tradition from the Baroque period through to the present, including Neo-Classical, Romantic, Impressionist, Post-Impressionist, and 20th century art. Three hours of lectures illustrated with slides, videos, and class discussion per week. PREREQUISITE ARTS: 1010
<b>ARTS 2610</b>	<b>Modern Art</b>
Credit Hours: 3	An examination and survey of European-American visual art from its beginnings in the late 19th century through the 20th century and into the present. Three hours of lectures illustrated with slides, video, and class discussion per week. PREREQUISITE: ARTS 1010
<b>BIOL 1010</b>	<b>General Biology I</b>
Credit Hours: 3	This course covers the concepts in cell biology, genetics, ecology, and evolution. BIOL 1010 is not intended to be a prerequisite for BIOL 1020 or vice versa.
<b>BIOL 1010L</b>	<b>General Biology Lab I (OFFERED SPRING ONLY)</b>
Credit Hours: 1	This course provides a laboratory component that coincides with the BIOL 1010 lecture course. The topics covered in this course follow the sequence of material in the BIOL 1010 course. PREREQUISITE: Concurrent enrollment in or completion of BIOL 1010 with "C" or higher.
<b>BIOL 1020</b>	<b>General Biology II</b>
Credit Hours: 3	This course covers the concepts of biological diversity, physiology, and behavior of living organisms. BIOL 1020 is not intended to be a prerequisite for BIOL 1010 or vice versa.
<b>BIOL 1020L</b>	<b>General Biology Lab II</b>
Credit Hours: 1	This course provides a laboratory component that coincides with the BIOL 1020 lecture course. The topics covered in this course follow the sequence of material in the BIOL 1020 course. PREREQUISITES: Concurrent enrollment in or completion of BIOL 1020 with a "C" or higher.
<b>BIOL 1201</b>	<b>Principles of Biology I</b>
Credit Hours: 3	This course is designed for students majoring in science or a related field. Principles of biology from the cellular to the ecosystem level, including biochemistry, cell biology, molecular biology, genetics and evolution. COREQUISITE: BIOL 1203 recommended but not required.
<b>BIOL 1202</b>	<b>Principles of Biology II</b>
Credit Hours: 3	This course is designed for students majoring in science or a related field. A systematic study of the structure, function, ecology and evolution of organisms including bacteria, protists, fungi, plants and animals. PREREQUISITE: BIOL 1201 with a "C" or higher. COREQUISITE: BIOL 1204 recommended but not required
<b>BIOL 1203</b>	<b>Principles of Biology Lab I</b>
Credit Hours: 1	This course provides a laboratory component that enhances and follows the sequence of material in BIOL 1201. Includes hands-on and virtual lab experience. COREQUISITE OR PREREQUISITE: BIOL 1201

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<b>BIOL 1204</b>	<b>Principles of Biology Lab II</b>
Credit Hours: 1	This course provides a laboratory component that enhances and follows the sequence of material in BIOL 1202. Students perform an array of dissections from the earthworm to the fetal pig. Includes hands-on and virtual lab experience. COREQUISITE OR PREREQUISITE: BIOL 1202. PREREQUISITES: BIOL 1201 with a "C" or higher
<b>BIOL 2110</b>	<b>General Microbiology</b>
Credit Hours: 3	A basic study of microorganisms with emphasis on those of medical significance and their role in public health and infectious disease. PREREQUISITES: BIOL 1201 with a "C" or higher.
<b>BIOL 2110L</b>	<b>General Microbiology Lab</b>
Credit Hours: 1	A survey of laboratory techniques in microbiology applicable to general microbiology, public health microbiology, medical technology and medicine. PREREQUISITES: CONCURRENT ENROLLMENT IN OR COMPLETION OF BIOL 2110 with a "C" or higher.
<b>BIOL 2300</b>	<b>Environmental Science (OFFERED SPRING ONLY IN EVEN YEARS)</b>
Credit Hours: 3	This course is an introduction to ecology, principles of ecology with applications to environmental issues and discussion of major terrestrial/aquatic ecosystems. PREREQUISITES: BIOL 1201 with a "C" or higher.
<b>BIOL 2500</b>	<b>Human Anatomy &amp; Physiology I</b>
Credit Hours: 3	A descriptive presentation of the structure and function of the organ systems of the human body covering cells, tissues, bones, muscles, nervous system. PREREQUISITES: BIOL 1201 with a "C" or higher.
<b>BIOL 2500L</b>	<b>Human Anatomy &amp; Physiology Lab</b>
Credit Hours: 1	A laboratory course to accompany BIOL 2500 using specimens, models and instruments to investigate the structure and function of the human body. PREREQUISITES: Concurrent enrollment in or completion of BIOL 2500 with a "C" or higher.
<b>BIOL 2510</b>	<b>Human Anatomy &amp; Physiology II</b>
Credit Hours: 3	A descriptive presentation of the structure and function of the organ systems of the human body covering the endocrine, cardiovascular, immune, respiratory, digestive, excretory and reproductive systems. PREREQUISITES: BIOL 2500 with a "C" or higher.
<b>BIOL 2510L</b>	<b>Human Anatomy &amp; Physiology Lab II</b>
Credit Hours: 1	A laboratory course to accompany BIOL 2510 using specimens, models and instruments to investigate the structure and function of the human body. PREREQUISITES: Concurrent enrollment or prior completion of BIOL 2510 with a "C" or higher.
<b>BIOL 2600</b>	<b>Fundamentals of Human Nutrition</b>
Credit Hours: 3	This course examines the chemistry of the basic nutrients, metabolic pathways, and factors affecting utilization, food sources, dietary allowances, food habits and special needs. It includes dietary calculations, evaluation, and current issues in nutrition. PREREQUISITES: BIOL 1010 OR BIOL 1201 with a "C" or higher.

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<b>BIOL 2830</b>	<b>Intro to Marine Biology (OFFERED SPRING ONLY IN EVEN YEARS)</b>
Credit Hours: 3	The diversity of marine organisms, their interactions and their environments. PREREQUISITES: BIOL 1201 with a "C" or higher.
<b>BOTH 1120</b>	<b>General Body Structure</b>
Credit Hours: 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. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
<b>BOTH 1210</b>	<b>Adm Procedures Med Offices</b>
Credit Hours: 3	This course is a discussion of the components of effective client/staff communication, both verbal and nonverbal. Beginning front office activities in a medical office such as scheduling, insurance, billing, using and maintaining office equipment, legal and ethical issues in the medical office, maintaining patient records, and patient/client education methods are covered. Practical application activities are integrated throughout this course. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
<b>BOTH 1230</b>	<b>Insurance Billing</b>
Credit Hours: 3	This course covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases, 2001, Revision, Clinical Modification (ICD-9-CM) Classification System and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
<b>BOTH 1240</b>	<b>Coding</b>
Credit Hours: 3	This course covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases, 2001, Revision, Clinical Modification (ICD-9-CM) Classification System and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
<b>BOTH 1250</b>	<b>Advanced Coding</b>
Credit Hours: 3	This course covers advanced diagnosis and procedure coding in the application of the current version of the International Classification of Diseases, 2001, Revision, Clinical Modification (ICD-9-CM) Classification System and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
<b>BOTH 1300</b>	<b>Medical Office Terminology</b>
Credit Hours: 3	This course is an introduction of basic medical terms by use of prefixes, suffixes, and anatomical roots. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
<b>BOTH 2110</b>	<b>Medical Office Transcription</b>
Credit Hours: 3	This course covers principles of medical transcription along with practical application and usage of medical forms, reports and case studies with integrated medical terminology and medical keyboarding. Students may participate in selected clinical sites as part of this course, if available. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>

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<b>BOTL 1210</b>	<b>Legal Admin Procedures</b>	This course contains discussion of the components of effective client/staff communication, both verbal and nonverbal. Beginning front office activities such as scheduling appointments, calendaring, billing, and client education methods are covered. Case studies are integrated throughout this course. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
<b>BOTL 1300</b>	<b>Legal Terminology</b>	This course contains an introduction of basic legal terms. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
<b>BOTL 2110</b>	<b>Legal Transcription</b>	This course covers principles of legal transcription along with practical application and usage of legal forms, reports and case studies with integrated legal terminology and legal keyboarding. Practical application in selected cases is a part of the course. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
<b>BUSE 1030</b>	<b>Business English</b>	This course is a concentrated and intensive study of English grammar and usage as applied to business documents and applications. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
<b>BUSE 1045</b>	<b>Business Communications</b>	This course is a study of concepts and methods of business communication. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
<b>BUSI 1000</b>	<b>Business Law</b>	This course is an analysis of the legal environment and its impact upon business. Constitutional law, administrative law, governmental regulations, securities law, discrimination law, environmental law, public policy, social issues, and business ethics are integrated into a treatment of specific legal topics: contracts, sales, agency, and employment. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b> PREREQUISITES: None
<b>BUSM 1050</b>	<b>Business Math</b>	A study of various business-related mathematical processes, principles, and techniques used to solve business problems on the electronic calculator. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
<b>BUSN 1100</b>	<b>Introduction to Business</b>	A study of American business firms, organizational structures, practices and principles. Organizational systems and terminology will be included.
<b>BUSN 1310</b>	<b>Human Resources Management</b>	A study of personnel issues to include job classification, compensation, benefits, discipline and training.

<b>BUSN 1330</b>	<b>Personal Finance</b>
Credit Hours: 3	A study of personal and family finances as well as personal money management. Topics will include budgets, savings, borrowing, taxes, insurance and estate planning.
<b>BUSN 2000</b>	<b>Principles of Marketing (OFFERED FALL ONLY)</b>
Credit Hours: 3	A basic course in marketing including the exchange process, marketing analysis, price determinants and present-day marketing trends. Emphasis is given to the marketing concept and how firms adapt products and services to changes in consumer demand.
<b>BUSN 2200</b>	<b>Legal Environment of Business</b>
Credit Hours: 3	Legal influences on the business environment, sources of law and their effect on business decision; constitutional, administrative, property, environmental, employment, anti-trust, securities regulation, consumer rights, and product liability law; social, ethical, and international facets of the legal environment.
<b>BUSN 2220</b>	<b>Small Business Management (OFFERED SPRING ONLY)</b>
Credit Hours: 3	A study designed to introduce students to the start-up and operation of a small business. Business planning, decision making, and critical thinking will be topics of discussion. A research paper (business plan) and presentation will be required.
<b>BUSN 2300</b>	<b>Business and Professional Communication</b>
Credit Hours: 3	This course focuses upon the development and practice of communication skills necessary in business and professional settings. Oral, written, and various electronic means of communication will be included and explored. PREREQUISITES: pass English 1010 with a "C" or higher.
<b>BTEL 1000</b>	<b>Bank Teller Procedures</b>
Credit Hours: 3	A concentrated and intensive study of the role of a bank teller focusing on understanding the specific banking skills needed in today's banking industry for handling checks, processing transactions, handling cash, and balancing cash. Specific topics covered in this course include the development of fundamental skills and techniques for using the telephone effectively on the job and professional behavior in the workplace. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
<b>CADD 1100</b>	<b>Intro Comp Aided Draft/Design</b>
Credit Hours: 5	Introduction to basic concepts and principles of CAD, covering basic CAD commands. COREQUISITES: DRFT 1000 and CSCI 1010
<b>CADD 1200</b>	<b>Advanced Comp Aided Draft &amp; Design</b>
Credit Hours: 5	This course examines the dimensioning, blocks and attributes, section views, isometric drawings, multi-view layouts, annotative objects, external references, and sheet sets. Students will learn how to use AutoCAD to dimension drawings, create section lines and graphic patterns, design symbols and attributes for multiple uses, and create sheet sets. Student drawings will be plotted or printed. This course also covers recommended drafting standards and practices for students to use for properly preparing CAD drawings. PREREQUISITES: CADD 1100, DRFT 1000 COREQUISITES: PRNT 1000

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### CADD 1300 3-D CADD Concepts

Credit Hours: 5 This course explores the three dimensional construction and viewing capabilities of AutoCAD. Topics covered a review of point coordinate entry and the user coordinate system (UCS). Spherical and cylindrical coordinate entry, 3D viewing and display techniques, and construction of 3D solid primitive's 2D regions, 3D mesh models, solid modeling composites, and surface models are also introduced. Uses of multiple viewports for 3D constructions and creating 2D layouts are covered. Visual styles and rendering are also discussed. PREREQUISITES: CADD 1100, DRFT 1000, CADD 1200, PRNT 1000 COREQUISITES: DRFT 1300

### CADD 1700 Plant 3D and BIM

Credit Hours: 5 This course is intended to cover the introductory knowledge of AutoCAD 2015 Plant 3D software as well as Autodesk Revit. Upon finishing this course, the student will have been exposed to the fundamental concepts which are the basis for pipe drafting as well as structural and architectural building information modeling. PREREQUISITES: CADD 1100, DRFT 1000, CADD 1200, PRNT 1000, DRFT 1300, CADD 1300 COREQUISITES: DRFT 1500

### CCRV 1100 Call Center Procedures

Credit Hours: 3 This course covers information about communication, customer service, decision making, and customer information in a call center setting. **This course may not be transferable to a University for use towards a 4-year degree program.**

### CCSS 1100 College/Career Success Skills

Credit Hours: 3 Provides an opportunity for students to acquire, reinforce, and apply strategies that promote success in college, the workplace, and life. Includes an introduction to the college, its resources, and the value of successful college completion.

### CHEM 1010 Chemistry I

Credit Hours: 3 Nomenclature. Atomic and molecular structure. Chemical equations and stoichiometry; gas laws; bonding. Quantitative problem solving. Introduction to periodicity, energy relationships, and solutions. PREREQUISITE: ELIGIBILITY FOR MATH 1100. COREQUISITES: CHEM 1010L RECOMMENDED BUT NOT REQUIRED.

### CHEM 1010L Chemistry Laboratory I

Credit Hours: 1 Safety; basic laboratory techniques (to include data collection and interpretation; introduction to laboratory reporting/ record keeping) related to the topics in Chemistry I. COREQUISITES: CHEM 1010

### CHEM 1020 Chemistry II

Credit Hours: 3 Intermolecular forces; thermodynamics; general and heterogeneous equilibrium; kinetics; solutions; acid/ base equilibrium and properties; and electrochemistry. PREREQUISITES: CHEM 1010 COREQUISITES: CHEM 1020L RECOMMENDED BUT NOT REQUIRED.

### CHEM 1020L Chemistry Laboratory II

Credit Hours: 1 Safety; basic; laboratory techniques related to topics in Chemistry II. COREQUISITES: CHEM 1020

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### CHEM 2210 Organic Chemistry I (OFFERED FALL ONLY)

Credit Hours: 3 Nomenclature, chemical reactions, synthesis, functional groups, structure/ property relationships, stereochemistry, spectroscopy, and mechanistic theory. PREREQUISITE: CHEM 1020 COREQUISITE: CHEM 2210L RECOMMENDED BUT NOT REQUIRED

### CHEM 2210L Organic Chemistry Lab I

Credit Hours: 1 Safety; basic laboratory techniques related to the topics in Organic Chemistry I. PREREQUISITE: CHEM 1020 COREQUISITE OR PREREQUISITE: CHEM 2210

### CHEM 2220 Organic Chemistry II (OFFERED SPRING ONLY)

Credit Hours: 3 Continuation of topics in synthesis, mechanisms and properties of organic compounds. PREREQUISITE: CHEM 2210 WITH A "C" OR HIGHER COREQUISITE: CHEM 2220L RECOMMENDED BUT NOT REQUIRED

### CHEM 2220L Organic Chemistry Lab II

Credit Hours: 1 Safety; basic laboratory techniques related to the topics in Organic Chemistry II. PREREQUISITE: CHEM 2210, CHEM 2210L COREQUISITE OR PREREQUISITE: CHEM 2220

### CORE 1003 Core Industry Safety

Credit Hours: 3 An introduction to the occupation of Instrumentation including policies, safety and health procedures, information and practice concerning basic safety, safe operation of hand and power tools, materials handling and safety planning. Students are also introduced to safe practices. Students successfully completing all parts of this course will receive NCCER credit for modules 00101 - 00109. COREQUISITE: INST 1010, INST 1011, ETRN 1112

### CPTR 1002 Computer Lit. & Applications

Credit Hours: 2 This course is an introductory study and application of computer system components and operating system environments. Internet concepts, electronic mail, and core components of word processing, database management, spreadsheets, and presentation software will also be addressed. **This course may not be transferable to a University for use towards a 4-year degree program.**

<b>CPTR 1005</b>	<b>Computer Literacy</b>	This one-semester course is intended as a practical, hands-on guide to help you understand the basic computer skills required during your college education and when pursuing a career. This course will cover basic computer hardware and software and productivity applications such as word processing software, spreadsheet software, and presentation software. This course also covers the Internet and emerging technologies. This course may not be transferable to a University for use towards a 4-year degree program.
Credit Hours: 3		
<b>CPTR 1200</b>	<b>Intro to Operating Systems</b>	This is an introductory course of operating systems which prepares students for advanced level courses and an industry-based certification such as the MCP examination. The course includes basic theories involving the installation and administration of a network operating system as well as troubleshooting and optimizing techniques. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
Credit Hours: 3		
<b>CPTR 1310</b>	<b>Intro to Database Management (OFFERED SPRING ONLY)</b>	This course covers basic methods for creating a database, adding, changing and deleting information in a database, printing data in the form of reports, and the printing of address labels. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
Credit Hours: 3		
<b>CPTR 1320</b>	<b>Spreadsheets (OFFERED FALL ONLY)</b>	This course focuses on the basic fundamentals of producing spreadsheets and graphs. This course may not be transferable to a University for use towards a 4-year degree program.
Credit Hours: 3		
<b>CPTR 1400</b>	<b>Intro to Networking Technology</b>	This course is an introductory study of networking technologies which includes the planning, implementation, and administration of networks. The course also includes the theoretical aspects of troubleshooting and security related issues. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
Credit Hours: 3		
<b>CPTR 1600</b>	<b>Presentation Software</b>	This course includes hands-on applications of machine transcription equipment, as well as production of documents (mailable copy) from various fields of employment. Emphasis is on English language skills: punctuation, spelling, grammar, and vocabulary. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
Credit Hours: 3		
<b>CRJU 1010</b>	<b>Intro to Criminal Justice</b>	This course studies the criminal justice system and the historical developments. It contains an overview of the functions and responsibilities of law enforcement, the judiciary and corrections.
Credit Hours: 3		
<b>CRJU 2010</b>	<b>Intro to Police, Courts, and Corrections</b>	This course will examine the primary components of the criminal justice system and how they are inter- related. Students will also learn how these entities work toward common goals and how they are challenged by competing goals or organizational demands.
Credit Hours: 3		

