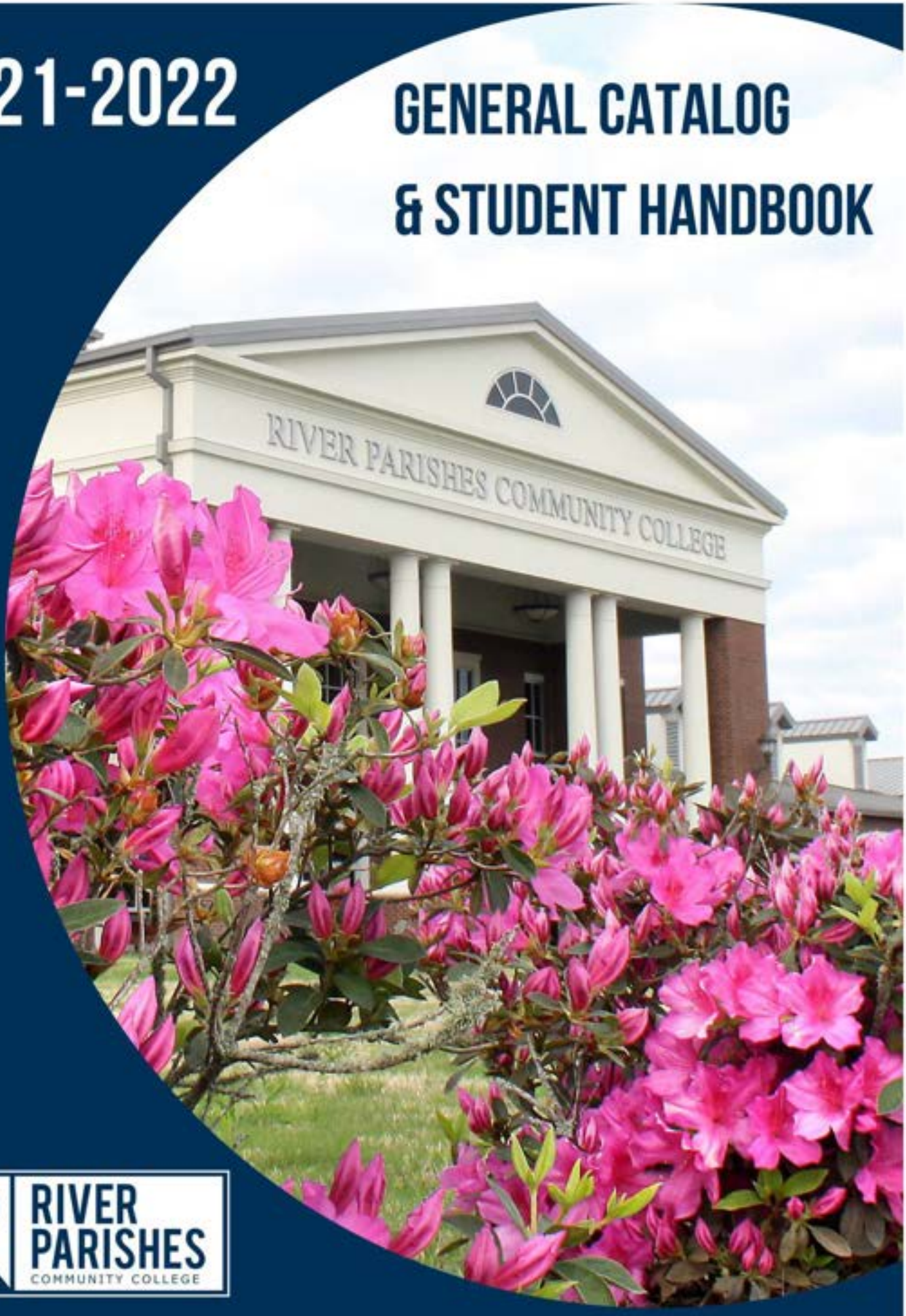
2021-2022

GENERAL CATALOG & STUDENT HANDBOOK



RIVER PARISHES
COMMUNITY COLLEGE

VISION, MISSION, AND CORE VALUES

Vision

As a premier comprehensive community college, River Parishes Community College is a valued community partner, catalyst for economic growth, and a source of opportunities for our diverse student body to achieve their unique goals.

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.

Core Values

River Parishes Community College values define the principles and standards that are most important to RPCC employees. RPCC CARES:

***C**OLLABORATION: We bring together our students, faculty, staff, community leaders, and business & industry partners, and leverage those relationships to build and improve our educational offerings to ensure that our for-credit and workforce training offerings meet the needs of our diverse communities, students, and industries*

***A**CCOUNTABILITY: We hold ourselves accountable to our students, our business & industry partners, our community leaders, and, most importantly, ourselves, to continually improve and innovate at every level to ensure that our educational offerings are current and pertinent to the student's and/or client's goals.*

***R**ESPECT & INCLUSION: We believe that each individual adds value to our college, and we are better positioned to serve our students and communities because of our team's diverse experiences, educational backgrounds, skills, ideas, races, ethnicities, and perspectives. We are respectful of all and actively promote a culture that is inclusive to the full spectrum of humanity.*

***E**XCELLENCE: We focus on adding value to achieve intentional results through seeking continual improvement in processes, development of our faculty, staff, and leaders, and operating in a manner that is transparent and rewards integrity and innovation.*

***S**USTAINABILITY: We are committed stewards of the human, fiscal, intellectual, and physical resources entrusted to us as we pursue innovations which foster sustainability of our resources, allowing for growth and diversification of the college.*

RPCC CAMPUS LOCATIONS

Gonzales Campus
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

United Way of St. Charles Campus
13145 Highway 90
Boutte, LA 70039
(985) 785-5080

WELCOME FROM THE CHANCELLOR'S OFFICE

Congratulations! Making the decision to attend River Parishes Community College is a wise choice. RPCC offers an affordable and high-quality education with outstanding student services such as academic advising, career counseling, tutoring and much more – all designed to keep you on your road to success. For more than two decades, students from around Louisiana, and beyond have selected our college for credits to transfer to universities as well as to earn degrees and certificates to pursue their specific career goals.

Students choose to attend RPCC for many reasons, but at the heart of their decisions is their belief in the promise of an education for a new life. A rewarding experience is available to a wide variety of students seeking to achieve success in their education journey at RPCC. High school students have the option of partnering with RPCC through dual enrollment programs at their local high schools. Along with our associate degrees, there are numerous technical programs that culminate in either certificates or diplomas. Our technical and health sciences programs have state of the art training facilities for those in search of job training and workforce skills.

We are one of twelve community colleges within the Louisiana Community and Technical College System. Our numerous business, industry, and community partners include BASF, Shell, ISC, Emerson, Marathon, CF Industries, Nova Chemicals, Valero, DOW, and the United Way of St. Charles. Contributing to student success are our outstanding faculty, dedicated staff, and small-class sizes that provide ideal settings for engaging with our instructors.

At RPCC, our goal is to provide an equal, inclusive, and equitable educational opportunity for all who come to learn. If you need advice or help, please reach out to any of our dedicated faculty and staff, and know we are all here to help you succeed. At RPCC, you can truly, ***Start Here – Go Anywhere!***

Jim Carlson, Ed.D.
Interim Chancellor
River Parishes Community College

RPCC CATALOG 2021-2022

This Catalog 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 adhering to the standards and policies listed herein.

The faculty and administration have adopted the rules and regulations provided in this Catalog. 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 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.

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

THE ROUGAROUS – RPCC'S MASCOT

In the spring of 2021, the RPCC Community (students, faculty, staff, and community partners) selected the "Rougarous" as RPCC's official mascot. The Cajun Rougarou, a fearsome werewolf-like creature that rivals the Yeti and Sasquatch, has been a part of Cajun folklore for generations beginning with the French and Acadian settlers. In the fall 2021, the RPCC Community will select a name for RPCC's Rougarous Mascot.

ACADEMIC CALENDAR – SUMMER 2021

	Regular Session	1st 4-week Mini-Mester	2nd 4-week Mini-Mester
Registration/Payment Deadline	May 26	May 26	June 22
Late Registration/Payment Begins ($25 late fee assessed to all students)	May 27	May 27	June 23
First Day of Classes	June 1	June 1	June 28
Last Day to Register or Add Classes	June 3	June 2	June 29
Last Day for 100% Refund on Tuition and Fees	June 3	June 3	June 30
Last Day for 50% Refund on Tuition (fees must be paid in full)	June 8	June 8	July 6
Last Day to Resign/Withdraw from Classes without W Grade	June 8	June 8	July 6
Census Date and Show/No Show Date (7th day for regular session)	June 9	June 9	July 7
No Refund on Tuition	June 9	June 9	July 7
Independence Day Holiday/Official College Holiday	July 5	N/A	July 5
Last Day to Resign/Withdraw from Classes with W Grade	July 9	June 11	July 9
Last day to Resolve Incomplete Grades from Previous Semester	July 13	N/A	N/A
Last Day of Classes	July 20	June 22	July 20
Final Examinations	July 21-22	June 23-24	July 21-22
Last Day to Report Final Grades	July 26	June 28	July 26

ACADEMIC CALENDAR – FALL 2021

	Regular Session	1st 8-week Mini Mester	2nd 8-week Mini Mester
Fall Convocation and Faculty Professional Development Days	August 16-20	August 16-20	N/A
Registration/Payment Deadline	August 17	August 17	October 18
Late Registration/Payment Begins ($25 late fee assessed to all students)	August 18	August 18	October 19
First Day of Classes	August 23	August 23	October 25
Last Day for 100% Refund on Tuition and Fees	August 27	August 25	October 27
Last Day to Register or Add Classes	August 30	August 25	October 27
Labor Day Holiday/Official College Holiday	September 6	September 6	N/A
Last Day for 50% Refund on Tuition (fees must be paid in full)	September 17	September 13	November 1
Last Day for 25% Refund on Tuition (fees must be paid in full)	September 22	N/A	N/A
Last Day to Resign/Withdraw from Classes without W Grade	September 22	September 13	November 1
Census Date and Show/No Show (14th Class Day for Regular Session; 7th Class Day for 8-Week Sessions)	September 23	September 14	November 2
No Refund on Tuition	September 23	September 14	November 2
Last Day to Resolve Incomplete Grades from Previous Semester	October 15	N/A	N/A
Midterm Status Due	October 22	N/A	N/A
Registration for Spring 2022 Semester Begins	November 1	November 1	November 1
Last Day to Resign/Withdraw from Classes with W Grade –	November 5	October 8	November 22
Thanksgiving Holiday for Faculty and Students – No Classes	November 24-26	N/A	November 24-26
Thanksgiving/Official College Holiday	November 25-26	N/A	November 25-26
Last Day of Classes	December 6	October 20	December 8
Final Examinations	December 7-10	October 21-22	December 9-10
Last Day to Report Final Grades	December 13	October 25	December 13
Christmas Holidays/Official College Holiday	December 24- December 31		

ACADEMIC CALENDAR – SPRING 2022

	Regular Session	1st 8-week Mini Mester	2nd 8-week Mini Mester
Official College Holiday	January 1	January 1	January 1
Spring Convocation and Faculty Professional Development Days	January 10-14	January 10-14	N/A
Registration/Payment Deadline (tuition and fees must be paid in full)	January 11	January 11	March 7
Late Registration/Payment Begins ($25 late fee assessed to all students)	January 12	January 12	March 8
Martin Luther King Jr. Holiday/Official College Holiday	January 17	January 18	N/A
First Day of Classes	January 18	January 18	March 14
Last Day to Register or Add Classes	January 24	January 20	March 16
Last Day for 100% Refund on Tuition and Fees	January 24	January 20	March 16
Last Day for 50% Refund on Tuition (fees must be paid in full)	January 31	January 25	March 21
Last Day for 25% Refund on Tuition (fees must be paid in full)	February 3	N/A	N/A
Last Day to Resign/Withdraw from Classes without W Grade	February 3	January 25	March 21
Census Date and Show/No Show Date (14th class day for Regular Session; 7th class day for 8-Week Sessions)	February 4	January 26	March 22
No Refund on Tuition	February 4	January 26	March 22
Mardi Gras Holiday for Faculty and Students- No Classes	February 28 – March 2	February 28- March 2	N/A
Mardi Gras Holiday/Official College Holiday	March 1	March 1	N/A
Last Day to Resolve Incomplete Grade from Previous Semester	March 11	N/A	N/A
Midterm Status due	March 11	N/A	N/A
Registration for Summer 2022 and Fall 2022 Semesters Begins	April 1	N/A	April 1
Spring Break for Faculty and Students- No Classes	April 15-22	N/A	April 15- 22
Good Friday Holiday/Official College Holiday	April 15	N/A	April 15
Last Day to Resign/Withdraw from Classes with W Grade	April 22	February 25	April 22
Last Day of Classes	May 6	March 9	May 6
Final Examinations	May 9-12	March 10-11	May 9-12
Last Day to Report Final Grades	May 16	March 14	May 16
Spring 2022 Commencement Ceremony	May 18	May 18	May 18

2021-2022 FACULTY AND STAFF DIRECTORY

Dr.	Jim	Carlson	*Interim Chancellor*
	Jessica	Abernathy	*Westside Campus Coordinator*
	Trevor	Adams	*HVAC*
	Wayne	Adams	*Process Technology*
	Kristi	Anderson	*Human Resources Generalist*
	Emily	Aucoin, J.D.	*English, Political Science, Criminal Justice*
	Angie	Bell	*Carl D. Perkins Grant Coordinator*
	Allen	Belvin	*Process Technology*
Dr.	Katie	Berchak-Irby	*Geography, Spanish, Anthropology*
Dr.	David	Bergman	*Westside Campus Director*
	Edward	Bernier	*Accounting, Computer Science*
	Erin	Blake	*Dean of General Education*
	Samuel	Bono	*History*
	Jamie	Boudoin	*WorkReady U Instructor*
	Ginny	Bradley	*Mathematics*
	Eric	Breaud	*Electrical*
Dr.	Johanna	Broussard	*English*
	Patricia	Broussard	*Mathematics*
	Derrick	Brown	*Custodian II*
	Pamela	Buron	*WorkReady U Instructor*
	Yvonne	Butler	*Custodian II*
	Charles	Cambre	*Vice Chancellor of Finance & Administration*
Dr.	Emily	Campbell	*Vice Chancellor of Academic Affairs, Enrollment Management, and Institutional Effectiveness*
	Ernest	Carrier	*Instrumentation & Electrical Technology*
	Christina	Cheek	*Restricted Funds Accountant*
	Connie	Chemay	*Head of Technical Services, Library Services*
	Chris	Chrisman	*Drafting & Design*
	Trenice	Cooper	*Academic Advisor*
	Milton	Corney	*IT Support Services*
Dr.	Stephen	Costin	*Physical Science*
Dr.	Woukeenia	Cousin	*Sociology*
	Katherine	Cunningham	*Mathematics*
	Shalither	Cushenberry	*Coordinator of Accessibility Services & Student Engagement*
	Duane	Digirolamo	*Instrumentation & Electrical Technology*
	Toni	Doell	*WorkReady U Support Associate*
	Aarika	Dorsey	*Director of Human Resources*
	Deidra	Douglas	*Head of Public Services, Library Services*
Dr.	Jason	Dupuy	*English*
Dr.	Marla	Erwin	*Psychology*

	Jared	Eusea	*Mathematics*
	Beatrice	Evans	*Human Resources Coordinator*
	Robin	Ferchaud	*Accountant III*
	Juanita	Floyd-Crochet	*Medical Assistant*
	Cynthia	Fortner	*Work Ready U Support Associate/Data Specialist*
	Frankie	Foster	*Workforce Solutions Coordinator*
	Lois	Fouse	*Instrumentation & Electrical Technology*
	Sarah	Crawford	*Fiscal Analyst*
	Arthur	Gillis, Sr.	*Enrollment Data Administrator & Registrar*
	Zariah	Goff	*WorkReady U Support Associate*
	Billy	Goodwin	*Interim Director of Applied Sciences*
	Reubin	Gourley	*Director of Industry Workforce Solutions*
	Jerry	Griggs	*English*
	Jay	Gross	*Process Technology*
	Michael	Heath	*Facilities & Property Manager*
	Kay	Heath	*WorkReady U Instructor*
Dr.	Iris	Henry	*Biology, Medical Coding*
	Raynell	Hernandez	*WorkReady U/English as a Second Language Instructor*
	Veda	Hooker	*WorkReady U Instructor*
	Sandra	Horne	*WorkReady U/English as a Second Language Instructor*
Dr.	Sarah	Hyde	*History*
	Lisa	Jackson	*Director of Financial Aid*
	Natasha	Johnson	*Director of Admissions, Orientation, and Advising*
	Wendy	Johnson	*Director of Library Services*
	Rosie	Johnson	*Administrative Coordinator 3*
	Diva	Jones	*Director of Student Recruitment & Outreach*
	Tonja	Jones	*Assistant Registrar*
	Kristal	Jones	*Medical Assistant*
	Raynele	Jones	*Student Services Specialist*
	Laura	Kamath	*Art*
	Debra	Keller	*WorkReady U Instructor*
	Melba	Kennedy	*Director of Institutional Research, Effectiveness, Grants and Resources*
	Bonnie	Kern	*Director of WorkReady U/Adult Education*
	Mike	Kirkwood	*Director of Industry Workforce Solutions*
	Bimal	Kunwor	*Mathematics*
	Harold	Lagarde	*Academic Advisor*
	Sharon	Lagarde	*Biology*
	Robin	Landry	*Business Office Technology*
	Naquisha	Larks	*Accounting Coordinator*

	Jane	LeBlanc	*Executive Assistant to the Chancellor*
	Randi	Lemoine	*Psychology*
	Rusti	Liner	*Geography*
	Sarina	Lirette	*United Way of St. Charles Campus Coordinator*
	Cynthia	Lockett	*Industrial Training Specialist- Scaffolding*
	George	Magola	*Director of TRIO Services*
	Janet	Marionneaux	*WorkReady U Instructor*
	Antoinette	Marsalis	*Business Office Technology*
	Efrem	Marshall	*Education Specialist*
	Richard	McClelland	*Process Technology*
	James	McCrary	*Director of Innovative Teaching & Learning*
	Auriel	McGalliard	*Drafting & Design*
	William	McGee	*WorkReady U Instructor*
Dr.	Rosie	McGhee	*Computer Science*
	Elantonio	McKarry	*Welding*
	Casey	Merrell	*Speech*
	Trista	Messerli	*Biology*
	LaToya	Mitchell	*Financial Aid Advisor*
Dr.	Rebecca	Montz	*Dean of Health Sciences*
	Keisha	Moore	*Director of Nursing & Allied Health*
	Monica	Morrison	*Associate Vice Chancellor of Student Services, Chief Diversity, Equity, & Inclusion Officer, and Reserve Campus Director*
	Jennifer	Mosley	*Academic Advisor*
Dr.	Effie	Moten	*Biology*
	Lillie	Murphy	*Director of Institutional Advancement*
	Keiara	Neal	*Transition Advisor*
	Donna	Newsome	*English*
	Kaleb	Nicholas	*IT Support Services*
	Rodney	Nicholas	*Process Technology*
Dr.	Carmen	Nichols	*Biology*
	Lou	Noles	*WorkReady U Instructor*
	Melissa	Norris	*Medical Coding*
	James Sammie	Oubre	*Industrial Maintenance*
	Nanette	Patin	*Practical Nursing*
	Charles	Perez	*Patient Care Technology*
	Tamatha	Perry	*Assessment Center Coordinator*
	James B.	Rolfes, J.D.	*Division Coordinator for Business, Teaching, and Human Services*
	Bridget	Romano	*Accounting Technician*
	Tammy	Ross	*Custodian*
	Donna	Rybicki	*Chemistry*

	Gretchen	Schmidt	*Practical Nursing*
	Shalini	Sealey	*Academic Affairs Coordinator & Institutional Research Analyst*
	Laura	Segura	*English*
	Jacqueline	Sharp	*WorkReady U Support Associate*
	Penelope	Shumaker	*United Way of St. Charles Campus Director*
	Anna	Sidwell	*English*
	Amanda	Simoneaux	*Academic Advisor*
	John	Sluder	*Interim Dean of Applied Sciences*
	Larry	Smith	*Maintenance*
	Ethel	Stemley	*Financial Aid Counselor*
Dr.	Julia	Sullivan	*Teacher Education, Mathematics*
	Russell	Templet	*Process Technology*
	Barry	Terrio	*Process Technology*
Dr.	Annette	Thornton	*Mathematics*
	Ariel	Triggs	*Interim Gonzales Campus Director*
	Mary	Viera	*Academic Advisor*
Dr.	Bruce	Waguespack	*Vice Chancellor of Workforce Development*
	Jesse	Walczak	*English*
	Sandra	Washington	*Financial Aid Advisor*
	Chandra	Webster	*Dual Enrollment Coordinator*
	Cherri	Wells	*Director of Career Success*
	Eddie	Williams	*Safety, Property, Timekeeper*
	Tiffany	Williams	*Controller*
	Tyra	Winfield	*WorkReady U Instructor*
Dr.	Hasan	Zaman	*Biology*
Dr.	Esperanza	Zenon	*Physical Science*

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 any degree-granting program 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 will be allowed to schedule and take classes, but must provide evidence that they have registered with Selective Service before they will be considered eligible for financial aid. 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
- 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 and Limitations to the General Admission Guidelines

Admission without a High School Diploma

While a high school diploma/equivalent, for persons over the age of 16, 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) preparation through our Work Ready U program. To learn more about our Work Ready U contact any RPCC campus and ask about Adult Education services. Students can be enrolled (concurrently in Work Ready U and credit courses) and may qualify for the "5 for 6 scholarship" to take up to six credit hours free of charge.

