RIVER PARISHES COMMUNITY COLLEGE

General catalog & student handbook

MEMBERSHIP

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.

River Parishes Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools 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 River Parishes Community College.

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 225-743-8500.

River Parishes Community College

Main Campus Location

925 West Edenborne Parkway
Gonzales, LA 70737
225-743-8500

Technical Education Center Location

9697 Airline Highway
Sorrento, LA 70778
225-675-5397

This publication contains existing policies and information obtained from the appropriate College officials and is intended to be complete and accurate; however, the College reserves the right to make administrative and policy changes regarding any information contained in this publication without prior notice. In addition, information contained in this publication shall not constitute a binding agreement on the part of the College.

Table of Contents

EQUAL OPPORTUNITY STATEMENT

River Parishes Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations.

Coordinator for Section 504 and ADA

Name/Title: Jennifer Kleinpeter, Director of Counseling Services
Office Location: 925 W. Edenborne Parkway Gonzales, LA 70737
Phone/Email: (225) 743-8500 jkleinpeter@rpcc.edu

Equity/Compliance Coordinator:

Name/Title: Donna Whittington, Director of Human Resources and Payroll
Office Location: 925 W. Edenborne Parkway Gonzales, LA 70737
Phone/Email: (225) 743-8500 dwhittington@rpcc.edu

ACADEMIC CALENDAR

Fall Semester 2015

August

Registration/Payment Deadline ..... August 1
Late Registration/ Payment Begins **($25 late fee assessed to all students)** ..... August 2
Fall Convocation & Faculty Professional Development Days ..... August 14-15
First Day of Classes ..... August 18
Last Day to Register or Add Classes ..... August 20
Last Day for 100% Refund on Tuition ..... August 22
Last Day for 50% Refund on Tuition ..... August 29

September

Labor Day Holiday/ Official College Holiday ..... September 1
Last Day for 25% Refund on Tuition ..... September 3
Last Day to Resign/Withdraw from Classes without W Grade ..... September 3
No Refund on Tuition ..... September 4

October

Mid-Semester ..... October 6
Fall Break for Faculty and Students ..... October 13-14
Last Day to Resolve Incomplete Grades from Previous Semester ..... October 17

November

Last Day to Resign/Withdraw from Classes with W Grade ..... November 12
Thanksgiving Holidays/ Official College Holiday ..... November 26-28

December

Last Day of Fall Classes ..... December 5
Final Examinations ..... December 8-12
Last Day to Report Final Grades ..... December 15

All dates are subject to change.

ACADEMIC CALENDAR

Spring Semester 2016

January

Registration/Payment Deadline ..... January 5
Late Registration/ Payment Begins ..... January 6
Spring Convocation & Faculty Professional Development Days ..... January 8-9
First Day of Classes ..... January 12
Spring Registration Ends ..... January 12
Final Day for Schedule Changes ..... January 14
Last Day for 100% Refund on Tuition ..... January 16
Martin Luther King Birthday Holiday/Official College Holiday ..... January 19
Last Day for 50% Refund on Tuition ..... January 23
Last Day for 25% Refund on Tuition ..... January 28
Last Day to Resign/Withdraw from Classes without W Grade ..... January 28
No Refund on Tuition ..... January 29

February

Mardi Gras Holiday ..... February 16-18
Mardi Gras Holiday/Official College Holiday ..... February 17

March

Professional Development (**All Classes are Cancelled**) ..... March 6
Mid-Semester ..... March 16
Last Day to Resolve Incomplete Grades from Previous Semester ..... March 20

April

Good Friday Holiday/ Official College Holiday ..... April 3
Spring Break ..... April 6-10
Last Day to Resign/Withdraw from Classes with W Grade ..... April 15

May

Last Day of Spring Classes ..... May 8
Final Examinations ..... May 11-15
Last Day to Report Final Grades ..... May 18

All dates are subject to change.

ACADEMIC CALENDAR

Summer Semester 2016

May

Registration/Payment Deadline ..... May 15
Late Registration/ Payment Begins **($25 late fee assessed to all students)** ..... May 20
First Day of Classes ..... May 26
Last Day to Register or Add Classes for the Summer ..... May 26
Last Day for 100% Refund on Tuition ..... May 28

June

Last Day for 50% Refund on Tuition ..... June 2
Last Day to Resign/Withdraw from Classes without W Grade ..... June 2
No Refund on Tuition ..... June 3

July

Last Day to Resign/Withdraw from Classes with W Grade ..... July 3
Last Day of Summer Classes ..... July 14
Last Day to Resolve Incomplete Grades from Previous Semester ..... July 14
Final Examinations ..... July 15-16
Last Day to Report Final Grades ..... July 20

All dates are subject to change.

ADMISSION TO THE COLLEGE

River Parishes Community College has an open admissions policy. A prospective student seeking admission to River Parishes Community College must submit an Application for Admission, a non-refundable $15 application fee, and required documents. Following receipt of the application and documents, the applicant is classified in the applicable admission classification and must meet the respective admission requirements. Following evaluation of the applicant's credentials, the applicant is placed in the appropriate admission status and will receive an email correspondence.

River Parishes Community College will make reasonable special services and accommodations available to students with learning, psychological, and/or physical disabilities. Students needing these services and accommodations must complete an Application for Accommodations form (available in the Student Services Office), provide current and comprehensive documentation of the disability, and be determined eligible for services. For additional information, please refer to the Students with Disabilities section of this catalog.

River Parishes Community College has not petitioned the United States Department of Justice, Immigration and Naturalization Service for approval of the school for attendance by non-immigrant students, and cannot issue the immigrant form I-20. For further information about admission to the College, or for an application, contact the Office of Admissions.

ADMISSION CLASSIFICATION & REQUIREMENTS

FRESHMAN

An applicant who has never attended any college or university will be classified as a freshman applicant. To be eligible for admission, a freshman applicant must be a graduate of a state approved high school, or possess a high school diploma received through the High School Equivalency Exam (HiSet) and must submit ACT scores. An applicant who does not possess a high school diploma from a state approved high school or a high school equivalency certificate through HiSet, may be considered for admission upon completion of diagnostic testing. The testing will be used to determine the applicant's ability to benefit from programs offered at River Parishes Community College.

River Parishes Community College will recognize the following test and minimum scores as demonstration of an individual's ability to benefit:

COMPASS:

Pre-algebra/Numerical ... minimum score 25
Reading .....minimum 62
Writing Test ..... minimum 32

RPCC will request final high school transcripts from the Board of Regents and the LA Dept of Education's Student Transcript System for students who have graduated from a LA high school in 2003 or later. Anyone graduating from high school prior to 2003 must submit an official, final high school transcript.

HiSet diploma (if applicable) and ACT scores (for students with HiSet or HS graduation dates within the past year) are also required. RPCC will request HiSet scores from the Louisiana Community and Technical College System (LCTCS). ACT scores older than 3 years will not be accepted. Compass Test must be taken. ACT scores reported on the high school transcript (on ACT label) or student copies of the scores are acceptable for admission. However, if the applicant is seeking Advanced Placement Credit, official scores must be received from the testing service. See the Advanced Placement Credit section of this catalog for further information.

DUAL ENROLLMENT PROGRAM FOR HIGH SCHOOL STUDENTS

High school students may apply for the Dual Enrollment Program at River Parishes Community College. These students must be enrolled as a high school student and must have written approval from their high school principal or counselor, and parents. To qualify for the Dual Enrollment Program, students must place into a college level English and/ or Math course using scores from either the COMPASS placement test (given at RPCC) or the ACT test.

Students enrolling in the Dual Enrollment Program may enroll for a maximum of seven hours for one semester. According to RPCC's Dual Enrollment policy, those students who earn a grade of "C" or better in each course may continue enrollment the next semester.
Those students who earn a grade less than a "C" in any course must be re-evaluated on a case by case basis. It will then be determined whether or not the student will be allowed to continue in this program. All RPCC coursework will become part of the student's permanent college record. Upon graduation from high school, the student may apply for admission as a regular freshman.

TRANSFER

An applicant who has attended a college or university will be classified as a transfer applicant. Official transcripts must be submitted from each post-secondary institution attended.

RE-ENTRY

An applicant who has previously attended River Parishes Community College, but whose enrollment was interrupted for a minimum of 1 semester will simply complete an *Application for Admission* and indicate Re-Entry for Enrollment Classification. These students will not be assessed an application fee. Students applying to re-enter the College: (1) must submit an official transcript from each college or university attended since leaving RPCC, regardless of whether credit was earned.
(2) may be placed on academic probation or warning upon re-entry. (3) must adhere to all registration deadlines and policies.

VISITING

Students enrolled at another accredited college who are eligible to continue at that institution in the next regular semester or term and who are not on scholastic warning or probation may register as a Visiting Student for one semester or summer term only. These students must submit for, advising purposes, an unofficial transcript or grade report for those classes that require prerequisites.
Students admitted on a visiting student basis who wish to be considered for regular admission must complete a new application for admission and must supply official transcripts of all college work previously taken.

NON-MATRICULATING

An applicant who desires to take a limited number of courses for credit but not a candidate for a degree/certificate program nor pursuing admission to a degree/certificate program is classified as a non-matriculating applicant.

Transient and summer only students will be placed in this classification. Non-matriculating applicants must meet the appropriate admissions requirements. Non-matriculating applicants are admitted one semester. To continue enrollment, non-matriculating students may seek regular admission with an *Application for Admission* or must have the approval of the Vice Chancellor's Admissions Committee to continue as a non-matriculating student.

AUDITING

An applicant who does not want to earn college credit is classified as an auditing applicant. Auditing applicants must complete an application for admission, submit all required documents, and meet the appropriate admission requirements.

CROSS ENROLLMENT

River Parishes Community College has entered into Cross Enrollment Agreements with Nicholls State University, Southern University New Orleans, Southeastern Louisiana University, the Louisiana Technical College-Region 9 campuses and the Louisiana Technical College-River Parishes Campus. These agreements allow students to cross enroll in courses not available at the home institution, and tuition is based upon the home institution's tuition rate. RPCC will continue efforts to sign Cross Enrollment Agreements with other colleges. For further information or an updated list of participating institutions, RPCC students should contact the Office of Student Services and non-RPCC students should contact their home institution.

LCTCSONLINE COLLEGE

LCTCSOnline is an organization of the Louisiana Community and Technical College System. LCTCSOnline is not a college itself but a way for students to access their college programs through a single website and choose their preferred home college in Louisiana from which to receive their credits and degree. Students wishing to enroll in LCTCSOnline classes should apply and register at www.lctcsonline.edu.

ADDITIONAL REQUIREMENTS

In addition to the above admission requirements, applicants to RPCC are required (if applicable) to provide the following:

1. Proof of Immunization

   As required by Louisiana law, all first-time students born after 1956 must provide proof of immunization against measles, mumps, rubella, tetanus-diphtheria, and meningitis as a condition of enrollment. Students will not be allowed to complete the registration process unless they have met the immunization requirement. The requirement can be met either by submitting proof of immunity or by signing a waiver claiming exception from the immunization policy. Immunization Compliance forms, which have a section for the student's physician to complete and a section for those who chose the waiver option, are available in the Office of Admissions.

In the event of an outbreak, the college will require students without immunizations to leave campus and will exclude them from class until the outbreak is over or until they submit proof of adequate immunization.

2. Proof of Selective Service Registration

   In accordance with R.S. 17:3151, male applicants between the ages of 18 and 25 must provide written evidence that they have registered with Selective Service before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant's Selective Service Registration Card or a printout from the Selective Service website indicating the applicant's registration status. The following categories of students are exempted from this requirement:

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

3. Proof of Residency

   All new students must provide proof of their residence with their application for admission. Acceptable documentation may include a valid driver's license or State I.D. card, current mortgage or rent receipts, most recent state and/or federal tax returns, and other documents that indicate where a student's official domicile is located. The Director of Admissions may require multiple forms of proof in order to determine residency for admissions and billing purposes.

   Regulations establishing residency are based primarily on the location of the home, place of employment, and military status. A resident is defined generally, though not conclusively, as one who has lived in Louisiana for 12 consecutive months immediately preceding registration. A student may not establish residency while residing in Louisiana for the primary purpose of attending school.

ADMISSION STATUS

FULL ADMISSION

The applicant who meets the admission requirements and has submitted all required documents is fully admitted to the College.

PROVISIONAL ADMISSION

The applicant who meets the admission requirements based on unofficial transcripts, or who is currently enrolled at another institution at the time admission is determined, may be admitted provisionally on the basis of unofficial or incomplete transcripts. The Director of Admissions approves provisional admission on this basis only under special circumstances. Official and complete transcripts must be received within thirty days after the first day of class of the semester in which the applicant enrolls in order to continue enrollment and to be removed from provisional acceptance. The applicant who does not submit complete official transcripts may be automatically dropped from the college, may not receive any grades or transcripts, and may not be allowed to re-enroll until these transcripts have been received.

ADMISSION ON PROBATION

The following applicants, if admitted to RPCC, may be admitted on probation:

1. The re-entry applicant who was last enrolled at RPCC on probation or suspension status. (see suspension section of this catalog for further information)
2. The transfer applicant who is eligible to re-enter the previous college and was placed on academic probation at that college.
3. The transfer applicant who is eligible to re-enter the previous college and was not placed on probation – if the grades earned at the previous college were such that the student would have been placed on probation if the grades had been earned at RPCC.
4. The transfer applicant who last was enrolled at another institution on suspension status. Credits earned at RPCC while the student is on suspension status at the suspending institution may not be accepted for degree credit at the suspending institution. Other colleges/universities are also not likely to accept such credit.

PLACEMENT TESTING

Once accepted to the College, some students may be required to take a placement test. The tests are used to determine the student's skills in reading, writing, and math. The results of the tests are used for course placement and academic advising. Students will be contacted by the Office of Student Services to schedule the tests.

There is no fee for the first test required for RPCC admission. Individuals requesting a retest to improve their scores or for those who are testing for purposes other than RPCC admission must make an appointment with Student Services. The cost is $10.00 per test: writing, reading and mathematics test. These students should bring a receipt for the test from the bursar's office and a picture ID on the day of the testing appointment.

Students who are admitted as non-matriculating, visiting, or auditing are not required to take the placement test except for placement in English and mathematics courses. However, if application is made to seek regular admission, the student may be required to take the placement test at that time. RPCC will honor placement equivalency scores from other institutions.

ACADEMIC ADVISING

After testing is complete, students will meet with an academic advisor who will review the student's academic record, assist in designing a course of study, and begin the pre-registration process with the student. A meeting with the academic advisor is required. See Student Service and Academic Studies sections of the catalog for further information about Academic Advising and Pre-registration.

TRANSFER CREDIT

River Parishes Community College accepts transfer credit from both traditional and nontraditional sources for students enrolling for the first time. Once admitted to a degree or certificate program at the College, students are encouraged to contact the Office of Counseling Services prior to enrolling in courses at other institutions. Transfer credit for courses taken at other institutions by students enrolled in a degree or certificate program will be accepted under the same guidelines used for traditional transfer credit students.

TRADITIONAL TRANSFER CREDIT

Upon receipt of official transcripts from institutions of higher learning, the Office of Admissions will evaluate the records to determine transfer credit. The student will be notified in writing, at the time

of admission, of accepted 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 or degree or certificate program requirements.

Students may transfer credits earned through correspondence study at an accredited institution. Transfer credit from regionally accredited institutions will be accepted if the course(s) is equivalent in content to the course offered at RPCC. The Vice Chancellor of Instruction determines the acceptance of courses that are not equivalent to RPCC courses and courses taken more than ten years before a student transfers to RPCC.

Grades for transferred courses will be interpreted using the following criteria:

1. Grades of W or IW will be recorded.
2. Plus (+) or minus (-) symbols will be disregarded.
3. Grades of Pass, Credit, Satisfactory, etc., will be treated alike and recorded as hours earned.
4. Failing grades (F) will count as hours attempted.
5. Grades in developmental or remedial courses are treated the same as grades in other courses.
6. Incomplete grades (I) will be treated as if earned at RPCC.
7. Quarter hours will be converted to semester hours by multiplying the quarter hours by 2/3. A grade of C or better may be required to meet pre-requisite or program requirements.

NON-TRADITIONAL CREDIT

I. Credit from non-regionally accredited institutions

Transfer credit from non-regionally accredited institutions may be accepted at River Parishes Community College. Special consideration is given to courses from institutions listed in the Louisiana Board of Regents Student Transfer Guide and General Education Articulation Matrix. Students desiring to transfer from non-regionally accredited institutions may request a review of this credit by the Vice Chancellor of Instruction.

II. Advanced Placement Credit by Examination

River Parishes Community College has identified three sources by which advanced college may be earned. These are: ACT COMPASS, Credit by Departmental Proficiency Examination and Credit by College Level Examination Program (CLEP) Subject Examinations.

RPCC has developed the following guidelines for granting college credit from these sources:

1. Student must be currently enrolled at RPCC.
2. 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.
3. A maximum of 24 semester hours of credit may be awarded.
4. Credit cannot be awarded for a course that a student has previously completed at any college/university.
5. Students may earn no more than 1/3 of the credits for the required major courses.
6. Credit earned may not be used to satisfy residence requirements.
7. A student may not receive credit in more than one course in a two-semester sequence or two courses in a four-semester sequence
8. Students who plan to use these credits to meet degree requirements of other institutions should contact those institutions for their policies.

RPCC ADVANCED-PLACEMENT PROGRAM FOR ENTERING FRESHMEN

Examination	Minimum Score	Courses	Hours Credit
Art, History	3	ARTS 2510	3
	3	ARTS 2510, 2520	6
Biology	3	BIOL 1201, 1202	6
	3	BIOL 1201, 1202, 1203, & 1204	8
Chemistry	3	CHEM 1010, 1020	6
Economics: Microeconomics	3	ECON 2020	3
Economics: Macroeconomics	3	ECON 2010	3
English Language & Composition	3	ENGL 1010	3
	3	ENGL 1010, 1020	9
French Language	3	FREN 1010	8
	3	FREN 1010, 1020	11
	3	FREN 1010, 1020, 2010, 2020	14
Government, U.S. Politics	3	POLI 1100	3
History, American	3	HIST 2010	3
	3	HIST 2010, 2020	6
History, European	3	HIST 1020	3

Mathematics: Calculus AB	3	MATH 2010	3
	3	MATH 2100	5
Mathematics: Calculus BC	3	MATH 2100	5
	3	MATH 2100, 2110	9
Physics B	3	PHYS 2010	3
	3	PHYS 2010, 2020	6
Psychology	3	PSYC 2010	3
Spanish	3	SPAN 1101 and 1102	8
	3	SPAN 1101, 1102, 2101	11
	3	SPAN 1101, 1102, 2101, 2102	14

1. **Advanced Placement by ACT Compass**

   Advanced Placement Credit in English and math is available to students who demonstrate competency in these areas through either their ACT COMPASS scores or ACT subscores in English or math. A grade of "C" or better in the advanced placement course is required in order for the student to receive credit for the bypassed course.

2. **Credit by Departmental Proficiency Examination**

   Credit is available to students who have mastered the content of a college course and can demonstrate competency in course content through successful completion of a Departmental Proficiency Examination if available. Students must be enrolled in RPCC coursework. A student who desires to apply for credit by examination should contact the Vice Chancellor of Instruction for further information. A fee of $15 per credit hour is assessed for this credit.

3. **Credit by College Level Examination Program (CLEP) Subject Examinations**

   The awarding of credit under CLEP is based on the scores earned on subject exams with the scores recommended by the American Council on Education and approved by the faculty. Students must submit official test scores to receive credit. The subjects and credits for which students may receive advanced placement credits are listed on page 21.

4. **Life Experience Assessment Program**

   In accordance with recent trends toward the recognition of non-traditional learning experiences, River Parishes Community College offers students the opportunity to gain course credit hours through the Life Experience Assessment Program (LEAP). College credit may be awarded for knowledge gained through reading and private

study but primarily through validated work experience. The central principle in the LEAP program is that what a student knows is more important than how the knowledge was gained.

No more than 25% of the total hours applicable toward a degree or certificate may be from non-traditional, portfolio-based, and /or LEAP credit. Also, no more than one-third of the hours composing the major or area of concentration may be from non-traditional, portfolio-based, and/or LEAP credit. A student must be both enrolled and in good standing at the time of application and may only make an application once for any given course. There is also a non-refundable fee that must be paid prior to the application being accepted.

For information and more detail on the procedures on how to apply for LEAP credit, students should contact the Office of the Registrar.

5. **Military Credits**

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

ACADEMIC AMNESTY

Students who have not been enrolled in a college or university because of academic deficiencies may petition for academic amnesty at RPCC. The following standards shall apply:

1. At least three years must have elapsed between the end of the semester in which the student was last registered for credit at any college or university and the first semester under which academic amnesty is being sought, and the student has not been granted academic amnesty at any previous institution attended.
2. The student must submit an application for academic amnesty to the Vice Chancellor's Admissions Committee after the completion of one semester at RPCC. The application shall include evidence that the student has demonstrated the conditions which led to academic deficiencies have changed and that there are reasonable expectations of satisfactory academic performance.
3. The Vice Chancellor's Committee will evaluate each application and recommend for approval only those applicants who satisfy the requirements and can demonstrate the potential for success. Applying for academic amnesty does not ensure academic amnesty will be granted.

4. If granted, no prior credit carries forward as part of a degree or certificate program; however, the prior record remains a part of the student's overall academic record.
5. If granted, the date of academic amnesty will be recorded on the academic record and reported on the official transcript along with a statement prohibiting use of previously earned credits and quality points in order to:
    a. *Meet degree requirements.*
    b. *Compute the grade-point average leading toward undergraduate certificates or degrees.*
    c. *Determine graduation status.*

1. Upon being granted academic amnesty, the student has the status of an entering freshman and will begin a new record showing no credits attempted, no quality points earned, and no prior suspensions.
2. A student demonstrating competency in a given area may be allowed advanced standing (without credit) or a waiver of requirements just as any entering freshman. Credit examinations may be taken for courses in which grades of C or higher were earned.
3. River Parishes Community College will accept, in transfer, academic amnesty granted at another institution. However, academic amnesty may be granted to a person only once, regardless of which institutions were attended.
4. Students are cautioned that many undergraduate professional curricula and graduate and professional schools compute the undergraduate grade-point average on all hours attempted when considering applications for admission.
5. If granted, the student will sign a form certifying that they understand the ramifications of academic amnesty.