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<b>CRJU 2020</b>	<b>The American Judicial Process</b>
Credit Hours: 3	This course is an overview analysis of the legal transactions involved in the accusation, arrest, adjudication and disposition of criminal offenders. PREREQUISITE: CRJU 1010 OR CRJU 2010
<b>CRJU 2040</b>	<b>Contemporary Law Enforcement (OFFERED FALL ONLY)</b>
Credit Hours: 3	This course involves an examination and discussion of selected topics dealing with contemporary problems affecting law enforcement. PREREQUISITE: CRJU 1010 OR CRJU 2010
<b>CRJU 2050</b>	<b>The Corrections Process (OFFERED SPRING ONLY)</b>
Credit Hours: 3	This course involves a systematic study of all the official ways in which society reacts to persons who have been convicted of committing criminal acts, including persons handled by the juvenile courts. Prerequisite: CRJU 1010 or CRJU 2010
<b>CRJU 2310</b>	<b>Criminal Law</b>
Credit Hours: 3	This course is general approach to laws relating to crimes and offenses and the punishment of their violation. PREREQUISITE: CRJU 1010
<b>CSCI 1010</b>	<b>Intro to Computer Technology</b>
Credit Hours: 3	Introduction to computers and their uses in society. In addition, students will be made aware of the use of applications of computers in the home, education, and industry. An introduction to application software and its uses in, but not limited to, word processing, spreadsheets, database and multimedia, should be included.
<b>CSCI 2010</b>	<b>Software Applications I (OFFERED SPRING ONLY)</b>
Credit Hours: 3	Introduces computers, systems and the management of information in a business environment to improve managerial decision-making. Students apply word processing, spreadsheets, database managers, presentation software, and web-authoring software used in a technologically advanced business.
<b>CSRV 1000</b>	<b>Customer Service (OFFERED FALL ONLY)</b>
Credit Hours: 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.
<b>DRFT 1000</b>	<b>Fundamentals Drafting/Design</b>
Credit Hours: 4	This course provides a comprehensive approach to classroom instruction in the field of drafting. It is designed to provide in-depth coverage of the principles of manual (traditional) drafting and computer- aided drafting (CAD). COREQUISITES: CADD 1100
<b>DRFT 1300</b>	<b>Introduction to Disciplines I</b>
Credit Hours: 3	This is a survey course designed to expose the student to the various major drafting disciplines of architectural, electrical & instrumentation, civil, structural, mechanical, and piping. PREREQUISITES: DRFT 1000, PRNT 1000 and CADD 1200 with a C or better. PREREQUISITES: CADD 1100, DRFT 1000, CADD 1200, PRNT 1000 COREQUISITES: CADD1300

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<b>DRFT 1500</b>	<b>Advanced Drafting &amp; Discipline</b>
Credit Hours: 4	This "Capstone" course allows the student to choose a focus drafting discipline from which a project will be designed, documented and drafted. PREREQUISITES: DRFT 1300 with a C or better. PREREQUISITES: CADD 1100, DRFT 1000, CADD 1200, PRNT 1000, DRFT 1300, CADD 1300 COREQUISITES: CADD 1700
<b>DRFT 2999</b>	<b>Cooperative Education</b>
Credit Hours: 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. PRE-REQUISITES: CADD 1300 with a C or better and DRFT 1300 with a C or better.
<b>ECON 2010</b>	<b>Macroeconomics</b>
Credit Hours: 3	A study of economics, economic concepts and economic institutions. Emphasizes the operation and function of a market economy while analyzing economic problems related to income, employment, the business cycle, money and banking, growth and development.
<b>ECON 2020</b>	<b>Microeconomics</b>
Credit Hours: 3	A study of price and output determination, theories of production, determination of prices in regulated and unregulated industries, functional distribution of income, and international economics.
<b>ECON 2030</b>	<b>Economic Principles</b>
Credit Hours: 3	Economic understanding of both micro- and macroeconomic principles; problems associated with monetary policy, fiscal policy, public finance, government and business, labor, international trade, and economic growth.
<b>ELEC 1003</b>	<b>Core: Industry Safety</b>
Credit Hours: 3	An introduction to Industry, including facility layout, policies, safety and health procedures, information and practice concerning basic safety, safe operation of hand and power tools, materials handling and safety planning. COREQUISITES: ELEC 1234, ELEC 1254, ELEC 1525
<b>ELEC 1120</b>	<b>Basic Electricity</b>
Credit Hours: 6	An Introduction to the occupation, shop safety, electrical safety hazards and prevention and OSHA regulations, tools and equipment-some laboratory required for functions of common tools and equipment. Introduction to the concepts of DC/AC electricity fundamentals, matter and atomic theory; a study of Ohm's Law, series, and series-parallel circuits and meters. Laboratory requirements include constructing circuits, measuring voltage, amperage, and resistance.
<b>ELEC 1214</b>	<b>Residential Wiring</b>
Credit Hours: 4	An introduction to raceways, wire ways, and ducts. Explains types, and application of conductors and proper wiring techniques. Course provides identification and explanation of electrical prints, drawings and symbols. Also teaches common wiring techniques of residential construction and covers use of electrical equipment. PREREQUISITES: ELEC 1003, ELEC 1234, ELEC 1254, ELEC 1525 CO-REQUISITES: ELEC 1415, ELEC 1425

<b>ELEC 1234</b>	<b>The Electrical Trade: Theory D</b>
Credit Hours: 4	An introduction to the electrical trade and National Electric Code (NEC). Covers safety rules and regulations as well as materials and equipment used in Electrical Technology. Introduces electrical concepts, circuits and systems. COREQUISITES: ELEC 1003, ELEC 1254, ELEC 1525
<b>ELEC 1254</b>	<b>Conduit Bending</b>
Credit Hours: 4	An introduction to conduit bending and installation. Covers cutting, reaming and threading techniques. Focuses on mechanical, hydraulic, and electrical bending. COREQUISITES: ELEC 1003, ELEC 1234, ELEC 1525
<b>ELEC 1415</b>	<b>Commercial Wiring</b>
Credit Hours: 5	Course provides instruction in components, installation, and NEC requirements for commercial electrical installation. Topics covered include: switchboards and switchgears, transformers, motor controls, and voice, data, and video cabling systems. PREREQUISITES: ELEC 1003, ELEC 1234, ELEC 1254, ELEC 1525 COREQUISITES: ELEC 1214, ELEC 1425
<b>ELEC 1425</b>	<b>Conductors and Control Systems</b>
Credit Hours: 5	An introduction to NEC installation requirements of conductors and electrical systems. Topics covered include: transportation, storage, and setup of cable reels; methods of terminating and splicing conductors. Describe fuses, circuit breakers and various types of contractors and relays. PREREQUISITES: ELEC 1003, ELEC 1234, ELEC 1254, ELEC 1525 COREQUISITES: ELEC 1214, ELEC 1415
<b>ELEC 1525</b>	<b>AC/DC Application</b>
Credit Hours: 5	An introduction to Alternating-current systems. Topics include: AC and DC motors, handling and installation of various lamps and lighting fixtures, and pull boxes, junction boxes and hand holes. COREQUISITES: ELEC 1003, ELEC 1234, ELEC 1254
<b>ENGL 0098</b>	<b>Developmental English I</b>
Credit Hours: 3	This course is designed as a foundation of basic writing skills that concentrates on well-constructed sentences and paragraphs. This course includes intensive practice in the fundamentals of grammar and mechanics. A grade of "C" or better must be earned for the student to have satisfactorily completed ENGL 0098 to meet the pre-requisite for ENGL 0099.
<b>ENGL 0099</b>	<b>Developmental English II</b>
Credit Hours: 3	This course is designed as a foundation of basic writing skills that concentrates on well-constructed paragraphs and essays. This course includes application in the fundamentals of grammar and mechanics in the context of writing. A grade of "C" or better must be earned for the student to have satisfactorily completed ENGL 0099 to meet the pre-requisite for an entry level college English course or appropriate score on the placement test. Prerequisites: ENGL 0090 or ENGL 0098 with a "C" or higher, or appropriate score on a placement test.
<b>ENGL 1010</b>	<b>English Composition I</b>
Credit Hours: 3	Introduces students to the critical thinking, reading, writing and rhetorical skills required in the college/ university and beyond, including citation and documentation, writing as process, audience awareness; and writing effective essays. PREREQUISITE: ENGL 0091 or ENGL 0099 WITH A "C" OR HIGHER or appropriate score on the placement test.

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<b>ENGL 1020</b>	<b>English Composition II</b>
Credit Hours: 3	Continuation and further development of material and strategies introduced in English Composition I. Primary emphasis on composition, including research strategies, argumentative writing, evaluation, and analysis. PREREQUISITE: ENGL 1010 WITH A "C" OR HIGHER.
<b>ENGL 2100</b>	<b>Introduction to Literature</b>
Credit Hours: 3	Introduction to various literary genres; includes critical analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
<b>ENGL 2110</b>	<b>Introduction to Fiction</b>
Credit Hours: 3	Introduction to fiction; includes critical analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
<b>ENGL 2150</b>	<b>Intro to Poetry and/ or Drama</b>
Credit Hours: 3	Introduction to poetry and/ or drama; includes critical analysis and writing about poetry/drama PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
<b>ENGL 2300</b>	<b>Business and Professional Communication</b>
Credit Hours: 3	This course focuses upon the development and practice of communication skills necessary in business and professional settings. Oral, written, and various electronic means of communication will be included and explored. PREREQUISITES: pass English 1010 with a "C" or higher.
<b>ENGL 2410</b>	<b>World Literature I</b>
Credit Hours: 3	A survey of world writers from the beginnings through the 1600s; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
<b>ENGL 2420</b>	<b>World Literature II</b>
Credit Hours: 3	A survey of world writers from circa 1700 through the present day; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
<b>ENGL 2430</b>	<b>Major World Writers</b>
Credit Hours: 3	A survey of significant world writers; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
<b>ENGL 2510</b>	<b>British Literature I</b>
Credit Hours: 3	A survey of British writers from the beginning to the Romantic Era; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
<b>ENGL 2520</b>	<b>British Literature II (OFFERED SPRING ONLY)</b>
Credit Hours: 3	A survey of British writers from the Romantic Era through the present day; includes literary analysis and writing about literature PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

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<b>ENGL 2530</b>	<b>Major British Writers</b>
Credit Hours: 3	A survey of significant British writers; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
<b>ENGL 2610</b>	<b>American Literature I (OFFERED FALL ONLY)</b>
Credit Hours: 3	A survey of American writers from the beginning to the Civil War; includes literary analysis and writing about literature PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
<b>ENGL 2620</b>	<b>American Literature II</b>
Credit Hours: 3	A survey of American writers from the Civil War through the present day; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
<b>ENGL 2630</b>	<b>Major American Writers</b>
Credit Hours: 3	A survey of significant American writers; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
<b>ENGL 2700</b>	<b>Intro. to African American Lit</b>
Credit Hours: 3	Introduction to African American literature; includes critical analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
<b>ENGL 2800</b>	<b>Intro. to Women's Literature</b>
Credit Hours: 3	Introduction to literature by or about women; includes critical analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
<b>ENGL 2900</b>	<b>Mythology or Folklore</b>
Credit Hours: 3	Introduction to mythology and/or folklore and its role in literature and culture. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
<b>ETRN 1112</b>	<b>Fundamentals of Electricity/Electronics</b>
Credit Hours: 4	<p>An introduction to the concepts of DC electricity including Ohm's Law: series, parallel, series-parallel circuits, Kirchoff's voltage and current laws, voltage and current dividers, bridge circuits and magnetism. Also includes construction and troubleshooting electronic circuits, concepts of inductance, inductive reactance, capacitance, capacitive reactance, and reactive circuits; time constants; alternating current terms and principles of motors and generators. Construction and troubleshooting are also included.</p> <p>Students who successfully complete this course will also earn credit for NCCER Modules 12201 - 12305. CO-REQUISITES: CORE 1003, INST 1010, INST 1011 PRE-REQUISITES: Must meet program entrance requirements.</p>

<b>ETRN 1212</b>	<b>Fundamentals of Semiconductors Circuits/Transistors</b>
Credit Hours: 4	An introduction to solid-state devices, diodes, transistors, special purpose diode thyristors, FET devices, VDRs, and optical devices. Includes testing, analyzing, troubleshooting, and repairing using technical manuals. This course also covers half-wave, full-wave and bridge rectifier circuits. Also covers regulated and switched power supplies, amplifier fundamentals, and the theory of oscillation. Includes component testing and analyzing. Students who successfully complete this course will also earn credit for NCCER Module 12209. PRE-REQUISITES: CORE 1003, INST 1010, INST 1011, ETRN 1112.
<b>ETRN 1420</b>	<b>Digital Circuits</b>
Credit Hours: 3	An introduction to numbering systems, logic gates, digital integrated circuits, Boolean logic operations. flip-f, counters, registers; combinational/sequential logic including clock and timing, encoders and decoders, display circuits and devices, multiplexers and demultiplexers. DAC, ADC, and Binary Ladder Circuits. Troubleshooting and repair of digital circuits. PREREQUISITES: CORE 1003, INST 1010, 1011, ETRN 1112, 1212
<b>GEOG 2010</b>	<b>Introduction to Geography</b>
Credit Hours: 3	A survey of significant geographical endeavors and ideas Western and non-Western cultures have contributed towards the development of modern geography, and their impact on historical world events: discussion of major topical sub-disciplines that comprise modern geography; an introduction to the concepts, techniques, and tools of physical geography and human geography.
<b>GEOG 2023</b>	<b>Introduction to Geographical Information Systems</b>
Credit Hours: 3	Introduces the study and design of maps, primarily through the use of Geographic Information Systems (GIS). Covers the history, structure, applications, hardware and software requirements, and basic operations of GIS. Focuses primarily on GIS-based cartographic techniques, including georeferencing, map analysis, and map design.
<b>GEOG 2030</b>	<b>Cultural Geography (OFFERED FALL ONLY)</b>
Credit Hours: 3	Introduction to the concepts, themes, and techniques of cultural geography; topical discussion of religion, politics, language, population, agriculture, urbanization, environmental and social problems.
<b>GEOG 2050</b>	<b>Physical Geography (OFFERED SPRING ONLY)</b>
Credit Hours: 3	Introduction to the concepts, themes and disciplines of physical geography. Discussion of atmospheric moisture, pressure and temperature, plate tectonics, volcanism, weathering and mass wasting, diastrophism, coastal processes, fluvial processes, global ecosystems and weather systems.
<b>GEOL 1001</b>	<b>General Geology: Physical</b>
Credit Hours: 3	Earth materials and land forms; processes at work on and within the earth.
<b>HACR 1150</b>	<b>HVAC Introduction</b>
Credit Hours: 3	Produces information needed to prepare individuals to enter the Air Conditioning and Refrigeration Industry. Includes basic safety and health, inventory control, stock management, vehicle maintenance, licensure, certification requirements, and basic business management practices.