Selective Admission Programs

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

- 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 meet the following criteria per the Louisiana Board of Regents' Academic Affairs Policy 2.22:

(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) demonstrate subject-specific readiness in Mathematics (for mathematics and science course) or English (for English, foreign language, history, social science, humanities, or arts survey courses) through either:

a. Subject-specific minimum scores on any assessments listed below

TEST	ENGLISH	MATHEMATICS
Accuplacer	86 Sentence Structure	65 Elementary Algebra 40 Col-Level Math*
Accuplacer Next Generation (NG)	250 Writing	250 QRAS
Aspire	433	431
MAP	245	265
Pre-ACT	18	19
Pre-SAT	25 WL	500
EOC	740 English II	760 Algebra I 750 Geometry
LEAP 2025	Master or above English II	Geometry: Mastery or above (for enrollment in non-algebraic Gen Ed Math) Geometry: Mastery or above and completion of Algebra II with a C or better for enrollment in College Algebra
ACT	18	19
SAT	500 ERW	510 Math
ALEKS PPL	n/a	35*
**For College Algebra: ≥ 70 Accuplacer College-Level Math; ≥ 263 Accuplacer NG (QRAS); ≥250 (AAF) or ≥41 ALEKS PPL are recommended*		

OR

b. High school counselor recommendation based on overall student performance and grade trends in the subject

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 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 Undergraduate 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 a major term (fall or spring).
- 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.

ORIENTATION AND ADVISING

Once a student applies and is admitted to RPCC, they will receive an email inviting them to join the Virtual Orientation Hub. The Orientation Hub provides important information on how to register for classes, how to secure Financial Aid, and how to schedule a session with a Staff Advisor. Students who are new to RPCC may meet with a Staff Advisor within the Office of Student Services to get assistance with registering for classes for their first semester. Once a student is mid-way through their first semester at RPCC, they are assigned to a Faculty Advisor. Faculty Advisors assist students with registering for classes for their second, third, or fourth semester and help to ensure that students are on track to graduate on time.

PLACEMENT INTO COLLEGE-LEVEL MATH AND ENGLISH COURSES

In accordance with Louisiana Board of Regent's Academic Affairs Policy 2.18, students must demonstrate the potential to be successful in college-level English and math courses in order to register for such courses. The following charts outline the requirements for taking college-level math and English courses at RPCC.

For students who are within 3 points of the score needed to demonstrate potential for success (according to the charts below), RPCC offers a "co-requisite" option. The Co-Requisite Option allows students to enroll in a college-level math or English course if they also enroll in a co-requisite support course. The purpose of the support course is to offer students additional support in the college-level math or English class. The Co-Requisite courses (MATH

1101, MATH 1501, MATH 1301, and ENGLISH 1000) are graded on a Pass/Fail basis.

Math Placement Chart

ACT Sub Scores	SAT Sub Scores	Accuplacer Next Generation	Options
≥ 19 ACT Math	≥ 510 SAT Math	≥ 250 QRAS	➢ Math 1100 ➢ Math 1500 ➢ Math 1300
16-18 ACT Math	507- 509 SAT Math	247-249 QRAS	➢ Co-Requisite Option: Math 1101 and Math 1100 (student must enroll in Math 1101 to enroll in Math 1100) ➢ Co-Requisite Option: Math 1501 and Math 1500 (student must enroll in Math 1501 to enroll in Math 1500) ➢ Co-Requisite Option: Math 1301 and Math 1300 (student must enroll in Math 1301 to enroll in Math 1300) ➢ Math 0099 Students with placement scores in this range AND with a high school or college GPA of ≥ 2.6 are strongly encouraged to enroll in the co-requisite option as opposed to the stand-alone developmental course (Math 0099)
≤ 15 ACT Math	≤ 506 SAT Math	≤ 246 QRAS	➢ Math 0099 (students who complete Math 0099 are eligible to take Math 1100, Math 1300, or Math 1500)

Students without test scores may take Math 0099.

English Placement Chart

ACT Sub Scores	SAT Sub Scores	Accuplacer Next Generation	Options
≥ 18 ACT English	≥ 500 ERW	≥ 250 Writing	➢ English 1010
15-17 ACT English	497-499 ERW	247-249 Writing	➢ Co-Requisite Option: English 1000 and English 1010 (student must enroll in English 1000 to enroll in English 1010) ➢ English 0099 Students with placement scores in this range AND with a high school or college GPA of ≥ 2.6 are strongly encouraged to enroll in the co-requisite option as opposed to the stand-alone developmental course (ENGL 0099)
≤ 14 ACT English	≤ 496 ERW	≤ 246 Writing	➢ English 0099 (students who complete English 0099 are eligible to take English 1010)

Students without test scores may take English 0099.

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 their Faculty 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.

Residency Requirement- the 25% Rule

Twenty-five percent (25%) of the coursework for any certificate or degree must be taken and earned at RPCC. In other words, no more than seventy-five (75%) of the credit applied towards an RPCC certificate or degree may be earned via traditional and/or non-traditional transfer credit.

Traditional Transfer Credit

Traditional transfer credit is credit earned at another college or university. Upon receipt of official transcripts from other colleges or universities, 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. Transfer courses that are not equivalent to a RPCC course must be approved by the appropriate Department Chair to be accepted as credit for a course substitution. Courses in the following disciplines that were taken more than 10 years before transferring to RPCC will not be accepted unless approved by the appropriate Department Chair: Math, Process Technology, Instrumentation, Accounting, Computer Science, Physics, Biology, and English.

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 Department Chair.

Articulation of Traditional Transfer Credit
Only courses with a grade of "C" or higher will be transferred, articulated, and counted as hours earned. Grades for transferred courses will be interpreted using the following criteria:

- Grades of W or WI will not be transferred, articulated, or counted as hours attempted.
- Plus (+) or minus (-) symbols will be disregarded.
- Grades of Pass, Credit, Satisfactory, etc., will be transferred, articulated, and counted as hours earned.
- Grades in developmental or remedial courses are treated the same as Pass, Fail, etc.
- Incomplete grades (I) will not be transferred, articulated, or counted as hours attempted.

Quarter hours will be converted to semester hours by multiplying the quarter hours by 2/3.

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

- Next Generation Accuplacer
- ACT
- Credit by College Level Examination (CLEP) Subject Exams
- College Board Advanced Placement (AP) Examination
- RPCC Departmental Proficiency Exams

Bypassed Credit
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 (pre-requisite) course. If the student does not earn a "C" or better in the advanced-level course during the first attempt, the student must take and pass the bypassed course with a grade of "C" or higher to enroll in the advanced-level course again. (Example: If a student places out of English 1010, in order for the student to receive the credit for English 1010, the student must take and pass with a "C" or better English 1020. If the student does not earn a grade of "C" or better in English 1020, the student must take English 1010 and earn a "C' or better in order to enroll in English 1020 again). Credit for bypassed courses will be recorded as a grade of "P" and will be applied toward graduation but will not be considered in computing the overall grade point average.

College Level Examination (CLEP) Subject Exams
The awarding of credit by CLEP Examination is based on the scores earned on subject exams. RPCC honors the American Council on Education's recommended scores for credit. Students must be enrolled at the time they request credit by CLEP examination. Students must submit official test scores the Registrar's Office 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. The student must request that an original transcript from the College Board be sent to the Registrar's Office for evaluation. College Board AP Credit scores are valid for three years from the original test date.

Credit by 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 an examination, if such an exam is available. A student who desires to apply for Credit by Examination should contact the Vice Chancellor of Academic Affairs for further information. A fee of $15 per credit hour is assessed for this credit. The deadline for taking such an examination is the "Midterm Status" day as published in the Academic Calendar for the semester in which the student is seeking 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 college courses at RPCC 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 Dean of the area from which credit is being requested, at least one faculty member with expertise in the relevant discipline, the Associate Vice Chancellor of Student Services' 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 appropriate Dean.
- **STEP 2**. If the Dean 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 Dean should review the Application for LEAP Credit and the Portfolio Worksheet and Assessment Evaluation Form. If additional information is needed the Dean should request information from the student.
- **STEP 4.** If no additional documentation is needed, or once all needed documentation has been received, the LEAP credit request should be sent to the Committee for review.
- **STEP 5.** The Dean will schedule an appointment for the applicant to meet with the Review Committee to discuss their 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 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 7**. 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 8**. 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 (ACE) 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.
- Credit cannot be awarded for a course that a student has previously completed at any college/university.
- Students who plan to use these credits to meet the degree requirements at 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: https://regents.la.gov/master-course-articulation/. 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 & FEE SCHEDULES AND BUSINESS OFFICE 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. 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 2021-2022. These rates are subject to change without notice.

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

Credit Hours	Tuition	Mandatory Fees	Total
1	$138.96	$31.00	$169.96
2	$277.92	$62.00	$339.92
3	$416.88	$93.00	$509.88

Credit Hours	Tuition	Mandatory Fees	Total
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

Breakdown of Mandatory 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 per test
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

**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 (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, through the first 5 days of the semester, refunds are calculated on tuition and fees. After the 5th day of the semester, refunds are calculated on tuition only. In exception to the Summer Semester, in which refunds will be calculated on tuition and fees through the first 3 days of the semester, calculating on tuition only after the 3rd day.
- 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 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.

Full-Time & Part-Time Classification for Tuition Purposes

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

Credit Hours	Enrollment Status
12+	Full-time
9-11	Part time ¾ time
6-8	Part time ½ time
1-5	Part time less than ½ time

SUMMER SEMESTER

Credit Hours	Enrollment Status
6+	Full-time
5	Part time ¾ time
3-4	Part time ½ time
1-2	Part time less than ½ time

FINANCIAL AID

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/.**

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 by June 1 for the fall semester, November 1 for the spring semester, and April 1 for the summer 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 are prorated. 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 supporting documentation 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 retain 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 2.25 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
7:45 a.m. – 7:30 p.m.	8:00 a.m. – 5:00 p.m.
Friday	
7:30 a.m. – 5:00 p.m.	

Note: Library Hours are subject to change

Email: Library@rpcc.edu
Phone: (225) 743-8550

Web: https://library.rpcc.edu
Fax: (225) 644-8212

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:

Books	28 days
Audio/Visuals	2 days
Reserve Items	varies, depending on the item
Laptops/Laptop Accessories	No later than one day after the last day of finals (according to the Academic Calendar) for the semester in which the laptop was borrowed

Fines for overdue materials are:

35¢ per day (books, CDs, DVDs, etc.)
10¢ per minute for reserve items,
$50 per day, up to the replacement cost of the item for laptops and laptop accessories

Locations

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, 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.

St. Charles Campus:

The St. Charles campus in Boutte offers three computer workstations in Room 131 (Student Lounge) for access to our online resources and other computing needs, as well as literature racks with various brochures and guides.

Student Printing

A multi-function printer/copier is located in the Library at Gonzales; students may print from computers in the Library and from Room 137. Printing is also available in the Library space at Reserve. 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. Visit the RPCC Library website or ask at the Library Service Desk for more information. Printing for students is not currently available at the Westside campus.

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 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).

Laptops

Laptops are available for loan from the RPCC Library. Students must go to the RPCC Gonzales Campus to receive a laptop on loan.

Eligible Students

Laptops are available for loan to currently enrolled RPCC for-credit students only (i.e., students who are enrolled in a degree or certificate program and who have a Banner ID number) who have no overdue materials or outstanding library fines.

Loan Period

There are no reservations for laptops. Laptops are loaned on a first-come, first-served basis. Students may only receive one (1) laptop on loan at a time. Eligible students may receive a laptop on loan and any related accessories at any time during a semester. The laptop must be returned to the RPCC Gonzales Campus Library no later than one day after the last day of finals for the semester in which the laptop was received by the borrower. Laptops must be returned to a Library Staff member. You may not use the "outdoor book drop" to

return laptops.

Borrowers who withdraw from the college
Borrowers who withdraw from the college must return the laptop within 7 days of dropping all classes.

Overdue Fines
$50 per day, up to the replacement cost of the item.

Once the laptop or any related accessories is more than one day overdue, the student's record will be flagged and the full replacement cost for the laptop and/or the accessories will be charged to the student's account.

Responsibility for Equipment and Fines for Replacement Costs
Students are financially responsible for all equipment on loan, including the full replacement cost of the equipment and any of its accessories that are lost, stolen, or damaged. If any of the equipment is not returned or is returned damaged, the borrower may be charged the replacement costs, as follows:

Individual Carrying Case: $30.00
Individual Power Adapter Cord: $60.00
Laptop (to include damage to the internal battery, internal drive, external drive, screen, keyboard, case): from $25.00 up to $1,092.65

If damage is discovered by RPCC IT after the laptop is returned, students may incur costs up to the total cost of replacement as outlined above. This includes tampering with or removing any barcodes or other RPCC or state labels or markings.

Process
1. Student visits the RPCC Library on the Gonzales Campus and expresses a desire to receive a laptop on loan.
2. If a laptop is available, Library Staff will scan the student's ID card, or, after verifying identity from a government issued ID, locate the student in the Library System, to ensure the student is an eligible student per the definition above.
3. A copy of this Laptop Loan Policy will be given to each student that receives a laptop on loan. The student will sign the Policy acknowledging receipt.

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 Reciprocal Borrowing 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, User Services or stop by the Library on the Gonzales campus during operating hours 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 for courses 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. A student auditing a course will not be eligible to obtain credit for the audited course through a credit examination or any other non-traditional source. 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 attend regularly and punctually (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. It is the instructor's prerogative to define "excused" and "unexcused" absences.

Show/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, virtual, 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 and all charges for the course will be removed.

Withdrawal from Courses

Withdrawal from a course occurs when a student withdraws 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 "W' or letter grade, 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 "W" if the course(s) is dropped after the "Last Day to Resign/Withdraw from Classes without a W Grade." Students who stop 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.

A retroactive withdrawal is a withdrawal from a course that occurs after the "Last Day to Resign/Withdraw from Classes with a W Grade" as published in the Academic Calendar. Students must appeal for a retroactive withdrawal. Appeals will be granted only when a student can demonstrate that they were unable to withdraw from the course by the "Last Day to Resign/Withdraw from Classes with a W Grade" or continue the course after the deadline due to circumstances that were beyond their reasonable control. Examples of appropriate conditions for appeals include:

- Death of an immediate family member (spouse/domestic partner, child, sibling, parent, grandparent)
- Onset of a mental health or medical condition, including pregnancy with physician-documented complications, that prohibited continued attendance
- Accident or injury that prohibited continued attendance
- Call to active military duty or training or voluntary armed services enlistment
- Relocation or required to leave the country to take care of the health of an immediate family member (spouse/domestic partner, child, sibling, parent, grandparent).

Supporting documentation must be included with the appeal. Appeals submitted without documentation will be denied. Appeals must be submitted to the Dean of the program the student is enrolled in and will be reviewed by a committee of three (3) RPCC staff members.

Appeals must be submitted prior to the last day of classes (as stated within the Academic Calendar) in the semester/session in which the retroactive withdrawal is being requested.

- For example, if a student is requesting a retroactive withdrawal for a course he/she is taking in the fall semester, the appeal must be submitted prior to the last day of classes in the fall semester.
- If a student is requesting a retroactive withdrawal for a course he/she is taking in the 1st 8-week session of the fall semester, the appeal must be submitted prior to the last day classes for the 1st 8-week session.

Students are responsible for the repayment of any unearned financial aid award funds (such as scholarships, Title IV Pell grants, and loans) that were awarded to them, resulting from a retroactive withdrawal. Likewise, a retroactive withdrawal may not eliminate any tuition and/or fees that are owed to the college. Students who owe

money to the college will not be able to register for future semesters until the balance is paid in full. The retroactive withdrawal will be back-dated as appropriate based upon the documentation provided in the appeal, and that date will be used in consultation with the published refund dates on the Academic Calendar to determine if the student owes money to the college or is due a refund.

Resignation from the College

Resignation from RPCC is the withdrawal from all courses in which a student is enrolled for the semester. Students can 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. 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 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 credit 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 (i.e., a "C" average).

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 hoursattempted.

The following GPAs are determined using the method noted above 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 calculated by dividing the quality points earned at RPCC by the total GPA hours completed at RPCC

Transfer GPA: The Transfer GPA is calculated 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.

S/U (Satisfactory/Unsatisfactory) Grades: "S" and "U" grades are not awarded at RPCC as final grades but they may be awarded as a "Midterm Status." 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): A withdrawal from a course is indicated on a student's record with a "W". This mark is an indicator that a student has withdrawn from a course during the withdrawal period specified in the Academic Calendar.