AUDITING

A student who desires to enroll in a college credit course for personal enrichment and who does not want to earn college credit may apply to audit the course. See Admission to the College section of this catalog for further information about being admitted as an auditor.

A student currently enrolled at RPCC may audit a course with the approval of his or her academic advisor. A student may audit no more than the number of courses approved by their academic advisor. The tuition and fees assessed for a course being audited are the same as those being taken for credit.

The decision to audit a course should be made at the time of registration. Changes from audit to

credit or credit to audit must be made by the official last day to Register or Add Classes as published in the Academic Calendar.

An auditor will not receive college credit and will not be permitted to obtain credit for the audited course through a credit examination or any other form of non-traditional credit. However, a course previously audited may be taken for credit by enrolling in the course. Audited courses are not included in calculating the student's grade-point average or enrollment status (full-time, part-time) for insurance, financial aid, or other purposes.

Student Services

The Office of Student Services, under the direction of the Vice Chancellor of Students and Enrollment Management and together with the Office of Academic Services, offers a variety of programs and services to assist students in achieving their educational goals. Students with questions or concerns about the services that follow are encouraged to contact the Vice Chancellor of Students and Enrollment Management.

GENERAL CATALOG

Published annually by the Office of Student Services, the RPCC General Catalog serves as a written guide to the College's academic programs and to relevant policies and procedures. The catalog is available through the College's web site, http://www.rpcc.edu. Students are responsible for familiarizing themselves with and adhering to the rules and regulations cited within this publication.

COUNSELING SERVICES

The primary function of the Office of Counseling Services is to support students' educational development and personal well-being. To this end, the Office of Counseling Services offers students academic, career, and personal counseling in an accepting environment that encourages learning, self-exploration, and academic success. Staff members also provide help with and/or information about the following:

- Course selection and scheduling
- Placement tests
- College policies and procedures
- Personal issues that may be interfering with academic success
- Career concerns

- Transfer issues/resources
- Study skills information
- Time management
- Decision-making skills

PLACEMENT TESTING

Upon admission to the College, students may be required to take the Computer Adaptive Placement Assessment and Support System (COMPASS). This test is administered to students whose placement in English, reading, and mathematics cannot be determined by ACT scores or transfer credits. Students who need to take the placement test will be notified by the Office of Student Services. These students may then schedule an appointment for testing, which should take place prior to scheduling classes.

Students required to take the test for placement purposes at RPCC will not be assessed a testing fee. However, students who request and receive permission to retest in an attempt to improve their scores will be charged a fee. Also, those taking the test for purposes other than placement at RPCC will be charged. The cost is $30.00 for the complete assessment, which covers writing, reading, and mathematics. Those taking only one of these tests will be charged $10.00 for each.

FRESHMAN ORIENATION AND ADVISING PROGRAM

Please refer to page 67 in the Student Handbook section.

ACADEMIC ADVISING

The Office of Counseling Services provides educational advising services to all students throughout their academic careers at RPCC. The goal of academic advising is to enable students to select plans of study that are consistent with their educational and/or career goals. For more information, please refer to the sections entitled "Course Scheduling and Registration" and "Transfer Services."

COURSE SCHEDULING AND REGISTRATION

Each semester, continuing students may schedule course through one of the following two methods: online registration through LoLa and group advising. Online registration is designed for students who do not need assistance with course selection. Students who need help with this process must attend a group advising session. These advising meetings are coordinated by the Office of Counseling Services, and counselors and/or advisors are present to guide students through the course selection process. Not all of these course scheduling methods are available throughout the registration periods for continuing students. It is therefore important that students take note of the scheduling calendar

available each semester in the Registration Bulletin.
Feebills reflect all activity on students' accounts as well as the total amount due and the payment deadline. Students must follow the registration instructions and submit full payment in a timely manner in order to be considered registered. For other payment options (including an online deferment plan) refer to "Payment Options" in the Tuition, Fees, Schedules, and Policies section of this catalog. Students who schedule classes after the early registration payment deadline and prior to the last day to add classes will receive a Schedule Confirmation and Feebill at the time that they schedule and are expected to pay at that time. These students must still comply with all other registration procedures and deadlines.

STUDENTS WITH DISABILITIES

The Office of Counseling Services coordinates accommodations and services for students with disabilities. In compliance with the Americans with Disabilities Act (ADA), this office ensures that eligible students receive appropriate classroom modifications and serves as a liaison between faculty and students. Counseling Services' goal is to provide an academic, social, and physical learning environment that is fully accessible to students with disabilities.
Students with disabilities that affect academic functioning may apply for accommodations by submitting to the Director of Counseling Services current and comprehensive documentation of the disability with a completed documentation cover sheet. Documentation guidelines and the cover sheet are available in the Handbook for Students with Disabilities, which is on the College's web site, 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 Director of Counseling Services in order to register for services. Students should apply early so that accommodations can be arranged in a timely manner. Individuals with questions about this process should contact the Director of Counseling Services.

TRANSFER SERVICES

In an effort to successfully transfer students to other institutions, River Parishes Community College has established relationships with the area 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 matrices are available through the Board of Regents web site: **http://www.regents.state.la.us.** When applying to a transfer institution, students will be required to

submit an official RPCC transcript. To request that this be sent, students should complete a Request for Transcript form, which is available in the Student Services Office, or on the college's website.

Tuition/Fees/Schedules & Policies

Schedule of Tuition

Tuition, fees, and additional costs are outlined in the charts that follow. Note that the cost of tuition is determined by the total number of credit hours for which a student registers, while fees are based upon the service(s) provided. In order for a student to be registered for classes, the student must pay the total cost of both tuition and fees.

LA Resident Tuition and Fees
(does not apply to online classes)

Credit Hours	Tuition	Fees	Total
1	$124.15	$24.00	$148.15
2	$248.30	$48.00	$296.30
3	$372.44	$72.00	$444.44
4	$496.59	$96.00	$592.59
5	$620.74	$120.00	$747.74
6	$744.89	$144.00	$888.89
7	$869.04	$168.00	$1,37.04
8	$996.18	$192.00	$1,185.18
9	$1,117.33	$216.00	$1,333.33
10	$1,241.48	$240.00	$1,481.48
11	$1,365.63	$264.00	$1,629.63
12 or more	$1,489.78	$288.00	$1,777.78

NON-LA Resident Tuition and Fees
(does not apply to online classes)

Credit Hours	Tuition	Fees	Total
1	$124.15	$24.00	$148.15
2	$248.30	$48.00	$296.30
3	$372.44	$72.00	$444.44
4	$496.59	$96.00	$592.59
5	$620.74	$120.00	$747.74
6	$744.89	$144.00	$888.89
7	$1,956.57	$168.00	$2,124.57
8	$2,236.08	$192.00	$2,428.08
9	$2,515.59	$216.00	$2,731.59
10	$2,795.10	$240.00	$3,035.10
11	$3,074.50	$264.00	$3,338.50
12 or more	$3,354.12	$288.00	$3,642.12

Other fees:

Student may incur the following fees, which are in addition to the above.

Compass Retake	$10 per test
Application	$15.00
Late Registration	$25.00 per semester
Laboratory/Course	$15.00-$75.00 per course
Graduation	$20.00 per degree
Credit Exam	$15.00 per credit hour

Break down of Uniform Fee Schedule:

The fees noted in the schedules above are mandatory and are assessed on a per credit hours basis for a maximum of 12 hours.

Building use	$4.00 per credit hour
Operational	$3.00 per credit hour
Student Services	$2.00 per credit hour
Academic Excellence	$7.00 per credit hour
ERP	$3.00 per credit hour
Technology	$5.00 per credit hour

Tuition for Online Courses

RPCC online courses may be hosted by RPCC or LCTCS Online. The tuition and fees for all online courses is $137.68 per credit hour. Additional fees will vary depending on the course host.

TUITION IS REFUNDABLE ACCORDING TO COLLEGE POLICY

STUDENT CLASSIFICATION FOR TUITION PURPOSES

Resident & Non-Resident Classification

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

METHODS OF PAYMENT:

Cash, Check, Money Order, or the CashNet-Smart Pay Payment Plan—available online only at www.rpcc.edu FEES ARE NON-REFUNDABLE once classes have begun.

Additional Cost

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

Definition of an Academic Year

For the purpose of awarding Federal Student Aid, the definition of an Academic Year at River Parishes Community College is 24 credits and 30 weeks. The college academic year consist of a fall and spring semester. Summer is considered an "optional" semester. Students should refer to the Official Academic Calendar for the specified dates each semester. Academic Calendars are available on the college's website and in the Office of Student Services.

FULL-TIME/PART-TIME CLASSIFICATION

A student is classified, for enrollment verification and fee purposes, as either full-time or part-time based upon the number of credit hours attempted and as defined as follows. 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 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 ½ time

SCHEDULE CHANGES

Students will be permitted to add and drop courses and make schedule changes according to dates published in the academic calendar and availability of seats in a class. Students should report to the Office of Student Services to begin these transactions.

WITHDRAWAL FROM COURSES & RESIGNATION FROM THE COLLEGE

Withdrawal from a course occurs when a student desires to withdraw from one or more courses, but is still enrolled in at least one course. Students are allowed to officially withdraw from a course by

logging into their online LoLA account and officially dropping the course(s) from their schedule by the deadlines published in the academic calendar.

Resignation from the College is the withdrawal from all courses in which a student is enrolled for the semester. Students are allowed to officially resign by logging into their online LoLA account and officially dropping ALL the course(s) from their schedule by the deadlines published in the academic calendar. Students will not receive a "W" grade if the transaction takes place by the last day to withdraw without a grade of "W". Students will receive a grade of "W" if the transaction takes place prior to the last day to withdraw or resign. Students who discontinue class or leave the College without following the official procedures are subject to receiving a grade of "F" posted on their RPCC academic record for each course in question.

All withdrawals/ resignations are final upon submission.

REFUND POLICY

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

- Refunds are calculated on the tuition amount only.
- If a student withdraws or resigns before the first day of class, a 100% refund of tuition and fees will be made.

TUITION REFUND SCHEDULE

Fall and Spring Semesters

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

Summer Semesters

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

POST-REGISTRATION AUDIT

After the last day to register or add in each semester, the Business Office will perform an audit of all tuition and fees assessed and collected and financial aid awarded. If it is discovered that a student has overpaid, a refund will be mailed to the student or responsibility party. If it is undiscovered that

a student has underpaid, the student or responsibility party will be billed. All balances are due immediately. If a student has reason to believe the College owes him/her a refund, the student should inform the Business Office. In the event a refund is warranted, the College will issue that refund through the proper channels and in accordance with College policy.

CHECKS WRITTEN WITH INSUFFICIENT FUNDS & STOPPED PAYMENTS

Checks returned to the College because of insufficient funds will be assessed a $20 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 the College. 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 the College will have serious disciplinary consequences. Students who have written a check to the College and then stop payment on that check will lose the privilege of writing checks to the College and will be subject to immediate dismissal from the College. Students dismissed from the College under these circumstances will receive a grade of F for each course in which enrolled. In addition, grade reports and official transcripts will be withheld and enrollment in future semesters will be prohibited until the College has been paid for the outstanding amount.

PAYMENT OPTIONS:

- 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 Option plans are available via CashNet.
- Log onto LoLa for full online payments and monthly plans.
- Credit Card – Payments submitted via a credit card are subject to a convenience fee

UNPAID BALANCE & DELINQUENT ACCOUNTS

When a student has an unpaid balance due to the College under the circumstances listed above, the student is responsible for ensuring that all payments are made when requested. Failure to pay in a timely manner or to make satisfactory payment arrangements will result in the student's immediate dismissal from the College. Students dismissed from the College under these circumstances, will receive a grade of F for each course in which enrolled. In addition, grade reports and official transcripts will be withheld and enrollment in future semesters will be prohibited until the College 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 State of Louisiana Attorney General's Office or other outside collection agency, for

collection. Upon transmittal for collection, the student is responsible for collection/attorney's fees in the amount of thirty-three and one third per cent (33 1/3%) for the unpaid debt, and all court costs.

FINANCIAL ASSISTANCE

River Parishes Community College provides a comprehensive financial aid program funded by federal, state and private agencies. Aid awards fall into three categories: grants, scholarships, and loans.

It is not within the scope of this catalog to explain all of the financial aid programs available. More information explaining the programs is available at: http://www.rpcc.edu/financialAid.cfm

Students are encouraged to apply for aid as early as possible (at least by April 15 for the fall semester) because some funds may be depleted. Students who wish to know more about their financial aid eligibility should contact the Financial Aid office. In general, students must demonstrate need by completing the Free Application for Federal Student AID (FAFSA).

Students receiving certain types of financial aid are required to submit official high school transcripts, placement test scores and official college transcripts to the Admissions/Registration office. They also are required to declare a program of study and enroll in courses appropriate to that program.

Academic progress is evaluated at the end of each semester or before aid is initially awarded. Evaluations are done based on three measures: qualitative, quantitative, and maximum time frame. See "Satisfactory Academic Progress (SAP) Policy. Students will be notified by email regarding failure to meet SAP requirements. Failure to meet the criteria will result in the loss of Title IV (Federal) aid eligibility. Students may appeal the loss of financial aid eligibility by writing a letter of appeal and submitting to the Office of Financial Aid. Students must document any extenuating circumstances that prevented them from maintaining the required standards.

All initial financial aid awards are based on full-time enrollment level. Financial aid will be recalculated based on any changes in course enrollment. If enrollment is less than half time, grant amounts maybe reduced or cancelled. Students who are less than half-time are not eligible for loans.

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

** These enrollment levels apply for financial aid eligibility in all semesters (fall, spring, and summer).

ACADEMIC SERVICES & POLICIES

Academic Services

The Office of Academic Services under the direction of the Executive Vice Chancellor, seeks to develop services, resources, courses, academic programs, and policies that assist students in achieving their educational goals. Students who have concerns or questions about Academic Policies or Academic Services procedures are encouraged to contact the Executive Vice Chancellor for Academic Services.

ATTENDANCE

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

NO SHOW POLICY

RPCC defines a No Show student as one who has completed all the necessary requirements for registration in the College but has not attended classes during the first week of the semester for which s/he recently registered. Only students who are receiving financial aid for that semester will be withdrawn from those classes that the instructor reported the student as a No Show. These students are withdrawn from their classe(s) by the Registrar's office.

GRADING SYSTEM

The Office of Academic Services under the direction of the Executive Vice Chancellor, seeks to develop services, resources, courses, academic programs, and policies that assist students in achieving their educational goals.

Students who have concerns or questions about Academic Policies or Academic Services procedures are encouraged to contact the Executive Vice Chancellor for Academic Services.

For all courses, 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.

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 defining 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:

DEFINITIONS

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.

GRADING SYSTEM

The grading scale below is used to reflect a student's level of academic achievement in a course.
A = superior work B = excellent work C = average work D = poor work F = unsatisfactory work
In order to compute grade-point averages (GPAs), these letter grades are assigned number values, which are referred to as quality points. The values or quality points per credit hours are as follows: A = 4 quality points; B = 3 quality points; C = 2 quality points; D = 1 quality point; and F = 0 quality points. Thus, an A in a one-credit hour course is worth four quality points, and an A in a three-credit hour course is worth 12 quality points. A student's GPA is calculated by dividing the total number of quality points earned in all classes by the total number of credit hours attempted.
The following GPAs are determined using the method just noted and are recorded on students' transcripts:

Semester/Current Term GPA: The Semester/ Current Term GPA is calculated by dividing the total quality points earned in a given semester by the total GPA hours in that same semester/current term.
Institutional GPA: The Institutional GPA is figured by dividing the quality points earned at RPCC by the total GPA hours completed at RPCC.
Transfer GPA: The Transfer GPA is figured by dividing the quality points earned from all transferring institutions by the total GPA hours completed at all transferring institutions.
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 or marks that follow may also be awarded; however, they are not used in GPA calculations:
P (Pass) Grades: Grades of P or "pass" are awarded on a very limited basis. Students who through advanced placement in English and/or math are allowed to bypass an introductory course in one of these areas will be awarded a grade of P in the bypassed course only if they successfully complete the more advanced course with a grade of C or better.
S/U (Satisfactory/Unsatisfactory) Grades: S and U grades are not awarded at RPCC; however, if a student was awarded an S or U grade for a course taken at another institution, the S or U grade will be posted as the grade for that course on the student's RPCC transcript.
W (Withdrawal) Grades: A withdrawal from a course is indicated on a student's record with a W grade. In order to receive this grade, a student must withdraw from a course during the withdrawal period specified in the Academic Calendar.
I (Incomplete) Grades: When a student cannot complete a course by the end of the semester, the student may temporarily receive an incomplete or I grade if the following conditions are met:

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

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

calculated as such in the GPA. Exceptions to this deadline must be approved by the Vice Chancellor of Instruction. Academic status is determined at the time the "I" grade is removed or converted to an F.

AU (Audit): Students who wish to enroll for personal enrichment purposes only in a course for which college credit is normally awarded may register to audit the course. A student who is currently enrolled at RPCC may audit a course with the approval of an academic advisor or counselor. Those who have not been admitted to the College should refer to the Admission to College section of this catalog for information about being admitted to the College as an auditor.

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 last day to add classes or register as published in the Academic Calendar. Students will be allowed to audit only the number of classes approved by the academic advisor or counselor. Additionally, the tuition and fees for an audited course are the same as those for a course taken for credit.

Auditors will not receive college credit for an audited course. Further, auditors are not permitted to obtain credit for the audited course through a credit examination or any other form of non-traditional credit. A student can, however, retake for credit a previously audited course. Tuition and fees will be charged when the student re-enrolls in the course. Finally, 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 REPORTS & OFFICIAL TRANSCRIPTS

Grade Reports reflecting the result of a student's semester course can be viewed on the student's LoLA account. Official transcripts will be prepared by the Registrar's Office and will be produced upon written request from the student. Students can access a Transcript Request Form by visiting the college's website. www.rpcc.edu

REPEATING COURSES

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

Students trying to determine if they should repeat courses are encouraged to meet with an academic advisor or counselor. They may also wish to consider the following: Students are required to pay for

all repeated courses. Repeating a course in which a grade of C was earned is seldom recommended. If a D is earned, the student is required to repeat the course only if the student's degree program specifies that the course must be completed with a C or higher. Even if a C is not required, the student may wish to repeat the course if it is a prerequisite for another course that the student plans to take. If a student earns an F grade, the course must be repeated when it is required for the student's degree program.

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

ACADEMIC STATUS

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

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

Chancellor's List

At the end of each semester, a Chancellor's List is published. Included on the list are full-time students (cross-enrolled hours may be used to calculate full-time status) with a semester grade-point average of 3.80.

Dean's List

At the end of each semester, a Dean's List is published. Included on the list are full-time students (cross-enrolled hours may be used to calculate full-time status) with a semester grade-point average of 3.50 or higher.

In Good Standing

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

Academic Warning

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

Academic Probation

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

Academic Suspension

Students who have attempted 24 hours and who are on probation will be suspended from the College at the end of any semester in which they fail to earn a semester grade-point average of at least 2.00. First-time freshmen admitted in good standing will not be suspended prior to two semesters of enrollment.

The terms of academic suspension are as follows:

1. Students suspended for the first time may not enroll at River Parishes Community College for a period of one semester. If a student is suspended at the conclusion of a spring or summer semester, the student is suspended for the following fall semester (with the exception of summer enrollment following a spring suspension). If a student is suspended at the conclusion of a fall semester, the student is suspended for the following spring semester.

   When the suspension occurs at the end of the spring semester, some students may have the opportunity to change their academic status by enrolling in the immediately following summer semester. Those who enroll and raise their Cumulative/ Overall grade-point average to a 2.00 will be removed from suspension and allowed to continue in the fall. Students whose Cumulative/ Overall grade-point average remain below a 2.00 will continue on suspension. While it may not be mathematically possible for some students to raise their Cumulative/ Overall grade-point average to a 2.00, these students may still enroll in the

summer term and attempt to improve their GPAs; however, these students will still remain on suspension during the fall semester.

This opportunity to improve one's academic status is available only to students suspended at the conclusion of the spring semester. Students suspended at the end of the summer or fall semesters may not enroll the following semester.

2. Students suspended for a second or subsequent time may not enroll at RPCC for one full year. Enrollment in a summer semester is not allowed.

3. Students suspended from RPCC are advised that enrollment at another college or university during the period of suspension may not be allowed, and if allowed, credits earned will not be accepted for transfer by RPCC, and may not be accepted by other colleges or universities.

These same rules may also apply to students suspended from other institutions. Students should contact the college or university from which they were suspended for their rules and regulations.

RE-ADMISSION AFTER SUSPENSION

A student who has been suspended from RPCC and desires to re-enroll, must apply for readmission. The student must complete an Application for Readmission and follow the readmission procedure. See the Admission section of this catalog. Applications for readmission after suspension are reviewed and must be approved by the Dean's Admissions Committee. Readmission is not guaranteed.

DISMISSAL FOR NON-ACADEMIC REASONS

River Parishes Community College has identified circumstances under which students may be dismissed for non-academic reasons. Students should refer to the Student Handbook for the complete policy. One such category, delinquent accounts, has been identified in the Checks Written with Insufficient Funds and Stopped Payments and Unpaid Balances and Delinquent Accounts sections of this catalog.

STUDENT CLASSIFICATION FOR ACADEMIC PURPOSES

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

A student's classification is determined upon registration and again at the end of each semester according to the number of credit hours and quality points 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.

COURSE LOAD

Students will be allowed to enroll in a maximum of 19 semester credit hours in the fall and spring semester and 10 semester credit hours in the summer semester. The combination of cross enrolled hours plus on campus hours may not exceed 19 hours per semester. Only an exceptional student may, upon the approval of the Vice Chancellor of Instruction, enroll in more than the 19/10 hour maximums.

COURSE PREREQUISITES AND COREQUISITES

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

COMPUTING FACILITIES POLICIES & USER AGREEMENT

All persons accepting employment in any capacity with RPCC and/or registration for classes at RPCC and/or use of RPCC computing facilities will abide by the following:

Computing Facilities Policies and User Agreement:

River Parishes Community College (RPCC) computing facilities are defined as any computer, network, peripheral, operating system, software, or any combination thereof owned, licensed by or under the control of River Parishes Community College.

A USER OF RPCC COMPUTING FACILITIES WILL:

1. Recognize that RPCC computing facilities are intended to support the academic mission and administrative functions of the College and assume full responsibility for using these facilities in an effective, efficient, ethical, lawful and courteous manner.
2. Recognize that authorized RPCC systems personnel may, while performing routine operations or investigating system problems or complaints, have access to data and software stored in

RPCC computing facilities, including electronic mail.