<b>HACR 1160</b>	<b>Principles of Refrigeration 1</b>
Credit Hours: 3	Presents the proper and safe use of hand tools including power tools and materials in the HVAC Industry. This course also provides for a review of HVAC and refrigeration processes and applications. COREQUISITES: HACR 1150, HACR 1170, HACR 1180
<b>HACR 1170</b>	<b>Principles of Refrigeration 2</b>
Credit Hours: 3	Provides the student with the skills and knowledge to install, repair, and service major components of a refrigeration system. Topics include: compressors; evaporators; condensers; metering devices; service procedures; refrigeration systems; and safety. COREQUISITES: HACR 1150, HACR 1160, HACR 1180
<b>HACR 1180</b>	<b>Principles of Refrigeration 3</b>
Credit Hours: 3	Provides the student with the skills and knowledge to install, repair, and service major components of a refrigeration system. Topics include: EPA Section 608 Certification, Refrigerant recovery, recycle & reclamation, System charging using superheat, subcool, weigh-in and/or manufacturer's procedures, Evacuation & dehydration procedures. COREQUISITES: HACR 1150, HACR 1160, HACR 1170
<b>HACR 1210</b>	<b>Electrical Fundamentals</b>
Credit Hours: 3	Introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include: AC and DC theory; ohms law; electric meters; electric diagrams; distribution systems; electrical panels; voltage circuits; code requirements; and safety. PREREQUISITES: HACR 1150, HACR 1160, HACR 1170, HACR 1180 COREQUISITES: HACR 1220, HACR 1230, HACR 1240, HACR 1410, HACR 1420
<b>HACR 1220</b>	<b>Electrical Components</b>
Credit Hours: 3	Provides instruction in identifying, installing and testing commonly used components in an air conditioning system. Topics include: pressure switches; overload devices; transformers; magnetic starters; other commonly used controls; diagnostic techniques; installation procedures; and safety. PREREQUISITES: HACR 1150, HACR 1160, HACR 1170, HACR 1180 COREQUISITES: HACR 1210, HACR 1230, HACR 1240, HACR 1410, HACR 1420
<b>HACR 1230</b>	<b>Electric Motors</b>
Credit Hours: 3	Continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include: diagnostic techniques; capacitors; installation procedures; types of electric motors; electric motor service; and safety. PREREQUISITES: HACR 1150, HACR 1160, HACR 1170, HACR 1180 COREQUISITES: HACR 1210, HACR 1220, HACR 1240, HACR 1410, HACR 1420
<b>HACR 1240</b>	<b>Applied Elec &amp; Troubleshooting</b>
Credit Hours: 3	Provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures; troubleshooting procedures; solid state controls; system wiring; control circuits; and safety. PREREQUISITES: HACR 1150, HACR 1160, HACR 1170, HACR 1180 COREQUISITES: HACR 1210, HACR 1220, HACR 1230, HACR 1410, HACR 1420
<b>HACR 1410</b>	<b>Domestic Refrigeration</b>
Credit Hours: 2	Presents the proper procedures to diagnose and repair domestic refrigerators and freezers. PREREQUISITES: HACR 1150, HACR 1160, HACR 1170, HACR 1180 COREQUISITES: HACR 1210, HACR 1220, HACR 1230, HACR 1240, HACR 1420

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<b>HACR 1420</b>	<b>Room Air Conditioners</b>
Credit Hours: 2	The operation, diagnosis and science of room air conditioning. Emphasis is devoted to diagnosis and repair. PREREQUISITES: HACR 1150, HACR 1160, HACR 1170, HACR 1180 COREQUISITES: HACR 1210, HACR 1220, HACR 1230, HACR 1240, HACR 1410
<b>HACR 2510</b>	<b>Residential Central Air Cond I</b>
Credit Hours: 3	The study and theory of the major components and functions of central air conditioning systems. Includes the study of Air Conditioning systems types and the proper and safe use of instruments and safety. PREREQUISITES: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1210, HACR 1220, HACR 1230, HACR 1240, HACR 1410, HACR 1420 COREQUISITES: HACR 2520, HACR 2530, HACR 2540, HACR 2550, HACR 2560
<b>HACR 2520</b>	<b>Residential Central Air Cond 2</b>
Credit Hours: 2	The operation, diagnosis and service of central air conditioning systems and the care of associated instruments. Topics include the various types of A/C systems, and safety principles. PREREQUISITES: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1210, HACR 1220, HACR 1230, HACR 1240, HACR 1410, HACR 1420 COREQUISITES: HACR 2510, HACR 2530, HACR 2540, HACR 2550, HACR 2560
<b>HACR 2530</b>	<b>Residential System Design</b>
Credit Hours: 2	Theory and practice of different types of residential air conditioning systems heat loads. Topics include calculations, duct design, air filtration, and safety practices. PREREQUISITES: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1210, HACR 1220, HACR 1230, HACR 1240, HACR 1410, HACR 1420 COREQUISITES: HACR 2510, HACR 2520, HACR 2540, HACR 2550, HACR 2560
<b>HACR 2540</b>	<b>Residential Heating I</b>
Credit Hours: 3	The study and theory of the major components and functions of central air conditioning systems. Includes the study of Air Conditioning systems types and the proper and safe use of instruments and safety. PREREQUISITES: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1210, HACR 1220, HACR 1230, HACR 1240, HACR 1410, HACR 1420 COREQUISITES: HACR 2510, HACR 2520, HACR 2530, HACR 2550, HACR 2560
<b>HACR 2550</b>	<b>Residential Heating II</b>
Credit Hours: 3	The application of service procedures, controls (electrical & gas), gas valves, piping, ventilation, code requirements and safety for gas and electrical heating systems for residential and small commercial uses. PREREQUISITES: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1210, HACR 1220, HACR 1230, HACR 1240, HACR 1410, HACR 1420 COREQUISITES: HACR 2510, HACR 2520, HACR 2530, HACR 2540, HACR 2560
<b>HACR 2560</b>	<b>Residential Heat Pumps</b>
Credit Hours: 2	Theory and study of heat pumps and related systems. Provides for the fundamentals of heat pump operation and diagnosis. Installation procedures, diagnosis, servicing procedures, valves, electrical components and geothermal ground source applications, dual fuel systems, and safety are topics included. PREREQUISITES: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1210, HACR 1220, HACR 1230, HACR 1240, HACR 1410, HACR 1420 COREQUISITES: HACR 2510, HACR 2520, HACR 2530, HACR 2540, HACR 2550
<b>HACR 2810</b>	<b>Commercial Air Conditioning I</b>
Credit Hours: 6	Introduces fundamental theory and techniques to identify major components and functions of commercial system. Instruction is given on types of commercial air conditioning systems pressure, and temperature charts.
<b>HACR 2820</b>	<b>Commercial Air Cond Controls</b>
Credit Hours: 7	Emphasis will be placed on service of split-systems, add-on package system, and safety. Also provides troubleshooting and repair of major components parts of a commercial air conditioning system.

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<b>HACR 2830</b>	<b>Commercial Air Cond II</b>
Credit Hours: 6	Topics will include types of commercial air conditioning systems heat loads. Calculations, duct design, air filtration, and safety principles.
<b>HACR 2910</b>	<b>Commercial Refrigeration I</b>
Credit Hours: 6	Introduces fundamental theory and techniques to identify major components and function of commercial system. Instruction is given on types of commercial refrigeration system, and pressure and temperature charts.
<b>HACR 2920</b>	<b>Commercial Refrig Controls</b>
Credit Hours: 7	Emphasis will be placed on service of slit-systems, add-on, package system, and safety. Also provides troubleshooting and repair of major component parts of a commercial refrigeration systems heat loads. Calculations, duct design, air filtration, and safety principles.
<b>HACR 2930</b>	<b>Commercial Refrigeration II</b>
Credit Hours: 6	Topics will include types of commercial refrigeration systems heat loads, calculations, duct design, air filtration, and safety principles.
<b>HCNA 1200</b>	<b>Nursing Assistant</b>
Credit Hours: 4	This course focuses on providing basic nursing skills to meet the physiological, psychological, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations. The trainee will be given at least 4 hours of orientation of the clinical site.
<b>HCOR 1200</b>	<b>Intro. to Anatomy &amp; Physiology</b>
Credit Hours: 2	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 body system. Analyzing and combining prefixes, root words, and suffixes to spell, use and pronounce medical terminology correctly and recognize medical terms is included in the course. Medical abbreviations are also included.
<b>HCOR 1601</b>	<b>Communication Techniques in Health</b>
Credit Hours: 3	This course introduces effective and therapeutic communication (written and verbal) skills essential for the student to be successful in a variety of healthcare professions. Communication principles will be presented with subsequent examples, scenarios and role-playing to assist the student in mastering the communication techniques necessary for healthcare providers to deliver quality care. Specific areas such as the communication process, verbal & non-verbal communication skills, professional behavior, interviewing techniques, adapting to client disabilities (ADA), effective client teaching skills, multicultural and ethnic sensitivity, writing skills and use of electronic communication are included.

**HCOR  
1801**

## Professional Aspects for Healthcare

Credit  
Hours: 2

This course should be taken during the last semester of enrollment prior to completion of program requirements. Students are expected to identify and perform skills necessary to secure employment in the healthcare industry and make immediate and future decisions regarding job choices and educational growth. Soft skills and personal attributes (such as enthusiasm, honesty, self-esteem, patience, cooperation, organization, responsibility, flexibility, sociability, motivation, and communication skills), necessary for successful employment are discussed and practiced. It also includes personal/career assessments including foundational Work Keys assessments, application for the Louisiana Work Ready! (National Career Ready) Certificate. Submission of professional resume, application cover letter and resignation letter is required. Selected computer application skills are incorporated into this course. Included is a comprehensive review for state/national certification exams relative to specific focus of student (i.e. EKG Technician, Phlebotomy Technician, PCT, or MA).

**HEIT  
1010**

## Intro. to Health Info. Tech. (OFFERED SPRING ONLY)

Credit  
Hours: 3

Concepts of computer technology related to healthcare and tools and techniques for collecting, storing, and retrieving healthcare data. Completion with a "C" or higher REQUIRED.

**HEIT  
1030**

## ICD-10 Coding I

Credit  
Hours: 3

Introduces the theory, structure, and organization of the International Classification of Diseases-10- Clinical Modification (ICD-10-CM) coding system. Emphasis will be on the application of the coding principles to accurately assign ICD-10-CM codes to health records. The role of ICD-10-CM codes in billing and reimbursement will be included. PRE-REQUISITE: BIOL 2500 and HESC 1000 with a "C" or higher.

**HEIT  
1100**

## ICD-10 Coding II (OFFERED FALL ONLY)

Credit  
Hours: 3

This course explores the more complex areas of ICD and CPT coding introduced in the previous coding courses. Students will apply coding principles and guidelines related to complex diagnoses and procedures. PRE-REQUISITES: HEIT 1030, HEIT 2030 AND BIOL 2510 with a "C" or higher.

**HEIT  
1230**

## CPT Coding (OFFERED FALL ONLY)

Credit  
Hours: 3

This course introduces students to the theory, structure, and organization of the Current Procedural Terminology (CPT) coding system. Emphasis will be on the application of the coding principles to accurately assign CPT codes to health records. The role of CPT codes in billing and reimbursement will be included. PRE-REQUISITE: HEIT 1030, HEIT 2030, and BIOL 2510 with a "C" or higher.

**HEIT  
1250**

## Healthcare Reimbursement

Credit  
Hours: 3

This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, charge master maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignments and comply with reimbursement and reporting requirements. Completion with a "C" or higher REQUIRED.

<b>HEIT 2030</b>	<b>Pathophysiology Pharmacology (OFFERED SPRING ONLY)</b>
Credit Hours: 3	Study of the disease processes affecting the human body. Includes the study of causes, diagnosis and treatment of disease as well as an understanding of the basic principles of pharmacology. PRE- REQUISITES: BIOL 2500 AND HESC 1000 with a "C" or higher.
<b>HEIT 2050</b>	<b>Health Data Content/ Structure.</b>
Credit Hours: 3	Introduction to the health information management profession and the health record. This course will provide an overview of the functions, content, and structure of the health record, data access and retrieval systems, quantitative and qualitative analysis; numbering and filing systems; and healthcare data sets. Completion with a "C" or higher REQUIRED.
<b>HEIT 2999</b>	<b>Medical Coding Externship</b>
Credit Hours: 1	This course is designed to promote career awareness through a curriculum-related work experience in an administrative healthcare environment. Medical Coding Specialist (CAS) students will integrate classroom theory with a monitored and supervised work experience apply coding/billing principles in a health care setting 40 hours. Completion of externship with "C" or higher REQUIRED. Pre-requisites: HEIT 1010 with a "C" or higher. HEIT 1030 with a "C" or higher. HEIT 1250 with a "C" or higher.
<b>HEKG 1113</b>	<b>EKG</b>
Credit Hours: 2	This course introduces the student to the electrocardiogram (EKG) purposes and procedures. Students will gain knowledge regarding the normal structure and function of the heart with emphasis on the conduction system. A supervised lab portion (30 hrs.) is an integral portion of this course and will allow student performance of EKG procedures. This course includes a minimum of 30 hours of clinical externship to be performed by the student under the supervision of a preceptor or course instructor in a variety of health care settings.
<b>HESC 1000</b>	<b>Medical Terminology</b>
Credit Hours: 3	This course will introduce students entering the health field to basic medical and clinical terminology. Vocabulary, spelling, pronunciation and word analysis for common medical terms that are relevant to anatomy and physiology, medicine, disease and clinical specialties will be emphasized.
<b>HIST 1003</b>	<b>World History I</b>
Credit Hours: 3	A survey of World History from ancient civilizations to approximately 1700 C.E. This course includes the cultures and achievements of the peoples of Africa, the Americas, Asia, and Europe.
<b>HIST 1005</b>	<b>World History II</b>
Credit Hours: 3	A survey of World History from approximately 1700 C.E. to the present. This course includes the cultures and achievements of the peoples of Africa, the Americas, Asia, Australia, and Europe.
<b>HIST 1010</b>	<b>History of Western Civilization I</b>
Credit Hours: 3	A survey of the history of western civilization up to A.D. 1500.

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<b>HIST 1020</b>	<b>History of Western Civilization II</b>
Credit Hours: 3	A survey of the history of western civilization from 1500 to the present.
<b>HIST 2010</b>	<b>American History I</b>
Credit Hours: 3	A survey of United States history from the period of colonial origins to 1865.
<b>HIST 2020</b>	<b>American History II</b>
Credit Hours: 3	A survey of United States history from 1865 to the present.
<b>HIST 2100</b>	<b>Louisiana History (OFFERED SPRING ONLY)</b>
Credit Hours: 3	A survey of Louisiana history from the original European settlement to the present.
<b>HIST 2061</b>	<b>African-American History (OFFERED FALL ONLY)</b>
Credit Hours: 3	Social, cultural, and economic role of African-Americans in the U.S. from 1619 to the present.
<b>HNUR 1211</b>	<b>Nursing Fundamentals</b>
Credit Hours: 2	Theory (45hrs) and supervised skills lab (30hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations. PREREQUISITES: A minimum score of 62 in Reading on Compass Test. Must meet program requirements. CONCURRENCY: HCOR 1212
<b>HNUR 1212</b>	<b>Geriatric Clinical</b>
Credit Hours: 1	The student will perform, demonstrate, and practice a minimum of 40 hours of basic geriatric nursing care and skills in long term care facilities under the supervision and discretion of the Tec nursing faculty. PREREQUISITES: Concurrent or successful completion of HNUR 1211 with a C or better.
<b>HNUR 1270</b>	<b>PN Perspectives</b>
Credit Hours: 3	This course includes information regarding vocational adjustments and personal, family, and community health issues. It expounds on the role of the practical nurse, practical nursing education and the Law Relating to the Practice of Practical Nursing as defined by the Louisiana State Board of Practical Nurse Examiners (LSBPNE), including the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46:XLVII.Nursing, subpart 1- Practical Nurses. Also included is an introduction to the normal aging process, including biological, psychosocial, cultural, spiritual, and pharmacological factors, including health maintenance throughout the life cycle. Additional topics covered in this course will include rehabilitative/restorative care and support of end-of-life issues utilizing therapeutic and preventive measures. PREREQUISITES: Acceptance into applicable program

<b>HNUR 1300</b>	<b>Anatomy &amp; Physiology Health Prov.</b>
Credit Hours: 5	This course is a study of structure and function of the human body systems to include cells, 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: Acceptance into applicable program.
<b>HNUR 1320</b>	<b>Nutritional Aspects</b>
Credit Hours: 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. PREREQUISITES: Acceptance into applicable program
<b>HNUR 1361</b>	<b>Basic Pharmacology</b>
Credit Hours: 3	Medical math is an integral component of this course. The terminology and principles of medication administration are presented in this course. It includes medication assessment, procedures for administration of oral, parenteral, topical, irrigation, and instillation routes/methods, along with basic dosage calculations of medications/intravenous fluid rates. Safety precautions, guidelines and documentation are emphasized. A supervised skills lab (30hrs) is a basic component of this course. PREREQUISITES: Acceptance into applicable program
<b>HNUR 1411</b>	<b>Nursing Fundamentals II</b>
Credit Hours: 3	This course includes 30 hours of theory and 60hrs of supervised skills lab experiences that focus on providing practical nursing skills to meet the physiological, psychosocial, socio- cultural, and spiritual needs of clients in various healthcare environments. Advanced skills are presented through the application of the nursing process to assist in the management of all aged clients with health alterations. PREREQUISITES: HNUR 1211 with a C or better. Concurrent enrollment or successful completion of HNUR 1212, HNUR 1270, HNUR 1300, and HNUR 1320 is also required with a C or better.
<b>HNUR 1460</b>	<b>Advanced Pharmacology</b>
Credit Hours: 2	Drug classifications and their effect on the various body systems are presented. Specific drugs in each classification are emphasized according to expected effects, side effects, and adverse effects. Routes of drug administration and variables that influence drug action are covered including dangerous drug interactions and nursing implications related to each drug. Safety precautions which will help to decrease the incidence of errors in medication administration are stressed. Advanced medication calculations will be required to demonstrate knowledge of safe dosing parameters. The nursing process is utilized to assess the client's learning needs and effects of all pharmacological interventions. PREREQUISITES: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361 with a C or better. Concurrent enrollment or successful completion of HNUR 1411 is also required.

**HNUR  
2113 Medical/Surgical I**

Credit  
Hours: 8

This course is a study of the nursing process as a method of individualizing patient care with special emphasis directed towards essential concepts related to body fluid/water, electrolytes, and acid-base balance, care of the perioperative adult client and the adult client experiencing alterations in cardiovascular/lymphatic/immune functioning. Included is a review of anatomy & physiology, and therapeutic/modified diets for each body system addressed. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Students will begin to utilize a nursing process approach, and will perform applicable practical nursing clinical skills to assigned client(s) in approved health care facilities under the supervision and discretion of practical nursing faculty. This course includes a 180-hour clinical component. PREREQUISITES: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, HNUR 1361 with a C or better. Concurrent enrollment or successful completion of HNUR 1411 is also required.

**HNUR  
2123 Medical Surgical II**

Credit  
Hours: 8

This course includes theory related to nursing care provided to adult clients experiencing alterations in the respiratory, gastrointestinal, endocrine and integumentary function. Care of the adult client with a neoplastic disorder is also included. Included is a review of anatomy and physiology, and therapeutic/modified diets for each body system addressed. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to multiple clients in approved health care facilities under the supervision and discretion of practical nursing faculty. Critical thinking skills are encouraged while the student learns to make interdependent practical nursing decisions. This course includes a 180-hour clinical component. PREREQUISITES: HNUR 2113 with a C or better. Concurrent enrollment or successful completion of HNUR 1460 is also required.

**HNUR  
2133 Medical Surgical III**

Credit  
Hours: 8

This course includes the study of genitourinary, reproductive, sensory, neurological and musculoskeletal disorders with emphasis on pathophysiology and pharmacology for the adult client. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to multiple clients experiencing serious illnesses in approved health care facilities under the supervision and discretion of practical nursing faculty. Critical thinking skills are utilized while the student begins to make interdependent practical nursing decisions. Students will be expected to perform clinical skills with in-direct supervision of the clinical instructor. This course includes a 180-hour clinical component. PREREQUISITES: HNUR 1460 & HNUR 2123 with a C or better

**HNUR  
2523 Mental Illness/Psychiatric Nursing**

Credit  
Hours:  
2.5

This is the study of the client experiencing emotional, mental and social alterations utilizing the nursing process approach with integrated pharmacology and application of life span principles. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to clients in mental health facilities under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component. PREREQUISITES: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361 with a C or better. Concurrent enrollment or successful completion of HNUR 1411, and HNUR 2113 is also required.