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

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

Completed "I" contracts must be submitted to the Registrar's Office during the final grading period and must include the reason(s) the "I" is being requested and the deadline by which the work must be submitted. The

work must be completed and the "I" removed (converted to a letter grade) no later than the "Last Day to Resolve I Grades from the Previous Semester" as indicated on the next semester's Academic Calendar, even if the student does not intend to enroll. If the "I" 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" 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) business days of grades being posted (i.e., within seven business days from the "last day to report final grades" as stated in the Academic Calendar). Failure to appeal within the seven (7) business 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 (1) 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 themselves 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" and forward the form to the Registrar. If the instructor does not agree to the grade change, the instructor's 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) business days, the student may appeal to the Dean. Appeals to the Dean must be made using the "Grade Appeal to the Dean Form" (found on the RPCC website) and must be submitted within (fifteen (15) business days from the "last day to report final grades" on the Academic Calendar). The Dean will review the appeal form and any supporting documentation provided and may contact the instructor, if additional information is needed, to decide on the appeal. Deans must respond, in writing, to student grade appeals within ten (10) business days of receipt. If the Dean grants the appeal, the Dean must complete a "Grade Change Form," forward the

form to the Registrar, and provide a copy to the instructor. If the Dean denies the appeal, their 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 Dean 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) business days of notification from the Dean 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 Dean'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) business days of receipt, notifying the student, instructor, and Dean on the correspondence. If the Vice Chancellor grants the appeal, a "Grade Change Form" must be completed, forwarded to the Registrar, and a copy provided to both the Dean 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 the final decision on the grade appeal.

Unofficial and Official Transcripts

Unofficial transcripts reflect a student's academic history and can be viewed on the student's LoLA account. Official transcripts are prepared by the Registrar's Office upon request. To request an official transcript, please visit the following link:
https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=03789400.

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 apply for admission, be degree seeking, and be admitted to the college.
2. The student must apply 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.
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.

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 their level of academic achievement. Academic Status may affect a student's eligibility for scholarships, special insurance rates, loans, grants, 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. 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:

- IN GOOD STANDING
  Students must earn and maintain at least a 2.0 Adjusted Cumulative Grade Point Average (GPA) in order to be considered in good standing.

- NOT IN GOOD STANDING
  Any student who falls below a 2.0 Adjusted Cumulative Grade Point Average (GPA) will be considered not in good standing and is encouraged to meet with their faculty adviser to come up with an intervention plan.

Any student whose academic status is not in good standing, who receives financial aid or wants to receive financial aid, should contact the Financial Aid Office to determine their continued eligibility for Financial Aid.

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.

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 a Dean, 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.

Some courses have a co-requisite, which is a requirement that must be satisfied concurrently. In other words, the two courses must be taken at the same time

If a course has a prerequisite or co-requisite, it will be noted in the course description in this Catalog.

Repeating Courses

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 their 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.

Changing Program of Study

Students may change their program of study by completing a Request for Student Record Change Form (found on the RPCC website). Upon receipt, the Registrar's Office will change the students' Program of Study. Requests received before mid-terms will be effective for the current term. Requests received after mid-terms will be effective the immediate, following term.

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. Enrollment is considered non-continuous (or "interrupted") if the student does not enroll for a fall or spring semester. A student whose enrollment is interrupted for one or more consecutive regular semesters (fall or spring) 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 degree requirements are met.

Graduation Requirements

1. Students must be fully admitted to RPCC and enrolled in classes during the semester in which graduation occurs or be enrolled as "Degree Only." 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 Registrar.
2. By the degree conferral date, students must have successfully completed all requirements for the degree(s) being pursued. Grades of "C" or better must be earned in all courses for all programs, except the Associate of General Studies. Students completing the Associate of General Studies degree must earn grades of "C" or better in all English Composition and Math courses and all concentration courses. Students completing the Associate of Science in Teaching must have a 2.00 RPCC grade-point average and a 2.50 overall grade-point average.
3. To satisfy RPCC's residency requirement for graduation, at least twenty-five percent (25%) of the credit hours for each certificate/degree must be completed at RPCC.

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

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 at another college or university. Students are responsible for obtaining and understanding information about admission into other institutions and their programs.

Any money owed to the College must be paid before students can receive their diplomas and transcripts.

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.

Applying for Graduation

To begin the application process, students should log into their LoLA account. Students should then click on "Academic Profile" located in the "Academic Links" block. Then, select "Apply for Graduation" from the menu on the left-hand side. Here, students will complete a graduation application. Once the application is submitted, the student will receive an email at the preferred email address confirming that the Registrar's Office has received

their application. Staff in the Registrar's Office will review the application and the student's academic record to ensure all graduation requirements have been met.

Anticipated Graduation	Application Deadline
Fall (December)	October 15
Spring (May)	April 15
Summer (July)	July 15

Students who miss the deadlines above must contact the Registrar's Office. Late applicants may not have their application reviewed and processed by the commencement date; may miss having their names appear in the commencement ceremony program or any media outlets; and may not have their diploma printed by the commencement date.

Earning Dual Degrees

Students may elect to earn two associate 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 additional credit hours beyond those required for the degree with the fewest credit 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 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 additional 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.

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 at least 25% of the credits required to earn the Certificate in residence at RPCC.

Commencement

The following students may participate in commencement:

- Students who have met all degree requirements and have applied for graduation
- Students who have no more than 3 credit hours remaining to meet all degree requirements as of the end of the semester, provided they are enrolled in the remaining 3 credit hours needed to graduate in the most immediate next semester and have applied for graduation.

PROGRAMS OF STUDY

ASSOCIATE OF SCIENCE IN TEACHING (AST)

The Associate of Science in Teaching is a 60-credit hour program for students who wish to teach elementary-grade students, grades 1-5. The AST degree is fully transferable to four-year colleges of 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. All courses applied to the degree must be passed with a 'C' or better. Developmental courses will not be applied to the degree. To benefit from the transfer guarantees at four-year universities, students must earn the AST degree prior to transferring and have a least a 2.50 unadjusted cumulative grade point average.

The course curriculum guide for the AST program for all students beginning the program in 2021-2022 is as follows:

ENGLISH COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
English Composition II	ENGL	1020	3
British Literature II (offered in the spring only)	ENGL	2520	3
American Literature II	ENGL	2620	3
TOTAL CREDIT HOURS IN ENGLISH			**12**

MATHEMATICS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
College Algebra	MATH	1100	3
Elementary Number Structure (offered in the fall only)	MATH	1167	3
Geometry: Elementary & Middle School Teaching (offered in the spring only)	MATH	1168	3

Introduction to Statistics	MATH	2140	3
TOTAL CREDIT HOURS IN MATHEMATICS			**12**

NATURAL AND PHYSICAL SCIENCES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
General Biology I	BIOL	1010	3
General Biology Lab I	BIOL	1010L	1
General Biology II	BIOL	1020	3
Physical Science I	PHSC	1010	3
Physical Science Lab I	PHSC	1010L	1
Physical Science II	PHSC	1020	3
Physical Science Lab II	PHSC	1020L	1
TOTAL CREDIT HOURS IN NATURAL AND PHYSICAL SCIENCES			**15**

Note: Students intending to transfer to Louisiana State University or Southeastern Louisiana University should also take BIOL 1020L

SOCIAL STUDIES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
History of Western Civilization II	HIST	1020	3
American History I	HIST	2010	3
Cultural Geography (offered in fall only)	GEOG	2030	3
American Government	POLI	1100	3
TOTAL CREDIT HOURS IN SOCIAL STUDIES			**12**

ART COURSES

COURSE NAME	COURSE PREFIX & COURSE NUMBER		CREDIT HOURS
Art Elective (Choose from: Intro to Visual Arts, Music Appreciation, Intro to Theater)	ARTS 1010, MUSC 1010, OR THTR 1020		3
TOTAL CREDIT HOURS IN ART			**3**

TEACHER EDUCATION COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Teaching & Learning in Diverse Settings I (offered fall only)	TEAC	2010	3
Teaching & Learning in Diverse Settings II (offered spring only)	TEAC	2030	3
TOTAL CREDIT HOURS IN TEACHER EDUCATION			**6**

ASSOCIATE OF SCIENCE/LOUISIANA TRANSFER (ASLT)

The Associate of Science/Louisiana Transfer degree is a 60-credit hour program 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 will not be applied to the degree.

Students who plan to transfer should consult with an RPCC Advisor, as well as an advisor at the university they plan to transfer to, 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 Concentration for all students beginning the program in 2021-2022 is as follows:

ENGLISH COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
English Composition II	ENGL	1020	3
Choose one Literature Course	ENGL	2100, 2110, 2150, 2410, 2420, 2430, 2510, 2520, 2530, 2610, 2620, 2630, 2700, 2800, 2900	3
TOTAL CREDIT HOURS IN ENGLISH			**9**

MATHEMATICS COURSES

MATH SEQUENCE OPTIONS- CHOOSE ONE OPTION	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Calculus I	MATH	2100	5
Calculus II	MATH	2110	5
TOTAL CREDIT HOURS IN MATHEMATICS			**10**

NATURAL AND PHYSICAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Chemistry I	CHEM	1010	3
Chemistry Lab I	CHEM	1010L	1
Chemistry II	CHEM	1020	3
Chemistry Lab II	CHEM	1020L	1
Principles of Biology I	BIOL	1201	3

Choose 6 hours	BIOL, CHEM, PHYS, PHSC, MATH	****	6
TOTAL CREDIT HOURS IN NATURAL AND PHYSICAL SCIENCES			**17**

SOCIAL/BEHAVIORAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from various social/behavioral science courses. 3 hours must be at the 2000-level	PSYC, SOCL, POLI, ECON, ANTH, GEOG, CRJU	****	6
TOTAL CREDIT HOURS IN SOCIAL/BEHAVIORAL SCIENCE			**6**

FINE ART COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Art, Music, or Theater	ART, MUSC, THTR	****	3
TOTAL CREDIT HOURS IN FINE ART			**3**

HUMANITIES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours of Humanities courses	HIST, SPAN, PHIL, RELS, SPCH, WGNS, any 2000-level ENGL	****	6
TOTAL CREDIT HOURS IN HUMANITIES			**6**

ELECTIVE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 9 hours from any general education courses	ENGL, BIOL, CHEM, PHSC, PHYS, PSYC, SPCH, HIST, SPAN, PHIL, RELS, WGNS	****	9
TOTAL ELECTIVE CREDIT HOURS			**9**

The course curriculum guide for the ASLT Biological Sciences Concentration for all students beginning the program in 2021-2022 is as follows:

ENGLISH COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
English Composition II	ENGL	1020	3
Choose one Literature Course	ENGL	2100, 2110, 2150, 2410, 2420, 2430, 2510, 2520, 2530, 2610, 2620, 2630, 2700, 2800, 2900	3
TOTAL CREDIT HOURS IN ENGLISH			**9**

MATHEMATICS COURSES

MATH SEQUENCE OPTIONS- CHOOSE ONE OPTION	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
College Algebra and Plane Trigonometry	MATH	1100 and 1110	6
College Algebra and Introduction to Statistics	MATH	1100 and 2140	6
College Algebra, Plane Trigonometry, and Calculus I	MATH	1100, 1110, 2100	11
TOTAL CREDIT HOURS IN MATHEMATICS			**6-11**

NATURAL AND PHYSICAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Principles of Biology I	BIOL	1201	2
Principles of Biology Lab I	BIOL	1203	1
Principles of Biology II	BIOL	1202	3
Principles of Biology Lab II	BIOL	1204	1
Chemistry I	CHEM	1010	3
Chemistry Lab I	CHEM	1010L	1
Choose 6 additional hours of Natural Sciences	BIOL, CHEM, PHSC, PHYS	****	6
TOTAL CREDIT HOURS IN NATURAL AND PHYSICAL SCIENCES			**18**

SOCIAL/BEHAVIORAL SCIENCE COURSES

COURSE NAME	COURSE	COURSE NUMBER	CREDIT HOURS

	PREFIX		
Choose 6 hours from various social/behavioral science courses. 3 hours must be at the 2000-level	PSYC, SOCL, POLI, ECON, ANTH, GEOG, CRJU	****	6
TOTAL CREDIT HOURS IN SOCIAL/BEHAVIORAL SCIENCE			**6**

FINE ART COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Art, Music, or Theater	ART, MUSC, THTR	****	3
TOTAL CREDIT HOURS IN FINE ART			**3**

HUMANITIES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours of Humanities courses	HIST, SPAN, PHIL, RELS, SPCH, WGNS, any 2000-level ENGL	****	6
TOTAL CREDIT HOURS IN HUMANITIES			**6**

ELECTIVE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 7-12 hours from any general education courses	ENGL, BIOL, CHEM, PHSC, PHYS, PSYC, SPCH, HIST, SPAN, PHIL, RELS, WGNS	****	7-12
TOTAL ELECTIVE CREDIT HOURS			**7-12**

ASSOCIATE OF ARTS/LOUISIANA TRANSFER (AALT)

The Associate of Arts Degree is a 60-credit hour program 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 will not be applied to the degree.

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

college/university they plan to transfer to, 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 four-year 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 Concentration for all students beginning the program in 2021-2022 is as follows:

ENGLISH COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
English Composition II	ENGL	1020	3
Choose one Literature Course	ENGL	2100, 2110, 2150, 2410, 2420, 2430, 2510, 2520, 2530, 2610, 2620, 2630, 2700, 2800, 2900	3
TOTAL CREDIT HOURS IN ENGLISH			**9**

MATHEMATICS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from Mathematics Courses or Introduction to Logic	MATH or PHIL	****, PHIL 2030	6
TOTAL CREDIT HOURS IN MATHEMATICS			**6**

NATURAL AND PHYSICAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose from a 6-hour sequence in Biological or Physical Science	BIOL, CHEM, OR PHSC	****	6
Choose a 3-credit hour course in an opposite area from the 6-hour sequence chosen above	BIOL, CHEM, OR PHSC	****	3
TOTAL CREDIT HOURS IN NATURAL AND PHYSICAL SCIENCES			**9**

HUMANITIES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from various humanities courses	HIST, SPAN, PHIL, RELS, SPCH, WGNS, any 2000-level ENGL	****	6
TOTAL CREDIT HOURS IN HUMANITIES			**6**

FINE ART COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Art, Music, or Theater	ART, MUSC, THTR	****	3
TOTAL CREDIT HOURS IN FINE ART			**3**

SOCIAL/BEHAVIORAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 21 hours of social/behavioral science courses	PSYC, SOCL, ECON, ANTH, GEOG, POLI, CRJU	****	21
TOTAL CREDIT HOURS IN SOCIAL/BEHAVIORAL SCIENCES			**21**

ELECTIVE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from any general education courses	ENGL, MATH, BIOL, CHEM, PHSC, PHYS, PSYC, POLI, SOCL, ECON, ANTH, GEOG, ART, MUSC, THTR, SPCH, HIST, SPAN, PHIL, RELS, WGNS, ACCT, CSCI, CRJU	****	6
TOTAL ELECTIVE CREDIT HOURS			**6**

The course curriculum guide for the AALT Humanities Concentration for all students beginning the program in 2021-2022 is as follows:

ENGLISH COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
English Composition II	ENGL	1020	3
Choose one Literature Course	ENGL	2100, 2110, 2150, 2410, 2420, 2430, 2510, 2520, 2530, 2610, 2620, 2630, 2700, 2800, 2900	3
TOTAL CREDIT HOURS IN ENGLISH			**9**

MATHEMATICS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from Mathematics Courses or Introduction to Logic	MATH or PHIL	****, PHIL 2030	6
TOTAL CREDIT HOURS IN MATHEMATICS			**6**

NATURAL AND PHYSICAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose from a 6-hour sequence in Biological or Physical Science	BIOL, CHEM, OR PHSC	****	6
Choose a 3-credit hour course in an opposite area from the 6-hour sequence chosen above	BIOL, CHEM, OR PHSC	****	3
TOTAL CREDIT HOURS IN NATURAL AND PHYSICAL SCIENCES			**9**

SOCIAL/BEHAVIORAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from various social/behavioral science courses	PSYC, SOCL, ECON, ANTH, GEOG, POLI, CRJU	****	6
TOTAL CREDIT HOURS IN SOCIAL/BEHAVIORAL SCIENCE			**6**

FINE ARTS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Art, Music, or Theater	ART, MUSC, THTR	****	3
TOTAL CREDIT HOURS IN FINE ART			**3**

HUMANITIES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 21 hours of Humanities courses	HIST, SPAN, PHIL, RELS, SPCH, WGNS, any 2000-level ENGL	****	21
TOTAL CREDIT HOURS IN HUMANITIES			**21**

ELECTIVE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from any general education courses	ENGL, MATH, BIOL, CHEM, PHSC, PHYS, PSYC, SOCL, ECON, ANTH, GEOG, ART, MUSC, THTR, SPCH, HIST, SPAN, PHIL, RELS, WGNS, ACCT, CSCI, CRJU, POLI	****	6
TOTAL ELECTIVE CREDIT HOURS			**6**

The course curriculum guide for the AALT Criminal Justice Concentration for all students beginning the program in 2021-2022 is as follows:

ENGLISH COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
English Composition II	ENGL	1020	3
Choose one Literature Course*	ENGL	2100, 2110, 2150, 2410, 2420, 2430, 2510, 2520, 2530, 2610, 2620, 2630, 2700, 2800, 2900	3
TOTAL CREDIT HOURS IN ENGLISH			**9**

***Students who plan to transfer to Southeastern Louisiana University (SLU) and major in Criminal Justice should take ENGL 2410, 2420, 2430, 2510, 2520, 2530, 2610, 2620, or 2630**

MATHEMATICS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Mathematics courses or Introduction to Logic	MATH or PHIL	****, PHIL 2030	3
Introduction to Statistics	MATH	2140	3
TOTAL CREDIT HOURS IN MATHEMATICS			**6**

NATURAL AND PHYSICAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose from a 6-hour sequence in Biological or Physical Science	BIOL, CHEM, OR PHSC	****	6
Choose a 3-credit hour course in an opposite area from the 6-hour sequence chosen above	BIOL, CHEM, OR PHSC	****	3
TOTAL CREDIT HOURS IN NATURAL AND PHYSICAL SCIENCES			**9**

SOCIAL/BEHAVIORAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
American Government	POLI	1100	3
Introduction to Psychology	PSYC	2010	3
Introduction to Sociology	SOCL	2000	3
TOTAL CREDIT HOURS IN SOCIAL/BEHAVIORAL SCIENCE			**9**

FINE ART COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Art, Music, or Theater	ART, MUSC, THTR	****	3
TOTAL CREDIT HOURS IN FINE ART			**3**

HUMANITIES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose one Speech Course	SPCH	1010 or 1200	3
Choose 3 hours of History	HIST	****	3
Choose 3 hours from various humanities courses*	HIST, SPAN, PHIL, RELS, WGNS, any 2000-level ENGL	****	3

TOTAL CREDIT HOURS IN HUMANITIES	9

***Students planning to transfer to Southeastern Louisiana University (SLU) and major in Criminal Justice should take Spanish 1101**

CRIMINAL JUSTICE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Introduction to Criminal Justice	CRJU	1010	3
Criminal Law	CRJU	2310	3
The American Judicial Process	CRJU	2020	3
Contemporary Law Enforcement	CRJU	2040	3
The Corrections Process	CRJU	2050	3
TOTAL CREDIT HOURS IN CRIMINAL JUSTICE			**15**

The course curriculum guide for the AALT Business Concentration for all students beginning the program in 2021-2022 is as follows:

ENGLISH COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
English Composition II	ENGL	1020	3
Choose one Literature Course	ENGL	2100, 2110, 2150, 2410, 2420, 2430, 2510, 2520, 2530, 2610, 2620, 2630, 2700, 2800, 2900	3
TOTAL CREDIT HOURS IN ENGLISH			**9**

MATHEMATICS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 9 credit-hours	MATH	1100, 2140, 1500, 2010, or 2100	9
TOTAL CREDIT HOURS IN MATHEMATICS			**9**

NATURAL AND PHYSICAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose from a 6-hour sequence in Biological or Physical Science	BIOL, CHEM, OR PHSC	****	6
Choose a 3-credit hour course in an opposite area from the 6-hour sequence chosen above	BIOL, CHEM, OR PHSC	****	3

TOTAL CREDIT HOURS IN NATURAL AND PHYSICAL SCIENCES	9

SOCIAL/BEHAVIORAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 9 hours from various social/behavioral science courses	PSYC, SOCL, ECON, ANTH, GEOG, CRJU, POLI	****	9
TOTAL CREDIT HOURS IN SOCIAL/BEHAVIORAL SCIENCE			9

FINE ARTS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Art, Music, or Theater	ART, MUSC, THTR	****	3
TOTAL CREDIT HOURS IN FINE ART			3

HUMANITIES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose one Speech Course	SPCH	1010 or 1200	3
Choose 6 hours from various humanities courses	HIST, SPAN, PHIL, RELS, WGNS, any 2000-level ENGL	****	6
TOTAL CREDIT HOURS IN HUMANITIES			9

BUSINESS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Financial Accounting	ACCT	2010	3
Managerial Accounting	ACCT	2020	3
Intro to Computer Technology or Software Applications	CSCI	1010 or 2010	3
TOTAL CREDIT HOURS IN BUSINESS			9

ELECTIVE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from any general education courses	ENGL, MATH, BIOL, CHEM, PHSC, PHYS,	****	3

	PSYC, SOCL, ECON, ANTH, GEOG, ART, MUSC, THTR, SPCH, HIST, SPAN, PHIL, RELS, WGNS, ACCT, CSCI, CRJU, POLI		
TOTAL ELECTIVE CREDIT HOURS			**3**

ASSOCIATE OF GENERAL STUDIES (AGS)

The Associate of General Studies degree is a 60-credit hour 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.