3. Recognize that RPCC disclaims responsibility for the loss of data, time delay, system performance, software performance or any other damages arising from the use of RPCC computing facilities.
4. Understand that some systems at RPCC are operated under license agreements with IBM, Microsoft, and others. Under these agreements, the system may be used for instructional and research-related purposes only.
5. Take all necessary steps to protect the integrity of RPCC computing facilities. Specifically, users shall not share with others the access codes, account numbers, passwords or other authorization assigned to them. The user shall be responsible for all access and/or authorizations assigned and all activities occurring under these accesses/authorizations.
6. Respect the copyrights of all software and data available through RPCC computing facilities. Take reasonable steps to protect the integrity and privacy of the software and data available.
7. Use RPCC computing resources in a manner consistent with all RPCC general policies, rules and procedures regarding codes of conduct, academic integrity and the College environment.
8. Respect the policies established by the administrators of external networks such as those accessible through the Internet. The user shall also respect the policies established by the administrators of computing facilities at RPCC.
9. Respect the privacy of electronic mail and other user files transmitted and stored in RPCC computing facilities or at any other location accessible through a network.
10. Accept that a User ID or program may be terminated or its priority may be altered if it is consuming excessive system resources, degrading system response or threatening system integrity.
11. Use only those facilities which are in the public domain or for which they have obtained explicit authorization, at RPCC or any other location accessible through RPCC computing facilities.
12. Not use the RPCC computing facilities for conducting private business or for personal financial gain that is not related to designated College programs or functions.
13. Not use RPCC computing facilities for any unauthorized or illegal purpose such as creation or deliberate introduction of a computer virus, destruction or alteration of data owned by others, destruction or alteration of computing facilities, interference with legitimate access to computing facilities or harassment of users of such facilities at RPCC or elsewhere, unauthorized disruption of RPCC computing facilities, attempts to discover or alter passwords or to bypass security systems in RPCC computing facilities or any other computing facility.
14. I understand that violation of these policies may result in temporary or permanent loss of my

access to any or all RPCC computing facilities and other disciplinary actions as appropriate. I also understand that any use of RPCC facilities for any illegal activity will be reported to campus administration and possibly legal authorities for disciplinary action."

DISTANCE EDUCATION

Online Courses

RPCC recognizes the advantages of providing learning opportunities to students that are not restricted by time, place or method of delivery. Instructor-led online courses provide students flexibility to study at their own pace. Students are able to access the classroom from anywhere with an Internet connection. Students taking online classes must possess proficient computer skills and have access to a computer, an Internet connection, and an email account. In some instances, additional software packages may be required. Some online classes may require visits to campus for testing and other course requirements. RPCC has gained approval to offer the Associate of General Studies and the Associate of Liberal Arts degrees online. The college will continue to train faculty and add online courses to its offerings.

For information on the LCTCSOnline College, see Admissions Requirements and Policies section of this catalog.

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 in the Library, or students can email Library staff, talk personally with a librarian face-to-face or via telephone, and/or participate in surveys periodically in order to leave feedback for library personnel. A student may also contact any member of the Library Services Advisory Committee to provide input or feedback.

Library Hours and Contact Information

Fall and Spring Semesters

Monday – Thursday

7:30 a.m. – 6:30 p.m.

Friday

7:30 a.m. – 5:00 p.m.

Note: Library Hours are subject to change

Between Semesters:

Monday – Friday

8:00 a.m. – 5:00 p.m.

Summer Semester:

**check website for details*

Email: Library@rpcc.edu
Phone: (225) 743-8550
(225) 743-8551
Fax: (225) 644-8212
Web: http://library.rpcc.edu

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 ID's are available from Student Services). The loan periods for various resources are as follows.

Books .....28 days
Audio/Visuals .....2 days
Reserve Items .....2 or 4 hours, depending on the item

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

Location, Equipment, and Facilities

The Library is located in room 141, in the center of the back hallway, opposite the main entrance. Computers with Internet access, as well as WiFi access and several data ports are available for students to connect personal devices. Media equipment including a TV/DVD/VCR is available for use. A multi-function printer/copier is located in the Library for student use. Copies and printing costs are 10¢ per page for black & white, and 25¢ for color. Students will also be able to scan and e-mail documents; there is no charge for this service, but students must have funds in their accounts in

order to login at the printer. Students will have an account with Pcounter that uses their LoLA username and password to pay for printing/copying. They may also choose to create a separate account. Visit https://rpcc.pcounterwebpay.com/index.cfm. Funds may be deposited into their accounts using a credit or debit card online (min dep, $10), or with cash or check at the Business Office teller windows during operating hours (min dep, $5), room 181. With each deposit, a $1 fee is assessed. Comments or complaints regarding printing issues should be directed to the Business Office, room 180 or to khagan@rpcc.edu.

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 web page 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.

Print and Electronic Books

The RPCC Library has more than 18,000 locally owned volumes to support the curriculum and additional volumes are acquired and cataloged on an ongoing basis in order to ensure up-to-date support for new and changed courses. RPCC Library also owns or provides access to more than 90,000 e-books available online and accessible via the Library web page. E-books are available to authorized RPCC users twenty-four hours a day while currently enrolled and/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 web page.
Instructions regarding usernames and passwords are available on the Library webpage and as handouts in the Library.

Videos, CDs, and DVDs

The Library has numerous audio/visual resources ranging from video tutorials to popular DVD movies. Math tutorials are located in our Audio-Visual collections.

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 do accept this course). It is offered every semester and may be available online, face-to-face, and/or hybrid.

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 or help 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 present workshops of interest and help to students. Topics vary and range from how to use online resources, including Blackboard, to how to reduce stress. Workshop brochures are available every fall and spring semester, and the workshop schedule is available on Library web page.

Tutorials and Handouts

A variety of tutorials and printed handouts are available on the Library web page 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 Instructions, and Course Reserves, the Library offers students opportunities to borrow items from other libraries via InterLibrary Loan (ILL). Books and some periodical articles may be obtained from other libraries at the student's request. Please allow at least two weeks for delivery of ILL items.

LALINC Services are also available to students. A LALINC card may be issued to students upon request and it allows students to borrow materials from other participating academic libraries without the need to wait for ILL delivery.

Proctored Testing Services

Librarians will proctor tests for students in online courses, for make-up exams, or other exams approved by and provided by their instructors. The schedule of testing times is available on the Library web page, along with a list of rules and procedures. Appointments must be scheduled via the Proctored Testing site in Canvas. Students are responsible for making arrangements with their instructors to get permission to take a proctored test and to insure that their tests are available in time for their scheduled appointment.

In order to take a test proctored by Library staff, students must:

1. Make an appointment at least one day prior to taking the proctored test.
    a. See Proctored Testing on the Library website or in Canvas for more information.
2. Show up at your appointed time – No tests will be started early or more than 10 minutes late.
3. Provide a valid picture ID to a Library Services employee.
4. Identify the instructor and course.
5. Sign the Proctored Testing Form provided by Library Services.

NO cell phones, laptops, PDAs, caps, hats or other unauthorized items allowed
Talking during proctored testing is not allowed.
Students are responsible for knowing and following all the rules associated with taking an exam proctored by Library Services staff. All requirements are posted on the Library's web page.

Academic Programs

A list of all programs with degree requirements can be found on the RPCC website @ http://www.rpcc.edu/programs.cfm

Programs of Study

Certificate of Applied Science

General Industry Technician

Medical Coding Specialist

Certificate of General Studies

General Studies

Certificate of Technical Studies

Drafting & Design Technology

Engineering Aide II

Instrument Helper

Medical Assistant

Office Assistant Specialist

Welding – Entry Welder SMAW

Welding – GMAW, GTAW, FCAW Processes

Technical Diploma

Business Office Technology

Drafting & Design Technology

Industrial Instrumentation Technology

Practical Nursing

Welding

Associate of Applied Science

Business Office Administration

Drafting & Design Technology

Industrial Instrumentation Technology

Process Technology

Associate of Arts

Louisiana Transfer General Business Concentration

Louisiana Transfer Criminal Justice Concentration

Louisiana Transfer Humanities Concentration

Louisiana Transfer Social Sciences Concentration

Associate of Science

Louisiana Transfer Biological Sciences Concentration

Louisiana Transfer Physical Science Concentration

Teaching (Grades 1 – 5)

Workforce Programs

Skills Craft Training

NCCER - National Center for Construction Education and Research

Carpentry

Electrical

Instrumentation

Millwright

Pipefitting

Welding

Workforce Training

Mobile Crane Operator

Non-Destructive Testing

Scaffolding

CATALOG YEAR

Catalog year determines the set of academic requirements that must be fulfilled for graduation. A student will graduate under the catalog in effect at the time of initial enrollment as a degree-seeking student at RPCC. This catalog may continue to be used by the student provided enrollment is not interrupted for two consecutive regular semesters (i.e., fall and spring). A student whose enrollment is interrupted for two or more consecutive regular semesters may choose no catalog earlier than the one in force at the time of re-entry. Students may also choose to move into a newer catalog year if desired.

The College 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, the College shall make the final determination as to whether or not degree requirements are met.

GENERAL EDUCATION REQUIREMENTS

The 39-hour general education requirement is a fundamental component of each degree program at River Parishes Community College. Upon completion of the curricula leading to an associate degree, students should be able to demonstrate proficiency in the following areas:

1. Communicate Effectively in Written English;
2. Critical Thinking (Mathematical/Analytical/ Critical);
3. Natural Sciences;
4. Humanities (Historic/ Speech/ Philosophy/ Religious Studies);
5. Fine Arts (Art/ Music/ Theatre);
6. Social/ Behavioral Sciences (Economics/ Geography/ Political Science/ Sociology/ Psychology); Information Literacy;

To ensure that these goals are met, students will complete coursework in the following six areas: English composition, mathematics, arts, humanities, natural sciences, and social sciences, and information literacy.

In an effort to facilitate the transfer of RPCC's courses to other public state institutions, RPCC has included among its list of general education courses (see the section that follows) classes that are found on the Louisiana Board of Regents Master Articulation Matrix. The matrix is available for review on the Louisiana Board of Regents web site, www.regents.la.gov.

DEGREE PROGRAMS AND GRADUATION REQUIREMENTS

LOUISIANA TRANSFER DEGREES

Established by the Louisiana Legislature in 2009, ACT 356 mandated the development of a statewide transfer associate degree. That law set into motion unprecedented cooperation among faculties and institutions to eliminate barriers that would prevent students from successfully transferring between and among postsecondary institutions. The Associate of Arts/Louisiana Transfer and Associate of Science/Louisiana Transfer degrees are the result these efforts.

The Associate of Arts/Louisiana Transfer degree and Associate of Science/Louisiana Transfer degree are offered by community colleges as an interim step to the bachelor's degree. With careful planning, they allow students attending community colleges the opportunity to complete the first 60 hours of college work toward some 4-year degrees.

Both the Associate of Arts/Louisiana Transfer and the Associate of Science/Louisiana Transfer degrees have different tracks from which students can choose. These tracks provide flexibility in course selection and enable students to take classes that are suitable for their intended university majors. At RPCC, three tracks, humanities, business, social sciences, and criminal justice are currently available with the Associate of Arts/Louisiana Transfer degree, and two tracks, biological science and physical science, are available with the Associate of Science/Louisiana Transfer degree.

Advising and planning are key to a student's success in maximizing the transfer experience. All students who might eventually transfer from one institution to another should develop, with an advisor's assistance, a written degree plan of courses to take for the transfer associate degree. Whenever possible, students should use the transfer degree requirements to satisfy the admission requirements of the university to which they wish to transfer; the university's senior college, departmental, and/or program requirements; and course requirements for the baccalaureate degree. Additionally, a student with coursework from multiple institutions may need to contact the Campus Transfer Ombudsman* at the transfer university for information regarding the applicability of non-RPCC coursework toward the intended university major.

Completion of a Louisiana Transfer degree does not guarantee that a student will have the grade-point average necessary for admission to the university, senior college, department program, etc., to which a student wishes to transfer. It is therefore essential that students find out these requirements* as early as possible.

*To identify the Campus Transfer Ombudsman (or designated contact person) or GPA requirements for the university for which you wish to transfer, visit the statewide articulation web site (under development). Links to each participating institution's web site can be found here, along with other helpful academic resources.

Successful completion of the Transfer Associate Degrees guarantees the following:

1. Admission to a 4-year public university (when students meet that university's standards.
2. Junior-level standing.
3. Completion of the general education requirement.
4. Transfer of all 60 non-developmental, degree hours (grades of "C" or better must be earned in each course).
5. Equal opportunity to compete with "native" university students for admission to limited-access programs.

The Transfer Associate Degrees do NOT guarantee:

1. Admission to every university or degree program: you must meet university-specific and degree-specific admission requirements (e.g., GPA, completion of specific courses, etc.).
2. That the courses taken for the transfer degree will meet specified course requirements of the major. Final authority for determining the applicability of a course to a degree program rest with the receiving institution (i.e., university to which the student plans to transfer).

GENERAL EDUCATION REQUIREMENTS	**39 CREDIT HOURS**
English Composition	6
Math/Analytical Reasoning	6
Fine Arts	3
Humanities	9
Natural Sciences	9
Social/Behavioral Sciences	6
OTHER HOURS	**21 CREDIT HOURS**

GRADUATION

GRADUATION CEREMONY

Once a year in May, RPCC holds a commencement ceremony to recognize students who have

completed or expect to complete degrees during that academic year (fall through summer). Graduates and degree candidates are expected to attend the ceremony.

APPLYING FOR GRADUATION

Students should apply for graduation according to the schedule below, preferably during the recommended application period. By applying during this recommended period, students can have their remaining degree requirements verified by the Director of Counseling Services before or during regular registration for the anticipated final semester.

Anticipated Graduation Semester	Recommended Application Period	Application Deadline*
December	February 1 through March 31	October 15
May	September 1 through October 15	March 15
July	September 1 through October 15	March 15

*Students who apply after this deadline may miss having their names appear in the commencement ceremony program.

To begin the application process, students should log into their LoLA account. Students should then click on "Applying for Graduation" found under "Student Records". Here, students will complete a graduation application. Upon receipt of the application, the Director of Counseling Services will review students' degree audits to verify eligibility for graduation. Students who are eligible to graduate will then be required to meet with the Director of Counseling Services for a review of remaining degree requirements.

Note: Students must be fully admitted to the College in order for the Director of Counseling Services to determine if a student is eligible to graduate from RPCC. In other words, students must submit official transcripts from all institutions attended to the Office of Admissions so that these documents can be reviewed and credits may be posted to the student's record. Once this has occurred, then the student's eligibility as a degree candidate may be determined.

CATALOG YEAR THAT DETERMINES DEGREE REQUIREMENTS

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

Note: Admission to River Parishes Community College does not guarantee admission to a student's program of choice. While most associate degree programs are open to all students, admission to the Associate of Science in Teaching degree program is not guaranteed. Students must apply and be accepted to this program. They may, however, begin taken courses for this curriculum prior to applying and being admitted.

GRADUATION REQUIREMENTS FOR ASSOCIATE DEGREES

1. In order to earn an associate's degree at RPCC, students must complete the general degree requirements listed below.
2. Students must be fully admitted to RPCC as a regularly enrolled student.
3. By the degree conferral date, students must have successfully completed all requirements for the degree(s) being pursued.
4. Students must earn the credit hours for their degree programs by completing all required courses. Grades of "C" or better must be earned in all courses required for the Associate of Arts/Louisiana Transfer, the Associate of Science/Louisiana Transfer, and the Associate of Science in Teaching degrees. Students completing the Associate of General Studies degree must earn grades of "C" or better in all general education English and math courses and all concentration courses.
5. Students completing the Associate of Arts/Louisiana Transfer, the Associate of Science/Louisiana Transfer, or the Associate of General Studies degree must have a 2.00 RPCC and a 2.00 adjusted cumulative grade-point average at the time of graduation. Students completing the Associate of Science in Teaching must have a 2.00 RPCC and a 2.50 adjusted

cumulative grade-point average. Students should note that meeting GPA requirements for graduation does not guarantee that they will meet GPA requirements for admission into another college or university or into a specific program or major. Students are responsible for obtaining and understanding information about admission into other institutions and their programs.

6. To satisfy RPCC's residency requirement, students must complete 25 percent of the course-work for each degree at RPCC. Additionally, the last 12 hours of the coursework must be completed in residence at RPCC.

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

GRADUATION COSTS

All degree candidates will pay a $20 graduation fee (price subject to change) that covers the cost of the student's diploma and diploma cover. Students earning two degrees or a second degree will be billed $20 for each degree. Additionally, students attending the commencement ceremony will need to purchase a cap and gown, the cost of which is separate from the $20 graduation fee. The cap and gown price is set each year by the vendor selected by the College.

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

GRADUATING WITH HONORS

Students who have a final Cumulative/ Overall GPA of 3.50 to 3.79 will graduate with Dean's Honor. Those who have a final Cumulative/ Overall GPA of 3.80 and higher will graduate with Chancellor's Honor. These recognitions are noted on student's diplomas and transcripts.

COMPLETING A SECOND DEGREE

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

Some degree programs offer multiple concentrations. For these programs, the degree may be

earned only once with one concentration. For more information, contact the Office of Counseling Services (225-743-8500).

EARNING DUAL DEGREES

Students may elect to earn two associate's degrees at RPCC at the same time provided that the degrees do not duplicate each other. To earn dual degrees, students must receive approval from the College. Additionally, students must meet all degree requirements for both degrees, and they must earn 15 hours beyond those required for the degree with the fewest hours.
Some degree programs offer multiple concentrations. For these programs, the degree may be earned only once with one concentration. For more information, contact the Office of Counseling Services (225-743-8500).

DEGREE ONLY STATUS

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

CERTIFICATE OF GENERAL STUDIES

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

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

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

RPCC STUDENT HANDBOOK

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

HONOR CODE

It is assumed that all members of the college will respect the principles of honesty and mutual trust embodied in the honor code. Individual students are responsible for preparing their own written work in every class unless specifically permitted by the instructor to combine efforts on an assigned project. They are expected to understand the meaning of plagiarism and to avoid all suspicion of plagiarism in papers prepared outside of class. Furthermore, students are expected neither to sanction nor tolerate violation of the honor code by others.

RELEASE OF STUDENT INFORMATION

River Parishes Community College is in compliance with the Family Rights and Privacy Act 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 uncoerced written consent of the student.

ACCESS TO AND REVIEW OF STUDENT RECORDS

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Vice Chancellor of Students written requests that identify the record(s) they wish to inspect. The College 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 College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The rights to request the amendment of the student's education records that the student

believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. The student should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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 the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College 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. The College may also disclose records to officials of licensure/ certification agencies. Upon request, the College 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 20202-4605

5. The College may release directory type information: name, home address, telephone number, email address, date and place of birth, dates of attendance, enrollment status, grade level, participation in officially recognized activities, awards & honors received, degrees awarded, the most recent previous educational agency or institution attended, and photograph (for

public relations purposes only). Under the provisions of FERPA students have the right to withhold disclosure of such directory information. Students who wish that their directory information not be released must submit a "Request for Non-Disclosure of Directory Information" form to the Office of the Registrar. This form is available in the Office of Student Services. The authorization is valid until a written request to rescind is received by the Office of the Registrar.

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.

STUDENT RIGHTS AND RESPONSIBILITIES

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

Specific Rights of Students

In addition to the basic rights and freedoms guaranteed all citizens, the College 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 the College, 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 the College'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 in College regulations, rules, and policies.
8. The right to reasonable participation in the formation of College 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 College 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.

Responsibilities of Students

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

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 the College.
3. To know and comply with regulations, rules, policies, and requirements established by the College.
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 College community and its guests.
5. To respect the opportunity of membership in campus organizations and to observe all College rules and regulations governing membership in the operation of such organizations.
6. To use College property and facilities in accordance with College 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.

STUDENT COMPLAINT AND DUE PROCESS PROCEDURES

Student Complaints and/or Concerns Policy Statement

River Parishes Community College is committed to providing an environment that is supportive of student achievement. Administrative, Academic, and Student Services share responsibility in the provision of all programs and services. Any student who has a concern or complaint about institutional policies, procedures, or practice is encouraged to follow the appropriate Student Complaint Procedures described below.

In order to maintain confidentially, documents pertaining to complaints or concerns will not be placed in a student's academic file. Such documents will be retained in a separate file accessible only to authorized personnel of the College. There will be no discrimination or retaliation as a result of a student's exercise of his/her rights under this procedure.

Student Complaints Regarding Accreditation

Complaints regarding accreditation may be made by contacting the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur Georgia 30033-4097, telephone: 404.679.4500 (www.sacscoc.org).

Informal Procedure for Grievances

A sincere attempt shall be made to resolve any grievance by scheduling a meeting between the grievant and the appropriate College personnel. Students who have an informal concern/complaint should submit an Informal Student Concern/Complaint Form located in the Office of Student Services. If the grievance involves discrimination on the basis of sex, race, or handicap, then the grievant shall go to the coordinator for Title IX, Title VI, and Section 504 for an oral discussion of the grievance. If the grievance involves a student and instructor, an oral discussion shall be arranged between the student and instructor. If this informal procedure offers no solution, then the student shall request and receive an appointment with the appropriate departmental personnel. If the matter is still not resolved, then the student shall follow the procedures for formal non-academic or formal academic complaints outlined below.

Formal Non-academic Student Complaint Procedure

River Parishes Community College encourages all members of the college community to resolve disputes informally through discussion among those individuals concerned with the issue. In the

unusual case where this process fails to bring about a satisfactory resolution, the student should submit the Formal Student Concern/Complaint Form and submit to the Vice Chancellor of Students and Enrollment Management. Formal Student Concern/Complaint Forms may be obtained through the Office of Student Services.

In preparing a written statement of complaint or concern, the student should:

1. Identify the exact nature of the complaint or concern;
2. Identify the names of persons or witnesses who have knowledge of any specific incident leading to the complaint, if applicable; and
3. Submit any available written documentation or evidence that is relative to the complaint or concern, if applicable.

The Vice Chancellor of Students and Enrollment Management will give consideration to all written submissions of complaint or concern and will review and respond to the complaint within ten business days of receipt. The written statement of complaint and all documents submitted will be utilized in the review process to reach a determination. In cases where insufficient documentation is provided, the student will be contacted to provide additional supporting documentation and/or schedule a face-to-face meeting to gather additional information to aid in the decision process. The student will receive written notification of the decision within ten business days from the initial receipt of the formal complaint. Students who wish to appeal this decision must do so within 30 days of receipt of the administrative decision and may submit the appeal to the General Appeal Committee for hearing and final decision.