**HNUR  
2611**

**IV Therapy**

Credit  
Hours: 1

The role of the practical nurse, legal implications of intravenous (IV) therapy, and equipment/devices used, anatomy/physiology, methods and techniques, infection control measures, complications, and other vital information related to intravenous therapy is discussed. Supervised lab performance (15hrs) is an integral part of this course. PREREQUISITES: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361 with a C or better. Concurrent enrollment or successful completion of HNUR 1411 and HNUR 2113 is also required. (Or) Current PN license (or eligibility) in state of Louisiana.

**HNUR  
2713**

**Obstetrics**

Credit  
Hours:  
2.5

Current issues, growth and development of the childbearing family, fetal development and gestation are studied. Care of the client during the antepartal, intrapartal, and postpartal periods is included, as well as care of the neonate. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system and condition are discussed at length. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to maternal & neonatal clients during the antepartal, intrapartal, and postpartal periods, in appropriate clinical sites, under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component. PREREQUISITES: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361 with a C or better. Concurrent enrollment or successful completion of HNUR 1411, and HNUR 2113 is also required.

**HNUR  
2723**

**Pediatrics**

Credit  
Hours:  
2.5

This course presents essential information related to growth and development of infants toddlers, preschool through school age and adolescents, and those diseases common but not exclusive to the particular age groups. Pharmacological interventions/commonly used medications for each body system and age group are discussed at length. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to pediatric clients in appropriate clinical sites under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component. PREREQUISITES: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320 & HNUR 1361 with a C or better. Concurrent enrollment or successful completion of HNUR 1411, and HNUR 2113 is also required.

**HNUR  
2813**

**PN Leadership & Management**

Credit  
Hours:  
2.5

This course presents the laws, rules and regulations which govern licensure to practice practical nursing in the state of Louisiana, including a review of the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46: XLVII. It is designed to prepare the future LPN for compliance with the laws, to explain the procedures which facilitate necessary operations of the Louisiana State Board of Practical Nurse Examiners (LSBPNE) and to outline the obligations which accompany the privilege of service in health care. Preparation for employment is introduced by evaluating job opportunities, compiling a resume, and outlining information essential to finding, applying for and terminating a job in the healthcare industry. A study of common health problems and etiologies seen in nursing home residents, including safe administration of medications, selected acute illnesses, and typical health emergencies Appropriate teaching of related diagnostic results in the elderly are summarized. The leadership/management role in the nursing home setting is outlined including the delegation of tasks to support staff Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to clients in geriatric care facilities under the supervision and at the discretion of practical nursing faculty. Critical thinking skills are encouraged while the student makes interdependent practical nursing decisions. Students will perform in management and leadership roles in the facility and will administer medications to groups of residents comparable to industry's entry-level expectations of a beginning practitioner. This course includes a 30-hr clinical component. PREREQUISITES: HNUR 1411& HNUR 2123 with a C or better. Concurrent enrollment or successful completion of HNUR 1460 and HNUR 2133 is also required.

HPHL 1013	<b>Phlebotomy</b>	This course discusses introductory information relative to phlebotomy theory and fundamental phlebotomy skills, including venipuncture, capillary sticks, infection control procedures, and lab tests that the Phlebotomist may perform, including a 75-hour classroom and 45-hour laboratory practice. Study of advanced phlebotomy skills and procedures that include laboratory administrative procedures, tube identification, and laboratory equipment usage is also included. Students perform introductory, fundamental and advanced phlebotomy skills in the lab for instructor evaluation in preparation for clinical externship. Students spend an additional 90 hours of supervised preceptor clinical hours in a variety of health care sites in order to obtain the necessary course requirements for a total of 210 clock hours.
Credit Hours: 3		
HURM 1000	<b>Employment law &amp; Regulations</b>	This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
Credit Hours: 3		
HURM 1100	<b>Training &amp; Development</b>	This course covers developing, conducting, and evaluation employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
Credit Hours: 3		
HURM 1200	<b>Recruiting, Selecting &amp; Pers.</b>	This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
Credit Hours: 3		
HURM 1300	<b>Compensation &amp; Benefits</b>	This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for- performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
Credit Hours: 3		
IMMT 1013	<b>Workplace Safety and Orent</b>	Introduces basic safety instruction including OSHA requirements and other concerns (MSDS, confined space, lock out/tag out, zero energy state, hazardous materials, storage of flammable materials, storage of fuel gas and high pressure gas cylinders, portable powered tool safety, hand tool safety, record keeping, training, employer enforcement of safety regulations, right to know, etc.). Includes as introduction to measuring instruments, hand tools, portable powered tools, and procedures that are pertinent to the industrial maintenance profession. Lab projects will be designed to reinforce safety procedures and develop competency levels in using measurement instruments, hand tools and portable powered tools introduced in the course. COREQUISITES: IMMT 1120, IMMT 1143, MWRT 1310
Credit Hours: 3		

**IMMT  
1120**      **Blueprint Reading I**

Credit Hours: 3      A general study of blue print reading and interpretation of data contained in the drawing. COREQUISITES: IMMT 1013, IMMT 1143, MWRT 1310

**IMMT  
1122**      **Blueprint Reading II**

Course Hours: 2      This course is a continuation of Blueprint Reading I course and is designed to enhance students' skills to read and interpret engineering drawings encountered in industry. PREREQUISITE: IMMT 1120

**IMMT  
1123**      **Intro to Welding**

Credit Hours: 3      Provides basic skills and fundamental knowledge in oxy-fuel welding, cutting and brazing, Shield Metal Arc welding, Gas Metal Arc welding, and Gas Tungsten Arc welding. This course is designed for beginning welders and emphasizes safe practices in oxy-fuel and Arc welding processes. PREREQUISITE: IMMT 1013, IMMT 1120, IMMT 1143, MWRT 1310 COREQUISITE: PTEC 1630, PTEC 1631, WELD 1000, IMMT 1142

**IMMT  
1143**      **Material Handling**

Credit Hours: 2      The study and theory of the proper methods of storing, movement and securing both solid and liquid material in an industrial setting. COREQUISITES: IMMT 1013, IMMT 1120, MWRT 1310

**IMMT  
1163**      **Problem Solving and Teamwork**

Credit Hours: 3      Covers critical thinking skills, collecting and analyzing data, and quality control overview, teamwork, problem solving and decision making techniques as they apply to a technological environment. As a capstone course for the Manufacturing and Industrial Technology program, this course is designed to reinforce and apply the knowledge and skills learned in previous courses and foster team and individual skills through experiments, case studies, problem solving projects, and a writing project related to a work team report.

**IMMT  
2102**      **Pumps, Pipefitting, & Piping Systems**

Credit Hours: 3      Covers the construction and operation of centrifugal, reciprocating, metering, special and rotary pumps and their components. Include procedures for troubleshooting installation repair and maintenance.

**IMMT  
2103**      **Introductory Machining**

Credit Hours: 3      Instructs the student in shop safety, industrial terminology, tools and machine tooling, measurement and layout. Includes laboratory exercises to begin project completion of turning, milling, and grinding applications.

**IMMT  
2113**      **Hydraulic/Pneumatic Systems**

Credit Hours: 2      Introduces students to fluid power principles and components. Teaches basic circuit design through the use of symbols and schematic diagrams to build a foundation in fluid power technology. Introduces the student to more complex fluid power circuits. Requires students to design, analyze and troubleshoot industrial fluid power components. Teaches students to assemble and evaluate fluid power components in the lab.

**IMMT  
2133**

## Machine Maintenance & Install

Credit  
Hours: 3

Examines the procedures for the removal, repair and installation of machine components. The methods of installation, lubrication processes, and maintenance procedures for industrial machinery are analyzed. Also presented are the techniques involved in the calibration and repair of mechanical devices and the practice in computations pertaining to industrial machinery. Examines the operation and design of mechanical systems including belt drives, chain drives, gearboxes, and bearings. Includes the study of materials. Introduces the concepts of correct alignment of industrial process machinery. Introduces the major purpose of preventive maintenance: to save time and to cut costs. The course will study goals such as, reducing losses, improving product quality, boosting production efficiency, and increasing profits. Includes an introduction to sound planning, effective scheduling, competent inspection, control and actions at the worksite, and follow-up reporting. Lab projects will be designed to organize materials, tool control, transportation of equipment, sizing up labor requirements.

**INST  
1010**

## Intro to Instrumentation

Credit  
Hours: 2

An introduction to hand and power tools used in instrumentation, electrical safety and systems for instrumentation and metallurgy for instrumentation. Students successfully completing all parts of this course will receive NCCER credit for modules 12115, 12114, 12119, 12107, 12304, 12116. COREQUISITES: Core 1003, INST 1011, ETRN 1112

**INST  
1011**

## Electrical Systems & Equipment

Credit  
Hours: 2

This course covers Instrument drawings and documents. Gaskets and packing, lubricant, sealants, and cleaners, tubing, pipes, and hoses are also covered. Students are also introduced to Flow, Level, Temperature and Pressure. Students successfully completing all parts of this course will receive NCCER credit for modules 12106, 12108, 12109, 12111, 12113, 12117. COREQUISITE: Core 1003, INST 1010, ETRN 1112

**INST  
1330**

## Pressure and Level Measurement

Credit  
Hours: 3

An introduction to the concepts of pressure /level calculations, sensing devices, and perform pressure / level measurements; troubleshoot and repair/replace pressure / level indicators, recorders, transmitters, and transducers. Also included are air systems, gauges, and troubleshooting techniques. Students who successfully complete this course will also earn credit for NCCER Modules 12203, 12210, 12212, 12404- 12405. PREREQUISITES: Core 1003, INST 1010, INST 1011, ETRN 1112, ETRN 1212, ETRN 1420, ETRN 2820, MATH 1100 COREQUISITES: INST 1425, INST 2732, INST 2635

**INST  
1425**

## Flow & Final Control Elements

Credit  
Hours: 3

This course includes instruction in performing flow measurement calculations and conversions; procedure for using flow sensing devices; perform flow measurement; troubleshoot and repair/replace flow indicators, recorders, transmitters, transducers, and relays. It also includes the principles of operation, calibration, servicing, troubleshooting, and repairing/replacing actuators, positioners, and control valves. Students who successfully complete this course will also earn credit for NCCER Modules 12207 and 12213. PREREQUISITES: Core 1003, INST 1010, INST 1011, ETRN 1112, ETRN 1212, ETRN 1420, INST 2820, MATH 1100 COREQUISITES: INST 1330, INST 2732, INST 2635

**INST  
2420**

## Industrial Control Systems

Credit  
Hours: 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. Students who successfully complete this course will also earn credit for NCCER Modules 12301-12308, 12407. PREREQUISITES: Core 1003, INST 1010, INST 1011, ETRN 1112, ETRN 1212, ETRN 1420, INST 2820, MATH 1100, INST 1330, INST 1425, INST 2732, INST 2635

**INST  
2635**

## Motor Controls & Variable Speed Drive

Credit  
Hours: 3

This course covers concepts of motor controls, motor control circuitry, and troubleshooting and repairing/replacing motor control circuitry. Students are also introduced to the concepts of variable speed drives; frequency speed circuitry and troubleshooting as well as replacing circuitry. Students who successfully complete this course will also earn credit for NCCER Modules 12202 and 12208. PREREQUISITES: Core 1003, INST 1010, INST 1011, ETRN 1112, ETRN 1212, ETRN 1420, INST 2820, MATH 1100 COREQUISITES: INST 1330, INST 1425, INST 2732

**INST  
2732**

## Temperature & Analytical Measurement

Credit  
Hours: 3

An introduction to the concepts of temperature measurement calculations and conversions, operating principles of temperature sensing devices, and performing temperature measurements. Also, includes troubleshooting and repair/replacement of temperature indicators, temperature recorders, temperature transmitters, and temperature transducers. In this course the student will be introduced to the principles of liquid and gas analysis. Also covered is terminology, techniques, and equipment used in the analysis of liquids and gases. Students who successfully complete this course will also earn credit for NCCER Modules 12211, 12307-12308, 12408. PREREQUISITES: Core 1003, INST 1010, INST 1011, ETRN 1112, ETRN 1212, ETRN 1420, ETRN 2820, MATH 1100 COREQUISITES: INST 1330, INST 1425, INST 2635

**INST  
2735**

## Vibrational Analysis

Credit  
Hours: 3

The student will evaluate, troubleshoot and repair instrumentation designed to protect plant operation machinery through vibration analysis. An understanding of vibration waveform data and possible causes of any abnormalities will be covered. Lab work will reinforce concepts taught within the classroom setting. PREREQUISITES: Core 1003, INST 1010, INST 1011, ETRN 1112, ETRN 1212, ETRN 1420, INST 2820, MATH 1100, INST 1330, INST 1425, INST 2732, INST 2635 COREQUISITES: INST 2741, INST 2420, INST 2999

**INST  
2741**

## Programmable Logic Controllers

Credit  
Hours: 4

An introduction to Microprocessors, PLC types, theory, installation, applications, operations, and documentation of Programmable Logic Controllers (PLC's). Also covers types of programming, testing, and troubleshooting specific PLC systems. Operational safety in use of PLC's in industry. PREREQUISITES: Core 1003, INST 1010, INST 1011, ETRN 1112, ETRN 1212, ETRN 1420, INST 2820, MATH 1100, INST 1330, INST 1425, INST 2732, INST 2635 COREQUISITES: INST 2735, INST 2420, INST 2999

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<b>INST 2820</b>	<b>Principles of Process Controls</b>
Credit Hours: 3	This course covers the concepts of automatic process control. Process characteristics and control applications will be presented, along with annunciator/shutdown systems and the concepts of proportional, integral, and derivative control modules, loop tuning, and documentation. PREREQUISITES: Core 1003, INST 1010, INST 1011, ETRN 1112, MATH 1100 COREQUISITES: ETRN 1212, INST 1420
<b>INST 2999</b>	<b>Internship</b>
Credit Hours: 3	This internship is a cooperative venture between the Industrial Instrumentation Industry and River Parishes Community College which involves on-the-job experiences with a minimum of 135 hours. If the student is selected for plant internship, he/she will be evaluated on all required performance measures as set forth by the plant internship objectives, and will be evaluated by plant personnel where the internship takes place. Students will have an exit interview with the Instrumentation instructor before the plant internship class is considered complete. PREREQUISITES: Completion of all General Education courses and first year Instrumentation courses which include, ETRN 1120, 1130, 1210, 1220 and 1420, INST 2620 and INST 2820. Student must maintain a 2.5 GPA and must be recommended by the instructor for internship placement. Students seeking an AAS degree are eligible for an internship. If no outside internship is available, students will complete an internal internship program. PREREQUISITES: Core 1003, INST 1010, INST 1011, ETRN 1112, ETRN 1212, ETRN 1420, INST 2820, MATH 1100, INST 1330, INST 1425, INST 2732, INST 2635 COREQUISITES: INST 2741, INST 2735, INST 2420
<b>ISYS 1410</b>	<b>Word Processing</b>
Credit Hours: 3	This course provides hands-on experience of word processing techniques and functions with emphasis on features and commands using a current version of word processing software.
<b>ISYS 1650</b>	<b>Desktop Publishing</b>
Credit Hours: 3	This course includes basic concepts in creating documents containing graphics and text. Current versions of popular word processing/graphics software is incorporated.
<b>JOBS 2450</b>	<b>Job Seeking Skills</b>
Credit Hours: 3	This course is required of all Technical Diploma and Associate Degree students and should be taken during their last semester of enrollment prior to completion of diploma/degree requirements. This course assists students in making immediate and future decisions concerning job choices and educational growth by compiling resume's, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job. The completion of a student career presentation portfolio to minimum specifications will be a requirement for course completion.
<b>KYBD 1200</b>	<b>Keyboarding</b>
Credit Hours: 3	This course covers the development and application of introductory to intermediate keyboard techniques combined with basic word processing techniques and functions. Emphasis is also placed on keyboarding terminology, an increase in speed, accuracy, and correct keyboard techniques. <b>This course may not be transferable to a University for use towards a 4-year degree program.</b>
<b>LISR 1000</b>	<b>Info Lit: Research, Strat, Res</b>
Credit Hours: 1	This course is designed to provide students a foundation in locating, evaluating, and utilizing information resources. This course will expose students to basic research methods and a wide variety of electronic resources. Students will develop fundamental research techniques and will learn to effectively use and evaluate electronic resources such as an online catalog, periodical indexes, journal databases, and the Internet.

<b>MAST 1000</b>	<b>Medical Terminology for Allied Health</b>
Credit Hours: 3	Course provides an introduction to medical terminology adapted so individuals can acquire a basic understanding of medical terms. The key concepts of prefixes, suffixes, and root word formation, abbreviations, symbols, as applied to body systems and diagnostic and surgical procedures are discussed.
<b>MAST 1002</b>	<b>Basic Body Structure and Functions</b>
Credit Hours: 2	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.
<b>MAST 1003</b>	<b>Basic Body Structure with Medical Terminology</b>
Credit Hours: 4	This course is a study of structure and function of the human body systems to include cells, skeletal, muscular, circulatory/lymphatic, digestive, respiratory, urinary, reproductive, endocrine, nervous, sensory, and integument systems. Medical terms and commonly and used medical/nursing abbreviations related to each body system are addressed in detail in this course.
<b>MAST 1111</b>	<b>Intro. to Medical Assistant</b>
Credit Hours: 1	Analysis of the job market, salaries, working conditions, and job responsibilities and desirable attributes required of the Medical Assistant. Historical issues and current health care trends are also discussed.
<b>MAST 1122</b>	<b>Law &amp; Ethics for Medical Asst.</b>
Credit Hours: 2	Discussion of AMA principles of medical ethics and the law, Patient's Bill of Rights, confidentiality, medical records, and other medical/legal/ethical issues and responsibilities of the Medical Assistant.
<b>MAST 1132</b>	<b>Medical Assistant Applications</b>
Credit Hours: 2	Keyboarding principles, which integrate language arts, medical terminology, and medical document processing with emphasis on utilizing correct techniques, accuracy and speed.
<b>MAST 1214</b>	<b>Administrative Procedures I</b>
Credit Hours: 4	Discussion of the components of effective client/ staff communication, both verbal and nonverbal. Beginning front office activities such as scheduling, insurance, billing and patient/ client education methods are covered. Practical application activities are integrated throughout this course. PREREQUISITES: Completion of MAST 1003 and MAST 1300 with a "C" or higher.
<b>MAST 1222</b>	<b>Clinical Procedures I</b>
Credit Hours: 4	This course introduces federal regulations and guidelines from the Centers for Disease Control and Prevention (CDC), Clinical Laboratory Improvement Amendment of 1988 (CLIA88), Occupational Safety and Health Administration (OSHA) Standards, as well as universal precautions. Students will perform emergency procedures, first aid and CPR, infection control measures, laboratory safety and quality control procedures, rehabilitation medical procedures, general safety measures/precautions used in the office/facility environment for employee/patient/client safety. Also introduces clinical facilities.