The course curriculum guide for the Associate of General Studies for all students beginning the program in 2021-2022 is as follows:

ENGLISH COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
English Composition II	ENGL	1020	3
Choose one Literature Course	ENGL	2100, 2110, 2150, 2410, 2420, 2430, 2510, 2520, 2530, 2610, 2620, 2630, 2700, 2800, 2900	3
TOTAL CREDIT HOURS IN ENGLISH			**9**

MATHEMATICS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
College Algebra or Contemporary Math	MATH	1100 or 1300	3
Choose 3 hours from Mathematics Courses or Introduction to Logic	MATH or PHIL	****, PHIL 2030	3
TOTAL CREDIT HOURS IN MATHEMATICS			**6**

NATURAL AND PHYSICAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose from a 6-hour sequence in Biological or Physical Science	BIOL, CHEM, OR PHSC	****	6
Choose a 3-credit hour course in an opposite area from the 6-hour sequence chosen above	BIOL, CHEM, OR PHSC	****	3
TOTAL CREDIT HOURS IN NATURAL AND PHYSICAL SCIENCES			**9**

HUMANITIES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from various humanities courses	HIST, SPAN, PHIL, RELS, SPCH, WGNS, any 2000-level ENGL	****	6
TOTAL CREDIT HOURS IN HUMANITIES			**6**

FINE ART COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Art, Music, or Theater	ART, MUSC, THTR	****	3
TOTAL CREDIT HOURS IN FINE ART			**3**

SOCIAL/BEHAVIORAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours of social/behavioral science courses, with 3 hours at the 2000-level	PSYC, SOCL, ECON, ANTH, GEOG, CRJU	****	6
TOTAL CREDIT HOURS IN SOCIAL/BEHAVIORAL SCIENCES			**6**

ELECTIVE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from any course	*****	****	3
TOTAL ELECTIVE CREDIT HOURS			**3**

CHOOSE FROM ONE OF THE FOLLOWING CONCENTRATIONS

CONCENTRATION OPTIONS	COURSE PREFIX	COURSE NUMBER
Arts & Humanities Concentration: Choose 18 hours of Arts & Humanities Courses	ARTS, HIST, MUSC, PHIL, RELS, SPAN, SPCH, THTR, WGNS, any 2000-level ENGL	****
General Business: Choose 18 hours of Business courses	ACCT, BUSN, ECON, MGMT	****
Natural Sciences/Mathematics: Choose 18 hours of Natural Sciences and/or Mathematics courses	BIOL, CHEM, MATH, PHSC, PHYSC, HESC	****
Social/Behavioral Sciences: Choose 18 hours of Social/Behavioral Science Courses	ANTH, ECON, GEOG, POLI, PSYC, SOCL, CRJU	****
Computer Science: Choose 18 hours of Computer Science courses	CSCI, ARTS 2000, ARTS 2010	****
TOTAL ELECTIVE CREDIT HOURS = 18		

ASSOCIATE OF APPLIED SCIENCE (AAS) PROCESS TECHNOLOGY

The Process Technology (PTEC) program at RPCC is a 60-credit hour program that 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. Certificates and 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 will not be applied to the degree.

The course curriculum guide for the AAS in Process Technology for all students beginning the program in 2021-2022 is as follows:

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Intro to Computer Technology (CTS, TD & AAS)	CSCI	1010	3	
College Algebra (TD & AAS)	MATH	1100	3	
Intro to Process Technology (CTS, TD & AAS)	PTEC	1010	3	
Plant Safety, Health and Environment (CTS, TD & AAS)	PTEC	2030	3	
English Composition I (AAS Only)	ENGL	1010	3	
SEMESTER CREDIT HOURS			**TD 12**	**AAS 15**

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Process Instrumentation (CTS, TD & AAS)	PTEC	1330	2	
Process Instrumentation Lab (CTS, TD & AAS)	PTEC	1331	2	
Plant Equipment (CTS, TD & AAS)	PTEC	1630	2	
Plant Equipment Lab (CTS, TD & AAS)	PTEC	1631	2	
Business & Professional Communication (AAS Only)	ENGL or BUSN	2300	3	
Physical Science or Physics (TD & AAS)	PHSC or PHYS	1010 or 2010	3	
Physical Science or Physics (TD & AAS)	PHSC or PHYS	1010L or 2010L	1	
SEMESTER CREDIT HOURS			**TD 12**	**AAS 15**

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Statistical Quality Control (CTS & TD)	PTEC	2070	3	
Process Systems (TD & AAS)	PTEC	2420	3	
Process Systems Lab (TD & AAS)	PTEC	2421	1	
Fluid Mechanics (TD & AAS)	PTEC	2630	3	
Chemistry (TD & AAS)	CHEM	1010	3	
Chemistry Lab (TD & AAS)	CHEM	1010L	1	
Techniques of Speech (AAS Only)	SPCH	1200	3	
SEMESTER CREDIT HOURS			**TD 14**	**AAS 17**

FOURTH SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Economics (Micro or Macro) (AAS Only)	ECON	2010 or 2020	3	
Troubleshooting (TD & AAS)	PTEC	2440	3	
Unit Operations (TD & AAS)	PTEC	2430	2	
Unit Operations Lab (TD & AAS)	PTEC	2431	2	
Internship (Campus/Independent) (TD & AAS)	PTEC	2911/2912	3	
SEMESTER CREDIT HOURS			**TD 10**	**AAS 13**

ASSOCIATE OF APPLIED SCIENCE (AAS) BUSINESS OFFICE ADMINISTRATION

The Associate of Applied Science in Business Office Administration is 60-credit hour degree 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. Certificates and 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 will 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 in Business Office Administration for all students beginning the program in 2021-2022 is as follows:

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Introduction to Business	BUSN	1100	3
English Composition I	ENGL	1010	3
Techniques of Speech	SPCH	1200	3
Introduction to Computer Technology	CSCI	1010	3
Choose a Mathematics Course	MATH	1100, 1300 or 1500	3
SEMESTER CREDIT HOURS			**15**

***Math 1100, College Algebra, is required for the Technical Diploma and for the Associate of Applied Science in Business Office Administration.**

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Financial Accounting	ACCT	2010	3
Business Elective	ACCT, BUSN, ECON, ISYS, CSRV	****	3
Completion of all courses above with a "C" or better qualifies the student for the Certificate of Technical Studies (CTS)- Office Assistant Specialist (21 credit hours)			
Personal Finance	BUSN	1330	3
English Composition II	ENGL	1020	3
Computer Applications	CSCI	2010	3
SEMESTER CREDIT HOURS			**15**

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Managerial Accounting	ACCT	2020	3
Legal Environment of Business	BUSN	2200	3
Macroeconomics or Microeconomics	ECON	2010 or 2020	3
Intermediate Accounting or Tax Accounting	ACCT	2210 or 2613	3
Professional Communication	ENGL	2300	3
SEMESTER CREDIT HOURS			**15**
Completion of all courses above with a "C" or better qualifies the student for the Technical Diploma-Business Office Administration (45 credit hours)			

FOURTH SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Business Elective	ACCT, BUSN, ECON, ISYS, CSRV	****	3
Macroeconomics or Microeconomics	ECON	2010 or 2020	3
Natural or Physical Science Elective (Choose any Biology, Chemistry, Geology, Physical Science, or Physics course)	BIOL, CHEM, GEOL, PHSC, PHYS	****	3
Introduction to Statistics	MATH	2140	3
Art Elective (Choose from: Intro to Visual Arts, Music Appreciation, Intro to Theater)	ARTS 1010, MUSC 1010, OR THTR 1020		3
SEMESTER CREDIT HOURS			**15**

ASSOCIATE OF APPLIED SCIENCE (AAS) SYSTEM ADMINSTRATION (CONCENTRATION IN CLOUD COMPUTING)

The System Administration degree program, with a concentration in Cloud Computing, is a 60-credit hour program that provides students with the skills needed to manage an organization's computer systems. The program provides students with the fundamental knowledge and skills required for learning industry-specific methodologies and recognized standards associated with computer system administration and to develop strong critical thinking skills. Emphasis is placed on Cloud Computing to analyzing system logs, applying system updates, updating user accounts, troubleshooting problems, and ensuring uptime.

The course curriculum guide for the AAS in System Administration for all students beginning the program in

2021-2022 is as follows:

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Problem Solving and Programming Techniques	CSCI	1100	3
IT Hardware Support	CSCI	1210	3
IT Software Support	CSCI	1300	3
College Algebra	MATH	1100	3
English Composition I	ENGL	1010	3
SEMESTER CREDIT HOURS			**15**

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Network Essentials	CSCI	1400	3
Introduction to Scripting	CSCI	1510	3
Introduction to Virtualization	CSCI	1600	3
Microsoft Windows Servers	CSCI	1700	3
Choose 3 hours from various social/behavioral science courses	PSYC, SOCL, ECON, ANTH, GEOG, CRJU, POLI	****	3
SEMESTER CREDIT HOURS			**15**

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Relational Database Coding	CSCI	2100	3
Introduction to Cloud Computing	CSCI	2200	3
Linux Server	CSCI	2300	3
Network Security Design	CSCI	2400	3
Choose 3 hours from various natural science courses	BIOL, CHEM, PHSC, PHYS	****	3
SEMESTER CREDIT HOURS			**15**

FOURTH SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
CSCI Internship or Capstone	CSCI	2999	3

		or 2998	
Advanced Topics in Linux	CSCI	2600	3
3 credit hours from any 2000 level CSCI Course	CSCI	****	3
Techniques of Speech	SPCH	1200	3
Choose 3 hours from various humanities courses	ENGL, HIST, SPAN, PHIL, RELS, WGNS, SPCH	****	3
SEMESTER CREDIT HOURS			**15**

ASSOCIATE OF APPLIED SCIENCE (AAS) DRAFTING & DESIGN

The Drafting & Design degree program is a 60-credit hour program that 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. Certificates and 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 will not be applied to the degree.

The course curriculum guide for the AAS in Drafting & Design for all students beginning the program in 2021-2022 is as follows:

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Fundamentals of Drafting & Design	DRFT	1000	4	
Introduction to CADD	CADD	1100	5	
Introduction to Computer Technology	CSCI	1010	3	
English Composition I (required only for those students pursuing the AAS)	ENGL	1010	3	
SEMESTER CREDIT HOURS			**TD 12**	**AAS 15**

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Advanced CADD	CADD	1200	5
Students who complete all courses above qualify to earn the Certificate of Technical Studies (CTS)- Draft/Design Tech: Engineering Aid (17 credit hours)			
Print Reading for Industry	PRNT	1000	3
Introduction to Speech (required only for those students pursuing the AAS)	SPCH	1200	3
College Algebra (required only for those	MATH	1100	3

students pursuing the AAS)				
SEMESTER CREDIT HOURS			**TD 8**	**AAS 14**

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Introduction to Drafting Disciplines	DRFT	1300	4	
3-D CADD Concepts	CADD	1300	5	
Plant Equipment	PTEC	1630	2	
Plant Equipment Lab	PTEC	1631	2	
Physical Science (required only for those students pursuing the AAS)	PHSC	1010	3	
SEMESTER CREDIT HOURS			**TD 13**	**AAS 16**

FOURTH SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Advanced Drafting Disciplines	DRFT	1500	4	
Plant 3D and BIM	CADD	1700	5	
TEC Electives (PTEC 2030, PTEC 2070, DRFT 2999)	****	****	3	
Social Science Elective- Choose from ECON 2010, ECON 2020, SOCL 2000, PSCY 2010, or GEOG 2010 (required only for those students pursuing the AAS)	****	****	3	
SEMESTER CREDIT HOURS			**TD 12**	**AAS 15**

ASSOCIATE OF APPLIED SCIENCE (AAS) INSTRUMENTATION & ELECTRICAL TECHNOLOGY

The Instrumentation & Electrical Technology (I&E) program is a 60-credit hour program that prepares students for a successful career as an Instrumentation Technician. Certificates and 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 will not be applied to the degree.

The course curriculum guide for the AAS in Instrumentation & Electrical Technology for all students beginning the program in 2021-2022 is as follows

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
College Algebra (TD & AAS only)	MATH	1100	3
Intro to Computer Technology	CSCI	1010	3

Core Industry Safety	CORE	1003	3	
Electrical Systems & Equipment	INST	1011	2	
Fund of Electricity & Electronics	ETRN	1112	4	
SEMESTER CREDIT HOURS			**TD 15**	**AAS 15**

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Fund of Semiconductors Circuits & Transistors	ETRN	1212	4	
Students who complete all courses above are eligible to receive the CTS- Instrument Helper (16 credit hours)				
English Composition (AAS Only)	ENGL	1010	3	
Introduction to Speech (AAS Only)	SPCH	1010 or 1200	3	
Digital Circuits	ETRN	1420	3	
Principles of Process Controls/IIoT	INST	1435	3	
SEMESTER CREDIT HOURS			**TD 10**	**AAS 16**

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Physical Science (AAS Only)	PHSC	1010	3	
Physical Science Lab (AAS Only)	PHSC	1010L	1	
Pressure & Level Measurement	INST	1330	3	
Flow & Final Control Elements	INST	1425	3	
Temperature & Analytical Measurement	INST	2732	3	
Motor Controls, VFD & Vibration Analysis	INST	2745	3	
SEMESTER CREDIT HOURS			**TD 12**	**AAS 16**

FOURTH SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Choose 3 hours from any Social Science course (AAS Only)	ECON, POLI, PSYC, SOCL	****	3	
Programmable Logic Controllers	INST	2741	4	
Industrial Electrical Control Systems	INST	2755	4	
Industry Troubleshooting Capstone (TD & AAS Only)	INST	2000	3	
SEMESTER CREDIT HOURS			**TD 11**	**AAS 14**

ASSOCIATE OF APPLIED SCIENCE (AAS) INDUSTRIAL MAINTENANCE TECHNOLOGY

The Industrial Maintenance Technology program is a 60-credit hour degree program that 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. The program also includes instruction in handling equipment, pipefitting, welding, metal fabrication, and millwright. Certificates and 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 will not be applied to the degree.

The course curriculum guide for the AAS in in Industrial Maintenance Technology for all students beginning the program in 2021-2022 is as follows:

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Core Industry Safety	CORE	1003	3	
Blueprint Reading I	IMMT	1120	3	
Material Handling/Rigging	IMMT	1143	2	
Millwright I	MWRT	1310	3	
College Algebra (AAS Only)	MATH	1100	3	
SEMESTER CREDIT HOURS			**TD 11**	**AAS 14**

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
English Composition I (AAS Only)	ENGL	1010	3	
Plant Equipment	PTEC	1630	2	
Plant Equipment Lab	PTEC	1631	2	
Intro to Welding	IMMT	1123	3	
Applied Math	WELD	1000	2	
Basic Electricity	IMMT	1142	2	
Techniques of Speech (AAS Only)	SPCH	1200	3	
SEMESTER CREDIT HOURS			**TD 11**	**AAS 17**

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Blueprint Reading II	IMMT	1122	2
Rigging, Application, Equipment, and Devices-Millwrights	MWRT	1315	3
Intro to Computer Technology	CSCI	1010	3
Problem Solving and Teamwork	IMMT	1163	3
Physical Science or Physics (AAS Only)	PHSC or PHYS	1010 or 2010	3
Physical Science Lab or Physics Lab (AAS Only)	PHSC or PHYS	1010L or 2010L	1
Introduction to Psychology (AAS Only)	PYSC	2010	3

SEMESTER CREDIT HOURS			TD 11	AAS 18
Students who complete all courses above qualify to earn the Certificate of Technical Studies (CTS)- Maintenance Tech: General (33 credit hours)				

FOURTH SEMESTER (Students Choose a Concentration- General Tech or Pipefitting)

GENERAL TECHNICIAN CONCENTRATION				
COURSE NAME	**COURSE PREFIX**	**COURSE NUMBER**	**CREDIT HOURS**	
Introductory Machining	IMMT	2103	3	
Hydraulic/Pneumatic Systems	IMMT	2113	2	
Pumps, Pipefitting, & Piping Systems	IMMT	2102	3	
Machine Maintenance & Installation	IMMT	2133	3	
SEMESTER CREDIT HOURS			**TD 11**	**AAS 11**
PIPEFITTING APPRENTICE CONCENTRATION				
COURSE NAME	**COURSE PREFIX**	**COURSE NUMBER**	**CREDIT HOURS**	
Field Measuring, Sketching and Layout	PIPE	1013	3	
Pipe Fabrication I	PIPE	1223	2	
Pipe Fabrication II	PIPE	1233	3	
Installation	PIPE	1303	3	
SEMESTER CREDIT HOURS			**TD 11**	**AAS 11**

TECHNICAL DIPLOMA (TD) AIR CONDITIONING & REFRIGERATION

The Technical Diploma (TD) in Air Conditioning and Refrigeration is a 46-credit hour program designed to prepare students for employment in a variety of jobs in the field of air conditioning and refrigeration by teaching students how to install, diagnose, repair, and maintain the operating condition of domestic, residential, and commercial heating, air conditioning, and refrigeration systems. A Certificate is also available as the student progresses through the program.