Formal Academic Complaint Procedure

The student who feels that he or she has an academic complaint should first discuss the problem with the faculty member involved. If, following discussion with the faculty member does not resolve the concern, the student should submit a Formal Student Concern/Complaint form located in the Office of Student Services.

In preparing a written complaint, the student should:

1. Identify the exact nature of the complaint
2. Identify the name of the witnesses or persons who have knowledge of the complaint
3. Submit any available written documentation or evidence that is relative to the complaint

The Vice Chancellor of Instruction will provide the student notification of a decision within 10 days of receipt of the formal complaint and render a decision. Students who wish to appeal this decision must do so within 30 days of receipt of the administrative decision and may submit the appeal to the General Appeal Committee for hearing and final decision.

Final Grade Appeal Procedures

(Only final grades may be appealed)

Final Grade Appeals must be submitted no later than the "first day of classes," as published in the Academic Calendar, in the semester immediately following the assignment of the final grade being appealed.
The procedure for a final grade appeal is outlined below:

1. The student must discuss the grade in question with the course faculty who will provide information on how the grade was determined.

If step 1 does not result in a resolution and if the student wishes to pursue the matter, a written appeal is submitted to the Vice Chancellor of Instruction. This letter must identify specific areas of contention and student's request for resolution. The student must include specific documentation supporting the appeal.

2. The Vice Chancellor of Instruction will appoint a Hearing Committee, and serve as the non-voting chairperson of that committee. The rest of the committee will be comprised of three faculty members, one student, and one Student Services representative. The committee members are not to be approached by the student or faculty member before, during or after the proceedings concerning the appeal.
3. The Hearing Committee will meet and render a decision within ten working days following the submission of a written appeal.
4. The Vice Chancellor of Instruction will provide the chairperson of the Hearing Committee, committee members and the course faculty member with copies of the appeal.
5. The chairperson of the Hearing committee will request from the faculty member any materials deemed necessary to arrive at a resolution of the appeal.
6. The chairperson will supply the committee members with copies of pertinent information (i.e., student's appeal letter and pertinent documentation relating to the appeal.)
7. The chairperson will call a meeting of the Hearing Committee and notify the student and course faculty of the date and time of the meeting.
8. The Hearing Committee may call the student and/or faculty member to answer questions. The

student and/or faculty member have the right to appear individually before the committee if they so desire.

9. The student submitting the appeal may bring an observer for his/her meeting with the Hearing Committee. However, the observer will not be allowed to participate in the proceedings.
10. The committee will meet in executive session to review the grade appeal, supporting documentation and input from student and faculty. This information will be utilized to arrive at the decision.
11. The Vice Chancellor of Instruction will communicate the decision to the student and faculty member in writing. If the action of the committee results in a change of grade, the faculty member will complete the appropriate form and submit to the Registrar.
12. The decision may be appealed to the Chancellor of the College for a review of the appeals process.

Due Process Rights, Misconduct

Due process is designed to provide the student the opportunity to present the circumstances and question the evidence which led to the belief that a regulation violation occurred. The opportunity is given to the student before a decision is made about the violation.

1. Due Process for Misconduct begins with the receipt of a written report of the facts regarding the alleged violation. The written report is referred to the Vice Chancellor of Students or designee.

2. The Vice Chancellor of Students will confer with the Director of the program or service unit involved. They will review the written report and determine if there is substantial evidence to support the alleged violation, if not: action goes no further, if so:

3. The Vice Chancellor of Students will provide the student with written notification of the alleged violation along with the written documentation that supports the violation. Within 24 hours (or 1 working day), the student must respond in writing to document student's version and whether the student agrees that a violation has occurred. Failure to respond will be interpreted as agreement that a violation has occurred.

4. If the student agrees that a violation occurred:
   a) The Vice Chancellor of Students determines the appropriate response or disciplinary sanction.

b) The Vice Chancellor of Students will notify the student of the response. The preferred method of notification is a meeting scheduled with the student by the Vice Chancellor of Students to receive disciplinary sanctions, guidance or counseling. If a meeting is not possible, the student will be notified of the response by registered, certified mail, return receipt requested. All disciplinary action is subject to the approval of the Chancellor of the College; or
c) The matter will be referred to a faculty-student hearing committee.

The Vice Chancellor of Students will inform the student of the option chosen and the process and procedure to be followed.

5. If the student indicates that a regulation has not been violated, the Vice Chancellor of Students will refer the incident to a faculty-student committee for a hearing.

The Vice Chancellor of Students will inform the student of the process and procedure to be followed. During the procedure, the student will have the opportunity to be heard. The student will retain all college rights until the due process and appeal are completed unless the student's presence is potentially dangerous to the health and safety of the college.
When matters are referred to the Hearing Committee, the Vice Chancellor of Students shall convene a hearing within three (3) school days (excluding weekends and holidays) of receipt of the written student response (Step 3). The student shall be notified by the Vice Chancellor of Students of the hearing date, time, and location, and of his/her hearing rights.

A student who has been charged with violating a River Parishes Community College regulation governing student behavior will be granted the following rights:

1. Notice: A student charged with violating this policy shall be notified in writing.
2. Procedures: The student shall be informed orally or in writing of the hearing process.
3. Hearing: The student shall have the opportunity to be heard in person before a decision is made.
4. Evidence: The student will be provided with the documentation of the event. The student will be allowed to present evidence in his/her own behalf.
5. Witnesses: The student may have up to three character witnesses to speak on his/her behalf. Attorneys or any other spokesperson are not allowed to represent individuals at the proceedings.
6. Advisor: The student may request a River Parishes Community College faculty member or

student to attend the hearing in an advisory role.

7. Written Decision: The student is given a written description of the proceedings and may appeal the decision.

PROCEDURE FOR APPOINTMENT OF A FACULTY-STUDENT HEARING COMMITTEE

The procedure for appointment of a faculty-student hearing committee is as follows:

1. The Vice Chancellor of Students will appoint three faculty members and two students who are not involved in the allegations.
2. The Vice Chancellor of Students will serve as a nonvoting chairperson.

The Hearing Process

The hearing process shall be conducted by the Chairperson with five (5) members. The student, the advisor (if requested), and the individual initiating the charges shall be present during all phases of the hearing except during the committee's deliberations. The hearing shall be conducted as follows:

1. The Chairperson shall read the written information pertaining to the alleged violation and any other documentation that may have been submitted.
2. The Chairperson shall inform the student of his/her rights.
3. Only those individuals who have knowledge relevant to the alleged violation shall be called to serve as witnesses and testify at the hearing.
4. The members of the committee shall conduct the hearing and shall ask all questions.
5. The members of the committee may inquire of the student and any other party present such additional information pertinent to the alleged violation.
6. The members of the committee reserve the right to call or question any person.
7. The committee shall weigh the evidence presented during the hearing; however, formal rules of evidence shall not apply to the hearing.
8. The hearing and all information obtained by the Hearing Committee shall be strictly confidential.
9. The committee shall deliberate to consider the evidence and its decision in private. The Chairperson will notify the student of the committee's decision in writing within three (3) school days (excluding weekends and holidays) of the completion of the hearing.
10. Each voting member of the committee is entitled to one vote. All decisions shall be by simple majority vote.
11. The student may appeal the committee's decision to the Chancellor of the College. Any

appeal shall be submitted to the Chancellor of the College within two (2) school days (excluding weekends and holidays) of notification of the committee's decision. The Chancellor or designee shall review all documentation and make a determination to sustain, modify, or set aside the committee's decision. The Chancellor's decision will be communicated in writing to the student and to the Chairperson within two (2) school days (excluding weekends and holidays) after receiving the student's written appeal. The decision of the Chancellor shall be final.

TESTING POLICY

Administration of Entrance Placement Examinations

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

Test-takers have a responsibility to:

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

Test-takers have a right to:

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

The College has a duty to:

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

EMERGENCY CLOSURE PLAN

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

1. Making the Decision

   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. Communicating the Decision

   RPCC has initiated an emergency notification system with ***FirstCall*** to ensure that the campus community receives alerts within minutes of an accident or urgent announcement. In the event of an emergency, ***FirstCall*** will notify students and staff in the following ways, giving specific instructions on the current event: cell or home phone, text message, and email. Students should register at **https://alertregistration.com/rpcc**. 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.*

FRESHMAN ORIENTATION AND ADVISING PROGRAM

The purpose of the Freshman Orientation and Advising Program is to provide first-semester freshmen with the tools and resources needed to have a successful collegiate experience.

Upon being admitted to the College, students will then call the Office of Student Services to register for a Freshman Advising Session. During this advising session, students will schedule courses for the upcoming semester.

SECURITY

Campus Security

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

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

RPCC Campus Crime Statistics

Crime	2007	2008	2009	2010	2011	2012	2013	2014
Murder	0	0	0	0	0	0	0	0
Forcible Rape/ Sexual Assault	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary-Breaking/Entering	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Larceny - Theft	0	0	2	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0

REGULATIONS GOVERNING STUDENT BEHAVIOR

Academic Honesty and Integrity

If discovered, cheating in any form including plagiarism or copyright infringement, results in disciplinary action. 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 derived 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 are planned in advance.

Disciplinary action for plagiarism and cheating can include the reduction of a grade in the course, suspension, or expulsion from RPCC. Students can appeal disciplinary action taken by following the complaint policy of the college.

Campus and Classroom Behavior

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

Littering

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

Smoking and Tobacco Use

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

Property Abuse

All students are expected to observe all rules that govern the use of College 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 Vice Chancellor of Students office. 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 classrooms, 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 College students.

1. All students are strictly prohibited from the unlawful possession, manufacture, use, or distribution of illicit drugs and alcohol on College property or as part of any College activity, whether on or off the campus. This policy will extend to any other sites which the College 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 College property, or at any of its activities (whether on or off-campus), except as expressly permitted by College 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 College 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 College 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 the College administration office. On campus: Recognized college organizations must obtain clearance for on campus sales from the Vice Chancellor of Students office when scheduling their events at the office. In general, no off-campus merchants or organizations may set up displays or sell merchandise on campus. However, the Chancellor or Deans may make exceptions.

IDENTIFICATION CARDS

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

CHILDREN OF STUDENTS

For safety, children brought to the College must have adult supervision at all times. Children are not

allowed in the classroom.
College personnel are not responsible for the supervision of children.

SANCTIONS

GENERAL MISCONDUCT

Failure by a student to adhere to the Regulations Governing Student Behavior is termed:

MISCONDUCT

1. A student may be formally charged with misconduct for violation of any of the "Regulations Governing Student Behavior." In cases of violations of academic integrity (academic honesty/dishonesty) or a student's failure to adhere to minimum professional standards, the faculty have the authority to assign a course grade of "F" to the student and/or may refer the case to the Faculty-Student Hearing Committee for action.

2. A student charged with misconduct will retain all college rights until due process is completed, unless there is evidence that the student:
   a. has been convicted of a felony;
   b. 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;
   c. has engaged in any activity of such nature that 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.

Sanctions for Violation of Regulations

Failure by a student to adhere to the "Regulations Governing Student Behavior" will subject the student to one or a combination of more than one of the following sanctions:

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 college policies and the student's standing as a student is in jeopardy.

Suspension

Termination of student status at the college for not less than the remainder of the semester.

Dismissal

Termination of student status at the college 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.

STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association provides a form of representative self-government to all students enrolled in the College. 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 & career resources. Membership in PTK is by invitation only. Qualifications for membership are as follows:

1) a 3.5 RPCC grade point average
2) 12 or more college-level (1000-level and above) credit hours earned at RPCC. To remain a

member, students must maintain a 3.0 RPCC cumulative grade point average.

THE GAMMA BETA PHI SOCIETY, INC.

The Gamma Beta Phi Society, Inc. is an honor service organization for students in colleges and universities in the United States. Students invited into membership in The Gamma Beta Phi Society must be committed to excellence in education, to good character, and to service. The student must be enrolled in a program leading to an associate degree, must have completed at least twelve credit hours of college work and have a 3.0 cumulative grade point average.

Recognition and publicity are primary benefits of membership in an honor society. The Gamma Beta Phi Society is not just an honor society, and hence members enjoy the satisfaction of active participation in meaningful service projects and camaraderie with other honor students. Membership is completely transferable to any other college or university where a chapter exists.

FUTURE EDUCATORS CLUB

The Future Educators Club is a River Parishes Community College organization for students interested in majoring in education. During the semester students can do community service activities on campus and local stations.

THE RED WHEELBARROW

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

ROTARACT CLUB

Rotaract is a Rotary-sponsored service club for young men and women ages 18 to 30. Rotaract clubs are either community or university based, and they're sponsored by a local Rotary club. This makes them true "partners in service" and key members of the family of

Rotary.

INFORMATION TECHNOLOGY COMPUTER CLUB

The general purpose of this organization shall be to provide students with the opportunity to discuss various Information Technology issues outside of the classroom setting in order to cultivate a greater appreciation for Information Technology and to have a forum wherein they can convey appropriate personnel in business, Industry and Higher Education intuitions to host Workshops/events related to Information Technology.

- Discussion of features of new electronic gadgets like Google glasses, 3d printer, iPad, iPhone Apps, Tablets etc.
- Information about computer viruses and how to protect computers.
- Information about social networking and web 3.0 technologies.

Computer Club also will perform Community Service Learning Projects with Ascension Council on Aging and other community partners. Students, thus, will have the chance for alliance and interaction with associated faculty members and follow students so as to create a greater sense of involvement and connection within our campus community.

GLOBAL CITIZENSHIP CLUB AWARENESS STUDENT CLUB

The general purpose of this organization shall be to provide students with the opportunity to understand what Global Citizenship is.

- Prepare students to be informed citizens locally and globally about issues facing the world.
- Enhance students' ability to work in a multicultural environment.
- Prepare Globally Competent Students
- Demonstrate knowledge of other cultures
- Communicate with people using different languages in a variety of nodalities including speech, philosophy, and material resources.
- Seek out opportunities for intercultural/international activities

The organization further shall seek to collaborate with appropriate agencies to host events related to cultural diversity and invite guest speakers to campus. Students, thus, will so as

to create a greater sense of involvement and connection within our campus community and create a discussion forum for Global issues.

SCIENCE CLUB

The general purpose of this organization is to:

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

TOBACCO - FREE LEARNING CLUB (TFLC)

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

SIGMA KAPPA DELTA

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

AMERICAN WELDING SOCIETY (AWS)

This is a nationally recognized organization through the AWS. We receive membership in the Welding Department each Semester. This organization is in conjunction with the AWS Baton Rouge Section. We hold monthly meetings here on campus, attend monthly meetings with the Baton Rouge Section, receive discounted Membership fees, attend regional section meeting. (All of which are presentation & discussions on a variety of welding topics), and have guest speakers to do a presentation to the class here on campus once a month. These aid & provide professional development for students as well as students meeting potential employers each month. Also, it supports and encourage completion of our welding Program, offers Student scholarships, introduces students to future opportunities the in the

Welding field such as Welding Inspection.

Course Descriptions

ACCT 1100 - Prin of Accounting Part I

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. PREREQUISITES: None
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Business & Office Technology Department

ACCT 1200 - Prin of Accounting Part II

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. PREREQUISITES: ACCT 1100
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Business & Office Technology Department

ACCT 1250 - Payroll Accounting

This course covers accounting principles and procedures relating to payroll accounting, including payroll and personnel records and reports; computation and payment of wages and salaries, social security taxes, income tax withholding; unemployment compensation taxes; and the analysis and recording of payroll transactions. PREREQUISITES: ACCT 1200
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Business & Office Technology Department

ACCT 1300 - Intermediate Accounting

Accounting principles relating to accounts receivable, accounts payable, uncollectible accounts, notes and interest, merchandise inventory, property, plant, and equipment; and accounting for partnerships. PREREQUISITES: ACCT 1200
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Business & Office Technology Department

ACCT 1400 - Advanced Accounting

This course covers principles relating to the corporate organization, including accounting for accounting principles and reporting standards. Financial reporting and analyses including cash flow statements, measures of profitability, liquidity, and financial strength, and accounting for departmentalized profit and cost centers is also covered. PREREQUISITES: ACCT 1200
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Business & Office Technology Department

ACCT 1500 - Computerized Accounting

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: ACCT 1200
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Business & Office Technology Department

ACCT 2010 - Financial Accounting

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 profession.
3.000 Credit hours

3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Online

Business Division
Business Department

ACCT 2020 - Managerial Accounting

Principles and methods of accounting primarily concerned with data gathering and presentation for purposes of internal management evaluation and decision making.
PREREQUISITES: ACCT 2010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Online

Business Division
Business Department

ACCT 2210 - Intermediate Accounting

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
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

ANTH 1003 - Intro to Cult & Social Anthrop

CREDIT: 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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Anthropology Division
Anthropology Department

ARTS 1010 - Introduction to Visual Arts

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Independent Study, Lecture, Combined Lecture/Lab, Web, LCTCSOnline
All Sections for this Course

Arts Division
Art Department

ARTS 1100 - ART APPRECIATION

This is an art appreciation course designed for non-art majors. It introduces students to the visual arts within the context of history with an emphasis on critical thinking about images from art and photography in order to experience heightened enjoyment and understanding and appreciation of our cultural heritage. Three hours of lectures illustrated with slides, video, and class discussion

per week. Course may be taken more than once as topics may vary.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Independent Study, Lecture, Combined Lecture/Lab, Web

Arts Division
Art Department

ARTS 2000 - Intro to Computer Images

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

Levels: Undergraduate
Schedule Types: Independent Study, Lecture, Combined Lecture/Lab, Web

Arts Division
Art Department

ARTS 2010 - Introduction to Digital Media

CREDIT: 3 This course is designed for individuals who would like to learn about graphics for the Web and Internet development. The course will include digital media design, graphic design software, and animation tools. The emphasis is on both design and development of graphical and interactive/navigational elements, along with interactivity for Web development. $25 lab fee applied.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Online

Arts Division
Art Department

ARTS 2100 - Basic Drawing

CREDIT: 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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Online

Arts Division
Art Department

ARTS 2150 - Basic Design

CREDIT: 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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Arts Division
Art Department

ARTS 2200 - Intermediate Drawing

CREDIT: 3 Students will continue to develop the skills and techniques introduced in basic drawing with an introduction to color and the human figure. The

compositional and expressive qualities of drawing will be developed through still life, figurative, and landscape drawing in a variety of media including dry pastel, oil pastel and watercolor. PREREQUISITE: ARTS 2100 WITH A "C" OR HIGHER
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Arts Division
Art Department

ARTS 2300 - Basic Painting

CREDIT: 3 An introduction to the basic skills, materials and techniques used in traditional and modern oil, tempera, and acrylic painting. Class will include individual criticism, class discussion and critiques of works. Six hours of studio a week.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Arts Division
Art Department

ARTS 2400 - Watercolor Painting

An introduction to watercolor painting; using water-based pigments to explore the expressive visual possibilities of a variety of different subjects, including still-life's, landscapes, figures, and portraits. Six hours of studio a week.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture,

Combined Lecture/Lab, Online

Arts Division
Art Department

ARTS 2510 - Art History Survey I

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
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Arts Division
Art Department

ARTS 2520 - Art History Survey II

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
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Arts Division
Art Department

ARTS 2610 - Modern Art

CREDIT: 3 An examination and survey of European-American visual art from its beginnings in the late 19th century through the 20th century and into the present. Three hours of lectures illustrated with slides, video, and class discussion per week. PREREQUISITE: ARTS 1010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Arts Division
Art Department

AUTO 1100 - Gen. Engine Diagnosis & Repair

This course teaches the techniques used in diagnosing automotive engines and determining the necessary repair procedures. It also covers removal and installation of automotive engines. PREREQUISITES: None
2.000 Credit hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1110 - Cyl. Head,Valve Train Diag/Rep

This course teaches the procedures and repair methods for diagnosing and reconditioning cylinder heads. PREREQUISITES: None
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1120 - Engine Block Assem. Diag/Rep.

This course teaches the procedures and repair methods for diagnosing and reconditioning engine blocks. PREREQUISITES: None
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1130 - Lube/Cooling System Diag/Repa

This course teaches the procedures and methods for the diagnosis and repair of automotive engine lubrication and cooling system. PREREQUISITES: None
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1200 - Gen. Trans./Transaxle Diag/Rep

This course teaches the techniques and procedures used in the diagnosis of Automatic transmissions and transaxles.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1210 - Transmission & Transaxle Main

This course teaches the procedures for the servicing of automatic transmissions and transaxles. It also teaches linkage adjustments.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1220 - In Vehicle Repair

This course teaches the repair and adjustment procedures that can be performed with the transmission or transaxle installed in the vehicle.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1230 - Off-Veh Trans/Transaxle Rep 1

This course teaches the procedures for removal, disassembly, reassembly, and reinstallation of automatic transmissions and transaxles. It also covers the procedures for the repair of torque converters and oil pump assemblies.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Web

Technical Division Division
Automotive Department

AUTO 1240 - Off-Veh Trans/ Transaxle Rep 2

This course teaches the procedures for the inspection and measurement of gear trains, shafts, bushings and cases.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Web

Technical Division Division
Automotive Department

AUTO 1300 - Drive Train & Clutch Diag/Rep

This course teaches the procedures and methods of diagnosis for manual drive trains and clutches. It also covers removal, installation, and adjustments of clutches. PREREQUISITES: None
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1310 - Trans. & Transaxle Diag/Rep.

This course teaches the procedures and methods for removal, installation, and reconditioning of manual transaxle and transmission units. PREREQUISITES: None
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1320 - Drive,1/2 Shaft,Unv.Joint Rep.

This course teaches the procedures and methods for diagnosis and repair of drive, half, and universal joints. PREREQUISITES: None
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1330 - Drive Axle Diagnosis & Repair

This course teaches the procedures and methods for diagnosis and repair of standard differentials, limited slip differentials and drive axle shafts. PREREQUISITES: None
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1340 - Four&All Wheel Drive Diag/Rep

This course teaches the procedures and methods for diagnosis and repair of four and all wheel drive vehicles. PREREQUISITES: None
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1400 - Gen Steering /Suspension Diag.

This course teaches the procedures and methods used in diagnosing steering and suspension systems. PREREQUISITES: None
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1410 - Steering System Diag/Rep

This course teaches the different types of steering systems and the procedures and methods to diagnose and repair steering systems. It also includes instruction on supplemental restraint systems (Air Bags). PREREQUISITES: None
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1420 - Suspension System Diag/Rep.