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### **MAST 1300 EKG**

Credit Hours: 4 Course provides fundamentals of cardiovascular anatomy and physiology. Includes electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. This course teaches individuals the general practices used in a medical office or other clinical setting. Students learn about the precautions taken to lower the risk of the spread of infections and proper examining techniques.

### **MAST 2100 Phlebotomy**

Credit Hours: 4 Course provides instruction on phlebotomy theory and fundamental phlebotomy skills, including relevant anatomy and physiology as it relates to phlebotomy, venipuncture, capillary sticks, infection control procedures and lab tests that Phlebotomist may perform. Study of advanced phlebotomy skills and procedures that include laboratory administrative procedures, tube identification, and laboratory equipment usage is also included. Students perform introductory, fundamental, and advanced phlebotomy skills in the lab for instructor evaluation in preparation for clinical externship. PREREQUISITES: Completion of MAST 1003 and MAST 1300 with a "C" or higher.

### **MAST 2113 Medical Transcription**

Credit Hours: 3 Principles of medical transcription along with practical application and usage of medical forms, reports and case studies with integrated medical terminology and medical keyboarding. Students may participate in selected clinical sites as part of this course, if available.

### **MAST 2132 Clinical Procedures II**

Credit Hours: 4 This course reinforces skills obtained in Clinical Procedures I. The course focuses on acquiring and documenting patient/client assessment data to assist with the basic physical examination, special medical exams and procedures, minor surgical procedures, and phlebotomy skills. PREREQUISITES: MAST 1221 or MAST 1222

### **MAST 2143 Pharmacology for Medical Assistant**

Credit Hours: 3 This course covers basic knowledge of drug classification, mathematical computation, and medication administration. Students will demonstrate an understanding of basic drug classification, apply mathematical formulae appropriate to medication administration, and administer medication in compliance with accepted guidelines. PREREQUISITES: MAST 1003, MAST 1214, and MAST 1221 or MAST 1222

### **MAST 2212 Clinical Procedures III**

Credit Hours: 4 This course reinforces skills obtained in Clinical Procedures I and Clinical Procedures II. The course focuses on acquiring and documenting patient/client assessment data to assist with the basic physical examination, various procedures, and clinical laboratory testing. PREREQUISITES: MAST 2132

### **MAST 2221 Professionalism for Healthcare**

Credit Hours: 1 This course will address various elements inherent in professionalism to ensure students are ready to enter the professional workplace including etiquette, image, manner communication, and responsibility and accountability. Students will also outline the elements of effective interpersonal relationships, teamwork, and working well with other people in the workplace. PRE-REQUISITES: MAST 1003, MAST 1222, and MAST 1214.

<b>MAST 2222</b>	<b>Medical Assistant Externship</b>
Credit hours: 2	Students will experience 180 hours of preceptor clinical experience in a variety of health care agencies allowing practical application of medical assistant principles, theories, and skills. PRE-REQUISITES: MAST 1003, MAST 1222, MAST 1214, MAST 2100, MAST 2143, MAST 2221, and MAST 2132.
<b>MATH 0098</b>	<b>Algebra Foundations I</b>
Credit Hours: 3	This course is designed as a foundation of algebraic concepts for students with limited algebraic background, but who possess a foundation in arithmetic. The major topics include algebraic expressions, solving equations, solving inequalities, exponents, polynomials, graphs and equations of lines, functions and systems of linear equations.
<b>MATH 0099</b>	<b>Algebra Foundations II</b>
Credit Hours: 3	This course is designed as a foundation of additional algebraic skills for students to gain understanding of algebra before taking an entry level college math course. The major topics include polynomials and factoring, rational expressions and equations, radical expressions and equations, and solving and graphing with quadratics.
<b>MATH 1100</b>	<b>College Algebra</b>
Credit Hours: 3	In-depth treatment of solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations. PREREQUISITES: MATH 0092 or MATH 0094 or MATH 0099 WITH "C" OR HIGHER.
<b>MATH 1110</b>	<b>Plane Trigonometry</b>
Credit Hours: 3	Trigonometric functions and identities, inverse trigonometric functions; fundamental identities and angle formulas; solving equations; triangles with applications; polar coordinate system. PREREQUISITES: MATH 1100 WITH "C" OR HIGHER
<b>MATH 1167</b>	<b>Elementary Number Structure (OFFERED FALL ONLY)</b>
Credit Hours: 3	Basic concepts of fractions, decimals, percentage, geometry, computational facility, number theory and problem solving. PREREQUISITE: MATH 0099 WITH "C" OR HIGHER
<b>MATH 1168</b>	<b>Geometry: Elem &amp; Middle School Teach (OFFERED SPRING ONLY)</b>
Credit Hours: 3	This course is designed to prepare the student to teach the geometry of the K-8 curriculum. Topics include basic concepts and properties of two and three-dimensional space; perimeter, area, volume, parallelism, perpendicularity, congruence, similarity, transformations and constructions. PREREQUISITE: MATH 0099 WITH "C" OR HIGHER
<b>MATH 1200</b>	<b>College Algebra &amp; Trigonometry</b>
Credit Hours: 3	A combined course on function properties and graphs; inverse function; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations; trigonometric function and graphs; inverse trigonometric functions; fundamental identities and angle formulas; solving equations, triangles with applications; polar coordinated system. This course, is for students preparing to take MATH 2100- Calculus. MATH 1200 is not a replacement for a sequence of MATH 1100 and MATH 1110. PREREQUISITE: MATH 1100 WITH "C" OR HIGHER.

<b>MATH 1300</b>	<b>Intro to Contemporary Math (OFFERED FALL ONLY)</b>
Credit Hours: 3	An introduction to topics in contemporary mathematics. Topics may include the theory of finance, perspective and symmetry in art, formal Aristotelian logic, graph theory, probability and odds, statistics, elementary number theory, optimization, numeracy in the real world, and historical topics in mathematics that have influenced contemporary mathematics. (Topics will vary.) PREREQUISITE: MATH 0092 or MATH 0094 or MATH 0099 WITH "C" OR HIGHER.
<b>MATH 1410</b>	<b>Technical Math</b>
Credit Hours: 3	The purpose of this course is to give a background in the fundamentals of mathematics in addition to providing mathematical concepts and applications that are practical to the individual pursuing a career in process technology. This course covers basic mathematical concepts including rounding, exponentiation, percentages, geometry, and trigonometry. Emphasis is placed on the scientific notation, unit conversions, graphing, problem solving equations, and area and volume. PREREQUISITES: MATH 0092 or MATH 0094 or MATH 0099 WITH "C" OR HIGHER.
<b>MATH 1500</b>	<b>Finite Mathematics (OFFERED SPRING ONLY)</b>
Credit Hours: 3	Systems of linear equations, matrices, and matrix algebra; linear inequalities; counting techniques: permutations and combinations; probability; basic concepts in financial mathematics (annuities included); and an introduction to statistics. PREREQUISITE: MATH 0092 or MATH 0094 or MATH 0099 WITH "C" OR HIGHER.
<b>MATH 2010</b>	<b>Calculus for Non-Science Major (OFFERED SPRING ONLY)</b>
Credit Hours: 3	An introduction to differential and integral calculus, with an emphasis on applications, designed primarily for business, economic and social sciences. Topics include limits, the first and second derivative, the first and second derivative test for relative extrema; exponential and logarithmic functions; the definite and indefinite integral, and the Fundamental Theorem of Calculus. Calculus will be used to solve real world applications. (This course is not equivalent to Calculus I and does not serve as a prerequisite for Calculus II.) Prerequisite: Math 1100 with 'C' or higher.
<b>MATH 2100</b>	<b>Calculus I (OFFERED FALL ONLY)</b>
Credit Hours: 5	Limits and continuity of functions, introduction of the derivative; techniques of differentiation; Chain rule; implicit differentiation; differentiation of transcendental and inverse functions; applications of differentiation: concavity; relative extrema; maximum and minimum values of a function; optimization; anti-differentiation; definite integrals; Fundamental Theorem of Calculus; areas; applications of definitive integrals; work and volume. Courses with fewer than 5 credit hours may cover less than the listed total. PREREQUISITES: MATH 1100 with "C" or higher and MATH 1110 with a "C" or higher; or MATH 1200 with a "C" or higher.
<b>MATH 2110</b>	<b>Calculus II (OFFERED SPRING ONLY)</b>
Credit Hours: 5	Techniques of integration application of the integral; parametric equation, polar coordinates, sequences and infinite series. PREREQUISITE: MATH 2100 with 'C' or higher.
<b>MATH 2140</b>	<b>Introduction to Statistics</b>
Credit Hours: 3	Descriptive statistics; probability; discrete and continuous (including the binomial, normal and T) distributions; sampling distributions; interval estimation; hypothesis testing; linear regression and correlation. PREREQUISITES: MATH 1100 WITH "C" OR HIGHER

**MATR  
1350**      **Machine Transcription**

Credit Hours: 3      This course includes hands-on applications of machine transcription equipment, as well as production of documents (mailable copy) from various fields of employment. Emphasis is on English language skills: punctuation, spelling, grammar, and vocabulary. **This course may not be transferable to a University for use towards a 4-year degree program.**

**MCOM  
2000**      **Introduction to Mass Media**

Credit Hours: 3      This course introduces student to the mass communication process within American society. Topics includes development, structure, function, and the cultural impact of mass media.

**MGMT  
2010**      **Principles of Management**

Credit Hours: 3      This course consists of a detailed analysis of management functions of planning, organizing, staffing, directing and controlling as related to an organization. The orderly presentation of fundamental knowledge in management provides the student with the framework for further study in the field, or the background for practical application of management principles.

**MUSC  
1010**      **Music Appreciation**

Credit Hours: 3      This course is designed to foster an understanding of music through the study of selected examples. Emphasis is placed upon the analysis of compositions in conjunction with references to cultural and historical developments.

**MWRT  
1310**      **Millwright I**

Credit Hours: 3      Description of the millwright trade, tools and tool safety. Explains application and installation of fasteners, anchors, and gaskets. Provides instructions for laying out baselines, laying out, cutting and installing gaskets. COREQUISITES: IMMT 1013, IMMT 1120, IMMT 1143  
Students successfully completing all parts of this course will receive NCCER credits for modules 15101- 15105

**MWRT  
1315**      **Riggings, Application, Equipment, and Devices for Millwrights**

Credit Hours: 3      An explanation of selection, inspection and use of rigging equipment. Explains machine baseplates and soleplates procedures, selection and use of lubricants, and types and applications of bearing designation system. PREREQUISITES: IMMT 1013, IMMT 1120, IMMT 1143, MWRT 1310, PTEC 1630, PTEC 1631, WELD 1000, IMMT 1123, IMMT 1142, MATH 1100 COREQUISITES: IMMT 1122, IMMT 1163  
Students successfully completing all parts of this course will receive NCCER credits for modules 15206- 15209.

**MWRT  
1320**      **Millwright II**

Credit Hours: 3      Description of power tools used by millwrights. Explains selection, inspection, and maintenance of tools including: cable cutters, nut splitters, gauges, calipers, indicators, and pyrometers. PREREQUISITES: MWRT 1310, MWRT 1315, MWRT 1325  
Students successfully completing all parts of this course will receive NCCER credits for modules 15204- 15205, 15302.

**MWRT 1325 Field Sketching and Blue Print Reading for Millwrights**

Credit Hours: 3  
Introduction to the basic skills of field sketching. Explains projections and drawing used to show piping, hydraulic, and pneumatic systems. COREQUISITES: CORE 1003  
Students successfully completing all parts of this course will receive NCCER credits for modules 15202- 15203.

**MWRT 1330 Millwright III**

Credit Hours: 3  
Covers identification and description of mechanical seals. Explains removal, inspection, and installation of seals, various bearings, and couplings. Explains removal and press-fit and inference-fit installation methods for couplings. PREREQUISITES: MWRT 1310, MWRT 1315, MWRT 1325  
Students successfully completing all parts of this course will receive NCCER credits for modules 15305- 15307.

**MWRT 2300 Millwright IV**

Credit Hours: 3  
An introduction to precision leveling procedures, equipment, and clearance installation. Description and explanation of common pumps. Explains inspection, troubleshooting, assembling, and disassembling pump procedures. PREREQUISITES: MWRT 1320, MWRT 1330, MWRT 1325  
Students successfully completing all parts of this course will receive NCCER credits for modules 15310, 15404- 15405.

**MWRT 2310 Millwright V**

Credit Hours: 3  
Description of types and installation of drive belts and chain drives. Explains gearboxes and diagnostics. Covers troubleshooting, removal, disassembly, installation, and maintenance of gearboxes. PREREQUISITES: MWRT 1320, MWRT 1330, MWRT 1335  
Students successfully completing all parts of this course will receive NCCER credits for modules 15311, 15411.

**OSYS 1100 Records Management**

Credit Hours: 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. **This course may not be transferable to a University for use towards a 4-year degree program.**

**OSYS 2530 Office Procedures (OFFERED SPRING ONLY)**

Credit Hours: 3  
This course 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. **This course may not be transferable to a University for use towards a 4-year degree program.**

**PHIL 2010 Intro to Philosophy**

Credit Hours: 3  
An introduction to philosophical ideas, problems and methods through a study of important philosophers and the major systems of philosophy. Topics to be covered may include: appearance and reality, human nature, nature of knowledge, relation of mind and body, the right and the good, the existence of God, and freedom and determinism.

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<b>PHIL 2030</b>	<b>Intro to Logic</b>
Credit Hours: 3	Formal and informal reasoning: (1) traditional logic, emphasizing syllogistic theory, validation techniques and fallacy detection; (2) elementary formal logic, including truth-tables and propositional logic.
<b>PHIL 2050</b>	<b>Intro to Ethics</b>
Credit Hours: 3	Relevance, applicability, and practicality are the goals of this course in ethics. The course is a topical review of current ethical theories. Lectures, projects, and class discussions will be concerned with the development of a practical ethical perspective relevant to today's world. Special areas of concern include business, legal and medical ethics.
<b>PHSC 1010</b>	<b>Physical Science I</b>
Credit Hours: 3	Survey of concepts in physics and physical sciences.
<b>PHSC 1010L</b>	<b>Physical Science Lab I</b>
Credit Hours: 1	The first semester of a two-semester sequence is a laboratory course covering selected experiments primarily from mechanics and waves. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for the basic laboratory course in any of these fields. PREREQUISITE and/or COREQUISITE: PHSC 1010
<b>PHSC 1020</b>	<b>Physical Science II</b>
Credit Hours: 3	Additional concepts in physical science, which may include physics, chemistry, geology, astronomy, oceanography, etc.
<b>PHSC 1020L</b>	<b>Physical Science Lab II</b>
Credit Hours: 1	The second semester of a two-semester sequence is a laboratory course covering selected experiments, primarily from electricity and magnetism, optics, the atom, and geology. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for one of the basic laboratory courses in any of these fields. PREREQUISITE and/or COREQUISITES: PHSC 1020
<b>PHYS 2010</b>	<b>General Physics I (OFFERED FALL ONLY)</b>
Credit Hours: 3	Algebra/Trig-based physics: vectors, kinematics, Newton's Laws, momentum, work & energy, rotations, oscillations & waves, elasticity & equilibrium; thermodynamics. (Not intended for engineering majors) PREREQUISITE: MATH 1110 with at least a C.
<b>PHYS 2010L</b>	<b>General Physics Lab I (OFFERED FALL ONLY)</b>
Credit Hours: 1	Experiments in mechanics to accompany Algebra/ Trig-based physics. (Not intended for engineering majors). COREQUISITE OR PREREQUISITE: PHYS 2010
<b>PHYS 2020</b>	<b>General Physics II (OFFERED SPRING ONLY)</b>
Credit Hours: 3	Electrostatics, circuits, magnetism, induction, optics, and modern physics. (Not intended for engineering majors) COREQUISITES: PHYS 2020L STRONGLY RECOMMENDED; PREREQUISITE: PHYS 2010
<b>PHYS 2020L</b>	<b>General Physics Lab II (OFFERED SPRING ONLY)</b>
Credit Hours: 1	Experiments in electricity, magnetism, and light to accompany Algebra/ Trig-based physics. (Not intended for engineering majors). COREQUISITE OR PREREQUISITE: PHYS 2020

<b>PIPE 1005</b>	<b>Basic Pipefitting Skills: Tools and Equipment</b>
Credit Hours: 5	An introduction of work performed by the pipefitter. Covers safety, tools, and power tool safety. Describes hazards and safety procedures when using stepladders and scaffolds. Explains use and safety of motorized equipment. COREQUISITES: CORE 1003 Students successfully completing all parts of this course will receive NCCER credits for modules 08101- 08183, 08105-08106 (Level I).
<b>PIPE 1013</b>	<b>Field Measuring, Sketching and Layout</b>
Credit Hours: 3	Explains the use of ratios, algebra, and equivalent conversion tables. Describes use of trigonometry in pipefitting. COREQUISITES: CORE 1003 Students successfully completing all parts of this course will receive NCCER credits for modules 08204, 08304 (Level II and III).
<b>PIPE 1103</b>	<b>Basic Blueprint Reading for Pipefitting</b>
Credit Hours: 3	Identification of piping systems, including: steam and water systems. Introduces plans drawings and detail sheets. Explains valve types and describes installation and handling of calves. Covers descriptions and installation of shoring systems and excavations. COREQUISITES: CORE 1003 Students successfully completing all parts of this course will receive NCCER credits for modules 08201- 08203, 08120, -08208 (Level II).
<b>PIPE 1223</b>	<b>Pipe Fabrication I</b>
Credit Hours: 3	Identification and description of materials used in threaded pipe and socket weld piping systems. Explains preparations of pipes and assembly and fabrication of pipes and fittings. PREREQUISITES: CORE 1003, PIPE 1005, PIPE 1103, PIPE 1013 Students successfully completing all parts of this course will receive NCCER credits for modules 08201- 08205-082086 (Level II).
<b>PIPE 1233</b>	<b>Pipe Fabrication II</b>
Credit Hours: 3	An introduction to the principles of butt welding pipe systems. Covers preparations of pipe and fittings for butt welding, selection and installation of backing rings, jig fabrication, and use of welding clamps. PREREQUISITES: CORE 1003, PIPE 1005, PIPE 1103, PIPE 1013 Students successfully completing all parts of this course will receive NCCER credits for modules 08207 (Level II)
<b>PIPE 1303</b>	<b>Pipe Installation</b>
Credit Hours: 3	An introduction to pipe installation procedures and guidelines, including the use of cast iron, concrete, and carbon steel. Covers use of shoring materials and system per OSHA standards. Identifies types of pipe and gaskets and procedures of installing pipe sleeves and floor penetrations. PREREQUISITES: CORE 1003, PIPE 1005, PIPE 1103, PIPE 1013  Students successfully completing all parts of this course will receive NCCER credits for modules 08208-08209, 08306 (Level II and III).
<b>PIPE 2001</b>	<b>Rigging and Lifts</b>
Credit Hours: 3	Description of the use, inspection, and safety requirements of rigging equipment and hardware including: chains, slings, tuggers, and jacks. Introduction to hazards of basic rigging and cranes. Covers rigging and pipe lifting instructions. PREREQUISITES: CORE 1003, PIPE 1005, PIPE 1103, PIPE 1013 Students successfully completing all parts of this course will receive NCCER credits for modules 08301- 08302, 08305 (Level III).