The course curriculum guide for the TD in Air Conditioning and Refrigeration for all students beginning the program in 2021-2022 is as follows:

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Electrical Fundamentals	HACR	1210	3
Electrical Components	HACR	1220	3
Electric Motors	HACR	1230	3
Applied Electricity and Troubleshooting	HACR	1240	3
Core Curriculum: Introductory Craft Skills	CORE	1003	3

SEMESTER CREDIT HOURS			**15**

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
HVAC Introduction	HACR	1150	3
Principles of Refrigeration I	HACR	1160	3
Principles of Refrigeration II	HACR	1170	3
Principles of Refrigeration III	HACR	1180	3
Domestic Refrigeration	HACR	1410	2
SEMESTER CREDIT HOURS			**14**
Students who complete all courses above qualify to earn the Certificate of Technical Studies (CTS)- A/C & Refrigeration: Domestic (29 credit hours)			

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Residential Central Air Conditioning I	HACR	2510	3
Residential Central Air Conditioning II	HACR	2520	2
Residential System Design	HACR	2530	2
Residential Heating I	HACR	2540	3
Residential Heating II	HACR	2550	3
Residential Heat Pumps	HACR	2560	2
Room Air Conditioners	HACR	1420	2
SEMESTER CREDIT HOURS			**17**

TECHNICAL DIPLOMA (TD) PRACTICAL NURSING

The Technical Diploma (TD) in Practical Nursing is a selective-admission, 58-credit hour program created for students who are interested in working in various settings of the healthcare field. The program curricula is approved by and 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 will 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. Students who are interested in pursuing the TD in Practical Nursing should complete the Practical Nursing Contact Information Form.

The course curriculum guide for the TD in Practical Nursing for all students beginning the program in 2021-2022 is as follows:

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Nursing Fundamentals I	HNUR	1211	4
Geriatric Clinical	HNUR	1212	1
PN Perspectives	HNUR	1270	3
A&P for Healthcare Providers	HNUR	1300	5
Nutritional Aspects	HNUR	1320	2
Basic Pharmacology	HNUR	1361	3
Nursing Fundamentals II	HNUR	1411	3
Advanced Pharmacology	HNUR	1460	2
Medical- Surgical I	HNUR	2113	8
Mental Illness/Psychiatric Nursing	HNUR	2523	2.5
Obstetrics	HNUR	2713	2.5
Medical- Surgical II	HNUR	2123	8
IV Therapy	HNUR	2611	1
Medical- Surgical III	HNUR	2133	8
Pediatrics	HNUR	2723	2.5
PN Leadership and Management	HNUR	2813	2.5

CERTIFICATE OF TECHNICAL STUDIES (CTS) WELDING

RPCC offers two Certificate of Technical Studies (CTS) in Welding programs- the CTS in Entry Welder (24 credit hours) and the CTS in GMAW, FCAW, & GTAW Welding Process (33 credit hours). Both programs 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 either 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 course curriculum guide for the CTS in Entry Welder for all students beginning the program in 2021-2022 is as follows:

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Occupational Orientation & Welding Safety (includes NCCER Core)	WELD	1005	3
Introduction to Welding Fundamentals	WELD	1125	3

SMAW Beads & Fillet Welds	WELD	1415	3
SMAW Open V Groove Welds	WELD	1425	3
SEMESTER CREDIT HOURS			**12**

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Physical Characteristics of Metals, Pre-Heating & Post Heating of Metals	WELD	1161	1
Welding Inspection and Weld Quality	WELD	1130	2
SMAW Pipe 2G	WELD	1430	3
SMAW Pipe 5G	WELD	1440	3
SMAW Pipe 6G	WELD	1450	3
SEMESTER CREDIT HOURS			**12**

The course curriculum guide for the CTS in GMAW, FCAW, & GTAW Welding Process for all students beginning the program in 2021-2022 is as follows:

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Occupational Orientation & Welding Safety (includes NCCER Core)	WELD	1005	3
Introduction to Welding Fundamentals	WELD	1125	3
GMAW and FCAW Plate	WELD	2155	3
GMAW and FCAW Pipe 2G	WELD	2160	
GMAW and FCAW Pipe 5G	WELD	2170	3
GMAW and FCAW Pipe 6G	WELD	2180	3
SEMESTER CREDIT HOURS			**18**

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
GTAW Basic Multi-Join	WELD	2210	3
GTAW Carbon Steel Pipe 2G	WELD	2250	3
GTAW Carbon Steel Pipe 5G	WELD	2260	3
GTAW Carbon Steel Pipe 6G	WELD	2270	3
GTAW Low Alloy & Stainless Steel Pipe	WELD	2280	3
SEMESTER CREDIT HOURS			**15**

CERTIFICATE OF APPLIED SCIENCE (CAS) MEDICAL CODING SPECIALIST

The Certificate of Applied Science in Medical Coding Specialist is a 40-credit hour program 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 will 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 in Medical Coding for all students beginning the program in 2021-2022 is as follows:

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
College Algebra	MATH	1100	3
Principles of Biology I	BIOL	1201	3
Medical Terminology	HESC	1000	3
SEMESTER CREDIT HOURS			**12**

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Human Anatomy & Physiology I	BIOL	2500	3
Introduction to Health Information Technology	HEIT	1010	3
Healthcare Reimbursement	HEIT	1250	3
SEMESTER CREDIT HOURS			**9**

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Human Anatomy & Physiology II	BIOL	2510	3
ICD-10 Coding 1	HEIT	1030	3
Pathophysiology & Pharmacology	HEIT	2030	3
SEMESTER CREDIT HOURS			**9**

FOURTH SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
ICD-10-Coding II	HEIT	1100	3
Health Data Content and Structure	HEIT	2050	3
CPT Coding	HEIT	1230	3
Medical Coding Externship	HEIT	2999	1
SEMESTER CREDIT HOURS			**10**

CERTIFICATE OF TECHNICAL STUDIES (CTS) MEDICAL ASSISTING

The Certificate of Technical Studies (CTS) in Medical Assisting is a 36-credit hour selective-admission program created for students who are interested in working in a clinical setting of the healthcare field. Upon completion of the program, 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 will 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. Students who are interested in pursuing the TD in Practical Nursing should complete the Medical Assistant Contact Information Form.

The course curriculum guide for the CTS in Medical Assisting for all students beginning the program in 2021-2022 is as follows:

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Basic Body & Structure with Medical Terminology	MAST	1003	4
Introduction to Computer Technology	CSCI	1010	3
Clinical Procedures I	MAST	1222	4
Administrative Procedures	MAST	1214	4
English Composition I	ENGL	1010	3
Phlebotomy	MAST	2100	4
Pharmacology for Medical Assistants	MAST	2143	3
Professionalism for Health Care Providers	MAST	2221	1
Clinical Procedures II	MAST	2132	4
Medical Assistant Externship	MAST	2222	2
Clinical Procedures III	MAST	2212	4

CERTIFICATE OF TECHNICAL STUDIES (CTS) PATIENT CARE TECHNICIAN

The Certificate of Technical Studies (CTS) in Patient Care Technician is a 26 credit-hour selective-admission program created for students who are interested in working in a clinical setting of the healthcare field. The program curricula is aligned to meet the Department of Health and Hospital (DHH) and industry standards. Upon completion of the program, 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 degree must be passed with a 'C' or better. Developmental courses will not be applied to the degree. Courses are taken as a cohort, and all cohorts begin in the fall semester. 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. Students who are interested in pursuing the Patient Care Technician program should complete the Patient Care Technician Contact

Information Form.

The course curriculum guide for the CTS in Patient Care Technician for all students beginning the program in 2021-2022 is as follows:

FIRST SEMESTER (Fall)

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Basic Body & Structure with Medical Terminology	MAST	1003	4
EKG	MAST	1300	4
English Composition I	ENGL	1010	3
SEMESTER CREDIT HOURS			**11**

SECOND SEMESTER (Spring)

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Administrative Procedures I	MAST	1214	4
Nursing Fundamentals I	HNUR	1211	2
Geriatric Clinical	HNUR	1212	1
Professionalism for Health Care Providers	MAST	2221	1
SEMESTER CREDIT HOURS			**8**

THIRD SEMESTER (Summer)

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Phlebotomy	MAST	2100	4
Introduction to Computer Technology	CSCI	1010	3
SEMESTER CREDIT HOURS			**7**

COURSE DESCRIPTIONS

ACCT 1100	Principles of Accounting Part I
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. This course may not be transferable to a University for use towards a 4-year degree program.
ACCT 1200	Principles of Accounting Part II
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. This course may not be transferable to a University for use towards a 4-year degree program.
ACCT 2010	Financial Accounting
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	Managerial Accounting
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	Intermediate Accounting (OFFERED SPRING ONLY)
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
ACCT 2613	Tax Accounting
Credit Hours: 3	This is an introductory course in the principles and fundamentals of individual federal income taxation. Some emphasis is placed on small business taxation and individual tax planning. PREREQUISITE ACCT 2020 WITH A GRADE OF "C" OR BETTER
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 1010	Introduction to Visual Arts
Credit Hours: 3	Lecture and discussion on the forms, functions, and vocabulary of the visual arts. Emphasis will be placed on the different methods of visual expression in our society and how and why works are created. All major forms of drawing, painting, printing, sculpture, design, and architecture explored in basic terms.

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

ARTS 2150	Basic Design
Credit Hours: 3	3 Basic elements of graphic design; an introduction to the fundamental techniques needed when encountering creative problems in two-dimensional visual arts. Six hours of studio a week. This course may not be transferable to a University for use towards a 4-year degree program.

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

ARTS 2520	Art History Survey II
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

BIOL 1010	General Biology I
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.

BIOL 1010L	General Biology Lab I
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. PREREQUSITE: Concurrent enrollment in or completion of BIOL 1010 with "C" or higher.
BIOL 1020	General Biology II
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.
BIOL 1020L	General Biology Lab II (OFFERED SPRING ONLY)
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.
BIOL 1201	Principles of Biology I
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.
BIOL 1202	Principles of Biology II
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 or organisms including bacteria, protists, fungi, plants and animals. PREREQUISITE: BIOL 1201 with a "C" or higher. COREQUISITE: BIOL 1204 recommended but not required
BIOL 1203	Principles of Biology Lab I
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
BIOL 1204	Principles of Biology Lab II
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
BIOL 2110	General Microbiology
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.
BIOL 2110L	General Microbiology Lab
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.

BIOL 2300	Environmental Science (OFFERED SPRING ONLY IN EVEN YEARS)
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.
BIOL 2500	Human Anatomy & Physiology I
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.
BIOL 2500L	Human Anatomy & Physiology Lab
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.
BIOL 2510	Human Anatomy & Physiology II
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.
BIOL 2510L	Human Anatomy & Physiology Lab II
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.
BIOL 2600	Fundamentals of Human Nutrition
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.
BIOL 2830	Intro to Marine Biology (OFFERED SPRING ONLY IN ODD YEARS)
Credit Hours: 3	The diversity of marine organisms, their interactions and their environments. PREREQUISITES: BIOL 1201 with a "C" or higher.
BOTH 1120	General Body Structure
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. This course may not be transferable to a University for use towards a 4-year degree program.
BOTH 1210	Adm Procedures Med Offices
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. This course may not be transferable to a University for use towards a 4-year degree program

BOTH 1230	Insurance Billing
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. This course may not be transferable to a University for use towards a 4-year degree program.
BOTH 1240	Coding
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. This course may not be transferable to a University for use towards a 4-year degree program.
BOTH 1250	Advanced Coding
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. This course may not be transferable to a University for use towards a 4- year degree program.
BOTH 1300	Medical Office Terminology
Credit Hours: 3	This course is an introduction of basic medical terms by use of prefixes, suffixes, and anatomical roots. This course may not be transferable to a University for use towards a 4-year degree program.
BOTH 2110	Medical Office Transcription
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. This course may not be transferable to a University for use towards a 4-year degree program.
BOTL 1210	Legal Admin Procedures
Credit Hours: 3	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. This course may not be transferable to a University for use towards a 4-year degree program.
BTOL 1300	Legal Terminology
Credit Hours: 3	This course contains an introduction of basic legal terms. This course may not be transferable to a University for use towards a 4-year degree program.
BTOL 2110	Legal Transcription
Credit Hours: 3	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. This course may not be transferable to a University for use towards a 4-year degree program.
BUSM 1050	Business Math

Credit Hours: 3	A study of various business-related mathematical processes, principles, and techniques used to solve business problems on the electronic calculator. This course may not be transferable to a University for use towards a 4-year degree program.

BUSN 1100 Introduction to Business

Credit Hours: 3	A study of American business firms, organizational structures, practices and principles. Organizational systems and terminology will be included.

BUSN 1310 Human Resources Management

Credit Hours: 3	A study of personnel issues to include job classification, compensation, benefits, discipline and training.

BUSN 1330 Personal Finance

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.

BUSN 2000 Principles of Marketing (OFFERED FALL ONLY)

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.

BUSN 2200 Legal Environment of Business

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.

BUSN 2220 Small Business Management (OFFERED SPRING ONLY)

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.

BUSN 2300 Business and Professional Communication

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.

BUSN 2999 Business Internship

Credit Hours: 3	This course provides a learning experience that integrates a student’s academic background with practical experience in a supervised job situation. Included in the course are reflections on the internship experience, application of relevant course concepts, and feedback with the internship organization. PRE-REQUISITE: Permission from the Program Director or Dean. This course may not be transferable to a University for use towards a 4-year degree program.

CADD 1100 Intro Comp Aided Draft/Design

Credit Hours: 5	Introduction to basic concepts and principles of CAD, covering basic CAD commands. CO-REQUISITES: DRFT 1000 and CSCI 1010. This course may not be transferable to a University for use towards a 4-year degree program.

CADD 1200 Advanced Comp Aided Draft & Design

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

CADD 1300 3-D CADD Concepts

Credit Hours: 4

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. Pre-requisite: CADD 1200. This course may not be transferable to a University for use towards a 4-year degree program.

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. Pre-requisites: CADD 1300. 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. This course may not be transferable to a University for use towards a 4-year degree program.

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

CHEM 1040	Chemistry for PTEC Majors
Credit Hours: 3	Introduces fundamental laws, theories, and principles of general/organic chemistry, including modern atomic theory, chemical reactions, stoichiometry, periodicity, nomenclature, functional graphs, and their reactivity and introductory polymeric materials. Chemical reactions are used to emphasize concepts and principles of atomic, molecular, and functional group behavior for inorganic and organic chemicals. This course will be taught for technical programs only and is not intended for transfer to a four-year university. Prerequisite: eligibility for college mathematics or MATH 1100. This course may not be transferable to a University for use towards a 4-year degree program.
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. CO-Requisite: INST 1010. This course may not be transferable to a University for use towards a 4-year degree program.
CPTR 1310	Intro to Database Management (OFFERED SPRING ONLY)
Credit Hours: 3	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. This course may not be transferable to a University for use towards a 4-year degree program.
CPTR 1320	Spreadsheets (OFFERED FALL ONLY)
Credit Hours: 3	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.
CRJU 1010	Intro to Criminal Justice
Credit Hours: 3	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.

CRJU 2010	Intro to Police, Courts, and Corrections
Credit Hours: 3	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.
CRJU 2020	The American Judicial Process
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
CRJU 2040	Contemporary Law Enforcement (OFFERED FALL ONLY)
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
CRJU 2050	The Corrections Process (OFFERED SPRING ONLY)
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
CRJU 2310	Criminal Law
Credit Hours: 3	This course is general approach to laws relating to crimes and offenses and the punishment of their violation. PREREQUISITE: CRJU 1010
CSCI 1010	Intro to Computer Technology
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. This course may not be transferable to a University for use towards a 4-year degree program.
CSCI 1100	Problem Solving and Programming Techniques
Credit Hours: 3	This course is an introduction to program development using various problem-solving techniques. Emphasis is placed on using algorithms and pseudocode to design programs. Various control structures used in computer programming are also discussed. This course may not be transferable to a University for use towards a 4-year degree program.
CSCI 1210	IT Hardware Support
Credit Hours: 3	This course covers fundamentals of computer technology, installation and configuration of PCs, laptops and related hardware and networking basics. Skills will be covered in installation, configuration, and troubleshooting of computer hardware, printers, and mobile devices. The class is conducted in a laboratory setting where hands-on learning is emphasized. This class, along with IT Software Support, will help students gain the skills required for the nationally recognized CompTIA A+ certification exam. This course may not be transferable to a University for use towards a 4-year degree program.
CSCI 1300	IT Software Support

Credit Hours: 3	This course covers the fundamentals of supporting Information Technology software. Skills will be covered in the installation and configuration of PC operating systems as well as configuring common features for mobile OS Android, Apple OS, and Windows mobile. The class is conducted in a laboratory setting where hands-on learning is emphasized. This course, along with IT Hardware Support, will help students gain the skills required for the nationally recognized CompTIA A+ certification exam. This course may not be transferable to a University for use towards a 4-year degree program.

CSCI 1400 Network Essentials

Credit Hours: 3	Develop fundamental networking skills including an understanding of network hardware, installation, security, and troubleshooting in a corporate environment. Through classroom and hands-on activities, students learn how computers exchange information and how the Internet functions. In addition, this class will help students gain the skills required for the nationally recognized CompTIA Network+ certification exam. This course may not be transferable to a University for use towards a 4-year degree program.

CSCI 1510 Introduction to Scripting

Credit Hours: 3	This course introduces students to scripting using PowerShell. Students will learn about concepts including execution permissions, commands, pipelining, variables, arrays, split and join operators, program control blocks, scripts, functions, debugging, and breakpoints. On a basic level, students will also become familiar with Visual Basic script, BASH, Korn Shell, C shell, PERL, and PHP. This course may not be transferable to a University for use towards a 4-year degree program.

CSCI 1600 Introduction to Virtualization

Credit Hours: 3	This course introduces students to the benefits and drawbacks of virtualization related to performance, maintenance, security, and efficiency. Students will also learn about the different types of virtualization and how it relates to networks, storage, servers, data, desktops, and applications. Students will be introduced to VMware vSphere and Microsoft Hyper-V and learn to create and configure virtual machines. This course may not be transferable to a University for use towards a 4-year degree program.

CSCI 1700 Microsoft Windows Servers

Credit Hours: 3	An introduction to the fundamentals of Windows Server. Students will work on multiple topics to include, but not limited to: Implementing, Managing and Monitoring DHCP, Implementing Name Resolution, Managing and Monitoring DNS, Network Security, Securing Network traffic with IPSec, Implementing and Managing updates, Configuring Routing and Remote Access, and Maintaining Network Infrastructure. This course is required toward the CNSS 4011-4016 certifications. PREREQUISITES: CSCI 1300- IT Software Support. This course may not be transferable to a University for use towards a 4-year degree program.

CSCI 2010 Software Applications I (OFFERED SPRING ONLY)

Credit Hours: 3	This course is an in-depth study of current software applications such as MS Word, Excel, Access and PowerPoint.

CSCI 2100 Relational Database Coding

Credit Hours: 3	This course covers the fundamentals of database management systems, in particular, relational database systems. The course also teaches students how to use SQL to create, maintain, store, retrieve, and manipulate data. PREREQUISITE: CSCI 1100- Problem Solving and Programming Techniques. This course may not be transferable to a University for use towards a 4-year degree program.

CSCI 2200 Introduction to Cloud Computing

Credit Hours: 3	This course introduces students to an overview of cloud computing. The course addresses cloud computing from a business perspective and from a technical perspective. Exam tips and practice questions will be provided to prepare for the CompTIA Cloud Essentials certification. This course may not be transferable to a University for use towards a 4-

year degree program.