This course teaches the different types of suspension systems and the procedures and methods used for diagnose and repair. PREREQUISITES: None
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1430 - Wheel Alignment Diag/Rep

This course teaches the principles of geometry necessary to understand the procedures and methods for diagnosis and alignment of steering systems. PREREQUISITES: None
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1440 - Wheel & Tire Diag/Rep.

This course teaches the procedures and methods in the servicing automotive tire and wheel assemblies including rotating, balancing, and repair. PREREQUISITES: None
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1500 - Hydraulic System Diag/Rep.

This course teaches the principles of physics as related to fluid pressures and hydraulics. It also teaches the procedures and methods of diagnosis of the automotive hydraulic system.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1510 - Drum Brake Diag/Rep.

This course teaches the procedures and methods necessary to diagnose and repair drum brake systems.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1520 - Disk Brake Diagnosis & Repair

This course teaches the procedures and methods necessary to diagnose and repair disc brake systems.
1.000 Credit hours

1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Studies Division
Automotive Department

AUTO 1530 - Power Assist Diag/Rep.

This course teaches the procedures and methods necessary to diagnose and repair power assist units in automotive braking systems.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Studies Division
Automotive Department

AUTO 1540 - Antilock Tract Contrl Diag/Rep

This course teaches the procedures and methods necessary to diagnose and repair antilock brake systems and traction control systems.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1600 - General Electrical Diag.

This course teaches the electrical principles of Ohm's Law, Series Circuits, Parallel Circuits, and Series Parallel circuits. It also teaches the basic methods of electrical

diagnosis and use of schematic and wiring diagrams.
2.000 Credit hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1610 - Battery Diagnosis & Repair

This course teaches the procedures and methods necessary to diagnose and repair the battery and associated electrical components.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1620 - Starting System Diag/Rep.

This course teaches the procedures and methods necessary to diagnose and repair starting systems including the removal and installation of components
2.000 Credit hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1630 - Charging System Diag/Rep.

This course teaches the procedures and methods necessary to diagnose and repair charging systems including removal and installation of components.
2.000 Credit hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1640 - Lghtg,Gauge,Wire,Drv Info D/R.

This course teaches the procedures and methods necessary to diagnose and repair lighting systems, gauges, warning devices and driver information systems.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1650 - Horn & Wiper/Washer Diag/Rep.

This course teaches the procedures and methods necessary to diagnose and repair windshield wiper/washer systems and the horn system.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1660 - Electric Accessories Diag/Rep

This course teaches the procedures and methods necessary to diagnose and repair other electrical accessories such as power door locks and GPS navigation systems.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1700 - Air Condition System Diag/Rep

This course teaches the principles of refrigeration and the procedures and methods necessary to diagnose and repair automotive air conditioning systems.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1710 - Refrig. Component Diag/Rep

This course teaches the procedures and methods necessary to diagnose and repair individual components of the air conditioning system.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1720 - Heating & Vent Sys Diag/Rep

This course teaches the procedures and methods necessary to diagnose and repair automotive heating and ventilation systems.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1730 - Operating Sys & Related Ctrl

This course teaches the procedures and methods necessary to diagnose and repair electrical, vacuum, and automatic temperature controls.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1740 - Refrig Recov Recyc & Handling

This course teaches the procedures and methods necessary to properly handle and store refrigerants
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1800 - General Engine Diagnosis

This course teaches the principles of internal combustion engines and the procedures and methods necessary to diagnose general engine mechanical problems
3.000 Credit hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1810 - Computer Engine Ctrls Diag/Rep

This course teaches the procedures and methods necessary to diagnose and repair computerized engine controls by retrieving and storing diagnostics codes.
3.000 Credit hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1820 - Ignition Systems Diag/Rep.

This course teaches the procedures and methods necessary to diagnose and repair the various types of ignition systems in use today.
2.000 Credit hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1830 - Fuel, Air Induction & Exhaust

This course teaches the procedures and methods necessary to diagnose and repair fuel supply and fuel delivery systems. It also teaches the repair procedures for intake and exhaust systems.
2.000 Credit hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1840 - Emissions System Diag/Repair

This course teaches the procedures and methods necessary to diagnose and repair the myriad of emissions controls systems on modern automobiles.
3.000 Credit hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Technical Division Division
Automotive Department

AUTO 1850 - Engine Related Services

This course teaches the procedures and methods necessary to diagnose and repair mechanical timing devices, and cooling system components.
2.000 Credit hours

2.000 Lab hours

Levels: Undergraduate
Schedule Types: Laboratory

Technical Division Division
Automotive Department

BIOL 1010 - General Biology I

CREDIT: 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.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Science and Mathematics Division
Biology Department

BIOL 1010L - General Biology Lab I

CREDIT: 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.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web, LCTCSOnline
All Sections for this Course

Science and Mathematics Division
Biology Department

BIOL 1020 - General Biology II

CREDIT: 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.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline

Science and Mathematics Division
Biology Department

BIOL 1020L - General Biology Lab II

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
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division
Biology Department

BIOL 1050 - INTRO TO ANATOMY & PHYSIOLOGY

This is an introductory course designed for students majoring in allied health fields that require a single semester of Anatomy and Physiology. Course topics include:

concepts of anatomy and physiology from sub cellular to cellular, tissue, and organ systems. This course is designed for students interested in LPN, EMT or Medical Coding programs.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Online, Web

Science and Mathematics Division
Biology Department

BIOL 1050L - INTRO TO ANATOMY & PHYS LAB

CREDIT: 1 Laboratory to accompany BIOL 1050. Includes labs on cells, tissues, and all the systems of the body. Dissection of the fetal pig and accompanying virtual labs PRE- OR CO- REQUISITE: BIOL 1050
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division
Biology Department

BIOL 1201 - Principles of Biology I

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
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web
All Sections for this Course

Science and Mathematics Division
Biology Department

BIOL 1202 - Principles of Biology II

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 COREQUISITE: BIOL 1204 RECOMMENDED BUT NOT REQUIRED
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web
All Sections for this Course

Science and Mathematics Division
Biology Department

BIOL 1203 - Principles of Biology Lab I

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
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division
Biology Department

BIOL 1204 - Principles of Biology Lab II

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
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division
Biology Department

BIOL 2110 - General Microbiology

A basic study of microorganisms with emphasis on those of medical significance and their role in public health and infectious disease. PREREQUISITES: BIOL 1010 OR BIOL 1201
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Biology Department

BIOL 2110L - General Microbiology Lab

CREDIT: 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
1.000 Credit hours
1.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division
Biology Department

BIOL 2300 - General Ecology

This course is an introduction to ecology, principles of ecology with applications to environmental issues and discussion of major terrestrial/aquatic ecosystems.
PREREQUISITES: BIOL 1010 OR BIOL 1201
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Biology Department

BIOL 2500 - Human Anatomy & Physiology I

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 1010 OR BIOL 1201
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Biology Department

BIOL 2500L - Human Anatomy & Physiology Lab

CREDIT: 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
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division
Biology Department

BIOL 2510 - Human Anatomy & Physiology II

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
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Biology Department

BIOL 2510L - Human Anatomy & Phys Lab II

CREDIT: 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
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division
Biology Department

BIOL 2600 - Fundamentals of Human Nutritio

This course examines the chemistry of the basic nutrients, metabolic pathways, 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
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Biology Department

BIOL 2830 - Intro to Marine Biology

The diversity of marine organisms, their interactions and their environments. PREREQUISITES: BIOL 1200 AND BIOL 1210
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Biology Department

BOTH 1120 - General Body Structure

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 intergrated with each. PREREQUISITES: None
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Lecture

Technical Division Division
Business & Office Technology Department

BOTH 1210 - Admin. Proced. Med. Office

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 intergrated throughout this course. PREREQUISITES: NONE
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Lecture

Technical Division Division
Business & Office Technology Department

BOTH 1230 - Medical Billing

This course covers discussion of the types of the 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). PREREQUISITES: BOTH 1120, may be taken concurrently with BOTH 1240
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Lecture

Technical Division Division
Business & Office Technology Department

BOTH 1240 - Coding

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).
CONCURRENCY: BOTH 1120 and BOTH 1230
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Lecture

Technical Division Division
Business & Office Technology Department

BOTH 2110 - Medical Office Transcription

This course covers principles of medical transcription along with practical application and usage of medical forms, reports and case studies with intergated medical terminology and medical keyboarding. Students may participate in selected clinical sites as part of this course, if available. PREREQUISITES: KYBD 1111 and HESC 1000
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Lecture

Technical Division Division
Business & Office Technology Department

BTEL 1000 - Bank Teller Procedures

A concentrated and intensive study of the role of a bank teller focusing on understanding the specific banking skills needed in today's banking industry for handling checks, processing transactions, handling cash, and balancing cash. Other topics also include an overview of banking history, the US banking system, banking regulations, and the importance of bank security. PREREQUISITES: None
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate

Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Business & Office Technology Department

BUSE 1045 - Business Communication

This course is a study of concepts and methods of business communication.
PREREQUISITES: Satisfactory completion of all required Developmental Education English/Writing courses and KYBD 1111.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Business & Office Technology Department

BUSI 1000 - Business Law

Analysis of the legal environment and its impact on business. Constitutional law, administrative law, governmental regulations, securities law, discrimination law, environmental law, public policy, social issues, and business ethics are integrated into a treatment of specific legal topics: contracts, sales, agency, and employment.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Business & Office Technology Department

BUSM 1050 - Business Math

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

3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Business & Office Technology Department

BUSN 1100 - Intoroduction to Business

A study of American business firms, organizational structures, practices and principles. Organizational systems and terminology will be included.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

BUSN 1310 - Personnel Management

A study of personnel issues to include job classification, compensation, benefits, discipline and training.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

BUSN 1330 - Personal Finance

A study of personal and family finances as well as personal money management. Topics will include budgets, savings, borrowing, taxes, insurance and estate planning.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

BUSN 2000 - Principles of Marketing

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

BUSN 2200 - Legal Environment of Business

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

BUSN 2220 - Small Business Management

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

BUSN 2240 - Professional Business Developm

This course develops business competencies required for students' success now and in the future. Competencies include critical thinking, effective business presentations, reflective thinking, case analysis, and the use of information technology. PREREQUISITE: CSCI 2010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

CADD 1100 - Intro Comp Aided Draft/Design

Introduction to basic concepts and principles of CAD, covering basic CAD commands. CO-REQUISITES: DRFT 1000 and CSCI 1010
5.000 Credit hours
3.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Laboratory, Lecture, Combined Lecture/Lab

Technical Division Division
Drafting & Design Department

CADD 1200 - Adv Comp Aided Drft & Design

This course examines the dimensioning, blocks and attributes, section views, isometric drawings, multiview 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
5.000 Credit hours
3.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Laboratory, Lecture, Combined Lecture/Lab

Technical Division Division
Drafting & Design Department

CADD 1210 - Basic Computer Aided DRFT

Introduction to basic concepts and principles of CAD, covering basic CAD commands and creating non-3D entities. PREREQUISITES: DRFT 1230
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Studies Division
Computer Assisted Drafting/Des Department

CADD 1300 - 3-D CADD Concepts

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 primitives 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
4.000 Credit hours
2.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Hybrid 50% or more, Laboratory, Lecture, Combined Lecture/Lab, Web

Drafting & Design Technology Division
Drafting & Design Department

CADD 1600 - 3-D CADD Concepts

This course explores the three-dimensional construction and viewing capabilities of AutoCAD. Topics covered include 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 primitives, 2D regions, 3D mesh models, solid modeling composites, and surface models are also introduced. This course is optimized for the instruction of AutoDesk Plant 3D. PREREQUISITES: CADD 1200
5.000 Credit hours
1.000 Lecture hours
4.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Technical Division Division
Drafting & Design Department

CADD 1710 - Piping Design with PLANT 3-D

This course is intended to cover the introductory knowledge needed to begin a successful career in process piping design using the AutoCAD 2012 Plant software. Upon finishing this course, the student will have been exposed to the fundamental concepts which are the basis for piping design. PRE-REQUISITES; CADD 1300
5.000 Credit hours
3.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Hybrid 50% or more, Laboratory, Lecture, Combined Lecture/Lab, Web

Drafting & Design Technology Division
Drafting & Design Department

CADD 1720 - Construction Design with REVIT

The main purpose of the Autodesk REVIT Architecture software is to design buildings: walls, floors, roofs, and stairs. However, architects also frequently need to add site and structural information. This course covers the elements and tools in the Autodesk REVIT Architecture software that are used to create topographic surfaces for the site work and to add structural elements. PRE-REQUISITES: CADD 1200
5.000 Credit hours
3.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Hybrid 50% or more, Laboratory, Lecture, Combined Lecture/Lab, Web

Drafting & Design Technology Division
Drafting & Design Department

CADD 1730 - Product Design with INVENTOR

The Inventor Introduction to Solid Modeling course instructs students in the best usage approaches for the parametric design philosophy through a hands-on, practice-intensive curriculum. Students acquire the knowledge needed to complete the process of designing models from conceptual sketching, through to solid modeling, assembly design, and drawing production. PRE-REQUISITES:CADD 1300
5.000 Credit hours
3.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Hybrid 50% or more, Laboratory, Lecture, Combined Lecture/Lab, Web

Drafting & Design Technology Division
Drafting & Design Department

CADD 2300 - Inter Computer Aided DRFT

Introduction to intermediate concepts and principles of CAD, covering intermediate CAD commands and creating solid 3D models. PREREQUISITES: CADD 1210 Basic Computer Aided Drafting and Design
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Drafting & Design Department

CADD 2310 - Adv. Computer Aided DRFT

This course covers the advanced principles of CAD; make use of advanced commands to develop complex drawings; the development of symbol libraries; and application of parametric principles. PREREQUISITES: CADD 2300 Intermediate Computer Aided Drafting and Design
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Drafting & Design Department

CCSS 1100 - College/Career Sucess Skills

This course provides an introduction to the college experience and academic resources and support services available at RPCC. Course topics may include goal-setting, note-taking, time management, career exploration, study skills, and problem solving.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

CDYC 1010 - Founda Early Childhood Develop

Overview of early childhood education, including personal and professional growth and development, learning theories, ethical standards, and current issues and trends in early childhood education.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate

Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Care & Devel of Young Children Division
Care & Devp of Young Children Department

CDYC 1030 - The Learning Environment

This course introduces concepts, policies, and procedures necessary to create and maintain a safe and healthy learning environment for young children.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Care & Devel of Young Children Division
Care & Devp of Young Children Department

CDYC 1410 - Creative Exprs Earl Child Deve

CREDIT: 3 HOURS Creativity, the fifth domain in human development, tends to be ignored in the overall education of young children. Early childhood educators must be aware of and actively enhance creative development in young children in art, music, language, science, mathematics, food experiences, social studies, and dramatics. COREQUISITE: CDYC 1010.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Care & Devel of Young Children Division
Care & Devp of Young Children Department

CDYC 1650 - Lang & Literacy in Early Child

This course introduces students to the developmental stages and theories of language and promotes an understanding of individual and cultural differences in language. Actual methods and developmentally appropriate practices are discussed, demonstrated, and practiced.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Care & Devel of Young Children Division
Care & Devp of Young Children Department

CDYC 2110 - Chld Guidance

Positive guidance, discipline, and behavior management techniques are learned skills that create competent, effective early childhood educators. Many educators leave the field because they lack knowledge and skills in positive guidance. This course will not only give students a background in discipline techniques, but will also provide limited practical experiences with children and caregivers. PREREQUISITE: CDYC 1010.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Care & Devel of Young Children Division
Care & Devp of Young Children Department

CDYC 2130 - Planning Infant & Toddler Curr

This course includes planning a developmentally appropriate environment, activities, materials, and interactions for infants and toddlers. PREREQUISITES: CDYC 1010.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate

Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Care & Devel of Young Children Division
Care & Devp of Young Children Department

CDYC 2400 - Observation & Participation

This course presents an overview of child development with several varied methods of observing and assessing development in an actual child care setting.
PREREQUISITE: CDYC 1010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Care & Devel of Young Children Division
Care & Devp of Young Children Department

CDYC 2650 - Early Childhood Spec Methods

This course includes assessment and programming; strategies for developing self self-feeding, oral-motor, and natural natural language skills; use of parental input and community resources for children with developmental disabilities.
PREREQUISITE: CDYC 1010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Care & Devel of Young Children Division
Care & Devp of Young Children Department

CDYC 2730 - Dev Curr&Material Early Child

Planning and implementing developmentally appropriate curriculum and materials for young children; required knowledge and skills in curriculum content area and in

developmentally appropriate practices. PREREQUISITE: CDYC 1010.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Care & Devel of Young Children Division
Care & Devp of Young Children Department

CDYC 2800 - Adm Early Childhood Programs

This course is an overview of administrative responsibilities in CDYC. It examines professionalism, budget, personnel decisions, philosophy, curriculum development, evaluation tools, development of staff and parent handbooks, state and local regulations, and parental involvement. PREREQUISITE: CDYC 1010.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Care & Devel of Young Children Division
Care & Devp of Young Children Department

CDYC 2980 - Practicum Early Childhood Dev

Supervised work experience in an approved early childhood setting. PREREQUISITE: ALL CDYC COURSES WITH A GRADE OF "C" OR BETTER, A CANDIDATE FOR GRADUATION, AND PERMISSION OF INSTRUCTOR.
6.000 Credit hours
6.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Care & Devel of Young Children Division
Care & Devp of Young Children Department

CHEM 1010 - Chemistry I

This course includes the fundamental laws, modern theories and principles of chemistry with emphasis on atomic structure, periodicity, bonds, and stoichiometry. Integrated into this course are problem solving and quantitative approaches. This course is intended for science and engineering curricula. PREREQUISITE: ELIGIBILITY FOR MATH 1100. COREQUISITES: CHEM 1010L RECOMMENDED BUT NOT REQUIRED.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Online

Science and Mathematics Division
Chemistry Department

CHEM 1010L - Chemistry Laboratory I

CREDIT: 1 Introduction to basic laboratory skills and operations including experiments dealing with physical and chemical properties, chemical reactions, and solution chemistry. COREQUISITES: CHEM 1010
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division
Chemistry Department

CHEM 1020 - Chemistry II

This course introduces chemical theories and principles with emphasis on chemical equilibria, acids and bases, electrochemistry, chemical thermodynamics, and kinetics. Integrated into the course are problem solving and quantitative approaches. This course is intended for science and engineering curricula.

PREREQUISITES: CHEM 1010 COREQUISITES: CHEM 1020L RECOMMENDED BUT NOT REQUIRED.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Chemistry Department

CHEM 1020L - Chemistry Laboratory II

CREDIT: 1 Introduction to basic laboratory skills and operations including experiments in qualitative inorganic analysis, acid/base properties and titrations. COREQUISITES: CHEM 1020
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division
Chemistry Department

CHEM 1040 - Chemistry for PTEC Majors

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
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate

Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Chemistry Department

CHEM 1040L - Chemistry Lab for PTEC Majors

Provides laboratory experiences that demonstrate, clarify, and illustrate applications of fundamental principles of chemistry presented and discussed during CHEM 1040 lecture. This course will be taught for technical programs only and is not intended for transfer to a four-year university. CHEM 1010L can be used for this lab. PRE-REQUISITE: Concurrent enrollment or completion of CHEM 1040.
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division
Chemistry Department

CHEM 2210 - Organic Chemistry I

This is an introduction to the chemistry of carbon containing compounds. The physical and chemical properties of organic compounds will be examined. The emphasis will include a systematic study of nomenclature, molecular structure, properties, bonding, reactivity, stereoisomerism, and conformational analysis or aliphatic compounds. Included in the course will be practical applications, problem solving, and attention to historical and recent developments in interpretations of structure and reaction mechanisms. PREREQUISITE: CHEM 1020 COREQUISITE: CHEM 2210L RECOMMENDED BUT NOT REQUIRED
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Web

Science and Mathematics Division
Chemistry Department

CHEM 2210L - Organic Chemistry Lab I

CREDIT: 1 Theories underlying standard organic laboratory techniques are introduced especially for micro-scaled experiments. The student then applies these methods to synthesis, isolation, and purification of representative organic compounds. The student is introduced to the theory and use of instrumental and spectral methods in organic chemistry for structure elucidation. PREREQUISITE: CHEM 1020 COREQUISITE OR PREREQUISITE: CHEM 2210
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division
Chemistry Department

CHEM 2220 - Organic Chemistry II

This is a continuation of CHEM 2210. The emphasis will include a systematic study of continued nomenclature, molecular structure, properties and bonding, additional issues for aromatic systems of phenols and aryl halides,plus in depth looks at additional classes of organic compounds such as, carbohydrates, lipids, amino acids, alcohols, diols, thiols, ethers, epoxides, aldehydes, ketones, carboxylic acids, esters, and amines. PREREQUISITE: CHEM 2210 WITH A "C" OR HIGHER COREQUISITE: CHEM 2220L RECOMMENDED BUT NOT REQUIRED
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Chemistry Department

CHEM 2220L - Organic Chemistry Lab II

CREDIT: 1 This laboratory course is a continuation of CHEM 2210L using the methodology and strategy of organic synthesis developed further through the use of synthetic sequences. The combined use of chemical and spectral methods to identify organic compounds is continued. PREREQUISITE: CHEM 2210, CHEM 2210L COREQUISITE OR PREREQUISITE: CHEM 2220
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division
Chemistry Department

CNED 1040 - Notary Prep Course

0.000 Continuing Education Units
0.000 Lecture hours
0.000 Lab hours

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division

CNED 1060 - Non-Destructive Exam. (NDE)

0.000 Continuing Education Units
0.000 Lecture hours

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division
Adult and Continuing Education Department

CNED 2000 - CISCO: Network Fundamentals

0.000 Continuing Education Units
0.000 Lecture hours
0.000 Lab hours

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division

CNED 2020 - CISCO:LAN Switching & Wireless

0.000 Continuing Education Units
0.000 Lecture hours
0.000 Lab hours

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division

CNED 2030 - CISCO:Accessing the WAN

0.000 Continuing Education Units
0.000 Lecture hours
0.000 Lab hours

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division

CNED 2040 - CISCO:IT Essentials (A+)

0.000 Continuing Education Units
0.000 Lecture hours
0.000 Lab hours

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division

CNED 2100 - Intrumentation (NCCER)