<b>PIPE 2103</b>	<b>Advanced Blueprint Reading for Pipefitters</b>
Credit Hours: 5	Reading and interpretation of standards, codes, and specification of pipefitting. Introduction of the use and interpretation of pipefitting drawings and spool sheets. PREREQUISITES: CORE 1003, PIPE 1005, PIPE 1103, PIPE 1013 Students successfully completing all parts of this course will receive NCCER credits for modules 08303, 08401 (Level III & IV).
<b>POLI 1100</b>	<b>American Government</b>
Credit Hours: 3	The principles, institutions, processes, and functions of government. Emphasis is on the national government, the development of our constitutional system, and the role of the citizen in the democratic process.
<b>POLI 2000</b>	<b>State and Local Politics</b>
Credit Hours: 3	State and local government and politics. This course is a study of the problems, principles and structure of state and local politics in the United States. Special emphasis in Louisiana state and local government and politics.
<b>PSYC 1520</b>	<b>Human Sexual Behavior (OFFERED FALL ONLY)</b>
Credit Hours: 3	Aspects of human sexuality including behavior, anatomy, physiology, cross-cultural comparisons, and historical and current perspectives.
<b>PSYC 2000</b>	<b>Psychology of Adjustment (OFFERED FALL ONLY)</b>
Credit Hours: 3	Addresses both scientific and applied aspects of the Psychology of Adjustment. Topics covered include aspects of personality, stress and coping, social influences on adjustment, and interpersonal relationships. Designed to facilitate self-understanding and the exploration of alternative behavioral strategies and problem-solving techniques.
<b>PSYC 2010</b>	<b>Introduction to Psychology</b>
Credit Hours: 3	A broad overview of the field of psychology, designed to expose students to major theories, research methods, and applied areas of psychology.
<b>PSYC 2040</b>	<b>Social Psychology (OFFERED SPRING ONLY)</b>
Credit Hours: 3	This course stresses cultural forces affecting attitudes, social learning, perception, and communication of individuals and groups. PREREQUISITES: THREE HOURS OF PSYCHOLOGY OR SOCIOLOGY
<b>PSYC 2045</b>	<b>Adolescent Psychology (OFFERED SPRING ONLY)</b>
Credit Hours: 3	This course examines adolescent behavior in terms of psychological, social and physical development. PREREQUISITES: PSYC 2010
<b>PSYC 2250</b>	<b>Child Psychology</b>
Credit Hours: 3	This course is intended to introduce the student to the elements involved with and related to children's development. Childhood stages of development will be discussed from different theoretical backgrounds, including recent research studies. PREREQUISITES: PSYC 2010

**PSYC  
2260**

## Developmental Psychology

Credit  
Hours: 3

The purpose of this class is to increase knowledge and understanding of life-span development from the physical, cognitive, and socioemotional perspectives. Age-related changes in behavior and mental processes will be covered for the following developmental periods: prenatal, infancy, early, middle and late childhood, adolescence, and early, middle, and late adulthood. Knowledge of the scientific method and the evaluation of research and theory which pertains to developmental psychology is emphasized in this course. PREREQUISITES: PSYC 2010

**PSYC  
2300**

## Educational Psychology (OFFERED FALL ONLY)

Credit  
Hours: 3

Principles of learning, motivation, development and evaluation as related to the classroom teacher. PREREQUISITES: PSYC 2010

**PTEC  
1010**

## Intro to Process Technology

Credit  
Hours: 3

This course introduces the student to the field of process operations within the process industry. It reviews the roles and responsibilities of the Process Technician. COREQUISITE: PTEC 2030

**PTEC  
1330**

## Process Instrumentation

Credit  
Hours: 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: PTEC 1010, PTEC 2030 COREQUISITES: PTEC 1331

**PTEC  
1331**

## Process Instrumentation Lab

Credit  
Hours: 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: PTEC 1010, PTEC 2030 COREQUISITES: PTEC 1330

**PTEC  
1630**

## Process Equipment

Credit  
Hours: 2

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, PTEC 2030 (Note: Pre-requisites do not apply to Industrial Maintenance or Drafting students) COREQUISITES: PTEC 1631

**PTEC  
1631**

## Process Equipment Lab

Credit  
Hours: 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: PTEC 1010, PTEC 2030 (Note: Pre-requisites do not apply to Industrial Maintenance or Drafting students) COREQUISITE: PTEC 1630

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### **PTEC 2030 Plant Safety, Health and Environment**

**Credit Hours: 3** This course provides a general overview of various types of plant hazards, safety and environmental systems and equipment, and the regulations under which plants are governed and operated. **COREQUISITES:** PTEC 1010

### **PTEC 2070 Statistical Quality Control**

**Credit Hours: 3** This course focuses on continuous quality improvement within business and industry. Critical thinking, decision-making, quality improvement tools, workflow, production, and scheduling will be points of study. It introduces various quality improvement concepts including operating consistency, total quality management, plant economics, team skills, and statistical process control (SPC). **PREREQUISITES:** MATH 1100

### **PTEC 2420 Process Systems**

**Credit Hours: 3** This course is the study of the interrelation of process equipment and process systems. Students will be able to arrange process equipment into basic systems; describe the purpose and function of specific process systems; explain how factors affecting process systems are controlled under normal conditions; and recognize abnormal process conditions. In addition, students are also introduced to concepts of systems and plant economics. **PREREQUISITES:** PTEC 1010, PTEC 2030, PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631, PTEC 2070, MATH 1100 **COREQUISITES:** PTEC 2421

### **PTEC 2421 Process System Lab**

**Credit Hours: 1** This course is designed to introduce students to laboratory exercises, process systems and other activities that occur within the process industry using existing knowledge of equipment, and instrumentation. Concepts covered will be related to design, line-tracing and identification of control loops. **PREREQUISITES:** PTEC 1010, PTEC 2030, PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631, PTEC 2070, MATH 1100 **COREQUISITES:** PTEC 2420

### **PTEC 2430 Unit Operations**

**Credit Hours: 2** This applied course is designed to present the student with the overall concept of unit (plant) operations. The student will demonstrate a thorough working knowledge of process control terminology and the application of these processes as learned in previous courses. This is a hand-on class where the student will bring together all previous PTEC learning and demonstrate proper operation of processes used in industry. Research and oral projects are included in this course. **PREREQUISITES:** PTEC 1010, PTEC 2030, PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631, PTEC 2070, PTEC 2420, PTEC 2421, MATH 1100 **COREQUISITES:** PTEC 2911 or 2912, PTEC 2431

### **PTEC 2431 Unit Operations Lab**

**Credit Hours: 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:** PTEC 1010, PTEC 2030, PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631, PTEC 2070, PTEC 2420, PTEC 2421, MATH 1100 **COREQUISITES:** PTEC 2911 or PTEC 2912, PTEC 2430

<b>PTEC 2440</b>	<b>Troubleshooting</b>
Credit Hours: 3	The Process Troubleshooting Course applies a six step troubleshooting method for solving and correcting operating problems. The focus is on malfunctions as opposed to process design or configuration improvements. Data from the instrumentation is used to determine the cause for the abnormal conditions in an organized and regimented way. Troubleshooting and analysis of processes and equipment learned in prerequisite courses will be done. Group and individual assignments and reports are included in this course. PREREQUISITES: PTEC 1010, PTEC 2030, PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631, PTEC 2070, PTEC 2420, PTEC 2421, MATH 1100
<b>PTEC 2630</b>	<b>Fluid Mechanics</b>
Credit Hours: 3	Addresses fluids, fluid types, chemical and physical natures and factors affecting fluids while in motion. Review of basic calculations relative to flow and volume. Discussion on other topics such as laminar/turbulent flow, viscosity and Reynolds number. PREREQUISITES: PTEC 1010, PTEC 2030, PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631, PTEC 2070, PTEC 2420, PTEC 2421, MATH 1100
<b>PTEC 2911</b>	<b>Campus Internship</b>
Credit Hours: 3	On campus internship covering the required performance of the internship objectives. PREREQUISITES: PTEC 1010, PTEC 2030, PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631, PTEC 2070, PTEC 2420, PTEC 2421, MATH 1100 COREQUISITES: PTEC 2430, PTEC 2431
<b>PTEC 2912</b>	<b>Independent Internship</b>
Credit Hours: 3	Independent Internship designed for students that obtain an external internship with a company approved by the Director of Technical programs. PREREQUISITES: PTEC 1010, PTEC 2030, PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631, PTEC 2070, PTEC 2420, PTEC 2421, MATH 1100
<b>RELS 1000</b>	<b>Religions of the World</b>
Credit Hours: 3	Survey of the religions of the world such as Hinduism, Buddhism, Judaism, Christianity, Islam, and indigenous religious traditions.
<b>RELS 1003</b>	<b>Intro to Religion</b>
Credit Hours: 3	Students will examine ways of being religious including the nature of religious experience, nature and function of religious scripture, stories, beliefs, and rituals. The course also includes the roles of religions in social and individual life.
<b>RELS 1004</b>	<b>Old Testament</b>
Credit Hours: 3	This course will examine the Hebrew Bible (Old Testament) against the background of the history of religious of ancient Israel.
<b>RELS 1005</b>	<b>New Testament</b>
Credit Hours: 3	This course will examine the history, religion and literature of early Christianity from about 30 to 150 a.d. New Testament texts and the methods by which scholars' study them will be emphasized.
<b>RELS 2029</b>	<b>Judaism, Christianity &amp; Islam</b>
Credit Hours: 3	Students will learn about the doctrines and practices of the three major religions of the Western world. The course will introduce teachings of the Hebrew Bible, New Testament and Koran.

<b>SOCL 2000</b>	<b>Introduction to Sociology</b>
Credit Hours: 3	As an introduction to the discipline of sociology, this course surveys and provides students with an understanding of human society and social life. It introduces students to the major subject areas of sociology, including the major theoretical perspectives and theorists; logic and techniques of research; social organization, institutions, and inequality; and social change.
<b>SOCL 2050</b>	<b>Contemporary Social Problems (OFFERED FALL ONLY)</b>
Credit Hours: 3	A description and sociological analysis of major contemporary social problems in American society. The focus is on both the individual and societal levels (thus, on both social action and social structure) and on the reciprocal relationship between them.
<b>SOCL 2500</b>	<b>Marriage &amp; Family (OFFERED SPRING ONLY)</b>
Credit Hours: 3	This course includes a sociological study of the family and its forms as well as issues in mate selection, dating, marriage, child rearing, divorce and remarriage. Special attention is given to the contemporary American family.
<b>SOLR 1000</b>	<b>Solar Fundamentals</b>
Credit Hours: 3	The student will gain a basic knowledge of photovoltaic systems, thermal systems, and stand-alone systems. The course will include a study of system components, electrical circuits, site assessments, as well as system design and sizing. The course is designed around the learning objectives associated with the North American Board of Certified Energy Practitioners (NABCEP) Photovoltaic (PV) Entry Level Certificate of Knowledge Exam.
<b>SOLR 1010</b>	<b>Solar Applications</b>
Credit Hours: 3	The student will gain sufficient skills required to specify, adapt, implement, configure, install, inspect, and maintain a PV solar system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes, standards, and safety requirements.
<b>SOLR 1020</b>	<b>Industrial Solar Applications</b>
Credit Hours: 3	The student will gain sufficient skills required to specify, adapt, implement, configure, install, inspect, and maintain a stand-alone solar system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes, standards, and safety requirements.
<b>SOLR 1030</b>	<b>Solar Thermal Applications</b>
Credit Hours: 3	The student will gain sufficient skills required to install a solar water heating system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes and standards.
<b>SPAN 1000</b>	<b>Spanish for Workplace Professionals</b>
Credit Hours: 3	This course is designed to prepare professionals to communicate effectively when providing care and attention to Spanish speakers in workplace settings. This course provides transcultural training that emphasizes the basics for interpersonal communication, both oral and written. The goal of the course is to enhance the quality of interaction between Spanish speakers and workplace professionals.

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<b>SPAN 1101</b>	<b>Elementary Spanish I</b>
Credit Hours: 4	For students with no previous study of Spanish. Supplementary work in language laboratory. Basic lexicon and structure of Spanish; emphasis on communicative language use. Native speakers of Spanish will not receive credit.
<b>SPAN 1102</b>	<b>Elementary Spanish II</b>
Credit Hours: 4	Supplementary work in language laboratory. Basic lexicon and structure of Spanish; emphasis on communicative language use. PREREQUISITE: SPAN 1101. Native speakers of Spanish will not receive credit
<b>SPAN 2101</b>	<b>Intermediate Spanish 1 (OFFERED FALL ONLY)</b>
Credit Hours: 3	Continuation of elementary Spanish. Additional emphasis on reading and writing. PREREQUISITE: SPAN 1102. Native speakers of Spanish will not receive credit
<b>SPAN 2102</b>	<b>Intermediate Spanish II</b>
Credit Hours: 3	Continuation of SPAN 2101. PREREQUISITE: SPAN 2101. Native speakers of Spanish will not receive credit
<b>SPCH 1010</b>	<b>Fundamentals of Speech</b>
Credit Hours: 3	Develops an awareness of the history and traditions of speech communication as a field of academic study. Students learn fundamental codes, functions, and processes of oral communication. Public speaking assignments are included.
<b>SPCH 1200</b>	<b>Techniques of Speech</b>
Credit Hours: 3	Designed to teach students basic public presentation principles and skills. Students complete one speech of introduction, one informative speech, one demonstration speech, one persuasive speech, and one special occasion speech. The ethics of public speaking are also considered.
<b>SPCH 2100</b>	<b>Interpersonal Communication</b>
Credit Hours: 3	Introduces basic principles and theories of interpersonal communication. Students also learn practical skills for enhancing everyday relational communication in a variety of social and professional settings.
<b>SPPR 2991</b>	<b>Special Projects I</b>
Credit Hours: 1	A course designed for the student who has demonstrated specific special needs. Prerequisite: Consent of instructor.
<b>SPPR 2993</b>	<b>Special Projects II</b>
Credit Hours: 2	A course designed for the student who has demonstrated specific special needs. Prerequisite: Consent of Instructor.
<b>SPPR 2995</b>	<b>Special Projects III</b>
Credit Hours: 3	A course designed for the student who has demonstrated specific special needs. Prerequisite: Consent of Instructor.

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<b>SPPR 2996</b>	<b>Special Projects IV</b>
Credit Hours: 3	A course designed for the student who has demonstrated specific special needs. Prerequisite: Consent of instructor.
<b>SPPR 2997</b>	<b>Practicum</b>
Credit Hours: 3	A Practicum provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Practicum do not receive compensation for their work.
<b>SPPR 2998</b>	<b>Special Projects V</b>
Credit Hours: 1	A course designed for the student who has demonstrated specific special needs. Prerequisite: Consent of Instructor.
<b>SPPR 2999</b>	<b>Cooperative Education</b>
Credit Hours: 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.
<b>TEAC 2010</b>	<b>Teac. &amp; Learn. in Diver. Set.1 (OFFERED FALL ONLY)</b>
Credit Hours: 3	This course introduces candidates to the field of teaching and focuses on the developmental needs of students. Three primary topics will be addressed within the course: An Introduction to Education, Child Development/Psychology, and Technology for Teaching and Learning. The course will involve a combination of lecture and site-based experiences within schools. PREREQUISITES: SUCCESSFUL COMPLETION OF ENGL 1010 AND MATH 1100
<b>TEAC 2030</b>	<b>Teac. &amp; Learn. in Div. Set. 2 (OFFERED SPRING ONLY)</b>
Credit Hours: 3	The second of a two course sequence, this course introduces candidates to the field of teaching and focuses on the diverse needs of students. Two primary topics will be addressed within the course: An Introduction to Education and Child Development/Psychology. The course will involve a combination of lecture and site-based experiences within schools. PREREQUISITES: ENGL 1010 & ENGL 1020, MATH 1100, TEAC 2010
<b>THTR 1020</b>	<b>Intro to Theater</b>
Credit Hours: 3	Students will examine the arts of the theatre and its artists. Course topics include acting, directing, costume and scenic design, playwriting, and architecture.
<b>THTR 2025</b>	<b>Fundamentals of Acting</b>
Credit Hours: 3	Principles involved in a workable theory of acting and their application through development of technical skills.
<b>WELD 1000</b>	<b>Applied Math</b>
Credit Hours: 2	This class is designed for students who lack the basic skills necessary for success in the welding class. It provides instruction and practice in computation involving whole numbers, decimals, conversions, and some geometry.