CSCI 2300	Linux Server
Credit Hours: 3	This course equips students with Linux ® administration "survival skills" by focusing on foundational Linux concepts and core tasks. Students will learn how to apply command-line concepts and enterprise-level tools, starting them on your journey toward becoming a full-time Linux system administrator. PREREQUISITES: CSCI 1400- Network Essentials OR CSCI 1210- IT Hardware Support. This course may not be transferable to a University for use towards a 4-year degree program.
CSCI 2400	Network Security Design
Credit Hours: 3	An introduction to fundamentals on designing, planning, and executing vulnerability analysis of networks. Students will work on multiple topics to include, but not limited to: System Security, Network Infrastructure, Access Control, Assessments & Audits, Cryptography, and organizational Security. This course is mapped to the CompTIA Security+ Exam. This course is a required course for earning CNSS 4011-4016 certifications. PREREQUISITES: CSCI 1400- Network Essentials. This course may not be transferable to a University for use towards a 4-year degree program.
CSCI 2600	Advanced Topics in Linux
Credit Hours: 3	This course includes the Linux file system, directories, utilities, the shell and command line operations, the kernel, server software, and applications of Linux to network security. PREREQUISITES: CSCI 2300- Linux Server. This course may not be transferable to a University for use towards a 4-year degree program.
CSCI 2998	Capstone
Credit Hours: 3	This course allows students to apply topics learnt throughout the program. This capstone course also requires students to achieve a minimum of two instructor approved industry-based certifications. Note: In order to enroll in the Capstone course, students must have completed with a "C" or better at least 30 credit hours within the program. This course may not be transferable to a University for use towards a 4-year degree program.
CSCI 2999	Internship
Credit Hours: 3	Students are placed with pre-qualified businesses that offer a broad range of cyber information technology experiences to augment didactic preparation. This capstone course also requires students to achieve a minimum of two instructor approved industry-based certifications. This course is required toward the CNSS 4011-4016 certifications. Note: In order to enroll in the Internship course, students must have completed with a "C" or better at least 30 credit hours within the program. This course may not be transferable to a University for use towards a 4-year degree program.
CSRV 1000	Customer Service (OFFERED FALL ONLY)
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. This course may not be transferable to a University for use towards a 4-year degree program.
DRFT 1000	Fundamentals Drafting/Design
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). This course may not be transferable to a University for use towards a 4-year degree program.

DRFT 1300	Introduction To Disciplines I
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. This course may not be transferable to a University for use towards a 4-year degree program.

DRFT 1500	Advanced Drafting & Discipline
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. This course may not be transferable to a University for use towards a 4-year degree program.

DRFT 2999	Cooperative Education
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. This course may not be transferable to a University for use towards a 4-year degree program.

ECON 2010	Macroeconomics
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.

ECON 2020	Microeconomics
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.

ECON 2030	Economic Principles
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.

ELEC 1003	Core: Industry Safety
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. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 1120	Basic Electricity
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. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 1210	Residential Wiring
Credit Hours: 6	The course includes the identification of various types of conductors in residential wiring, connections, types of boxes, parts of a breaker panel and service entrance, switches, and installation devices. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 1214	Residential Wiring
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. CO-REQUISITES: ELEC 1003. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 1220	Electrical Raceways
Credit Hours: 3	An introduction to basic manual and push button motor control systems. Topics include an understanding of ladder logic and its various components, and basic motor and control installations. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 1230	National Electric Code
Credit Hours: 2	An interpretation and study of the NEC including calculations of: voltage-drops, box and conduit fill capacities for boxes and conduits, service sizing, box sizing, grounding, and bonding. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 1234	The Electrical Trade: Theory D
Credit Hours: 4	An introduction to the electrical trade and National Electric Code (NEC). Covers safety rules and regulations as well as materials end equipment used in Electrical Technology. Introduces electrical concepts, circuits and systems. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 1254	Conduit Bending
Credit Hours: 4	An introduction to conduit bending and installation. Covers cutting, reaming and threading techniques. Focuses on mechanical, hydraulic, and electrical bending. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 1311	Residential Wiring Installation
Credit Hours: 6	The installation and troubleshooting of single pole, 3/w, 4/w, and receptacle circuits, and breaker panels. The course includes building a residential service. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 1330	Generators/Motors and Transformer Operation
Credit Hours: 2	This course includes the fundamentals and principles of single phase and three phase motors and generators and transformer theory, application, and characteristics. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 1410	Commercial Wiring
Credit Hours: 6	An introduction to the identification and installation of raceways, wire ways, busways, commercial lighting, fire alarms, telephone, intercom, and climate control systems. Also covered is feeder sizing, making a material list from blue prints, and a study of different types of hazardous locations as identified in the NEC. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 1415	Commercial Wiring
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. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 1420	Intro to Motor Controls
Credit Hours: 2	An introduction to manual and push button motor control systems. Topics include an understanding of ladder logic and its various components, and basic motor and control installations. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 1425	Conductors and Control Systems
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. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 1430	Blueprint Interpretation
Credit Hours: 3	An introduction to blueprint reading skills, which includes specifications and trade, related elements. The course includes making a material list from a blueprint. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 1440	Motor Controls
Credit Hours: 2	This course presents information on advanced motor control applications. Topics include: installation and troubleshooting of motors, reversing starters, and VFD (Variable Frequency Drive). This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 1525	AC/DC Application
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. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 2115	Load Calculation, Selection, Grounding, and Protection
Credit Hours: 5	An introduction to branch circuits and feeder loads for residential and commercial applications. Topics covered include: calculation of loads, factors involved in conductor selection, troubleshooting and lighting controls, NEC requirements for equipment installation, and circuit breakers and fuses. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 2215	Electrical System Planning for Commercial and Residential
Credit Hours: 5	Topics covered include: basic calculation procedures, installation of circuits in health care facilities, NEC requirements for electrical generators, function and operation of basic electronic devices, alarm units and communication systems. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 2460	Technical Mathematics

Credit Hours: 2

The basics of addition, subtraction, multiplication, and division, squares, square roots, decimals, fractions, and fundamentals of algebra, plane geometry, and trigonometry. The course includes basic concepts of scientific notation and the metric system. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 2520 Solid State Theory

Credit Hours: 2

An introduction to solid state devices, diodes, transistors; half-wave, full-wave, and bridge rectifiers; and filters. Includes analyzing circuits in transistors, SCR, TRIAC, FET, Zener, VDR, and optical devices. The course includes testing and analyzing circuits. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 2540 Logic Functions

Credit Hours: 2

An introduction to the uses and applications of logic technology. The course utilizes test equipment and schematic diagrams to troubleshoot and repair circuits while practicing safety procedures. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 2542 Electrical Work Based I

Credit Hours: 6

An introduction to electrical employment. Students will work for an electrical contractor to practice skills and increase knowledge in this area. Prerequisite: Completion of 50% coursework. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 2543 Electrical Work Based II

Credit Hours: 6

An advanced course in electrical employment. Prerequisite: Completion 50% coursework. This course may not be transferable to a University for use towards a 4-year degree program

ELEC 2635 Advanced Controls, Installation, Maintenance, and Trouble Shooting

Credit Hours: 3

An introduction to various types of transformers, applications and principles of solid-state controls. Also covers a basic overview of HVAC systems, heat tracing systems, motor cleaning and maintenance, and troubleshooting. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 2713 Terminations, Splices, and Special Locations

Credit Hours: 3

Offers and overview of NEC and manufactures' requirements for terminations and splices. Describes NEC requirements for selection and installation in special locations. This course may not be transferable to a University for use towards a 4-year degree program.

ELEC 2720 Introduction To Programmable Logic Controllers

Credit Hours: 2

An introduction to Microprocessors, PLC types, theory, installation, applications, operations, and documentation. This course may not be transferable to a University for use towards a 4-year degree program.

EMGT 1500 Introduction to Emergency Management

Credit Hours: 3

The course provides an overview of the characteristics, functions, and resources of an integrated system and how various emergency management services work together in an integration of resources and capabilities. Emphasis will be placed on how this system is applied to all hazards for all government levels, across the four phases and all functions of emergency management. This course may not be transferable to a University for use towards a 4-year degree program.

EMGT 1840 Emergency Response to Terrorism

Credit Hours: 3

Provides the knowledge and skills needed by public safety forces that respond to terrorist acts. The course provides those public safety and related support personnel the information to understand terrorism, its root causes, and

motivations. The course also provides methods to enable students to recognize circumstances indicating a potential terrorist attack, and to protect themselves from a variety of potential dangers. This course may not be transferable to a University for use towards a 4-year degree program.

EMGT 2100	Emergency Management Principles
Credit Hours: 3	Introduces emergency management functions and processes in federal, state, and local governments; roles of nonprofit and private organizations in disaster planning, response, and recovery; critical management issues in effective response and recovery to natural and man-made hazards. PRE-REQUISITES: EMGT 1500 This course may not be transferable to a University for use towards a 4-year degree program.
ENGL 0098	Developmental English I
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.
ENGL 0099	Developmental English II
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.
ENGL 1000	Co-Requisite for ENGL 1010
Credit Hours: 3	As a co-requisite, this course works in tandem with ENGL 1010, enabling students to complete both ENGL 1000 and ENGL 1010 in the same semester. This course is designed as a foundation of basic writing skills that concentrates on well-constructed paragraphs and essays, along with the fundamentals of grammar and mechanics in the context of writing. PRE-REQUISITES: score of 15 or greater on ACT OR score of 247 or greater on Accuplacer NG Writing
ENGL 1010	English Composition I
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. PRE-REQUISITES: ACT score of 18, OR Accuplacer NG Writing score of 250, OR earned “P” in ENGL 0099, OR earned “P” in ENGL 1000
ENGL 1020	English Composition II
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.
ENGL 2100	Introduction to Literature
Credit Hours: 3	Introduction to various literary genres; includes critical analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
ENGL 2110	Introduction to Fiction
Credit Hours: 3	Introduction to fiction; includes critical analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

ENGL 2150	Intro to Poetry and/ or Drama
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
ENGL 2300	Business and Professional Communication
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.
ENGL 2410	World Literature I
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
ENGL 2420	World Literature II
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
ENGL 2430	Major World Writers
Credit Hours: 3	A survey of significant world writers; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
ENGL 2510	British Literature I
Credit Hours: 3	A survey of British writers from the beginning to the Romanic Era; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
ENGL 2520	British Literature II (OFFERED SPRING ONLY)
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
ENGL 2530	Major British Writers
Credit Hours: 3	A survey of significant British writers; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
ENGL 2610	American Literature I (OFFERED FALL ONLY)
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
ENGL 2620	American Literature II
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
ENGL 2630	Major American Writers

Credit Hours: 3	A survey of significant American writers; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
ENGL 2700	**Intro. to African American Lit**
Credit Hours: 3	Introduction to African American literature; includes critical analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
ENGL 2800	**Intro. to Women's Literature**
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
ENGL 2900	**Mythology or Folklore**
Credit Hours: 3	Introduction to mythology and/or folklore and its role in literature and culture. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER
ETRN 1112	**Fundamentals of Electricity/Electronics**
Credit Hours: 3	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. 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. This course may not be transferable to a University for use towards a 4-year degree program.
ETRN 1212	**Fundamentals of Semiconductors Circuits/Transistors**
Credit Hours: 3	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. This course may not be transferable to a University for use towards a 4-year degree program.
ETRN 1420	**Digital Circuits**
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. This course may not be transferable to a University for use towards a 4-year degree program.
GEOG 2010	**Introduction to Geography**

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.

GEOG 2023 Introduction to Geographical Information Systems

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.

GEOG 2030 Cultural Geography (OFFERED FALL ONLY)

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.

GEOG 2050 Physical Geography (OFFERED SPRING ONLY)

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.

GEOL 1001 General Geology: Physical

Credit Hours: 3

Earth materials and land forms; processes at work on and within the earth.

HACR 1150 HVAC Introduction

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

HACR 1160 Principles of Refrigeration 1

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

HACR 1170 Principles of Refrigeration 2

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

HACR 1180 Principles of Refrigeration 3

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

HACR 1210	Electrical Fundamentals
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. This course may not be transferable to a University for use towards a 4-year degree program.
HACR 1220	Electrical Components
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. This course may not be transferable to a University for use towards a 4-year degree program.
HACR 1230	Electric Motors
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. This course may not be transferable to a University for use towards a 4-year degree program.
HACR 1240	Applied Elec & Troubleshooting
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. This course may not be transferable to a University for use towards a 4-year degree program.
HACR 1410	Domestic Refrigeration
Credit Hours: 2	Presents the proper procedures to diagnose and repair domestic refrigerators and freezers. This course may not be transferable to a University for use towards a 4-year degree program.
HACR 1420	Room Air Conditioners
Credit Hours: 2	The operation, diagnosis and science of room air conditioning. Emphasis is devoted to diagnosis and repair. This course may not be transferable to a University for use towards a 4-year degree program.
HACR 2510	Residential Central Air Cond I
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. This course may not be transferable to a University for use towards a 4-year degree program.
HACR 2520	Residential Central Air Cond 2
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. This course may not be transferable to a University for use towards a 4-year degree program.
HACR 2530	Residential System Design
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. This course may not be transferable to a University for use towards a 4-year degree program.
HACR 2540	Residential Heating 1

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

HACR 2550 Residential Heating II

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

HACR 2560 Residential Heat Pumps

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

HACR 2810 Commercial Air Conditioning I

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

HACR 2820 Commercial Air Cond Controls

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

HACR 2830 Commercial Air Cond II

Credit Hours: 6 — Topics will include types of commercial air conditioning systems heat loads. Calculations, duct design, air filtration, and safety principles. This course may not be transferable to a University for use towards a 4-year degree program.

HACR 2910 Commercial Refrigeration I

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

HACR 2920 Commercial Refrig Controls

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

HACR 2930 Commercial Refrigeration II

Credit Hours: 6 — Topics will include types of commercial refrigeration systems heat loads, calculations, duct design, air filtration, and safety principles. This course may not be transferable to a University for use towards a 4-year degree program.

HCNA 1200 Nursing Assistant

Credit — 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

Hours: 4	in the management of clients with health alterations. The trainee will be given at least 4 hours of orientation of the clinical site. This course may not be transferable to a University for use towards a 4-year degree program.
HEIT 1010	Intro. to Health Info. Tech.
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. This course may not be transferable to a University for use towards a 4-year degree program.
HEIT 1030	ICD-10 Coding I (OFFERED IN SPRING ONLY)
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. This course may not be transferable to a University for use towards a 4-year degree program.
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. This course may not be transferable to a University for use towards a 4-year degree program.
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. This course may not be transferable to a University for use towards a 4-year degree program.
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. This course may not be transferable to a University for use towards a 4-year degree program.
HEIT 2030	Pathophysiology Pharmacology (OFFERED SPRING ONLY)
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. This course may not be transferable to a University for use towards a 4-year degree program.
HEIT 2050	Health Data Content/ Structure.
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. This course may not be transferable to a University for use

towards a 4-year degree program.

HEIT 2999	Medical Coding Externship
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 codding/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. Concurrent enrollment in or completion of HEIT 1100 and HEIT 1230. This course may not be transferable to a University for use towards a 4-year degree program.
HEKG 1113	EKG
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. This course may not be transferable to a University for use towards a 4-year degree program.
HESC 1000	Medical Terminology
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. This course may not be transferable to a University for use towards a 4-year degree program.
HIST 1003	World History I
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.
HIST 1005	World History II
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.
HIST 1010	History of Western Civilization I
Credit Hours: 3	A survey of the history of western civilization up to A.D. 1500.
HIST 1020	History of Western Civilization II
Credit Hours: 3	A survey of the history of western civilization from 1500 to the present.
HIST 2010	American History I
Credit Hours: 3	A survey of United States history from the period of colonial origins to 1865.
HIST 2020	American History II

Credit Hours: 3	A survey of United States history from 1865 to the present.

HIST 2100 Louisiana History (OFFERED SPRING ONLY)

Credit Hours: 3	A survey of Louisiana history from the original European settlement to the present.

HIST 2061 African-American History (OFFERED FALL ONLY)

Credit Hours: 3	Social, cultural, and economic role of African-Americans in the U.S. from 1619 to the present.

HNUR 1211 Nursing Fundamentals

Credit Hours: 4	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: Must meet program requirements. CONCURRENCY: HCOR 1212. This course may not be transferable to a University for use towards a 4-year degree program.

HNUR 1212 Geriatric Clinical

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

HNUR 1270 PN Perspectives

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

HNUR 1300 Anatomy & Physiology Health Prov.

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

HNUR 1320 Nutritional Aspects

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

HNUR 1361	Basic Pharmacology
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. This course may not be transferable to a University for use towards a 4-year degree program.
HNUR 1411	Nursing Fundamentals II
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. This course may not be transferable to a University for use towards a 4-year degree program.
HNUR 1460	Advanced Pharmacology
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 1361with a C or better. Concurrent enrollment or successful completion of HNUR 1411 is also required. This course may not be transferable to a University for use towards a 4-year degree program.
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. This course may not be transferable to a University for use towards a 4-year degree program.
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. This course may not be transferable to a University for use towards a 4-year degree program.

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

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

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

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

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

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

HPHL 1013	Phlebotomy
Credit Hours: 3	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. This course may not be transferable to a University for use towards a 4-year degree program.
HURM 1000	Employment law & Regulations
Credit Hours: 3	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. This course may not be transferable to a University for use towards a 4-year degree program.
HURM 1100	Training & Development
Credit Hours: 3	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. This course may not be transferable to a University for use towards a 4-year degree program.
HURM 1200	Recruiting, Selecting & Pers.
Credit Hours: 3	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. This course may not be transferable to a University for use towards a 4-year degree program.
HURM 1300	Compensation & Benefits
Credit Hours: 3	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. This course may not be transferable to a University for use towards a 4-year degree program.
IMMT 1013	Workplace Safety and Orent
Credit Hours: 3	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 measuring instruments, hand tools and portable powered tools introduced in the course. PREREQUSITE: NONE. This course may not be transferable to a University for use towards a 4-year degree program.
IMMT 1120	Blueprint Reading I

Credit Hours: 2 — A general study of blue print reading and interpretation of data contained in the drawing. This course may not be transferable to a University for use towards a 4-year degree program.

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. PREREQUSITE: IMMT 1112 This course may not be transferable to a University for use towards a 4-year degree program.

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. PREREQUSITE: NONE This course may not be transferable to a University for use towards a 4-year degree program.

IMMT 1133 Technical Mathematics

Course 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. PREREQUSITES: NONE This course may not be transferable to a University for use towards a 4-year degree program.

IMMT 1143 Material Handling

Credit Hours: 3 — The study and theory of the proper methods of storing, movement and securing both solid and liquid material in an industrial setting. PREREQUSITE: NONE This course may not be transferable to a University for use towards a 4-year degree program.