This course covers processes and knowledge areas, including piping, tubing, fastners, relays and timers, grounding and shielding of instrumentation wiring and metallurgy. Technicians are familiar and electrical systems, craft-specific drawings, and in the use of hand and power tools specific to their trade. Successful completion of his course will result in a Level 1 NCCER Certification.
0.000 Continuing Education Units

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division
Adult and Continuing Education Department

CNED 2110 - NCCER InstrumentationLevel 1

This course covers NCCER Core and Level 1 of the NCCER curriculum for Instrumentation. In this course, students will learn hand and power tools, electrical concepts, terms, meters, resitors, wiring, fitting, and electrical safety. Metallurgy for instrumentation will also be discussed. Basic techniques will be taught on how to properly identify, select, and install fastners, gaskets, packing, lubrication, sealant, cleaners, tubing, and hoses. This course will cover types of piping and

instrumentation drawings.
0.000 Continuing Education Units

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division
Adult and Continuing Education Department

CNED 2120 - NCCER Instrumentation Level 2

This course covers craft-related mathematics and instrument drawings and documents. Students will learn the principles of welding for instrumentation and the process control theory. Detectors, secondary elements, transducers, transmitters, controllers, recorders, indicators, control valves, actuators, positioners, relays, timers, switches, photoelectric devices, filters, regulators, dryers, analyzers, and monitors will be defined. Students will be taught how to select panel-mounted instruments and learn to install field-mounted instruments. Raceways for intrumentation will also be discussed. PRE-REQUISITE: NCCER Instrumentation Level 1
0.000 Continuing Education Units

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division
Adult and Continuing Education Department

CNED 2200 - Carpentry Level I and II

This course teaches the basic building materials, fastners and adhesives, hand and power tools, Reading plans and elevations, floor systems, wall and ceiling framing, roof framing, introduction to concrete, reinforcing materials, and forms, windows and exterior doors, basic stair layout; commercial drawings, roofing applications, thermal and moisture protection, exterior finishing cold-formed steel framing, drywall installations, drywall finishing, doors and door hardware suspended ceilings, window, door, floor and ceiling trim, cabinet installations and cabinet fabrication.
0.000 Continuing Education Units

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division
Adult and Continuing Education Department

CNED 2210 - NCCER Carpentry Level 1

This covers the NCCER Core Curriculum and Level 1 of the NCCER curriculum for Carpentry. In this course, students will learn building materials, fasteners, and adhesives, hand and power tools, basic construction drawings, specifications, and layout, floor systems, wall systems, ceiling joist and roof framing, basic stair layout and basic building envelope systems.
0.000 Continuing Education Units

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division
Adult and Continuing Education Department

CNED 2220 - NCCER Carpentry Level 2

This course covers Level 2 of the NCCER curriculum for Carpentry. In this course, the students will learn commercial drawings, roofing applications, thermal and moisture protection, exterior finishing, cold-formed steel framing, drywall installation, drywall finishing, doors and door hardware, suspended ceilings, window, door, floor and ceiling trim, cabinet installation and cabinet fabrication.
PRE-REQUISITE: NCCER Carpentry Level 1
0.000 Continuing Education Units

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division

CNED 2300 - Millwirght - Level I and II

This couse covers NCCER Core Curriculum and Level I and Level II of the NCCER curriculum for Millwright. COurse covers basic hand tools, fastners and anchors, basic layout, gaskets and O-rings, oxyfule cutting, trade math, field sketching; intermediate blueprint reading, specialty tools, millwirght power tools, rigging, baseplates and solplates, lubrication, and introduction to bearings.
0.000 Continuing Education Units

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division
Adult and Continuing Education Department

CNED 2310 - NCCER Millwright Level 1

This course covers the NCCER Core Curriculum and Level 1 of the NCCER curriculum for Millwright. in this course students wil llearn Millwright hand tools, fastners and anchors, basic layout, gaskets and O-rings, and oxyfuel cutting.
0.000 Continuing Education Units

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division
Adult and Continuing Education Department

CNED 2320 - NCCER Millwright Level 2

This course covers the Level 2 of the NCCER curriculum or Millwright. In this course, students will learn intermediate trade math, field sketching, intermediate blueprint reading, specialty tools, millwirght power tools, rigging, setting baseplates and soleplates, lubrication, and introduction to bearings. PRE-REQUISITE: NCCER Millwright Level 1
0.000 Continuing Education Units

Levels: Continuing Education

Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division
Adult and Continuing Education Department

CNED 3000 - Welding Practice Session

The Welding Shop will be available to persons with welding experience or those who have has welding courses in order to improve their skills under the supervision of a welding instrructor. By permission of the instructor. May be taken more than once.
0.000 Continuing Education Units
0.000 Lecture hours
0.000 Lab hours
0.000 Other hours

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division

CNED 3010 - AWS Welding (ABC) Level1

This course covers the American Welding SOciety guidelines for Level Entry Level Welders. This course covers safety and health, drawing and welding symbols, shield metal Arch Welding (SMAW), gas Metal Arc Welding (GMAW), Flux COred Arc Welding (FCAW), thermal cutting processes, oxyfuel cutting, welding inspection and testing. Personal protective clothing and steel toed footwear are the responsibility of the student.
0.000 Continuing Education Units

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division
Adult and Continuing Education Department

CNED 3020 - AWS Welding (ABC) Level 2

In this course, students will learn Shielded Metal Arc Welding (SMAW) as it relates to v-groove pipe in the restricted and unrestricted positions including single vice open groove flat, horizontal, vertical and overhead position, and single vice poen groove pipe 5g, 2g, and 6g position. Prerequisite: AWS Welding (ABC) Level 1
0.000 Continuing Education Units

Levels: Continuing Education
Schedule Types: Combined Lecture/Lab

Workforce Deve & Continuing Ed Division
Adult and Continuing Education Department

CONV 1098T - Summary total for 1098T

1.000 TO 99.000 Credit hours

Levels: Undergraduate
Schedule Types: Lecture

COSM 1110 - Intro. Decon, and Infect. Cont

This course includes history, ethics, grooming, safety, and first aid. The LA State Board of Cosmotology Rules and Regulations are discussed. Types and methods of contamination and sanitation are explained and demonstrated. Pre-Requisites: None
4.000 Credit hours
1.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Technical Division Division
Cosmetology Department

COSM 1121 - Prop. of Skin, Scalp, and Hair

In the course the skin and scalp are analyzed according to structure and function. Diseases of the skin, scalp and hair are explored. Pre-requisites: None
2.000 Credit hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Technical Division Division
Cosmetology Department

COSM 1130 - Shampooing, Rinsing & Cond.

This course includes discussion and student demonstration of shampooing, rinsing, and conditioning using appropriate solutions and techniques for each procedure to meet the client's individual needs. Pre-Requisites: None
2.000 Credit hours
0.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Technical Division Division
Cosmetology Department

COSM 1211 - Cells. Anatomy, and Phys.

The basic functions of organs and body systems related to specific cosmotology skills are discussed in this course. Pre-Requisites: None
2.000 Credit hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Technical Division Division
Cosmetology Department

CPTR 1002 - Computer Literacy & App

This course is an introductory study and application of computer system components and operating system environments. Internet concepts, electronic mail, and core components of word processing, database management, spreadsheets, and presentation software will also be addressed. PREREQUISITES: None
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Business & Office Technology Department

CPTR 1310 - Database Management

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 forms. PREREQUISITES: CPTR 1002 & KYBD 1010
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Business & Office Technology Department

CPTR 1320 - Spreadsheets

This course focuses on the basic fundamentals of producing spreadsheets and graphs. PREREQUISITES: CPTR 1002
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Business & Office Technology Department

CPTR 2640 - Adv. Spreadsheet Applications

This course focuses on the use of multiple spreadsheets, database capabilities, and special spreadsheet functions to perform statistical analysis, financial analysis, mathematical computations, and an introduction to the macro capabilities of spreadsheets. PREREQUISITES: CPTR 1320
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Business & Office Technology Department

CRJU 1010 - Intro to Criminal Justice

CREDIT: 3 This course studies criminal justice system the historical development of criminal justice. It contains an overview of the functions and responsibilities of law enforcement, the judiciary and corrections.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate

Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social and Behavioral Science Division
Criminal Justice Department

CRJU 2010 - Intro to Police, Crts, and Cor

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social and Behavioral Science Division
Criminal Justice Department

CRJU 2020 - The American Judicial Process

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
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social and Behavioral Science Division
Criminal Justice Department

CRJU 2040 - Contemporary Law Enforcement

This course involves an examination and discussion of selected topics dealing with contemporary problems affecting law enforcement. PREREQUISITE: CRJU 1010 OR

CRJU 2010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Social and Behavioral Science Division
Criminal Justice Department

CRJU 2050 - The Corrections Process

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
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social and Behavioral Science Division
Criminal Justice Department

CRJU 2060 - Comp Criminal Justice Systems

This course is a study and comparison of the world's major justice systems. Prerequisite: CRJU 1010 or CRJU 2010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social and Behavioral Science Division
Criminal Justice Department

CRJU 2070 - Psychology of Criminal Justice

This course is an application of psychology to the criminal justice system. Topics include theories of violence, eyewitness testimony, jury selection and procedures, expert testimony, victims, and prisons. PREREQUISITE: CRJU 1010 OR CRJU 2010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social and Behavioral Science Division
Criminal Justice Department

CRJU 2310 - Criminal Law

This course is general approach to laws relating to crimes and offenses and the punishment of their violation. PREREQUISITE: CRJU 1010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social and Behavioral Science Division
Criminal Justice Department

CRSS 1000 - Cross-Enrolled- 1credit hr

1.000 Credit hours
1.000 Other hours

Levels: Undergraduate
Schedule Types: Crossenrolled

CRSS 2000 - Cross-Enrolled- 2 credit hr

2.000 Credit hours
2.000 Lecture hours
2.000 Other hours

Levels: Undergraduate
Schedule Types: Crossenrolled

CRSS 3000 - Cross-Enrolled- 3 credit hr

3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Crossenrolled

CRSS 3001 - 2nd-3 Credit hr. CrossEnrolled

3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Crossenrolled

CRSS 4000 - Cross-Enrolled - 4 credit hr

4.000 Credit hours

Levels: Undergraduate
Schedule Types: Crossenrolled

CSCI 1010 - Intro to Computer Technology

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Business Division
Computer Information Systems Department

CSCI 1200 - Intro to Computer Programming

This course is a study of computers and program design. An introduction to programming which emphasizes the basic skills and tools needed to analyze a problem and develop a solution algorithm. PREREQUISITES: CSCI 1010 AND MATH 1100.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Computer Information Systems Department

CSCI 1500 - Computer Programming C++

This is an introduction to the "C++" programming language. The course contains topics on design, coding, testing, and documentation of a computer program written in "C++". Other topics include input, output, computations, branching, functions, subroutines, arrays, records, file handling and pointers. PREREQUISITE: MATH 1100
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate

Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Computer Information Systems Department

CSCI 2010 - Software Applications I

This course is an in-depth study of current software applications such as MS Word, Excel, Access and PowerPoint.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Computer Information Systems Department

CSCI 2020 - Software Applications II

A continuation of CSCI 2010 with further study of MS Excel and Access. PREREQUISITE: CSCI 2010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Computer Information Systems Department

CSCI 2025 - Web Design I

This course will introduce students to web page design using a stable, tested, and smoothly organized program geared for ease of learning and use. PREREQUISITE: CSCI 1010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Computer Information Systems Department

CSCI 2030 - Computer Game Criticism

Note: This course may be used to satisfy RPCC program requirements, but it is not intended for transfer. This course will introduce students to the computer game industry and computer game genres including action, shooter, role playing strategy, real time strategy, massively multiplayer and eduware. Students will be required to write previews and reviews of computer games similar to those published in print media. PREREQUISITE: ENGL 1010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Computer Information Systems Department

CSCI 2140 - Comp Programming Visual Basic

This course is a study of computer programming using the Visual Basic language. The course contains topics on design, coding, testing, and documentation of a computer program written in Visual Basic.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Computer Information Systems Department

CSCI 2240 - Intro to Java Programming

Fundamentals of programming, program design, and algorithms using a high-level block-structured language. Problem-solving skills from an algorithmic viewpoint using the Java programming language. Course covers the origins and early development of computer science as an academic discipline as well as the basic issues underpinning the discipline employ programming principles in problem-solving & explore the fundamentals of the object-oriented programming (OOP) paradigm. PREREQUISITE: CSCI 1200
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Computer Information Systems Department

CSCI 2250 - Advanced Java Programming

Fundamentals of Data Abstraction including the ADTs and data structures for the queue, stack, list and binary search tree. Introduces students to some fundamental data structures, Abstract Data Types and searching and sorting algorithms using the object-oriented programming paradigm. This course will enable students to understand the use of references and objects in the implementation of various data structures, employ techniques such as abstraction and recursion in the formation of algorithmic solutions, and to design and analyze basic search and recursive sort algorithms. PREREQUISTE: CSCI 2240
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Computer Information Systems Department

CSCI 2310 - Management Information Systems

This course is an introduction to business information resources, system design and information management. Topics include computer hardware, system analysis, database management decision support systems and distributed data processing. PREREQUISITES: CSCI 1010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Computer Information Systems Department

CSCI 2500 - Adv C++ and Data Structures

This course is an introduction to elementary data structures and algorithm development using programming language C++. Topics include: arrays, pointers, records, linked list, stacks, queues, recursion, binary trees, sorting, and searching. Offered during Spring semesters. PREREQUISITES: CSCI 1500
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Computer Information Systems Department

CSCI 2510 - Database Management Systems

Database models; database design and implementation; database query language. Emphasis on using commercial database software to support business and institutional processing. PREREQUISITES: CSCI 1010 AND CSCI 1200 OR CSCI 2020
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Computer Information Systems Department

CSRV 1000 - Customer Service

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Business & Office Technology Department

CULN 1110 - Culinary Math

Solving culinary problems using fundamental math skills including cost per serving, adjusting recipe yields, and total cost and quantity of recipes. Pre-Requisites: None
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Technical Division Division
Culinary Arts Department

CULN 1130 - Sanitation and Safety

Safety, personal hygiene, and sanitary work procedures required to prevent food-borne illnesses Pre-Requisites: None
2.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Technical Division Division
Culinary Arts Department

CULN 1140 - Intro. to Culinary Skills

Career options. personal traits, tools/equipment, recipe use, menu making, as well as the "mise en place" preparation principle for effective time management are studied. Pre-Requisites: None
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Technical Studies Division
Culinary Arts Department

CULN 1160 - Orient. to Culn. Hospitality

To develop an understanding of the hospitality industry and career opportunities in the field; to investigate trade publications and professional organizations appropriate for continuing education; to become familiar with the structure and basic functions of departments within hospitality and foodservice establishments. Pre-requisites: None
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate

Schedule Types: Combined Lecture/Lab

Technical Studies Division
Culinary Arts Department

CULN 1170 - Essentials of Dining Rm Servic

A study of types of service used to enhance dining pleasure, as well as the preparation of beverages. Pre-Requisites: None
2.000 Credit hours
1.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Technical Division Division
Culinary Arts Department

CULN 1430 - Introduction to Culinary Skill

Career options. personal traits, tools/equipment, recipe use, menu making, as well as the "mise en place" preparation principle for effective time management are studied. PREREQUISITES: NONE
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Technical Division Division
Culinary Arts Department

DRFT 1000 - Fundamentals Drafting/Design

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).
PREREQUISISTES: None
4.000 Credit hours
2.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Technical Division Division
Drafting & Design Department

DRFT 1300 - Introduction To Disciplines I

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
4.000 Credit hours
3.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Technical Division Division
Drafting & Design Department

DRFT 1500 - Advanced Discipline I

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
4.000 Credit hours
1.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Technical Division Division
Drafting & Design Department

DRFT 2461 - Advanced Discipline I

4.000 Credit hours
1.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Independent Study, Laboratory, Combined Lecture/Lab

Drafting & Design Technology Division
Drafting & Design Department

DRFT 2561 - Advanced Discipline II

This component of the Final Project covers pipe, pipe fittings, valves, piping specifications, basic piping dimensioning practices, instrumentation fundamentals, flow diagrams, and plot plans. CONCURRENCY: DRFT 2461
4.000 Credit hours
1.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Independent Study, Combined Lecture/Lab

Technical Division Division
Drafting & Design Department

DRFT 2661 - Advanced Discipline III

This component of the Final Project covers pipe, pipe fittings, valves, piping specifications, basic piping dimensioning practices, instrumentation fundamentals, flow diagrams, and plot plans. CONCURRENCY: DRFT 2461 and DRFT 2561
4.000 Credit hours
1.000 Lecture hours

3.000 Lab hours

Levels: Undergraduate
Schedule Types: Independent Study, Combined Lecture/Lab

Drafting & Design Technology Division
Drafting & Design Department

ECON 2010 - Macroeconomics

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.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Business Division
Economics Department

ECON 2020 - Microeconomics

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.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Business Division
Economics Department

ECON 2030 - Economic Principles

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.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Economics Department

ECON 2035 - Money,Banking & Macroecon Act

Role of commercial banks, other financial institutions and the central bank in affecting the performance of the economy; relationships of money and fiscal policy to prices, production and employment; internal and external effects of the U.S. fiscal and monetary policy. PREREQUISITES: ECON 2010 AND ECON 2020
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Economics Department

EDUC 2507 - Classroom Technology

This course is designed to introduce teacher education students to a variety of technology tools and effective technology integration methods that can be used to enhance student learning both inside and outside classrooms. Students will learn how to incorporate various educational software into the Louisiana Comprehensive Curriculum. $15 lab fee applied.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Combined Lecture/Lab, Web

Education Division
Education Department

EMTP 1010 - First Responder/Emergency Medi

A study of emergent conditions of victims of a medical or trauma emergency in the pre-hospital environment. Emphasis on scene stabilization, initial management of mass casualty incidents, recognition of patient condition or extent of injuries relative to airway, breathing and circulation, and skills fundamental to the role of a first responder. Course content adheres to the D.O.T EMT-First Responder curriculum and prepares students for state and national registry examinations.
Pre-Requisites: None
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Technical Division Division
Emergency Medical Technician Department

EMTP 2090 - Paramedic Special Skills

A presentation of special skills associated with pre-hospital emergency medical care such as scene control, dealing with hazardous conditions, light vehicle extrication, specialized rescue, vehicle driving, inventory control, infection control,

and radio operations. Prereq: EMTP 1010, 1020, 2100.
4.000 Credit hours
3.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

ENGL 0090 - College Preparatory English I

This course is an introductory course in composition designed to help students gain proficiency in basic writing and grammar skills. The course assesses the level at which students are writing to discover individual areas of deficiency in writing skills and provides the necessary instruction to help them overcome these deficiencies; thus, the focus tends to be on grammar and mechanical problems. As a result of carefully planned learning experiences, students should be able to write clear, adequately developed, logically-organized, effective sentences and short paragraphs which conform to the conventions of standard American English. Its sole focus is to prepare students for the short essay writing in English 0091, College Preparatory English II. This is a college preparatory course and does not apply toward the associate's degree.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division
English Department

ENGL 0091 - College Preparatory English II

This course is designed to help students gain greater proficiency in basic writing and reading skills. Using the format of writing simple essays, the course assesses the level at which students are writing to discover individual areas of deficiency and to assist students in developing college level writing skills. Upon completion of this course, students should be able to write clear, adequately developed, logically organized paragraphs and simple essays which conform to the conventions of standard American English.