<b>WELD 1005</b>	<b>Occupational Orientation &amp; Welding Safety</b>
Credit Hours: 5	An introduction to the occupation of welding including facility layout, policies, safety and health procedures, information and practice concerning basic safety operation of hand and power tools, materials handling and safety planning. Students are also introduced to safe welding practices. Students successfully completing this class will also earn credit for NCCER Core Modules 00101-00109 and NCCER Module ID 29101
<b>WELD 1121</b>	<b>Welding Symbols and Detailed Drawings</b>
Credit Hours: 1	Course provides an overview of welding symbols, including identification of different fillet weld, groove weld, and non-destructive examination symbols. Explains how to read welding symbols on drawings, specifications and Welding Procedure Specifications (WPS) detail drawings. Also describes detailed drawings and teaches how to sketch and draw basic welding drawings. Provides an introduction to SMAW welding and welding safety. Explains setup of arc welding equipment and welding current connections. PREREQUISITES: WELD 1005
<b>WELD 1130</b>	<b>Welding Inspection and Weld Quality</b>
Credit Hours: 2	An Introduction to codes, standards, and agencies regulating the welding industry, a review of weld quality standards, concepts in proper visual and destructive testing methods, and a study of proper base metal preparation and joint fit-up. PREREQUISITES: WELD 1005. Exit Notice: Students may be required to pass course proficiency test before proceeding to other program content.
<b>WELD 1161</b>	<b>Physical Characteristics of Metals/Pre/Post Heating</b>
Credit Hours: 1	An introduction to standard metal forms and shapes; preheating, temperature control, and post heating procedures; and codes that govern welding. Explains the characteristics, properties, composition, and classification of ferrous and nonferrous metals, weld imperfections and causes, and non-destructive testing. PREREQUISITES: Completion of all other 27 Credit Hours of the CTS, GMAW, GTAW and FCAW Welding Processes FEE: \$35 AWS Certification: Level I (part B) Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
<b>WELD 1171</b>	<b>GMAW FCAW Equip Fill Materials</b>
Credit Hours: 1	Identification and description of GMAW, FCAW, and GTAW equipment and equipment setup. Provides explanation of filler metals and shielding gases used to perform GMAW, FCAW, and GTAW procedures. PREREQUISITES: WELD 1005
<b>WELD 1211</b>	<b>Oxyfuel Cutting</b>
Credit Hours: 1	An introduction to the principles of cutting with an Oxyfuel (OFC) apparatus, cylinder and equipment safety, proper handling and setup requirements. Practice of cutting techniques including: straight line, piercing, bevels, washing, and gouging. PREREQUISITES: WELD 1005
<b>WELD 1212</b>	<b>Oxyfuel Cutting Specialized</b>
Credit Hours: 1	Advanced application to the principles of cutting with an Oxyfuel apparatus, cylinder and equipment safety, proper handling and setup requirements. Practice for cutting techniques including: straight line, piercing bevels, washing, and gouging on diverse materials.
<b>WELD 1321</b>	<b>Plasma &amp; Air Carbon Arc Cutting &amp; Gouging</b>

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**Credit** An introduction to plasma arc and air carbon arc cutting processes, equipment and safe work area  
**Hours: 1** preparations. Covers plasma-arc cutting methods and air carbon arc washing and gouging activities. **PREREQUISITES:** WELD 1005.

### **WELD 1401 Base Metal Preparation and Joint Fit-Up & Alignment**

**Credit** Description of how to clean and prepare base metals for cutting and welding, electrode characteristics, filler metals, and job code specifications. Explanation of joint design, use of gauges and measuring devices, and how to check joints for poor fit and misalignment. **PREREQUISITES:** WELD 1005  
**Hours: 1** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

### **WELD 1405 Shielded Metal Arc Electrodes and SMAW Equipment & Setup**

**Credit** Description of electrode characteristic filler metals, and jobs code specifications. Provides an introduction to SMAW welding and welding safety. Explains setup of arc welding equipment and welding current connections. **PREREQUISITES:** WELD 1005  
**Hours: 1**

### **WELD 1415 Beads and Fillet Welds**

**Credit** An introduction to the principles of Shielded Metal Arc Welding (SMAW) including the setup of arc welding equipment and striking an arc and practice of welding fillet welds in various positions using various electrodes. **PREREQUISITES:** WELD 1005  
**Hours: 5**

### **WELD 1425 SMAW Open V Groove Welds**

**Credit** Introduction and explanation of setup and operation of welding equipment for V-groove welds with practice of V-groove welds in the flat, horizontal, vertical, and overhead positions. **PREREQUISITES:** WELD 1005  
**Hours: 5**

### **WELD 1510 SMAW-PIPE 2G**

**Credit** 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.  
**Hours: 4**

### **WELD 1511 SMAW-Pipe 5G**

**Credit** Safely setup equipment and apply principles of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 5G horizontal fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 5G horizontal fixed position.  
**Hours: 4**

### **WELD 1512 SMAW--Pipe 6G**

**Credit** Safely setup equipment and apply principles of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 6G - 45° fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 6G - 45° fixed position.  
**Hours; 4**

### **WELD 1512 SMAW Open Root Pipe Welds**

**Credit** Safety setup equipment and apply principles of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 1G (rolled), 2G, 5G (fixed), and 6G - 45 fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding pf Pipe (SMAW-Pipe) in the 1G (rolled), 2G, 5G (fixed), and 6G - 45 fixed position. **PREREQUISITES:** WELD 1005, 1121, 1211, 1321, 1405, and 1425 and/or the consent of the Instructor.  
**Hours: 4** Exit Notice: Students may be required to pass course proficiency test before proceeding to other content.

### **WELD 2104 GTAW Equip & Filler Metals and GTAW Plate**

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**Credit** Describes building pads on carbon steel plates and filler material. Explanation of multiple-pass GTAW fillet welds in various positions and GTAW V-Groove welds in various positions. **PREREQUISITES:** WELD 1005  
**Hours: 4**

### **WELD 2154 FCAW Pipe**

**Credit** This course describes and explains FCAW equipment setup and preparation for open-root V-groove welds. Provides procedures for making open-root V-groove welds on pipe in various positions. **PREREQUISITES:** WELD 1005  
**Hours: 4**

### **WELD 2155 GMAW & FCAW Plate**

**Credit** This course explains GMAW and FCAW equipment setup and uses as well as selection and use of filler metals and shielding gases. Description of how to make multiple pass fillet and V-groove welds on carbon steel plates in various positions. **PREREQUISITES:** WELD 1005  
**Hours: 5**

### **WELD 2220 GTAW - PIPE 5G**

**Credit** 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.  
**Hours: 4**

### **WELD 2221 GTAW - PIPE 2G**

**Credit** Maintaining safety and practice of a 2G-pipe weld using the gas tungsten arc welding process.  
**Hours: 4** **PREREQUISITE:** WELD 2210.

### **WELD 2222 GTAW - PIPE 6G**

**Credit** Maintaining safety and practice of a 6G-pipe weld using the gas tungsten arc welding process. **PREREQUISITE:** WELD 2210.  
**Hours: 4**

### **WELD 2230 GTAW - Aluminum Multi-Joint**

**Credit** An introduction to the fundamentals of aluminum gas tungsten arc welding including safety and practice of various fillet and groove welds. **PREREQUISITE:** WELD 1110.  
**Hours: 3**

### **WELD 2255 GTAW Carbon Steel Pipe**

**Credit** This course describes and explains GTAW equipment setup and preparation for open-root V-groove welds. Provides procedures for making open-root V-groove welds on pipe in various positions.  
**Hours: 5** **PREREQUISITES:** WELD 1005

### **WELD 2264 GTAW Low Alloy Stainless Steel Pipe**

**Credit** This course describes and explains GTAW equipment setup and preparation for open-root V-groove welds on low-alloy and stainless steel pipe. Provides procedures for making open-root V-groove welds on pipe in various positions. **PREREQUISITES:** WELD 1005  
**Hours: 4**

### **WELD 2374 GMAW Pipe**

**Credit** This course describes and explains GMAW equipment setup and preparation for open-root V-groove welds. Provides procedures for making open-root V-groove welds on pipe in various positions. **PREREQUISITES:** WELD 1005  
**Hours: 4**

### **WGNS 2500 Women's & Gender Studies (OFFERED SPRING ONLY)**

**Credit** An interdisciplinary study of women's lives: work, family, sexuality, economic development, political and social change; variance in sex roles among cultural groups and in different historical periods.  
**Hours: 3**

# RPCC STUDENT HANDBOOK



**This handbook describes River Parishes Community College's policies, procedures, and services which apply to all students.**

## STUDENT SERVICES

The Office of Student Services offers a variety of programs and services to assist students in achieving their educational goals. Students with questions or concerns about the services that follow are encouraged to contact the Chief Student Affairs Officer.

## NEW STUDENT ORIENTATION

New Student Orientation initiates the integration of newly admitted first year and transfer undergraduate students into the academic, cultural, and social climate of the college. Its purpose is to provide new undergraduate students with a campus wide introduction to college services that are available to support their educational and personal goals. It also allows students to understand the purpose of advisement and course selection.

## TRIO Student Support Services at RPCC

TRIO Student Support Services (SSS) at River Parishes Community College is committed to helping students who are first-generation college degree pursuers, students who have individual or low-income family units as well as students with disabilities. TRIO SSS assists and serves as a web of support for students who aspire to attain their education. Through tutoring and mentoring services, counseling, and cultural enrichment, the program aids in student persistence and in developing lifelong learners for their future goals and next steps. TRIO SSS offers tutoring in English, Math, and science as well as personal, academic, and career counseling. The program helps students transfer to local 4 –year institutions through focused advising in course selection and college tours. The program also assists students with the financial aid process and advocates for the students in the program. All of the services are free for eligible students. Students interested in the services TRIO Offers should apply in person at one of the following locations.

### TRIO SSS Office Locations and Contact information:

<u>Gonzales Campus:</u>	<u>Reserve Campus:</u>
Office location: Room 114	Office location: Room A801
Telephone: 225-743-8514	Telephone: 985-536-4418 Ext. 269

## RELEASE OF STUDENT INFORMATION

River Parishes Community College is in compliance with the Family Rights and Privacy Act (a.k.a. FERPA) of 1974 (P.L. 93-380) as amended by the P.L. 95-568. Only persons who have a legal right in accordance with the law to access this information will be allowed to review such records. Such records are accessible to certain authorized college and administrative personnel who may require review and utilization of such records for educational purposes. The student may request in writing the opportunity to review the material or to have transcripts sent to other educational institutions in accordance with regulations governing students' records. Parents of students may NOT have access to personally identifiable student records without the un-coerced written consent of the student.

RPCC may release directory type information. FERPA defines "Directory Information" as information contained

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in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. River Parishes Community College defines directory information as the following: student's name, date of birth, telephone number, e-mail address, and dates of attendance. Under the provisions of FERPA students have the right to withhold disclosure of such directory information. Students who wish that their directory information not be released must submit a "Request to Prevent Disclosure of Directory Information" form to the Registrar's Office. This form is available in the Office of Student Services. The authorization is valid until a written request to rescind is received by the Registrar's Office.

To release information to a third party over the phone, an office must ask the third party to verify the following information:

- Student's full name
- Students hometown and state
- Emergency contact information
- High school attended
- High school graduation year
- Campus attending
- Third party name & relationship to student

## STUDENT RIGHT TO PRIVACY

River Parishes Community College is in compliance with La. R.S. 44:13 (2002) § 13: Registration records and other records of use maintained by libraries, which protects library users' right to privacy. Only persons who have a legal right in accordance with the law to access this information are allowed to access such records and information. Such records are accessible to certain authorized college and administrative personnel who may require review and utilization of such records.

## ACCESS TO AND REVIEW OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day RPCC receives a request for access. Students should submit to the Chief Student Affairs Officer written requests that identify the record(s) they wish to inspect. The RPCC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RPCC official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The rights to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RPCC to amend a record that they believe is inaccurate or misleading. The student should write the RPCC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If RPCC decides

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not to amend the record as requested by the student, RPCC will notify the student of the decision and advise the student of his or her right to an appeal.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by RPCC in an administrative, supervisory, academic or research, or support staff position; a person or company with whom RPCC has contracted (such as an attorney, auditor, collection agent, or security or law enforcement personnel); a person serving on the Board of Supervisors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. RPCC may also disclose records to officials of licensure/ certification agencies. Upon request, RPCC discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by River Parishes Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of  
Education 400 Maryland  
Avenue, SW  
Washington, DC 20202-  
5920

## NONDISCRIMINATION AND ADA POLICIES

### NONDISCRIMINATION POLICY

RPCC is a member of the Louisiana Community and Technical College System (LCTCS). RPCC is committed to providing equal opportunity and nondiscrimination for all educational and employment applicants, as well as for its students and employed staff, without regard to race, color, religious or political affiliation, gender, sexual orientation or gender identity, citizenship, national origin, age, disability/handicap, marital status or veteran's status, pregnancy, childbirth and related medical conditions, family medical history or genetic information, and the sickle cell trait, in accordance with Title VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; the Louisiana Rehabilitation Act of 1973 (Sections 503 and 504); the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans Readjustment Act of 1974; the Americans with Disabilities Act of 1990, as amended; the Civil Rights Act of 1991; the Genetic Information Nondiscrimination ACT of 2008; and any other applicable Federal and Louisiana State laws against discrimination. RPCC does not discriminate on the basis of gender in admission to or employment in its educational programs or activities. The College's Title IX Coordinator is Julian Surla who can be reached at [jsurla@rpcc.edu](mailto:jsurla@rpcc.edu) or (225) 743-8521. The mailing address is P.O. Box 2367, Gonzales LA 70707. The Family Educational Rights and Privacy Act of 1974 (FERPA, also referred to as the Buckley

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Amendment) is a federal law regarding the privacy of student records and the obligations of the institution related to the release of and access to such records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds which are administered by the Secretary of Education withheld.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

The Office of Student Services coordinates accommodations and services for students with disabilities. In compliance with the Americans with Disabilities Act (ADA) and other related federal and state laws, the Office of Student Services ensures that eligible students receive appropriate classroom modifications and serves as a liaison between faculty and students. Additionally, RPCC strives to prevent discrimination against individuals with disabilities and provide enforceable standards that address discrimination. The Disability Services and Advising Coordinator, Ms. Shalither S. Cushenberry, has been designated as RPCC's 504/ADA Compliance Officer. Any person with a disability who needs assistance should contact the Coordinator at (225) 743-8500 or report to the Office of Student Services. RPCC is an Equal Opportunity/Equal Access Employer.

Applicants for admission and current students with disabilities that affect academic functioning may apply for accommodations by submitting current and comprehensive documentation of the disability with a completed application to the Disability Services Coordinator. Documentation guidelines and the disability services application are available in the Handbook for Students with Disabilities, which is on the College's website, [www.rpcc.edu](http://www.rpcc.edu). Students who submit complete documentation that demonstrates the need for reasonable accommodations will then be directed to schedule a meeting with the Disability Services Coordinator in order to register for services. Students should apply early so that accommodations can be arranged in a timely manner. To learn more about what Disability Accommodations consist of and the role of the ADA Coordinator, please visit <https://www.rpcc.edu/student-services/disability-accommodations>. Individuals with questions about this process should contact the Disability Services Coordinator. For more detailed information about Disability Support Services at RPCC, please visit the Disability Guide at <https://www.rpcc.edu/about-us/disabilities-guide/>.

### **DISCRIMINATION COMPLAINTS**

If the complaint appears to involve discrimination on the basis of sex, race, or handicap, the completed form should be routed to the Coordinator for Title IX or Section 504. Upon review of the complaint, the Coordinator will contact the student so that the student's complaint can be discussed. The written statement of complaint, all supporting documents, and discussions will be utilized to reach a determination. The outcome of the discussions and any resolutions or recommendations should be documented in accordance with federal policy.

## **COORDINATOR FOR SECTION 504 and ADA**

**Name/Title:** Shalither Cushenberry, Coordinator of Counseling and Disability Services

**Office Location:** 925 W. Edenborne Parkway, Gonzales, LA 70737, Office of Student Services, Office 101

**Phone/Email:** (225) 743-8526; scushenberry@rpcc.edu

## **TITLE IX COORDINATOR**

**Name/Title:** Julian Surla, Chief Student Affairs Officer

**Office Location:** 925 W. Edenborne Parkway Gonzales, LA 70737, Office of Student Services, Office 104

**Phone/Email:** (225) 743-8521; jsurla@rpcc.edu

## **STUDENT RIGHTS**

River Parishes Community College students, as citizens and members of the academic community, ascribe to the following Student Rights:

### **SPECIFIC RIGHTS OF STUDENTS**

In addition to the basic rights and freedoms guaranteed all citizens, RPCC recognizes the following specific rights of students in the student/college relationship.