IMMT 1153 Plant Equipment

Credit Hours: 3 — Introduces the proper types of plant equipment and safety procedures dealing with working around the equipment. This course may not be transferable to a University for use towards a 4-year degree progra

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

IMMT 2102 Pumps & Drivers

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

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

IMMT 2113	Hydraulic Systems
Credit Hours: 3	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. This course may not be transferable to a University for use towards a 4-year degree program.
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. This course may not be transferable to a University for use towards a 4-year degree program.
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. CO-REQUISITE: CORE 1003 This course may not be transferable to a University for use towards a 4-year degree program.
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. CO-REQUISTE: CORE 1003 PRE-REQUISITE: INST 1010 This course may not be transferable to a University for use towards a 4-year degree program.
INST 1215	Semiconductors & Transistors
Credit Hours: 4	An introduction to solid-state devices, diodes, transistors, special purpose diode thyristors, FET devices, and optical devices. Includes testing, analyzing, troubleshooting, and repairing using technical manuals. This course may not be transferable to a University for use towards a 4-year degree program.
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, 1011, ETRN 1112, 1212, 1420, INST 2820, 2635 with a C or better. This course may not be transferable to a University for use towards a 4-year degree program.
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, 1011, ETRN 1112, 1212, 1420, INST 2820, 2635, 1330 with a C or better. This course may not be transferable to a University for use towards a 4-year degree program.
INST 1435	**Principles of Process Controls/IIoT**
Credit hour: 3	This course covers the Introductory concepts of automatic process control. Process control applications will be presented, along with the concepts of proportional, integral, and derivative control modules, loop tuning, and documentation. These systems will include digital control nodes (DCNs), Open Internet Protocol Transmission/Addressing, and Industrial Internet of Things (IIoT) technologies. PREREQUISITES: Core 1003, INST 1011, ETRN 1112, CSCI 1010, MATH 1100. COREQUISITES: ETRN 1420 This course may not be transferable to a University for use towards a 4-year degree program.
INST 2000	**Industry Troubleshooting Capstone**
Credit Hour: 3	This course covers the advanced concepts of automatic process control, and process control troubleshooting will be presented, along with the concepts of proportional, integral, and derivative control modules, loop tuning, and documentation. These systems will include digital control nodes (DCNs), Open Internet Protocol Transmission/Addressing, and Industrial Internet of Things (IIoT) technologies. Utilization of human machine interface (HMI) devices with IT/OT communications. 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 COREQUISITES: INST 2741, INST 2740 This course may not be transferable to a University for use towards a 4-year degree program
INST 2420	**Industrial Control Systems**
Credit Hours: 3	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, 1011, ETRN 1112, 1212, 1420, INST 2820, 2635, 1330, 1425, 2732, 2741 with a C or better. This course may not be transferable to a University for use towards a 4-year degree program.
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, 1011, ETRN 1112, 1212, 1420, INST 2820 with a C or better. This course may not be transferable to a University for use towards a 4-year degree program.
INST 2731	**Analytical Measurements**
Credit Hours: 3	In this course the student will be introduced to the principles of liquid and gas analysis. Also covered is the terminology, techniques, and equipment used in the analysis of liquids and gases. This course may not be transferable to a University for use towards a 4-year degree program.

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, 1011, ETRN 1112, 1212, 1420, INST 2820, 2635, 1330, 1425 with a C or better. This course may not be transferable to a University for use towards a 4-year degree program.

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, 1011, ETRN 1112, 1212, 1420, INST 2820, 2635, 1330, 1425, 2732, 2741, 2420 with a C or better. This course may not be transferable to a University for use towards a 4-year degree program.

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: INST 2620, 2630, 1330, 1410, 1420, 1430, 2610 and 2730 with a C or better. This course may not be transferable to a University for use towards a 4-year degree program.

INST 2745	Motor Controls, VFD, & Vibration Analysis
Credit hour: 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 and vibration waveform data and possible causes of any abnormalities. PREREQUISITES: Core 1003, INST 1010, INST 1011, ETRN 1112, ETRN 1212, ETRN 1420, INST 2820, MATH 1100 COREQUISITES: INST 1330, INST 1425, INST 2732 This course may not be transferable to a University for use towards a 4-year degree program.

INST 2755	Industrial Electrical Control Systems
Credit hour: 3	Course instruction includes the principles of operation, maintenance, troubleshooting, and repair of 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 distributed control systems (DCS) will be covered. PREREQUISITES: Core 1003, INST 1011, ETRN 1112, ETRN 1212, ETRN 1420, INST 2820, MATH 1100, INST 1330, INST 1425, INST 2732, INST 2635 This course may not be transferable to a University for use towards a 4-year degree program.

INST 2820	Principles of Process Controls
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: Must be admitted into Industrial Instrumentation Technology Program. This course may not be transferable to a University for

use towards a 4-year degree program.

INST 2991	Special Projects I
Credit Hours: 1	A course designed for the student who has demonstrated specific special needs. PRREQUISTIES: Consent of instructor. This course may not be transferable to a University for use towards a 4-year degree program.
INST 2999	Internship
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 nooutside internship is available, students will complete an internal internship program. This course may not be transferable to a University for use towards a 4-year degree program.
ISYS 1410	Word Processing
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. This course may not be transferable to a University for use towards a 4-year degree program.
ISYS 1650	Desktop Publishing
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.
JOBS 2450	Job Seeking Skills
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. This course may not be transferable to a University for use towards a 4-year degree program.
KYBD 1200	Keyboarding
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. This course may not be transferable to a University for use towards a 4-year degree program.
LISR 1000	Info Lit: Research, Strat, Res
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.
MAST 1000	Medical Terminology for Allied Health

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

MAST 1002 Basic Body Structure and Functions

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

MAST 1003 Basic Body Structure with Medical Terminology

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 used medical/nursing abbreviations related to each body system are address in detail in this course. This course may not be transferable to a University for use towards a 4-year degree program.

MAST 1111 Intro. to Medical Assistant

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

MAST 1122	Law & Ethics for Medical Asst.
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. This course may not be transferable to a University for use towards a 4-year degree program.
MAST 1132	Medical Assistant Applications
Credit Hours: 2	Keyboarding principles, which integrate language arts, medical terminology, and medical document processing with emphasis on utilizing correct techniques, accuracy and speed. This course may not be transferable to a University for use towards a 4-year degree program.
MAST 1214	Administrative Procedures I
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. PREREQUSITES: Completion of MAST 1002, MAST 1000, and MAST 1300 with a "C" or higher. This course may not be transferable to a University for use towards a 4-year degree program.
MAST 1222	Clinical Procedures I
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. This course may not be transferable to a University for use towards a 4-year degree program.
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. This course may not be transferable to a University for use towards a 4-year degree program.
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. PREREQUSITES: Completion of MAST 1002, MAST 1000, MAST 1300 with a "C" or higher. This course may not be transferable to a University for use towards a 4-year degree program.
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. This course may not be transferable to a University for use towards a 4-year degree program.

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. PREREQUISTES: MAST 1221 or MAST 1222 This course may not be transferable to a University for use towards a 4-year degree program.
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 1002, MAST 1214, and MAST 1221 or MAST 1222 This course may not be transferable to a University for use towards a 4-year degree program.
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. PREREQUISITIES: MAST 2132 This course may not be transferable to a University for use towards a 4-year degree program.
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 1002, MAST 1222, and MAST 1214. This course may not be transferable to a University for use towards a 4-year degree program.
MAST 2222	Medical Assistant Externship
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 1002, MAST 1222, MAST 1214, MAST 2100, MAST 2143, MAST 2221, and MAST 2132. This course may not be transferable to a University for use towards a 4-year degree program.
MATH 0098	Algebra Foundations I
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.
MATH 0099	Algebra Foundations II
Credit Hours: 3	This course is designed as a foundation of additional algebraic skills for students to gain understanding of algebra while 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.

MATH 1100	College Algebra
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. PRE-REQUISITES: ACT score of 19, OR Accuplacer NG QRAS score of 250, OR earned “P” in MATH 0099, OR “P” in MATH 1101

MATH 1101	Co-Requisite for MATH 1100
Credit Hours: 3	As a co-requisite, this course works in tandem with MATH 1100, enabling students to complete both MATH 1101 and MATH 1100 in the same semester. This course is designed as a foundation of additional algebraic skills for students to gain understanding of algebra while taking an entry level college math course. PRE-REQUISITES: score of 16 or greater on ACT OR 247 or greater on Accuplacer NG QRAS. CO-REQUISITES: MATH 1100

MATH 1110	Plane Trigonometry
Credit Hours: 3	Trigonometric functions and identities, inverse trigonometric functions; fundamental identities and angle formulas; solving equations; triangles with applications; polar coordinate system. PREREQUISITE: Undergraduate level MATH 1100 Minimum Grade of “C” or Undergraduate level MATH 1100 Minimum Grade of “P”

MATH 1167	Elementary Number Structure (OFFERED FALL ONLY)
Credit Hours: 3	Basic concepts of fractions, decimals, percentage, geometry, computational facility, number theory and problem solving.

MATH 1168	Geometry: Elem & Middle School Teach (OFFERED SPRING ONLY)
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.

MATH 1200	College Algebra & Trigonometry
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.

MATH 1300	Intro to Contemporary Math (OFFERED SPRING ONLY)
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.) PRE-REQUISITES: ACT score of 19, OR Accuplacer NG QRAS score of 250, OR earned “P” in MATH 0099, OR “P” in MATH 1301, OR “P” in MATH 1101

MATH 1301	Co-Requisite for MATH 1300
Credit Hours: 1	As a co-requisite, this course works in tandem with MATH 1300, enabling students to complete both MATH 1301 and MATH 1300 in the same semester. This course is designed as a foundation of additional algebraic skills for students to gain understanding of algebra while taking an entry level college math course. PRE-REQUISITES: score of 16 or greater on ACT OR 247 or greater on Accuplacer NG QRAS. CO-REQUISITES: MATH 1300

MATH 1410	Technical Math
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 0092or MATH 0094 or MATH 0099 WITH "C" OR HIGHER.

MATH 1500	Finite Mathematics (OFFERED FALL ONLY)
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. PRE-REQUISITES: ACT score of 19, OR Accuplacer NG QRAS score of 250, OR earned “P” in MATH 0099, OR “P” in MATH 1501, OR “P” in MATH 1101

MATH 1501	Co-Requisite for MATH 1500
Credit Hours: 1	As a co-requisite, this course works in tandem with MATH 1500, enabling students to complete both MATH 1501 and MATH 1500 in the same semester. This course is designed as a foundation of additional algebraic skills for students to gain understanding of algebra while taking an entry level college math course. PRE-REQUISITES: score of 16 or greater on ACT OR 247 or greater on Accuplacer NG QRAS. CO-REQUISITES: MATH 1500

MATH 2010	Calculus for Non-Science Major (OFFERED SPRING ONLY)
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.

MATH 2100	Calculus I (OFFERED FALL ONLY)
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. PREREQUSITES: MATH 1100 with “C” or higher and MATH 1110 with a “C” or higher; or MATH 1200 with a “C” or higher.

MATH 2110	Calculus II (OFFERED SPRING ONLY)
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.

MATH 2140	Introduction to Statistics
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: Undergraduate level MATH 1100 Minimum Grade of “C” or Undergraduate level MATH 1100 Minimum Grade of “P” or Undergraduate level MATH 1500 Minimum Grade of “C” or Undergraduate level MATH 1500 Minimum Grade of “P”.

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: CORE 1003

Students successfully completing all parts of this course will receive NCCER credits for modules 15101- 15105. This course may not be transferable to a University for use towards a 4-year degree program.

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. COREQUISITES: CORE 1003

Students successfully completing all parts of this course will receive NCCER credits for modules 15206- 15209. This course may not be transferable to a University for use towards a 4-year degree program.

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

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. This course may not be transferable to a University for use towards a 4-year degree program.
MWRT 1330	Millwright III
Credit Hours:	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. PREREQUITES: MWRT 1310, MWRT 1315, MWRT 1325 Students successfully completing all parts of this course will receive NCCER credits for modules 15305- 15307. This course may not be transferable to a University for use towards a 4-year degree program.
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. PREREQUITES: MWRT 1320, MWRT 1330, MWRT 1325 Students successfully completing all parts of this course will receive NCCER credits for modules 15310, 15404-15405. This course may not be transferable to a University for use towards a 4-year degree program.
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. PREREQUISITIES: MWRT 1320, MWRT 1330, MWRT 1335 Students successfully completing all parts of this course will receive NCCER credits for modules 15311, 15411. This course may not be transferable to a University for use towards a 4-year degree program.
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.

PHIL 2030	Intro to Logic
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.
PHIL 2050	Intro to Ethics
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.
PHSC 1010	Physical Science I
Credit Hours: 3	Survey of concepts in physics and physical sciences.
PHSC 1010L	Physical Science Lab I
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
PHSC 1020	Physical Science II
Credit Hours: 3	Additional concepts in physical science, which may include physics, chemistry, geology, astronomy, oceanography, etc.
PHSC 1020L	Physical Science Lab II
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
PHYS 2010	General Physics I (OFFERED FALL ONLY)
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) PREREQUISITIE: MATH 1110 with at least a C.
PHYS 2010L	General Physics Lab I (OFFERED FALL ONLY)
Credit Hours: 1	Experiments in mechanics to accompany Algebra/ Trig-based physics. (Not intended for engineering majors). COREQUISITE OR PREREQUISITE: PHYS 2010
PHYS 2020	General Physics II (OFFERED SPRING ONLY)
Credit Hours: 3	Electrostatics, circuits, magnetism, induction, optics, and modern physics. (Not intended for engineering majors) COREQUISITES: PHYS 2020L STRONGLY RECOMMENDED; PREREQUISITE: PHYS 2010
PHYS 2020L	General Physics Lab II (OFFERED SPRING ONLY)
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

PIPE 1005	Basic Pipefitting Skills: Tools and Equipment
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. COREQUESITES: CORE 1003 Students successfully completing all parts of this course will receive NCCER credits for modules 08101- 08183, 08105-08106 (Level I). This course may not be transferable to a University for use towards a 4-year degree program.
PIPE 1013	Field Measuring, Sketching and Layout
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). This course may not be transferable to a University for use towards a 4-year degree program.
PIPE 1103	Basic Blueprint Reading for Pipefitting
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). This course may not be transferable to a University for use towards a 4-year degree program.
PIPE 1223	Pipe Fabrication I
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. PREREQUITES: 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). This course may not be transferable to a University for use towards a 4-year degree program.
PIPE 1233	Pipe Fabrication II
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. PREREQUITES: 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). This course may not be transferable to a University for use towards a 4-year degree program.
PIPE 1303	Pipe Installation
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. PREREQUITIES: 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). This course may not be transferable to a University for use towards a 4-year degree program
PIPE 2001	Rigging and Lifts
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. PREREQUITIES: 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). This course may not be transferable to a University for use towards a 4-year degree program.

PIPE 2103	Advanced Blueprint Reading for Pipefitters
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. PREREQUITIES: 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). This course may not be transferable to a University for use towards a 4-year degree program.
POLI 1100	American Government
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.
POLI 2000	State and Local Politics
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.
PSYC 1520	Human Sexual Behavior (OFFERED FALL ONLY)
Credit Hours: 3	Aspects of human sexuality including behavior, anatomy, physiology, cross-cultural comparisons, and historical and current perspectives.
PSYC 2000	Psychology of Adjustment (OFFERED FALL ONLY)
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.
PSYC 2010	Introduction to Psychology
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.
PSYC 2040	Social Psychology (OFFERED SPRING ONLY)
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
PSYC 2045	Adolescent Psychology (OFFERED SPRING ONLY)
Credit Hours: 3	This course examines adolescent behavior in terms of psychological, social and physical development. PREREQUISITES: PSYC 2010
PSYC 2250	Child Psychology
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. CO-REQUISITE: PTEC 2030 This course may not be transferable to a University for use towards a 4-year degree program.

PTEC 1320	Process Instrumentation II Lab
Course Hours: 3	This course is designed to enhance the student's ability to use instruments and instrument systems used in the Process Industry including DCS and Troubleshooting. This course may not be transferable to a University for use towards a 4-year degree program.

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. CONCURRENT: PTEC 1331. PRE-REQUISITES: PTEC 1010 & PTEC 2030 This course may not be transferable to a University for use towards a 4-year degree program.

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. CONCURRENT: PTEC 1330. PRE-REQUISITES: PTEC 1010 & PTEC 2030 This course may not be transferable to a University for use towards a 4-year degree program.

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. CONCURRENT: PTEC 1631. PRE-REQUISITES: PTEC 1010 & PTEC 2030. CO-REQUISITES: 1631 This course may not be transferable to a University for use towards a 4-year degree program.

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. CONCURRENT: PTEC 1630. PRE-REQUISITES: PTEC 1010 & PTEC 2030, CO-REQUISITES: 1630 This course may not be transferable to a University for use towards a 4-year degree program.
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. CO-REQUISITES: PTEC 1010 This course may not be transferable to a University for use towards a 4-year degree program.
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 This course may not be transferable to a University for use towards a 4-year degree program.
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. CONCURRENT: PTEC 2421. PREREQUISITES: PTEC 1010, & PTEC 2030, PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631, MATH 1100. This course may not be transferable to a University for use towards a 4-year degree program.
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. CONCURRENT: PTEC 2420. PRE-REQUISITES: PTEC 1010, PTEC 2030, PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631, MATH 1100. This course may not be transferable to a University for use towards a 4-year degree program.
PTEC 2430	Unit Operations II - Capstone
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. CONCURRENT: PTEC 2431. CO-REQUISITE: PTEC 2911 OR 2912. PRE-REQUISITES: PTEC 1010, PTEC 2030, PTEC 1330. PTEC 1331, PTEC 1630, PTEC 1631, PTEC 2070, PTEC 2420, PTEC 2421, MATH 1100 This course may not be transferable to a University for use towards a 4-year degree program.

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. CONCURRENT: PTEC 2430. CO-REQUISITES: PTEC 2911 OR 2912. PRE-REQUISITES: PTEC 1010, PTEC 2030, PTEC 1330. PTEC 1331, PTEC 1630, PTEC 1631, PTEC 2070, PTEC 2420, PTEC 2421, MATH 1100 This course may not be transferable to a University for use towards a 4-year degree program
PTEC 2440	Troubleshooting
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 This course may not be transferable to a University for use towards a 4-year degree program.
PTEC 2630	Fluid Mechanics
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. PREREQUISITE: PTEC 1010, PTEC 2030, PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631, MATH 1100 This course may not be transferable to a University for use towards a 4-year degree program
PTEC 2911	Internship
Credit Hours: 3	The internship is a cooperative venture between the Process Industry and the education institution which involves actual on-the-job experiences with a minimum of 135 hrs. If the student is selected for a plant internship, he/she will be evaluated on all required performances as set forth by the plant internship objectives, and will be evaluated by plant personnel where the Internship takes place. Student will have an exit interview with the PTEC instructor before the plant internship class is considered complete. For those not awarded a plant internship, they will complete the requirements for a school internship as required by the PTEC educational committee. . CO-REQUISITES: PTEC 2430 AND 2431. PRE-REQUISITES: PTEC 1010, PTEC 2030, PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631, PTEC 2070, PTEC 2420, PTEC 2421, MATH 1100 This course may not be transferable to a University for use towards a 4-year degree program
PTEC 2912	Independent Internship
Credit Hours: 3	Independent Internship designed for students that obtain an external internship with a company approved by the Director of Technical programs. CO-REQUISITES: PTEC 2430, PTEC 2431. PRE-REQUISITES: PTEC 1010, PTEC 2030, PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631, PTEC 2070, PTEC 2420, PTEC 2421, MATH 1100 This course may not be transferable to a University for use towards a 4-year degree program
RELS 1000	Religions of the World
Credit Hours: 3	Survey of the religions of the world such as Hinduism, Buddhism, Judaism, Christianity, Islam, and indigenous religious traditions.

RELS 1003	Intro to Religion
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
RELS 1004	Old Testament
Credit Hours: 3	This course will examine the Hebrew Bible (Old Testament) against the background of the history of religious of ancient Israel.
RELS 1005	New Testament
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.
RELS 2029	Judaism, Christianity & Islam
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.
SOCL 2000	Introduction to Sociology
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.
SOCL 2050	Contemporary Social Problems (OFFERED FALL ONLY)
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.
SOCL 2500	Marriage & Family (OFFERED SPRING ONLY)
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.
SOLR 1000	Solar Fundamentals
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. This course may not be transferable to a University for use towards a 4-year degree program.
SOLR 1010	Solar Applications
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. This course may not be transferable to a University for use towards a 4-year degree program.