3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division
English Department

ENGL 1010 - English Composition I

Introduces students to the critical thinking, reading, writing and rhetorical skills required in the college/ univeristy and beyond, including citation and documentation, writing as process, audience awareness; and writing effective essays. PREREQUISITE: ENGL 0091WITH A "C" OR HIGHER
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Communication Division
English Department

ENGL 1020 - English Composition II

Continuation and further development of material and strategies introduced in English Compoistion I. Primary emphasis on composition, including research strategies, argumentive writing, evaluation, and analysis. PREREQUISITE: ENGL 1010 WITH A "C" OR HIGHER
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline

All Sections for this Course

Communication Division
English Department

ENGL 1060 - Technical Writing

The ability to communicate technical information - whether oral, visual, or written - is a skill that is essential for all successful professionals. This course is designed to prepare students to make effective presentations and documents by building an understanding of the context in which communication occurs, the ethical issues involved, the identities and needs of audiences, and the methods and strategies for organizing and presenting information.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Lecture, Web, LCTCSOnline

Communication Division
English Department

ENGL 2100 - Introduction to Literature

Introduction to various literary genres; includes critical analysis and writing about literature.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web, LCTCSOnline

Communication Division
English Department

ENGL 2110 - Introduction to Fiction

Introduction to fiction; includes critical analysis and writing about literature.
PREREQUISITES: ENGL 1020
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division
English Department

ENGL 2150 - Intro to Poetry and/ or Drama

Introduction to poetry and/ or drama; includes critical analysis and writing about poetry/drama PREREQUISITES: ENGL 1020
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division
English Department

ENGL 2410 - World Literature

A survey of world writers from the beginnings through the 1600s; includes literary analysis and writing about literature.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web, LCTCSOnline

Communication Division
English Department

ENGL 2420 - World Literature II

A survey of world writers from circa 1700 through the present day; includes literary analysis and writing about literature.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web, LCTCSOnline

Communication Division
English Department

ENGL 2430 - Major World Writers

A survey of significant world writers; includes literary analysis and writing about literature.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web, LCTCSOnline

Communication Division
English Department

ENGL 2510 - British Literature I

A survey of British writers from the beginning to the Romanic Era; includes literary analysis and wriing about literature. PREREQUISITES: ENGL 1020
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline

All Sections for this Course

Communication Division
English Department

ENGL 2520 - British Literature II

A survey of British writers from the Romantic Era through the present day; includes literary analysis and writing about literature PREREQUISITES: ENGL 1020
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline

All Sections for this Course

Communication Division
English Department

ENGL 2530 - Major British Writers

A survey of significant British writers; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division
English Department

ENGL 2610 - American Literature I

A survey of American writers from the beginning to the Civil War; includes literary analysis and writing about literature PREREQUISITES: ENGL 1020

3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Communication Division
English Department

ENGL 2620 - American Literature II

A survey of American writers from the Civil War through the present day; includes literary analysis and writing about literature. PREREQUISITES: ENGL 1020
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web
All Sections for this Course

Communication Division
English Department

ENGL 2630 - Major American Writers

A survey of significant American writers; includes literary analysis and writing about literature.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web, LCTCSOnline

Communication Division
English Department

ENGL 2700 - Intro. to African American Lit

Introduction to African American literature; includes critical analysis and writing about literature.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web, LCTCSOnline

Communication Division
English Department

ENGL 2800 - Intro. to Women's Literature

Introduction to literature by or about women; includes critical analysis and writing about literature.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web, LCTCSOnline

Communication Division
English Department

ENGL 2900 - Mythology or Folklore

Introduction to mythology and/or folklore and its role in literature and culture.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web, LCTCSOnline

Communication Division
English Department

ENTP 1000 - Fundamentals of Entrepreneur

3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Lecture

Business and Information Tech Department

ETEC 2000 - Entertainment Technology

Introduces students to the design and construction of 2-D video games, using hands on guided projects. The course will cover a variety of common game genre and concepts. This course is not intended for transfer.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Arts Division
Art Department

ETRN 1120 - Fundamentals of Direct Current

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. PREREQUISITES: Must be admitted into Industrial Instrumentation Technology Program.
3.000 Credit hours

1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Industrial Instrumentation Department

ETRN 1130 - Fund of AlternatCurr Circuits

An introduction to the concepts of inductance, inductive reactance, capacitance, capacitive reactance, and reactive circuits; time constants; alternating current terms and principles; transformers; calculation of AC circuit values; identification of principles of motors and generators. Construction and troubleshooting are also included. PREREQUISITES: Must be admitted into Industrial Instrumentation Technology Program.
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Studies Division
Electrician/Electrical Department

ETRN 1210 - Fundamentals of Semiconductors

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. PREREQUISITES: Must be admitted into Industrial Instrumentation Technology Program.
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Industrial Instrumentation Department

ETRN 1220 - Transistor Circuits

This course 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. PREREQUISITES: Must be admitted into Industrial Instrumentation Technology Program.
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Industrial Instrumentation Department

ETRN 1420 - Digital Electronics

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: ETRN 1120, 1130, 1210 and 1220
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Industrial Instrumentation Department

FREN 1010 - Elementary French I

A beginning course designed for students with no previous knowledge of French. It places strong emphasis on vocabulary, sounds and structure of the French language. Supplemental work will be done in the language laboratory.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division
French Department

FREN 1020 - Elementary French II

A continuation of FREN 1010. It is designed for students who have completed one semester of French. It places strong emphasis on vocabulary, sounds and structure of the French language. Supplemental work will be done in the language laboratory. PREREQUISITE: FREN 1010
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division
French Department

FREN 2010 - Intermediate French 1

A continuation of FREN 1020. It places strong emphasis on vocabulary, sounds and structure of the French language. Other components of the course include reading

and writing. Supplemental work will be done in the language laboratory.
PREREQUISITE: FREN 1020
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division
French Department

FREN 2020 - Intermediate French II

French 2020 is a 3-hour, video-based course designed for intermediate students of French. It places strong emphasis on development of listening, speaking, reading and writing skills. Supplemental work will be done in the language laboratory.
PREREQUISITE: FREN 2010
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division
French Department

GEOG 2010 - Introduction to Geography

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.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social and Behavioral Science Division
Geography Department

GEOG 2030 - Cultural Geography

Introduction to the concepts, themes, and techniques of cultural geography; topical discussion of religion, politics, language, population, agriculture, urbanization, environmental and social problems.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social and Behavioral Science Division
Geography Department

GEOG 2050 - Physical Geography

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.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline

Social and Behavioral Science Division
Geography Department

GEOL 1001 - General Geology: Physical

Earth materials and land forms; processes at work on and within the earth.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline

Science and Mathematics Division
Physical Science Department

GEOL 1001L - Physical Geology Laboratory

CREDIT: 1 Properties of minerals and rocks; practical application of geological principles, using topographical and geological maps; geological factors relating to energy exploration and environmental problems, with emphasis on south Louisiana. PREREQUISITES: CREDIT OR CONCURRENT ENROLLMENT IN GEOL 1001. LAB RELATED TO GEOL 1001.
1.000 Credit hours
0.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division
Physical Science Department

HCOR 1212 - Skills Application

The student will perform, demonstrate, and practice a minimum of 80 hours of basic nursing assistant care in approved facilities, to include a minimum of 40 hours of long term care, under the supervision of the RPCC, DHH approved faculty. The application of the nursing process will be used in meeting biological, psychosocial, cultural, and spiritual needs of geriatric clients in selected

environments. Major components included are rehabilitative care and support of death with dignity utilizing therapeutic and preventive measures. CONCURRENCY: HNUR 1211.
1.000 Credit hours
0.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Web

Technical Division Division
Practical Nursing Program Department

HESC 1000 - Medical Terminology

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.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web
All Sections for this Course

Science and Mathematics Division
Health Science Department

HESC 1600 - PERSONAL & COMMUNITY HEALTH

This course examines the factors in contemporary society that affect the well-being of an individual. It considers effects on such quality of life issues as aging, sex, health services, physical activity, drugs and nutrition.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Health Science Department

HIST 1010 - History of World Civ. I

CREDIT: 3 A survey of the major civilizations of the world to 1500, with particular emphasis on the interactions among them and their influences on each other.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Social Science Division
History Department

HIST 1020 - History of World Civ. II

CREDIT: 3 A survey of the major civilizations of the world from 1500 to the present, with particular emphasis on the interactions among them and their influences on each other.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Social Science Division
History Department

HIST 2010 - American History I

CREDIT: 3 A survey of United States history from the period of colonial origins to 1865.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Social Science Division
History Department

HIST 2020 - American History II

CREDIT: 3 A survey of United States history from 1865 to the present.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Social Science Division
History Department

HIST 2061 - African-American History

Social, cultural, and economic role of African-Americans in the U.S. from 1619 to the present.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division
History Department

HIST 2100 - Louisiana History

CREDIT: 3 A survey of Louisiana history from the original European settlement to the present.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline

Social Science Division
History Department

HNUR 1211 - Nursing Fundamentals

Theory (45hrs) and supervised skills lab (30hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations. PREREQUISITES: A minimum score of 62 in Reading on Compass Test. Must meet program requirements. CONCURRENCY: HCOR 1212
4.000 Credit hours
3.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Practical Nursing Program Department

HNUR 1212 - Geriatric Clinical

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.
1.000 Credit hours
0.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Web

Technical Division Division
Nursing Department

HNUR 1270 - PN Perspectives

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
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Practical Nursing Program Department

HNUR 1300 - Anatomy&Physiology Hlth Prov.

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.
5.000 Credit hours
5.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Practical Nursing Program Department

HNUR 1320 - Nutritional Aspects

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
2.000 Credit hours
2.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Practical Nursing Program Department

HNUR 1361 - Basic Pharmacology

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
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Practical Nursing Program Department

HNUR 1411 - Nursing Fundamentals II

This course includes 30 hrs 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. Concurrent enrollment or successful completion of HNUR 1212, HNUR 1270, HNUR 1300, and HNUR 1320 is also required.
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Practical Nursing Program Department

HNUR 1460 - Advanced Pharmacology

Drug classifications and their effect on the various body systems are presented. Specific drugs in each classification are emphasized according to expected effects, side effects, and adverse effects. Routes of drug administration and variables that influence drug action are covered including dangerous drug interactions and nursing implications related to each drug. Safety precautions which will help to decrease the incidence of errors in medication administration are stressed. Advanced medication calculations will be required to demonstrate knowledge of safe dosing parameters. The nursing process is utilized to assess the client's learning needs and effects of all pharmacological interventions. PREREQUISITES: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361. Concurrent enrollment or successful completion of HNUR 1411 is also required.
2.000 Credit hours
2.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Practical Nursing Program Department

HNUR 2113 - Medical/Surgical I

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. Concurrent enrollment or successful completion of HNUR 1411 is also required
8.000 Credit hours
5.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Nursing Department

HNUR 2123 - Medical Surgical II

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. Concurrent enrollment or successful completion of HNUR 1460 is also required.
8.000 Credit hours
5.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Nursing Department

HNUR 2133 - Medical Surgical III

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.
8.000 Credit hours
5.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Nursing Department

HNUR 2523 - Mental Illness/Psychiatric Nur

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. Concurrent enrollment or successful completion of

HNUR 1411, and HNUR 2113 is also required.
2.500 Credit hours
2.000 Lecture hours
0.500 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Practical Nursing Program Department

HNUR 2611 - IV Therapy

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. Concurrent enrollment or successful completion of HNUR 1411 and HNUR 2113 is also required. (Or) Current PN license (or eligibility) in state of Louisiana.
1.000 Credit hours
1.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Practical Nursing Program Department

HNUR 2713 - Obstetrics

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. Concurrent enrollment or successful completion of HNUR 1411, and HNUR 2113 is also required.
2.500 Credit hours
2.000 Lecture hours
0.500 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Nursing Department

HNUR 2723 - Pediatrics

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. Concurrent enrollment or successful completion of HNUR 1411, and HNUR 2113 is also required.
2.500 Credit hours
2.000 Lecture hours
0.500 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined

Lecture/Lab, Web

Technical Division Division
Practical Nursing Program Department

HNUR 2813 - PN Leadership & Management

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 thefuture 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. Concurrent enrollment or successful completion of HNUR 1460 and HNUR 2133 is also required.
2.500 Credit hours
2.000 Lecture hours
0.500 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Practical Nursing Program Department

INST 1110 - Intro to Instrumentation

An introductory course providing an occupational analysis of job descriptions, working conditions, employment opportunities, certification requirements, and safety considerations in the class and for those employed in the field of industrial instrumentation. PREREQUISITES: None
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Industrial Instrumentation Department

INST 1330 - Pressure and Level Measurement

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. PREREQUISITES: Must be admitted into Industrial Instrumentation Technology Program.
4.000 Credit hours
1.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Combined Lecture/Lab, Web

Industrial Instrument Tech Division
Industrial Instrumentation Department

INST 1410 - Flow Measurement

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. PREREQUISITES: Must admitted into Industrial Instrumentation Technology Program.
3.000 Credit hours
0.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Combined Lecture/Lab, Web

Technical Division Division
Industrial Instrumentation Department

INST 1420 - Temperature Measurement

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. PREREQUISITES: Must admitted into Industrial Instrumentation Technology Program.
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Industrial Instrumentation Department

INST 1430 - Final Elements

Includes the principles of operation, calibration, servicing, troubleshooting, and repair/replacing actuators, positioners, and control valves. PREREQUISITES: Must be admitted into Industrial Instrumentation Technology Program.
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Industrial Instrumentation Department

INST 2610 - Controllers

This course includes the principles of operation, maintenance, testing, troubleshooting and repairing/replacing of pneumatic and electronic analog process controllers and associated test equipment. PREREQUISITES: Must be admitted into Industrial Instrumentation Technology Program
3.000 Credit hours
0.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Industrial Instrumentation Department

INST 2620 - Motor Controls Circuitry

This course covers concepts of motor controls, motor control circuitry, and troubleshooting and repairing/replacing motor control circuitry. PREREQUISITES: Must be admitted into Industrial Instrumentation Technology Program.

3.000 Credit hours
0.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Industrial Instrumentation Department

INST 2630 - Variable Speed Drives

Covers concepts of variable speed drives; frequency speed circuitry and troubleshooting. Replacing circuitry. PREREQUISITES: INST 2620
2.000 Credit hours
0.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Industrial Instrumentation Department

INST 2730 - Analytical Measurements

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 analysis of liquids and gases. PREREQUISITES: Must be admitted into Industrial Instrumentation Technology Program
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Industrial Instrumentation Department

INST 2735 - Vibrational Analysis

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: Must be admitted into Industrial Instrumentation Technology Program
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Industrial Instrument Tech Division
Industrial Instrumentation Department

INST 2741 - Programmable Logic Controllers

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: Must be admitted into Industrial Instrumentation Technology Program
4.000 Credit hours
1.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Technical Division Division
Industrial Instrumentation Department

INST 2820 - Principles of Process Controls

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.
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Industrial Instrumentation Department

INST 2841 - Digital & Analog Control Syste

The student will construct, troubleshoot, and repair process control loops using analog control devices. Loop documentation and drawings will also be presented. The student will configure computer-based control systems to implement loops, which they will document and troubleshoot. Data acquisition, supervisory control, SCADA systems, direct digital control, distributed control, and field bus type systems will be presented. PREREQUISITES: Must be admitted into Industrial Instrumentation Technology Program
3.000 Credit hours
0.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Laboratory

Technical Division Division
Industrial Instrumentation Department

INST 2991 - Special Projects I

A course designed for the student who has demonstrated specific special needs.
1.000 TO 4.000 Credit hours
1.000 TO 4.000 Other hours

Levels: Undergraduate
Schedule Types: Special Projects

Technical Division Division
Industrial Instrumentation Department

INST 2999 - Internship

This internship is a cooperative venture between the Industrial Instrumentation Industry and River Parishes Community College which involves on-the-job experiences with a minimum of 135 hours. If the student is selected for plant internship, he/she will be evaluated on all required performance measures as set forth by the plant internship objectives, and will be evaluated by plant personnel where the internship takes place. Students will have an exit interview with the Instrumentation instructor before the plant internship class is considered complete. PREREQUISITES: : Completion of all General Education courses and first year Instrumentation courses which include, ETRN 1120, 1130, 1210, 1220 and 1420, INST 2620 and INST 2820. Student must maintain a 2.5 GPA and must be recommended by the instructor for internship placement. Students seeking an AAS degree are eligible for an internship. If no outside internship is available, students will complete an internal internship program.
3.000 Credit hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Laboratory

Technical Division Division
Industrial Instrumentation Department

ISDS 1100 - Intro to Mgmt Info Systems

This course introduces students to management of information, computers, and systems. Students will also learn to utilize management information systems to improve managerial decision making.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business and Technology Division
Information Technology Department

ISYS 1440 - Word Processing

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. PREREQUISITES: CPTR 1002 CONCURRENCY: KYBD 1111
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Business & Office Technology Department

ISYS 1650 - Desktop Publishing

This course includes basic concepts in creating documents containing graphics and text. Current versions of popular word processing/graphics software is incorporated. PREREQUISITES: ISYS 1440
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Business & Office Technology Department

JOBS 2450 - Job Seeking Skills

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 re'sume'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. PREREQUISITES: KYBD 1111 or ISYS 1440 for BOT students only.
2.000 Credit hours
2.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web

Technical Studies Division
Technical Education Department

KYBD 1010 - Basic Keyboarding

This course is an introduction to basic keyboarding terminology and touch typing. Emphasis is placed on speed, accuracy, and correct techniques. PREREQUISITES: None
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Business & Office Technology Department

KYBD 1111 - Introduction to Formatting

This course covers continued development and application of introductory to intermediate keyboarding techniques combined with basic word processing techniques and functions. Emphasis is also placed on an increase in speed, accuracy, and correct keyboarding techniques. CONCURRENCY: CPTR 1002
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Business & Office Technology Department

KYBD 1210 - Intermediate Keyboarding

This course contains emphasis on computer keyboarding with increased speed and accuracy. Proper formatting of business documents, tables and financial statements, correspondence, and creating forms. PREREQUISITES: KYBD 1111
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Business & Office Technology Department

LISR 1000 - Info Lit: Research, Strat, Res

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.
1.000 Credit hours
1.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Arts and Humanities Division
Humanities Department

MACH 1350 - Machine Transcription

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. PREREQUISITES: ISYS 1440 & KYBD 1111
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Business & Office Technology Department

MATH 0090 - Basic Mathematics

This course is designed for students who lack the basic skills necessary for success in Math 0091. It provides instruction and practice in computation involving whole numbers, fractions, decimals, percents and signed numbers. Exit requirements will include a departmental final examination.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Mathematics Department

MATH 0091 - College Prepatory Algebra I

This course is designed for students who have had little or no algebra. The major topics in the course are real numbers and their properties, exponents and polynomials, solving linear equations and linear inequalities, and factoring, as well as introduction to the Cartesian plane, writing algebraic expressions from word problems and their applications, and algebraic fractions. Exit requirements will include a departmental final exam. PREREQUISITE: MATH 0090 WITH A "C" OR HIGHER
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Mathematics Department

MATH 0092 - College Preparatory Algebra II

This course is designed for students who require additional skills in algebra before taking MATH 1100, College Algebra. The major topics include sets and real numbers, linear equations and inequalities with applications, polynomials and factoring, algebraic fractions, exponents, roots and radicals, quadratic equations, relations and functions, graphs, and systems of linear equations with applications. Exit requirements will include a departmental final examination. PREREQUISITES:

MATH 0091 WITH "C" OR HIGHER
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline

Science and Mathematics Division
Mathematics Department

MATH 0093 - Pre-College Algebra I

This course is designed for students who lack basic arithmetic skills and who have had little or no algebra. The major topics in the course are operations with fractions, operations with decimals, ratios and rates, real numbers and their properties, exponents, simplifying expressions and translating algebra into expressions. Exit requirements will include a departmental final exam.
4.000 Credit hours
4.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Mathematics Department

MATH 0094 - Pre-College Algebra II

This course is designed for students who require additional skills in algebra before taking MATH 1100, College Algebra. The major topics include solving linear equations and inequalities, polynomials and factoring, graphs, rational expressions and roots and radicals. Exit requirements will include a departmental final exam.
Pre-requisites: MATH 0093 with "C" or higher or placement by diagnostic test.
4.000 Credit hours
4.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Mathematics Department

MATH 1000 - Applied Math

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. PREREQUISITES: None
2.000 Credit hours
2.000 Lecture hours

Levels: Undergraduate
Schedule Types: Lecture

Technical Division Division
Mathematics Department

MATH 1100 - College Algebra

Quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, and theory of equations. Credit will not be given for both MATH 1100 and MATH 1200. PREREQUISITES: MATH 0092 WITH "C" OR HIGHER
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Science and Mathematics Division
Mathematics Department

MATH 1110 - Plane Trigonometry

Trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles, and equations, complex numbers, and polar coordinates. Credit will not be given for both MATH 1110 and MATH 1200. PREREQUISITES: MATH 1100 WITH "C" OR HIGHER
3.000 Credit hours
3.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Science and Mathematics Division
Mathematics Department

MATH 1167 - Elementary Number Structure

Basic concepts of fractions, decimals, percentage, geometry, computational facility, number theory and problem solving. PREREQUISITE: MATH 1100 WITH "C" OR HIGHER
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Mathematics Department

MATH 1168 - Geometry: Elem&Mdle Schl Teach

This course is designed to prepare the student to teach the geometry of the K-8 curriculum. Topics include basic concepts and properties of two and three-dimensional space; perimeter, area, volume, parallelism, perpendicularity, congruence, similarity, transformations and constructions. PREREQUISITE: MATH

1100 WITH "C" OR HIGHER
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Mathematics Department

MATH 1200 - College Algebra & Trigonometry

For qualified students, a replacement for MATH 1100 or MATH 1110 as preparation for calculus.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline

Science and Mathematics Division
Mathematics Department

MATH 1300 - Intro to Contemporary Math

Primarily for students in liberal arts and social sciences. Mathematical approaches to contemporary problems of growth, size, and measurement, handling of data, and optimization using basic concepts from algebra, geometry and discrete mathematics. PREREQUISITES: MATH 0092 WITH "C" OR HIGHER
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Mathematics Department

MATH 1410 - Technical Math

The purpose of this course is to give a background in the fundamentals of mathematics in addition to providing mathematical concepts and applications that are practical to the individual pursuing a career in process technology. This course covers basic mathematical concepts including rounding, exponentiation, percentages, geometry, and trigonometry. Emphasis is placed on the scientific notation, unit conversions, graphing, problem solving equations, and area and volume. PREREQUISITES: MATH 0092 WITH "C" OR HIGHER
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Mathematics Department

MATH 1500 - Finite Mathematics

This course is designed for students who plan to major in fields that do not require an in depth study of mathematics. The major topics introduced in this course are set theory, symbolic logic, applications of rational numbers, place-value numeration systems, geometry and measurement, introductory combinations, probability, and descriptive statistics. PREREQUISITES: MATH 1100
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline

Science and Mathematics Division
Mathematics Department

MATH 2010 - Calculus for Non-Science Major

This course will focus on limits, continuity and differential and integral calculus for algebraic, logarithmic, and exponential functions together with applications in business and economics, such as optimization, marginal analysis and exponential growth models. PREREQUISITE: MATH 1100
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Mathematics Department

MATH 2100 - Calculus I

This course will focus on: limits, continuity and differentiation and integration of algebraic, trigonometric, exponential and logarithmic functions from analytical and graphical points of view. PREREQUISITES: MATH 1100 AND MATH 1110, OR MATH 1200
5.000 Credit hours
5.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Mathematics Department

MATH 2110 - Calculus II

This course continues the focus on applications of the derivative and integral. Parametric equations, polar coordinates, infinite sequences and series, three dimensional geometry, vectors and partial derivatives. PREREQUISITE: MATH 2100
5.000 Credit hours
5.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Mathematics Department

MATH 2140 - Introduction to Statistics

This course is designed to introduce students to the fundamentals of descriptive and inferential statistics with a pronounced emphasis on inference. The major topics include methods for analyzing sets of data, probability, probability distributions, estimation, confidence intervals, hypotheses testing, simple linear regression, correlation and non-parametric statistics. PREREQUISITES: MATH 1100
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web
All Sections for this Course

Science and Mathematics Division
Mathematics Department

MCOM 2000 - Introduction to Mass Media

This course introduces students to the mass communication process within American society. Topics include development, structure, function, and the cultural impact of mass media.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division
Mass Communication Department

MCOM 2020 - Found: Advertise&Publ Relation

Students will examine the theories and principles of advertising and public relations including their social and economic roles. PREREQUISITE: MCOM 2000
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division
Mass Communication Department

MGMT 2010 - Principles of Management

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

MUSC 1010 - Music Appreciation

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Arts and Humanities Division
Music Department

OADM 1100 - Keyboarding/Intro to Word Proc

The major objectives of the course, designed for students who have little or no typewriting/keyboarding experience, are to learn the keyboard and to develop correct keyboarding techniques. The course introduces basic word processing concepts applied to reports, centered text, letters and memos.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business and Technology Division
Business Administration Department

OADM 1324 - Bus. Math Using Calculators

This course consists of a mathematical treatment of financial problems arising in modern businesses. Fundamental mathematical processes are reviewed using electronic calculators. The course covers percentages, simple and compound interest, inventories, depreciation, payroll, commissions, taxes, and other business-related topics. Spreadsheet applications are introduced. PREREQUISITES: MATH 0090 WITH A GRADE OF "C" OR BETTER
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business and Technology Division
Business Administration Department

OADM 1336 - Fundamentals of Business Comm.