1. The right to participate in academic, co-curricular, and extracurricular activities and benefits of RPCC, free from all legal discrimination on the grounds of race, color, religion, sex, national origin, age, handicap, marital status, or veteran status.
2. The right to the opportunity for a quality education.
3. The right to know RPCC's regulations, rules, and policies by which students are governed.
4. The right to a formal appeals procedure by which reconsideration of an action by the College through one of its employees, which adversely affected a student, may be requested.
5. The right to utilize the appeal procedure without fear of coercion, harassment, intimidation, or reprisal for the act of making the appeal.
6. The right of substantive and procedural due process in all student disciplinary procedures.
7. The right to advocate, through reasonable and lawful means, changes to RPCC regulations, rules, and policies.
8. The right to reasonable participation in the formation of RPCC policies.
9. The rights to organize, join, and participate in recognized campus organizations.
10. The right to publish and distribute on campus written materials protected by the First Amendment without prior approval of the contents of the material.
11. The right to use RPCC facilities, subject to reasonable rules and regulations governing the time, place, and manner of such use.
12. The right to invite and hear any speaker chosen by students, subject to reasonable rules and procedures established for the orderly scheduling of facilities and for making adequate preparation for the event.
13. The right of confidentiality of all official student educational, medical, and psychiatric records.

## HAZING

The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) and River Parishes Community College (RPCC) 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 RPCC for all students who participate in the institutions' activities and organizations. Please go to the following link for more information about our policy and reporting procedures. <https://www.rpcc.edu/policies/policy-anti-hazing/>

## SEXUAL MISCONDUCT

River Parishes Community College (referred to as RPCC hereafter) is committed to providing a learning and working environment free of sexual discrimination and sexual misconduct. RPCC prohibits sexual discrimination and sexual misconduct, as provided in Title IX and other applicable laws, for all individuals who participate in institutional activities and programs, including online instruction.

Sexual discrimination and sexual misconduct violates an individual's fundamental rights and personal dignity and RPCC considers sexual discrimination and sexual misconduct in any form to be a serious offense. This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. This policy establishes the mechanism for determining when rights have been violated in employment, student life, campus support services, and/or an academic environment. Please go to the following link for more information about our policy and reporting procedures. <https://www.rpcc.edu/about-us/sexual-misconduct-policy/>

## CONFIDENTIAL ADVISORS

Confidential Advisors are designated individuals who have been trained to aid a student involved in a sexual misconduct complaint in the resolution process as a confidential resource. As suggested by the term "confidential advisor," confidential communications with the advisor will be kept confidential in all circumstances except where the institution or advisor may be required to disclose the communications under state and federal laws. The confidential advisor is not obligated to report crimes to the institution or law enforcement in a way that identifies an alleged victim or an accused individual unless otherwise required to do so by law.

The following persons are designated, Confidential Advisors:

Name	Title	Contact Number
Angie Bell	College and Career Transitions Coordinator	(225) 743.8513
Reubin Gourley	Director of Industry Workforce Solutions	(225) 743-8550
Connie Chemay	Director of Public Services	(225) 743-8550

\*Please note that confidential advisers are not academic advisers. Please contact your academic department for help with course and program advising.

## STUDENT CODE OF CONDUCT

### Students at RPCC have the following general responsibilities and obligations to the campus:

1. To conduct themselves in a manner consistent with generally accepted standards of conduct as embodied in federal, state, and local laws.
2. To conduct themselves in a manner that contributes to the creation and maintenance of an environment conducive to the broad, educational mission of RPCC.
3. To know and comply with regulations, rules, policies, and requirements established by RPCC.
4. To respect the rights and freedoms of others, and to conduct themselves in such a way as not to violate the rights and freedoms of other members of the RPCC community and its guests.
5. To respect the opportunity of membership in campus organizations and to observe all RPCC rules and regulations governing membership in the operation of such organizations.
6. To use RPCC property and facilities in accordance with RPCC regulations and policies, and to make every effort to use these facilities in such a way as to not damage or impair their usefulness to other current and future students. Students are expected to demonstrate respect for the rights and property of other individuals on campus and in the classroom.

### Violation of the Student Code of Conduct

A sincere attempt shall be made to resolve all student complaints. RPCC encourages all members of the college community to resolve disputes through discussion among those individuals concerned with the issue whenever possible and appropriate. In the case where this process fails, any faculty member, staff member, or student may file a complaint against another student. A complaint form can be obtained from and must be submitted to Student Services.

A student charged with a violation of the Code of Conduct will retain all college rights until due process is completed, unless there is evidence that the student:

- has been convicted of a felony;
- has been formally charged with the commission of a felony of such nature that the student's presence on campus is potentially dangerous to the health and safety of the college;
- has engaged in any activity of such nature that their presence on campus is potentially dangerous to the health and safety of the college, whether or not civil charges have been made, or penalties imposed.

**\*In the above situations, the student may be temporarily barred from the campus until due process is completed.**

The Chief Student Affairs Officer, or their designee, will review the complaint, investigate, and gather evidence. If a violation is determined, any of the following sanctions may be applied:

- **Reprimand** - Official warning in writing that continuation or repetition of violation or inappropriate behavior may result in a more severe sanction.
- **Loss of Privilege** - This sanction prohibits the student from using certain college facilities (i.e. Library and/or Labs).
- **Restitution** - Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student's misconduct.
- **Probation** - Formal written warning that the student's conduct is in violation of RPCC policies and the student's standing as a student is in jeopardy.

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- **Suspension** - Termination of student status at RPCC for not less than the remainder of the semester.
- **Dismissal** - Termination of student status at RPCC permanently or for an indefinite period of time.

**\*The above sanctions do not preclude other disciplinary actions that may be deemed warranted by the college.**

If the student disagrees with the final decision, and/or sanctions imposed by the Chief Student Affairs Officer, the student has the right to appeal to the Chancellor. The appeal must be submitted to the Chancellor's Office within 3 business days of being informed of the decision.

## SECURITY

### *Campus Security*

The ultimate responsibility for personal safety rests with each student. Each student should be aware of potential risks to safety. The student is encouraged to:

- Walk with friends in lighted areas.
- Know building evacuation procedures in case of emergency.
- Know how to contact security department or local authorities.
- Take reasonable actions to protect self and property.

RPCC Campus Crime Statistics										
Crime	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Murder	0	0	0	0	0	0	0	0	0	0
Forcible Rape/ Sexual Assault	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	1	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary-Breaking/Entering	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Larceny - Theft	2	0	0	0	0	0	0	0	0	3
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0

## REGULATIONS GOVERNING STUDENT BEHAVIOR

### CAMPUS AND CLASSROOM BEHAVIOR

1. Students are expected to demonstrate respect for the rights and property of other individuals on campus and in the classroom.
2. Disruptive behavior will not be tolerated.
3. Drinking and eating in the classroom is not allowed.
4. Copyright infringement, including illegal file sharing and/or plagiarism will not be tolerated.

### LITTERING

In order to maintain the campus buildings and grounds, littering is prohibited. Trash receptacles are available for the disposal of refuse.

## **SMOKING AND TOBACCO USE**

River Parishes Community College is a tobacco-free institution. The use of any tobacco products, including electronic cigarettes and smokeless tobacco products, is prohibited anywhere on campus at all times. There are no designated smoking areas on campus in compliance with State Law. Violation of this policy may result in fines and/or disciplinary action.

## **PROPERTY ABUSE**

All students are expected to observe all rules that govern the use of RPCC property. Confirmed abuse of property shall result in civil and/or disciplinary action.

## **FACILITIES USE**

All students are expected to observe the rules related to the use of campus classrooms and facilities. Use of classrooms for student activities must be approved by the Chief Student Affairs Officer. Under no circumstances may a student enter a locked office or classroom without proper authorization. Violation of this policy shall result in disciplinary and/or civil action.

\* Food and drinks are prohibited in the RPCC library and labs.

## **PARKING**

Parking for all students is restricted to the areas identified on the campus grounds. Each student must obtain an RPCC parking sticker from the Office of Student Services and display it on the rear glass of your vehicle. Students violating parking regulations will be subject to fines.

## **DRUG AND ALCOHOL POLICY**

This policy will apply to all RPCC students.

1. All students are strictly prohibited from the unlawful possession, manufacture, use, or distribution of illicit drugs and alcohol on RPCC property or as part of any RPCC activity, whether on or off the campus. This policy will extend to any other sites which RPCC might operate.
2. The following conduct is prohibited:
  - a. The use, consumption, possession, manufacture, furnishing, sale, and/or distribution of illicit drugs, narcotics, or other controlled substances, including marijuana, except as expressly permitted by law.
  - b. The use, possession, manufacture, purchase, sale, furnishing, and/or distribution of drug paraphernalia.
  - c. The use, consumption, possession, manufacture, purchase, sale, furnishing, and/or distribution of alcoholic beverages on RPCC property, or at any of its activities (whether on or off-campus), except as expressly permitted by RPCC regulations and the law.
  - d. The use, consumption, possession, and/or purchase of alcoholic beverages by persons under twenty- one (21) years of age.
  - e. Operating or attempting to operate a motor vehicle while intoxicated.
  - f. Public intoxication on RPCC property.
  - g. Furnishing, serving, and/or otherwise providing alcoholic beverages to persons under twenty- one (21) years of age.

## **LEGAL SANCTIONS**

In Louisiana, the production, manufacture, distribution, dispensing, or possession of illegal drugs is punishable by law. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine derivatives, and amphetamines. The criminal code of Louisiana carries specific penalties for the possession and use of illegal drugs. Students who violate the provisions of this policy will be subject to sanctions which could include criminal prosecution, suspension, termination, and or expulsion.

## **CONVICTION OF A FELONY**

Students convicted of committing a felony while enrolled at RPCC are subject to disciplinary action up to and including dismissal.

## **WEAPONS POLICY**

With the exception of law enforcement officers, no student or non-student, while on campus property, or attending campus sponsored functions, shall store or carry a weapon. A weapon is defined as a manufactured device designed to injure or kill another being, or a device designed to look like a weapon. Examples of weapons include, but are not limited to, firearms, explosives (including fireworks), air guns, pellet guns, BB guns, crossbows, long bows, swords, martial arts weapons, prohibited blades, hunting or fishing knives, brass knuckles, replica or imitation firearms, or any instrument that can be used to inflict or threaten bodily injury. Violators shall be subject to criminal charges and campus discipline.

## **FALSIFICATION OF RECORDS/INFORMATION**

Each student is expected to complete all college records with accuracy and honesty. Falsification of records will result in disciplinary action up to and including dismissal.

## **SALES AND SOLICITATION**

Solicitation of students, faculty, or staff for the purpose of selling merchandise or services or obtaining contributions on campus is allowed only with expressed permission from RPCC administration. On campus: Recognized college organizations must obtain clearance for on campus sales from the Chief Student Affairs Officer when scheduling their events. In general, no off-campus merchants or organizations may set up displays or sell merchandise on campus.

However, the Chancellor or Vice Chancellors may make exceptions.

## **IDENTIFICATION CARDS**

River Parishes Community College students will be issued a College identification card. New students will be given information about obtaining their identification card from the Office of Admissions during pre-registration activities. The card will facilitate the students' right to use college facilities; i.e. Cards must be shown when requested by RPCC staff. Identification cards are non-transferable and students who misuse these cards are subject to disciplinary action.

## **CHILDREN OF STUDENTS**

For safety, children brought to RPCC must have adult supervision at all times. Children are not allowed in the classroom. RPCC personnel are not responsible for the supervision of children.

## COMPLAINTS

If a student has a complaint towards a faculty or staff member, the student can complete the General Grievance Form, which can be obtained online, or in Student Services, and submit to the Chief Student Affairs Officer. When possible, the Chief Student Affairs Officer will recommend a course of action in order to resolve the complaint of the student. In certain circumstances, the Vice Chancellor of Academic Affairs may also be involved in addressing the complaint.

## TESTING POLICY

### Administration Of Entrance Placement Examinations

In the administration of all examinations, the test-takers and RPCC have rights, responsibilities, and duties.

#### Test-takers have a responsibility to:

1. Arrive on time
2. Demonstrate academic integrity during the testing session. Cheating behavior on test includes, but is not limited to: talking during test administration, looking on or at someone else's paper or computer screen, using notes or resources of any kind, unauthorized access to the test, or going back to a previous test section after time has been called.

#### Test-takers have a right to:

1. Receive the results of their test.
2. Review their test results with an academic counselor, advisor, or faculty.

#### RPCC has a duty to:

1. Assure that results of a test are used in a manner appropriate to the intended purpose.
2. Assure confidentiality of an individual(s) test results. Access will be limited to college officials authorized to review scores.
3. Provide a clock.

## LOLA ACCESS

LoLA: Log on Louisiana, is a powerful and new online tool that will allow you to completely manage your college activities.

LoLA will be your 24/7, one stop resource allowing you to do the following:

- Monitor your financial aid application
- Register for classes
- Review your class schedule
- Check on important upcoming dates
- Catch up on campus news and announcements
- Check grades and GPA
- Logging into LoLA?

Already know your Login Information? If you already have your user ID and password, you can log into LoLA now!  
Need your User ID and Password?

<https://ethos.lctcs.edu/authenticationendpoint/lctcs/login.jsp>

User Name: first name (+) last name (all in lowercase; no spaces) ex: janedoe  
May be different if multiple students have the same name.

Initial Password: first initial (+) last initial (+) date of birth MMDDYY (+) P@ss  
ex: Jane Doe, DOB 12-01-92 = jd120192P@ss

### CANVAS ACCESS

All classes and grades are posted in CANVAS. Use your LoLA User Name and Password to log into Canvas. All password changes must be made in LOLA.

<https://rpcc.instructure.com/login/ldap>

Your preferred email address in Canvas is linked to your preferred email address in LoLA. You can update it by following these steps. It may take 15 to 30 minutes to sync the change from LoLA to Canvas.

- Log in to LoLA.
- Click on the hyperlink for “River Parishes Community College”.
- Click on “Personal Information”.
- Click on “Update E-mail Addresses”

### EMERGENCY CLOSURE PLAN

**The Emergency Closure Plan for River Parishes Community College outlines the procedures to be followed in the event of class cancellation.**

1. In the event of a situation that threatens the well-being of students, faculty, staff, administration, or the community at large, all decisions shall be made with a priority for human safety. The Chancellor of the College or the appropriate administrative officer will determine whether the situation requires that classes be canceled or that students, faculty and staff be dismissed. If external conditions are such that dismissal would threaten human safety, appropriate arrangements for human shelter will be implemented.
2. RPCC has initiated an emergency notification system with **Smart Notice** to ensure that the campus community receives alerts within minutes of an accident or urgent announcement. In the event of an emergency, **Smart Notice** will notify students and staff in the following ways, giving specific instructions on the current event: cell or home phone, text message, and/or email. Students should register at <https://public.coderedweb.com/CGE/B44738DA1DE2>
3. Every effort will be made to broadcast decisions pertaining to college closure via television, radio announcements, and the RPCC website. The Chancellor will delegate responsibility to notify the radio and television broadcast systems of the status of college operations. *Students, faculty, and staff are not expected to endanger their safety in order to attend class or work.*

## **STUDENT ORGANIZATIONS**

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

The Student Government Association provides a form of representative self-government to all students enrolled in RPCC. Through this organization, rules and regulations are formulated and carried out, and plans for student's activities are made and implemented. In order for the Student Government Association to successfully meet the needs of the student body, students are encouraged and expected to attend meetings and participate in the activities of the SGA. The SGA at River Parishes Community College is a program in which every student is provided the opportunity to participate.

### **PHI THETA KAPPA HONOR SOCIETY (PTK)**

Phi Theta Kappa is an international, co-educational honorary society for students attending two-year colleges. Benefits of membership in PTK include scholarship opportunities, recognition for academic achievement, leadership opportunities, and academic and career resources. Membership in PTK is by invitation only. Qualifications for membership are as follows:

1. a 3.5 RPCC grade point average
2. 12 or more college-level (1000-level and above) credit hours earned at RPCC. To remain a member, students must maintain a 3.0 RPCC cumulative grade point average.

### **THE RED WHEELBARROW**

The Red Wheelbarrow, RPCC's literary and humanities club, actively recruits students and faculty participants in humanities-centered activities. Such activities include literary readings; movie viewings and discussions; book discussions; and presentations and discussions on philosophical, theological, historical, cultural, political, and/or artistic issues. The organization also collaborates with appropriate personnel in library services to host events related to literary celebrations, such as Banned Books Week and National Poetry Month.

### **SCIENCE CLUB**

The general purpose of this organization is to:

- Promote STEM disciplines.
- Conduct student workshops and bring guest speakers to RPCC to talk about STEM disciplines.
- Faculty teaching STEM will contribute their expertise to display projects in STEM areas.
- Hold career fairs in STEM discipline.

### **TOBACCO - FREE LEARNING CLUB (TFLC)**

Tobacco - Free Learning Club (TFLC) is a club formed for students to engage in community organizing, community planning, health education and promotion, coalition building policies, and tobacco prevention activities at RPCC and in the surrounding communities.

### **SIGMA KAPPA DELTA**

Sigma Kappa Delta is the English honor society for community colleges. The purpose of the society is to confer distinction upon those students who have an interest in English literature and language. Membership in RPCC's Kappa Epsilon Chapter is based on an applicant having a "B" average in English and a satisfactory

recommendation from a faculty member. Students are invited to apply for membership in the spring.

### **SPANISH CLUB AND HONOR SOCIETY**

The Spanish Club committee's aim is to promote Spanish language and culture to the wider student body and community at RPCC through a variety of activities such as roundtables and conversational practice tables; Spanish-language film showings; Spanish-language poetry events; and Hispanic Heritage Month celebrations.

### **TECHNOLOGY CLUB**

The Technology Club is a partnership of students, teachers, and industry working together to ensure a skilled and highly trained workforce. The focus is on students, both developing their job-ready skills, while at the same time, helping them excel in life. SkillsUSA Louisiana, AWS, and other organizations are part of national organizations that serve teachers and students who are preparing for careers in technical, skilled, and service occupations. The mission is to empower its members to become world-class workers, leaders, and responsible citizens.

### **CMAD, CHRISTIANS MAKING A DIFFERENCE CLUB**

The purpose of the club is to introduce students to Christianity and to increase student activity on campus. Through this organization, the members hope to build fellowship with Christians who attend RPCC. Membership is available to all currently enrolled students at RPCC. The goal is to bring students together on campus and create an environment where students feel free to talk and intermingle with those of like faith.