SOLR 1020	Industrial Solar Applications
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. This course may not be transferable to a University for use towards a 4-year degree program.
SOLR 1030	Solar Thermal Applications
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. This course may not be transferable to a University for use towards a 4-year degree program.
SPAN 1000	Spanish for Workplace Professionals
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. This course may not be transferable to a University for use towards a 4-year degree program.
SPAN 1101	Elementary Spanish I
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.
SPAN 1102	Elementary Spanish II
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
SPAN 2101	Intermediate Spanish 1 (OFFERED FALL ONLY)
Credit Hours: 3	Continuation of elementary Spanish. Additional emphasis on reading and writing. PREREQUISITE: SPAN 1102. Native speakers of Spanish will not receive credit
SPCH 1010	Fundamentals of Speech
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.
SPCH 1200	Techniques of Speech
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.

SPCH 2100	Interpersonal Communication
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.

SPPR 2991	Special Projects I
Credit Hours: 1	A course designed for the student who has demonstrated specific special needs. Prerequisite: Consent of instructor. This course may not be transferable to a University for use towards a 4-year degree program

SPPR 2993	Special Projects II
Credit Hours: 2	A course designed for the student who has demonstrated specific special needs. Prerequisite: Consent of Instructor. This course may not be transferable to a University for use towards a 4-year degree program

SPPR 2995	Special Projects III
Credit Hours: 3	A course designed for the student who has demonstrated specific special needs. Prerequisite: Consent of Instructor. This course may not be transferable to a University for use towards a 4-year degree program.

SPPR 2996	Special Projects IV
Credit Hours: 3	A course designed for the student who has demonstrated specific special needs. Prerequisite: Consent of instructor. This course may not be transferable to a University for use towards a 4-year degree program.

SPPR 2997	Practicum
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. This course may not be transferable to a University for use towards a 4-year degree program.

SPPR 2998	Special Projects V
Credit Hours: 1	A course designed for the student who has demonstrated specific special needs. Prerequisite: Consent of Instructor. This course may not be transferable to a University for use towards a 4-year degree program.

SPPR 2999	Cooperative Education
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. This course may not be transferable to a University for use towards a 4-year degree program.

TEAC 2010	Teac. & Learn. in Diver. Set.1 (OFFERED FALL ONLY)
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

TEAC 2030	Teac. & Learn. in Div. Set. 2 (OFFERED SPRING ONLY)
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
THTR 1020	Intro to Theater
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.
THTR 2025	Fundamentals of Acting
Credit Hours: 3	Principles involved in a workable theory of acting and their application through development of technical skills.
WELD 1000	Applied Math
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. This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1005	Occupational Orientation & Welding Safety
Credit Hours: 3	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 weldingpractices. Students successfully completing this class will also earn credit for NCCER Core Modules 00101-00109 and NCCER Module ID 29101 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1121	Welding Symbols and Detailed Drawings
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 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1125	Introduction to Welding Fundamentals
Credit Hours: 3	Course introduces the basic science and practical application of the most commonly utilized welding processes along with other essential topics, including welding terminology, weld design, welding safety, electrical theory, the weldability of metals, and welding quality control. CO-REQUISITES: WELD 1005 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1130	Welding Inspection and Weld Quality
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. PREREQUISITIES: WELD 1005. Exit Notice: Students may be required to pass course proficiency test before proceeding to other program content. This course may not be transferable to a University for

use towards a 4-year degree program.

WELD 1134	Welding Inspect. & Welding Proc.
Credit Hours: 4	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. Emphasis on the American Welding Society (AWS) requirements and certifications. Students successfully completing this class will successfully complete AWS Partial Certification – Level I part A. PREREQUISITES: Completion of full CTS, Entry Welder SMAW sequence (26 Credit Hours) Fee: $35- AWS partial Certification: Level I (part A) This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1161	Physical Characteristics of Metals/Pre/Post Heating
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 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1171	GMAW FCAW Equip Fill Materials
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 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1211	Oxyfuel Cutting
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 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1321	Plasma & Air Carbon Arc Cutting & Gouging
Credit Hours: 1	An introduction to plasma arc and air carbon arc cutting processes, equipment and safe work area preparations. Covers plasma-arc cutting methods and air carbon arc washing and gouging activities. PREREQUISITES: WELD 1005 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1401	Base Metal Preparation and Joint Fit-Up & Alignment
Credit Hours: 1	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 Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content. This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1403	SMAW Beads Welds
Credit Hours: 3	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 stinger beads, weave beads, and overlapping beads in various positions using various electrodes. PREREQUISITES: WELD 1005 This course may not be transferable to a University for

use towards a 4-year degree program.

WELD 1405	Shielded Metal Arc Electrodes and SMAW Equipment & Setup
Credit Hours: 1	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. PREREQUSITES: WELD 1005 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1415	SMAW Beads and Fillet Welds
Credit Hours: 5	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 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1425	SMAW Open V Groove Welds
Credit Hours: 3	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 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1430	SMAW Pipe 2G
Credit hours: 3	An introduction to the safe setup of equipment and principals of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 2G vertical fixed position, joint preparation, proper weld quality, qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 2G vertical fixed position. COREQUISITES: WELD 1005 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1432	SMAW Groove Welds w/ Backing
Credit Hours: 4	Introduction and explanation of setup and operation if welding equipment with practice of groove welds with a backing in the flat, horizontal, vertical, and overhead positions using various electrodes. PREREQUISITIES: WELD 1005 with a C or better. This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1440	SMAW Pipe 5G
Credit hours: 3	Safely setup equipment and apply principals 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. COREQUISITES: WELD 1005 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1450	SMAW Pipe 6G
Credit hours: 3	Safely setup equipment and apply principals 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. COREQUISITES: WELD 1005 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1510	SMAW-PIPE 2G
Credit Hours: 4	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. This course may not be transferable to a University for use towards a 4-year degree program

WELD 1511	SMAW-Pipe 5G
Credit Hours: 4	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. This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1512	SMAW--Pipe 6G
Credit Hours; 4	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. This course may not be transferable to a University for use towards a 4-year degree program.
WELD 1512	SMAW Open Root Pipe Welds
Credit Hours: 4	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. PREREQUISITIES: WELD 1005, 1121, 1211, 1321, 1405, and 1425 and/or the consent of the Instructor. Exit Notice: Students may be required to pass course proficiency test before proceeding to other content. This course may not be transferable to a University for use towards a 4-year degree program.
WELD 2104	GTAW Equip & Filler Metals and GTAW Plate
Credit Hours: 4	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 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 2154	FCAW Pipe
Credit Hours: 4	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 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 2155	GMAW & FCAW Plate
Credit Hours: 5	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 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 2160	GMAW and FCAW Pipe 2G
Credit Hours: 3	An introduction to the principals of Gas Metal Arc Welding of Pipe (GMAWPipe) in the 2G vertical fixed position, proper assembly of a 2G pipe joint, proper weld quality, safe setup of equipment, and practice welding a 2G vertical fixed position pipe joint. Safely setup and operate Flux Core Arc Welding pipe (FCAW-Pipe) equipment, proper assembly of a 2G – vertical fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 2G pipe joint. PREQUISITES: WELD 1005 This course may not be transferable to a University for use towards a 4-year degree program.

WELD 2170	GMAW and FCAW Pipe 5G
Credit Hour: 3	Safely setup and operate Gas Metal Arc Welding pipe (GMAW-Pipe) equipment, proper assembly of a 5G horizontal fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint.Safely setup and operate Flux Core Arc Welding pipe (FCAW-Pipe) equipment, proper assembly of a 5G - horizontal fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 5G pipe joint. COREQUISITES: WELD 1005 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 2180	GMAW and FCAW Pipe 6G
Credit Hour: 3	Safely setup and operate Gas Metal Arc Welding Pipe (GMAW-Pipe) equipment, proper assembly of a 6G - 45° fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 6G - 45° fixed position pipe joint. Safely setup and operate Flux Core Arc Welding pipe (FCAW-Pipe) equipment, proper assembly of a 6G(R) - 45° fixed position pipe joint with/without a restriction ring, proper weld quality, safe setup of equipment and practice welding a 6G(R) pipe joint. COREQUISITES: WELD 1005 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 2220	GTAW - PIPE 5G
Credit Hours: 4	An introduction to the fundamentals of gas tungsten arc welding of pipe including safety, setup and operation of pipe beveling equipment, and practice of a 5G-pipe weld. Prerequisite: WELD 2210. This course may not be transferable to a University for use towards a 4-year degree program.
WELD 2221	GTAW - PIPE 2G
Credit Hours: 4	Maintaining safety and practice of a 2G-pipe weld using the gas tungsten arc welding process. PREREQUISITE: WELD 2210. This course may not be transferable to a University for use towards a 4-year degree program.
WELD 2222	GTAW - PIPE 6G
Credit Hours: 4	Maintaining safety and practice of a 6G-pipe weld using the gas tungsten arc welding process. PREREQUISITE: WELD 2210. This course may not be transferable to a University for use towards a 4-year degree program.
WELD 2230	GTAW - Aluminum Multi-Joint
Credit Hours: 3	An introduction to the fundamentals of aluminum gas tungsten arc welding including safety and practice of various fillet and groove welds. PREREQUISITE: WELD 1110. This course may not be transferable to a University for use towards a 4-year degree program
WELD 2250	GTAW Carbon Steel Pipe 2G
Credit hour: 3	Safely setup and operate Gas Tungsten Arc Welding Pipe (GTAW-Pipe) equipment, proper assembly of a 2G vertical fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 2G vertical fixed position pipe joint. PREREQUISITES: WELD 1005 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 2255	GTAW Carbon Steel Pipe
Credit Hours: 5	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. PREREQUISITES: WELD 1005 This course may not be transferable to a University for use towards a 4-year degree program.

WELD 2260	GTAW Carbon Steel Pipe 5G
Credit Hour: 3	An introduction to the principals of Gas Tungsten Arc Welding of Pipe (GTAW-Pipe) in the 5G horizontal fixed position, proper assembly of a 5G pipe joint, proper weld quality, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint. COREQUISITES: WELD 1005 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 2264	GTAW Low Alloy Stainless Steel Pipe
Credit Hours: 4	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 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 2270	GTAW Carbon Steel Pipe 6G
Credit Hour: 3	Safely setup and operate Gas Tungsten Arc Welding Pipe (GTAW-Pipe) equipment, proper assembly of a 6G - 45° fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 6G - 45° fixed position pipe joint. COREQUISITES: WELD 1005 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 2280	GTAW Low Alloy & Stainless-Steel Pipe
Credit Hour: 3	An introduction to the principals of Gas Tungsten Arc Welding of Stainless Steel Pipe (GTAW- Stainless Steel Pipe) in the 5G horizontal fixed position, proper assembly of a 5G pipe joint, proper weld quality, protecting the root, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint. PREREQUISITES: WELD 1005 This course may not be transferable to a University for use towards a 4-year degree program.
WELD 2374	GMAW Pipe
Credit Hours: 4	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 This course may not be transferable to a University for use towards a 4-year degree program.
WGNS 2500	Women's & Gender Studies (OFFERED SPRING ONLY)
Credit Hours: 3	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.

RIVER PARISHES COMMUNITY COLLEGE
2021-2022
STUDENT HANDBOOK

This handbook outlines the policies, procedures, and services which apply to all RPCC students.

Welcome to the Rougarou Krewe!

STUDENT SERVICES

The Office of Student Services offers a variety of programs and resources to assist students in achieving their educational and career goals. This Student Handbook will serve as a guide to help you navigate the policies and regulations at RPCC. It provides you with procedures for various processes and highlights resources that will be beneficial to you during your time with us. The Office of Student Services is here to meet the needs of our Rougarou Community. Please do not hesitate to contact the student services team on your campus if you have any questions about the policies and procedures outlined in this Handbook.

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 advising and course selection. This resource is offered in various formats, including face-to-face, live virtual, and an online Canvas course.

DIVERSITY STATEMENT

Each of us is responsible for creating a safer, more inclusive environment. **We must treat every individual with respect**. We are diverse in many ways, and this diversity is fundamental to building and maintaining an equitable and inclusive campus community. Diversity can refer to multiple ways that we identify ourselves, including but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Each of these diverse identities, along with many others not mentioned here, shape our perspectives. We recognize that the diversity students, staff, and faculty bring to this campus must be viewed as a resource, strength, and benefit to enriching our organizational culture. At RPCC, we expect everyone to work to promote diversity, equity, and inclusion not only because diversity fuels excellence and innovation, but because we want to pursue justice. Acknowledging our imperfections while also fully committing to work, inside and outside of our classrooms, to build and sustain a campus community that increasingly embraces these core values is everyone's responsibility.

TRIO STUDENT SUPPORT SERVICES

TRIO Student Support Services (SSS) at River Parishes Community College is a federally funded grant program committed to advocacy and helping students who are first-generation college degree pursuers, students who have individual or low-income family units as well as students with accessibility service needs. TRIO SSS provides a web of support for students dedicated to attaining their education goal. Through virtual and face-to-face tutoring and mentoring services, counseling, cultural enrichment, and FAFSA completion assistance the program aids in student retention and in developing lifelong learners who feel confident in pursuing their future goals and next steps. TRIO SSS offers tutoring in English, Math, and science as well as personal, academic, and career counseling to its participants. The program helps students transfer to local 4 –year institutions through focused advising in course selection and college tours. All of the services and activities are free for eligible students. Students interested in the services TRIO offers should apply in person at Gonzales campus, room 114 or call us at 225.743.8514 for more information.

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 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 their directory information not to 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 from the student 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
- Student's 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) affords 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 a written

request that identifies 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 right 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 not to amend the record as requested by the student, RPCC will notify the student of the decision by phone or email 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, Ms. Shalither Cushenberry, can be reached at scushenberry@rpcc.edu or (225) 743-8500. 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 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 Accessibility Services coordinates accommodations and services for students with such needs. 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 accessibility service needs and provide enforceable standards that address discrimination. The Coordinator of Accessibility Services & Student Engagement, Ms. Shalither S. Cushenberry, has been designated as RPCC's 504/ADA Compliance Officer. Any person needing 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 accessibility services needs that affect academic functioning may apply for accommodations by submitting current and comprehensive documentation of the need with a completed application to the Accessibility Services Coordinator. Documentation guidelines and the accessibility services application are available in the Handbook for Students with Disabilities, which is on the College's website, 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 Accessibility Services Coordinator in order to register for services. Students should apply early so that accommodations can be arranged in a timely manner. For more detailed information about Accessibility Services at RPCC, please review our 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.

SERVICE ANIMALS

River Parishes Community College is committed to complying with federal, state, and local laws in regard to equal access and opportunities for persons with disabilities. This includes allowing service animals on the College's campuses and property, in accordance with these regulations and laws. For more information, please go to: https://www.rpcc.edu/policies/policy-service-emotional-support-animals/

COORDINATOR FOR SECTION 504 and ADA

Name/Title: Shalither Cushenberry**,** Coordinator of Accessibility Services & Student Engagement
Office Location: 925 W. Edenborne Parkway, Gonzales, LA 70737, Office of Student Services, Office 101
Phone/Email: (225) 743-8526; disabilityservices@rpcc.edu

TITLE IX COORDINATOR

Name/Title: Shalither Cushenberry**,** Coordinator of Accessibility Services & Student Engagement
Office Location: 925 W. Edenborne Parkway Gonzales, LA 70737, Office of Student Services, Office 104
Phone/Email: (225) 743-8526; scushenberry@rpcc.edu

STUDENT RIGHTS

In addition to the basic rights and freedoms guaranteed to all citizens of the United States, 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: ***Please note that confidential advisers are not academic advisers.**

Name	Campus	Contact Number	Email
Angie Bell	Gonzales	(225) 743-8513	abell@rpcc.edu
Reubin Gourley	Gonzales	(225) 743-8550	rgourley@rpcc.edu
Connie Chemay	Gonzales	(225) 743-8550	cchemay@rpcc.edu
Sarina Lirette	St. Charles	(985) 785-5080	slirette@rpcc.edu
Jessica Abernathy	Westside	(225) 687.5500	jabernathy@rpcc.edu

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**.**
- **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 local authorities.
- Take reasonable actions to protect self and property.

In accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, as well as the Higher Education Opportunity Act (2010), RPCC annually publishes a Security and Fire Safety Report. This report can be viewed here: 2020-Annual-Campus-Safety-Report-Accessible.pdf (rpcc.edu)

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 and vape-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 Associate Vice Chancellor of Student Services. 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 Associate Vice Chancellor of Student Services 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 Student Services during pre-registration or orientation activities. The card will facilitate the students' right to use college facilities; i.e. Cards must be provided when requested by RPCC staff and faculty and should be prominently worn while on all RPCC campuses. Identification cards are non-transferable and students who misuse these cards are subject to disciplinary action. A fee may be assessed for replacement of lost/stolen cards.

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.

GRIEVANCES

If a student has a grievance towards a faculty or staff member, the student can complete the General Grievance Form, which can be obtained online at https://www.rpcc.edu/student-services/student-forms/ or in Student Services, and submitted to csao@rpcc.edu. The Chief Student Affairs Officer will submit the form to the faculty or staff member's supervisor for review, and the supervisor will reach out to the student with a decision/resolution 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.

LOLA ACCESS

LoLA: Log on Louisiana, is a powerful and 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
- Pay student fees/balances
- 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 Username 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 and campus closure.

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: 3.5 RPCC grade point average; and 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.

MARINE AND ENVIRONMENTAL BIOLOGY CLUB

The general purpose of this organization is to inspire Louisiana students by providing them access to a supportive environment that encourages their intellectual development in the marine sciences, explore STEM careers related to marine science, network and collaborate with other students and professionals in the field, and involve students in environmental concerns and solutions here in Louisiana.

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.

INTERVARSITY

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.

LGBT+

The purpose of this club is to provide a supportive environment for LGBT+ students, faculty, and staff, as well as for those questioning these aspects of their identity, have LGBT+ family or friends, or are straight allies who care about LGBT+ issues.

Establishing New Student Organizations

River Parishes Community College (RPCC) encourages students to form groups and organizations for the benefit of the student body, the College, and the community and to foster awareness and belonging. There are no limitations on the size of a group or organization; however:

- There must be at least ten (10) prospective members to form a club/organization.
- There must be a Faculty or Staff Advisor.
- All registered groups and organizations must abide by the rules and regulations outlined in the policy for establishing new student organizations.

All groups' and organizations' purposes must align with the College's mission and goals and Louisiana Community and Technical College System Policy#2.005. Student organizations, activities of student organizations which are incompatible with this purpose are prohibited. According to Louisiana Community and Technical College System Policy #2.005, Student Organizations are classified as follows: Honor, Leadership and Recognition Societies: Political Organizations; Governmental Organizations; Divisional Organizations; and Specialty Organizations.

*Please note all recognized and affiliated student organizations are unable to use the RPCC name in the title of the organization (example: RPCC Chess Club); rather, organizations wishing to acknowledge recognition from the university may do so by referencing where the organization is chartered (example: Chess Club at RPCC)

Any students who wish to organize a group or organization may do so provided they follow the necessary steps. Students are encouraged to meet with the Associate Vice Chancellor of Student Services prior to submitting any registration paperwork to discuss their ideas and plans regarding the potential group or organization. Groups and organizations are strictly prohibited from discriminating or refusing membership on the basis of race, color, national origin, age, disability, sex, gender identity, sexual orientation, religion, political beliefs or marital status. Visit the Office of Student Services for more information.