CREDIT: 3 This course is designed to provide the foundation for effective business communications. It will focus on the fundamentals of English and the established standards of usage while emphasizing their importance in the business world. Students will learn listening and verbal skills, and how to format, proof and edit documents.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business and Technology Division
Business Administration Department

OADM 1355 - Intro. to Info. & Rec. Mang.

CREDIT: 3 This course gives students an overview of records used in business, as well as various configurations of recordkeeping systems. Students are made aware of how and why information of various types are stored on several kinds of medial and how an information system functions. Career opportunities are presented. Emphasis is placed on international filing rules.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business and Technology Division
Business Administration Department

OADM 1384 - Intro. to Customer Services

CREDIT: 3 This course is an introduction to the basics of customer service technology. Emphasis is on enhancing customer relation skills, building rapport with customers and improving communication and negotiating skills. Students will learn how to respond to customer requirements and to efficiently handle difficult

situations.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business and Technology Division
Business Administration Department

OADM 2335 - Applied Business Communication

CREDIT: 3 This course is designed to teach the communication skills necessary to speak and write clearly in a business environment. Students will compose business correspondence, develop and give an oral presentation, and develop effective verbal and nonverbal communication and listening skills. PREREQUISITES: OADM 1336 OR ENGL 1010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business and Technology Division
Business Administration Department

OADM 2402 - Admin. Support Sys. & Proced.

CREDIT: 3 This course provides an understanding of the roles of administrative support personnel, organization and time management, information and communications systems, meeting and travel planning, reprographics, report and presentations research and development, and accountability and office ethics are included. PREREQUISITES: CSCI 2010 OR OADM 2335
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business and Technology Division
Business Administration Department

OADM 2501 - Office System Management

CREDIT: 3 This course applies management principles to planning and controlling office systems. Emphasis is given to organization of office resources, leadership and motivation of office personnel, office environment, and design of business information systems.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business and Technology Division
Business Administration Department

OADM 2812 - Desktop Publ. Using Word Pro.

CREDIT: 3 This course is an introduction to desktop publishing using current word processing software. Projects and handson practice appropriate to contemporary business needs will be used. Foundation page design skills will be introduced to familiarize students with the concepts of page composition and topography including different type styles and sizes and page formatting techniques.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business and Technology Division
Business Administration Department

OADM 2930 - Sel. Topics in off. Sys. Tech.

CREDIT: 3 The open-topic format of this course provides an opportunity to address various combinations of topics related to OADM curriculum or business industry

need. This course may be repeated for credit.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business and Technology Division
Business Administration Department

OADM 2946 - Internship

CREDIT: 3 A discipline related internship which provides students with meaningful work experience in a chosen career field. The course is designed to allow students to learn on the job as part of their educational program of study. (3 Credits, 180 contact hours on the job during the term with additional work/reporting required off the job site.)
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business and Technology Division
Business Administration Department

OSYS 1250 - Business Calculators

This course covers principles and techniques used to solve business problems on the electronic calculator.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Business & Office Technology Department

OSYS 2530 - Office Procedures

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. PREREQUISITES: ISYS 1440 and BUSE 1045
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Business & Office Technology Department

PARL 1000 - Intro. to Law and Paralegal

This course provides an overview of the legal profession, with emphasis placed on the role of paralegals. Topics inlcude paralegal duties and responsiblities, ethical issues in legal assisting, souces of law and legal concepts, and the court system.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

PARL 1050 - Litigation

This course studies the procedural aspects of litigation, with emphasis on civil litigation. It includes the reading, interpretation and application of the Federal

Rules of Civil Procedure and the Louisiana Code of Civil Procedure.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

PARL 1100 - Legal Research

This course introduces the skills necessary for the effective analysis, identification and research of legal issues. Topics include the various research tools including codes, case reporters, digests, Shephard's, law reviews West-law and CD-Rom.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

PARL 2000 - Law and Medicine

This course focuses on legal issues that confront health care providers and of the litigation of malpractice. Topics include an overview of the legal environment of health care, medical records research, life-planning and damages assessment, medical review panels, insurance and risk management.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

PARL 2020 - Family Law

This course studies the Louisiana Civil Code, Louisiana Revised Statutes and caselaw on various issues of family law, including marriage, divorce, community property, child support and alimony.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

PARL 2030 - Criminal Law

This course focuses on the major issues in criminal law and procedure. It includes a study of the elements of crimes in Louisiana and study of the recent U.S. Supreme Court decisions on arrest, search and seizure, selfincrimination and the exclusionary rule.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

PARL 2040 - Torts

This course introduces students to tort law under the common law, the Louisiana Civil Code and recent Louisiana case law.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

PARL 2050 - Wills and Estates

This course introduces the area of wills, estate planning, and administration, under Louisiana law. Topics include probate law; intestate successions; preparation and execution of wills and estate planning.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

PARL 2060 - Real Estate Law

This course introduces students to residential and commercial real estate documents, their form and contents and the mechanics of their use, and contains a full legal, detailed exposition of aspects of modern real estate transactions
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Business Division
Business Department

PHIL 2010 - Intro to Philosophy

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline

Humanities Division
Philosophy Department

PHIL 2028 - Philosophy of Religion

Students will examine the essence and meaning of religion as a pervasive phenomenon in human societies; faith and reason; the nature of divinity; arguments for and against God's existence, religious knowledge and experience, morality and cult, as well as the problem of evil.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division
Philosophy Department

PHIL 2030 - Intro to Logic

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division
Philosophy Department

PHIL 2050 - Intro to Ethics

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division
Philosophy Department

PHSC 1010 - Physical Science I

The first semester of a two-semester sequence is a survey course in physical science treating topics primarily from the field of physics, including key topics in astronomy. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for the basic course in any of these fields.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Science and Mathematics Division
Physical Science Department

PHSC 1010L - Physical Science Lab I

CREDIT: 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.
COREQUISITE: PHSC 1010
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web
All Sections for this Course

Science and Mathematics Division
Physical Science Department

PHSC 1020 - Physical Science II

The second semester of a two-semester sequence is a survey course in physical science treating the most basic principals of physics with emphasis on optics, electricity and magnetism, chemistry, meteorology, and geology. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for the basic course in any of these fields.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Physical Science Department

PHSC 1020L - Physical Science Lab II

CREDIT: 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. COREQUISITES: PHSC 1020
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division
Physical Science Department

PHYS 1030 - Physics of Music

This course addresses the science behind music, including basic physical concepts needed to understand the behavior and formation of sound waves, acoustical principles, and sounds made by musical instruments. This course is designed for non-science majors and those interested in studying music.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Physics Department

PHYS 2010 - General Physics I

The first semester of a two-semester sequence is an overview of basic concepts and principles of mechanics, heat and sound. This course is appropriate for students studying biology, (pre)-medicine, architecture, technology, earth and environmental sciences, and other related disciplines. COREQUISITES: PHYS 2010L
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Physics Department

PHYS 2010L - General Physics Lab I

CREDIT: 1 The first semester of a two-semester sequence is a laboratory course in which students will perform selected experiments in mechanics, heat, and sound. COREQUISITE OR PREREQUISITE: PHYS 2010
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division
Physics Department

PHYS 2020 - General Physics II

The second semester of a two-semester sequence for students studying biology, (pre)-medicine, architecture, technology, earth and environmental sciences, and other related disciplines. The second semester will introduce the basic concepts and principles of optics, electricity and magnetism and topics in modern physics. COREQUISITES: PHYS 2020L STRONGLY RECOMMENDED PREREQUISITE: PHYS 2010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division
Physics Department

PHYS 2020L - General Physics Lab II

CREDIT: 1 The second semester of a two-semester sequence is a laboratory course in which students will perform selected experiments dealing with electricity,

magnetism, optics, and modern physics. COREQUISITE OR PREREQUISITE: PHYS 2020
1.000 Credit hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division
Physics Department

POLI 1100 - American Government

CREDIT: 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.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline

Social Science Division
Political Science Department

POLI 2000 - State and Local Politics

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division
Political Science Department

PRMT 1000 - Intro. to Project Managment

This course provides a strong working knowledge of the basics of project management and be able to immediately use that knowledge to effectively manage work projects. At the end of the course you will be able to identify and manage the product scope, build a work breakdown structure, create a project plan, create the project budget, define and allocate resources, manage the project development, identify and manage risks, and understand the project procurement process. PREREQUISITES: NONE
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Hybrid 50% or more, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Drafting & Design Technology Division
Drafting & Design Department

PRNT 1000 - Print Reading for Industry

2.000 Credit hours
2.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Hybrid 50% or more, Independent Study, Laboratory, Lecture, Web

Drafting & Design Technology Division
Drafting & Design Department

PSYC 1520 - Human Sexual Behavior

Aspects of human sexuality including behavior, anatomy, physiology, cross-cultural comparisons, and historical and current perspectives.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division
Psychology Department

PSYC 2000 - Psychology of Adjustment

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division
Psychology Department

PSYC 2010 - Introduction to Psychology

CREDIT: 3 A broad overview of the field of psychology, designed to expose students to major theories, research methods, and applied areas of psychology.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Social Science Division
Psychology Department

PSYC 2040 - Social Psychology

This course stresses cultural forces affecting attitudes, social learning, perception, and communication of individuals and groups. PREREQUISITES: THREE HOURS OF PSYCHOLOGY OR SOCIOLOGY
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division
Psychology Department

PSYC 2045 - Adolescent Psychology

This course examines adolescent behavior in terms of psychological, social and physical development. PREREQUISITES: PSYC 2010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division
Psychology Department

PSYC 2250 - Child Psychology

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
3.000 Credit hours

3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division
Psychology Department

PSYC 2260 - Developmental Psychology

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
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web
All Sections for this Course

Social Science Division
Psychology Department

PSYC 2300 - Educational Psychology

Principles of learning, motivation, development and evaluation as related to the classroom teacher. PREREQUISITE: PSYC 2010
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division
Psychology Department

PTEC 1000 - Mech Aptitude and Spatial Rela

This course is designed to introduce the student to Mechanical and Spatial Relations exercises. The course prepares students for taking pre-employment exams for the oil and gas, petrochemical and other processing industries by strengthening mechanical and analytical knowledge—specifically in the areas of spatial relationship, reasoning with symbols, numbers and mechanical aptitude. PREREQUISITES: All developmentals must be completed CONCURRENT: PTEC 1010 and PTEC 2030
1.000 Credit hours
0.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Process Technology Department

PTEC 1010 - Intro to Process Technology

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.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Process Technology Department

PTEC 1310 - Process Instrumentation I

This course involves the study of the instruments and instrument systems used in the chemical processing industry including terminology, primary variables, symbology, control loops, and basic troubleshooting. Students use the PTEC simulation software during this course. PREREQUISITES: All developmentals must be completed CONCURRENCY: PTEC 1010 & PTEC 2030
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Process Technology Department

PTEC 1320 - Process Instrumentation II

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. PREREQUISITES: PTEC 1310
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Process Technology Department

PTEC 1610 - Plant Equipment

The purpose of this course is to provide an introduction to equipment used in the Process Industry. The student will be introduced to equipment concepts including

purpose, components, and operations with an emphasis on the technician's role in troubleshooting. PREREQUISITES: All developmentals must be completed CONCURRENT ENROLLMENT: PTEC 1010 & PTEC 2030
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Process Technology Department

PTEC 2030 - Plant Safety

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.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Process Technology Department

PTEC 2070 - Statistical Quality Control

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: PTEC 1010 & PTEC 2030
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Process Technology Department

PTEC 2420 - Unit Operations I Systems

This course is the study of the interrelation of process equipment and process systems. Students will be able to arrange process equipment into basic systems; describe the purpose and function of specific process systems; explain how factors affecting process systems are controlled under normal conditions; and recognize abnormal process conditions. In addition, students are also introduced to concepts of systems and plant economics. PREREQUISITES: PTEC 1000, PTEC 1010, PTEC 1310, PTEC 1320, PTEC 1610 & PTEC 2030 CONCURRENT: PTEC 1320
4.000 Credit hours
3.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Process Technology Department

PTEC 2430 - Unit Operations II - Capstone

This applied course is designed to present the student with the overall concept of unit (plant) operations. The student will demonstrate a thorough working knowledge of process control terminology and the application of these processes as learned in previous courses. This is a hand- on class where the student will bring together all previous PTEC learning and demonstrate proper operation of processes used in industry. Research and oral projects are included in this course. PREREQUISITES: Completion of all PTEC courses except PTEC 2440 & PTEC 2911. CONCURRENT ENROLLMENT: PTEC 2911.
4.000 Credit hours
3.000 Lecture hours

1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Process Technology Department

PTEC 2440 - Process Troubleshooting

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 1000, PTEC 1010, PTEC 1310, PTEC 1320, PTEC 1610, PTEC 2030 CONCURRENT: PTEC 2420
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Process Technology Department

PTEC 2630 - Fluid Mechanics

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: MATH 1100, Physical Science or Physics and labs, PTEC 1000, PTEC 1010, PTEC 1320, PTEC 1610 & PTEC 2030
3.000 Credit hours
3.000 Lecture hours

0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division Division
Process Technology Department

PTEC 2911 - Internship

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. PREREQUISITES: Completion all PTEC courses, except PTEC 2430. CONCURRENT: PTEC 2430
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Combined Lecture/Lab, Web

Technical Division Division
Process Technology Department

READ 0090 - Developmental Reading

This course is designed to enhance basic reading skills and to develop higher level vocabulary and comprehension skills, textbook reading techniques and learning strategies needed for success in college. Students must satisfy appropriate exit level scores to complete this course successfully.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division
Reading Department

RELS 1000 - Religions of the World

Survey of the religions of the world such as Hinduism, Buddhism, Judaism, Christianity, Islam, and indigenous religious traditions.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division
Religion Department

RELS 1003 - Intro to Religion

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division
Religion Department

RELS 1004 - Old Testament

This course will examine the Hebrew Bible (Old Testament) against the background of the history of religious live of ancient Israel.

3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division
Religion Department

RELS 1005 - New Testament

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division
Religion Department

RELS 2029 - Judaism, Christianity & Islam

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division
Religion Department

RELS 2500 - Selected Topics in Rel Studies

May be taken for up to 9 credit hours when semester topics vary.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division
Religion Department

RELS 2501 - Introduction to Ministry

This course introduces the student to ministry, its methodology and practice. Students examine ministry as a vocation and a part-time vocation. Special emphasis is given to the role of the minister and the methodologies employed in modern ministry.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division
Religion Department

RELS 2502 - Evangelism and Missions

This course introduces the student to the biblical basis for evangelism and missions. Particular attention will be given to the role of the local church and its ministers in evangelism and missions on a local, national and global scale. Students will learn the basic principles and methodology of witnessing.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division
Religion Department

RELS 2503 - Christian Doctrine

This course introduces the student to the doctrines of the Christian faith. Students are exposed to biblical, historical, philosophical, and systematic perspectives of the Christian faith and worship.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division
Religion Department

RELS 2504 - Introduction to Preaching

This course introduces students to the fundamentals of sermon preparation, construction, and delivery. The student will gain an understanding of the preaching event in an historical and contemporary setting, the mechanics of sermon preparation, and the methodology and use of resources for sermonic development.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division
Religion Department

RELS 2505 - Worship Perspectives

This course examines the practice and development of worship in the Old Testament, New Testament, and throughout Christian history in contrast to the historical perspectives and practices of worship in contemporary settings.

3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division
Religion Department

SOCL 2000 - Introduction to Sociology

CREDIT: 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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Social Science Division
Sociology Department

SOCL 2050 - Contemporary Social Problems

CREDIT: 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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division
Sociology Department

SOCL 2090 - Criminology

CREDIT: 3 Process by which definitions of criminal behavior emerge and criminal justice systems operate. Includes theories of criminal behavior.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division
Sociology Department

SOCL 2500 - Marriage & Family

CREDIT: 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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division
Sociology Department

SOCL 2510 - Human Relations

CREDIT: 3 This course draws from several areas of behavioral science, and includes group dynamics, leadership, ethics, motivation and morale, social systems, formal and informal organizations. The course is designed for students in business and office administration.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division
Sociology Department

SOCL 2550 - Selected Topics inSociology

CREDIT: 3 May be taken for up to 9 credit hours when semester topics vary.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division
Sociology Department

SOCW 2000 - Intro to Social Work

An in-depth study of social work as a profession within the field of social welfare. Gives a historical perspective of social welfare and social work. Uses survey approach to examine the present day structure and functions of the major fields of social work practice, knowledge, values and skills.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division
Social Sciences Department

SPAN 1101 - Elementary Spanish 1

Native speakers of Spanish will not receive credit for courses marked with an asterisk (*) CREDIT: 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.
4.000 Credit hours
4.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web, LCTCSOnline

Communication Division
Spanish Department

SPAN 1102 - Elementary Spanish II

Native speakers of Spanish will not receive credit for courses marked with an asterisk (*) CREDIT: 4 Supplementary work in language laboratory. Basic lexicon and structure of Spanish; emphasis on communicative language use. PREREQUISITE: SPAN 1101.
4.000 Credit hours
4.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web, LCTCSOnline

Communication Division
Spanish Department

SPAN 2101 - Intermediate Spanish 1

Native speakers of Spanish will not receive credit for courses marked with an asterisk (*) CREDIT: 3 Continuation of elementary Spanish. Additional emphasis on reading and writing. PREREQUISITE: SPAN 1102.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline

Communication Division
Spanish Department

SPAN 2102 - Intermediate Spanish II

Native speakers of Spanish will not receive credit for courses marked with an asterisk (*) CREDIT: 3 Continuation of SPAN 2101. PREREQUISITE: SPAN 2101.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline

Communication Division
Spanish Department

SPCH 1010 - Fundamentals of Speech

CREDIT: 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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division
Speech Department

SPCH 1200 - Techniques of Speech

CREDIT: 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.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web, LCTCSOnline
All Sections for this Course

Communication Division
Speech Department

SPCH 2100 - Interpersonal Communication

CREDIT: 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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division
Speech Department

TEAC 2010 - Teac. & Learn. in Diver. Set.1

CREDIT: 3 (2 LECTURE, 2 LAB) 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
3.000 Credit hours
2.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Combined Lecture/Lab, Web

Arts & Humanities Division
Teaching and Learning Department

TEAC 2030 - Teac. & Learn. in Div. Set. 2

CREDIT: 3 (2 LECTURE, 2 LAB) 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
3.000 Credit hours
2.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Combined Lecture/Lab, Web

Arts & Humanities Division
Teaching and Learning Department

THTR 1020 - Intro to Theater

Students will examine the arts of the theatre and its artists. Course topics include acting, directing, costume and scenic design, playwriting, and architecture.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Arts & Humanities Division
Theatre Department

THTR 2025 - Fundamentals of Acting

Principles involved in a workable theory of acting and their application through development of technical skill.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Arts & Humanities Division
Theatre Department

Pending LCTCS and BoR approval, the TD, Welding will have a revised curriculum for 2014/15. The program revisions will be posted and available, upon board approval.

WELD 1110 - Occupational OrientationSafety

An introduction to the occupation of welding including facility layout, policies, safety and health procedures, information and practice concerning basic safety, safe operation of hand and power tools, materials handling and maintenance of a safe working environment. Students are also introduced to safe welding practices, communication skills, and essential workplace skills. PREREQUISITES: Complete all appropriate entrance placement tests and campus registration requirements. Unless OSHA approved safety training documentation can be produced, credit should "NOT" be granted for this course. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content. (Workkeys assessment and training recommended)) Note: All competencies outlined in this course syllabus must be completed according to minimum accepted criteria to earn course credit. However, supplemental competencies and/or more stringent criteria may be included for a student to achieve higher level skills or meet specific industry standards. Higher level skill competencies and/or additional criteria must be detailed and documented on the syllabus and Student Competency Record (SCR).
3.000 Credit hours

2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 1120 - Blueprint, Metall & Weld Sym

This course provides instruction and review of basic construction mathematics, weld symbol interpretation, reading welding detail drawings, basic metallurgy, metal identification, and heat treatment of metals. PREREQUISITES: WELD1110 plus meets minimum approved Math entrance score, and consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
3.000 Credit hours
2.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 1130 - Welding Inspection & Testing

An introduction to codes, standards, and agencies regulating the welding industry, a review of weld quality standards, concepts in proper visual and destructive testing methods, and a study of proper base metal preparation and joint fit-up. PREREQUISITES: WELD 1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content
2.000 Credit hours
1.000 Lecture hours

1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 1140 - Electrical Fundamentals

An introduction to welding equipment fundamentals of operation, polarity, equipment types, safety and systems setup; including welding related equipment connection and a review of tools used in welding procedures. PREREQUISITES: WELD 1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
2.000 Credit hours
1.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 1210 - Oxyfuel Systems

An introduction to the principals of cutting with an Oxyfuel (OFC) apparatus, cylinder and equipment safety, proper handling and setup including practice cutting mild steel using both the manual and machine process. PREREQUISITES: Weld 1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
2.000 Credit hours
1.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 1310 - Cutting Processes-CAC/PAC

An introduction to the principals of safely operating Air Carbon Arc Cutting (CAC-A) and Plasma Arc Cutting (PAC) equipment including practice cutting and gouging ferrous and non-ferrous metals. PREREQUISITES: MATH 1000 with a C or better or taken concurrently. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
2.000 Credit hours
1.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 1410 - SMAW - BASIC Beads

An introduction to the principals of Shielded Metal Arc Welding (SMAW), component and consumable identification including the safe setup of equipment and practice of welding stinger beads, weave beads, and overlapping beads in various positions using various electrodes. PREREQUISITES: Weld 1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
2.000 Credit hours
1.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate

Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 1411 - SMAW - Fillet Weld

Safely setup and operate Shielded Metal Arc Welding (SMAW) equipment with practice of single and multi-pass fillet welds in the flat, horizontal, vertical, and overhead positions using various electrodes. PREREQUISITES: Weld 1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
3.000 Credit hours
0.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 1412 - SMAW V Grove BU/Gouge

Safely setup and operate Shielded Metal Arc Welding (SMAW) equipment with practice of V-Groove welds with a backing or back gouging in the flat, horizontal, vertical, and overhead positions using various electrodes. PREREQUISITES: MATH 1000 with a C or better or taken concurrently. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
3.000 Credit hours
0.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 1420 - SMAW - V - Groove Open

An introduction to the safe setup of equipment and principals of Shielded Metal Arc Welding (SMAW) for open V-Groove welds, joint preparation, proper weld quality, qualification testing, and practice welding open V-Groove welds in the flat, horizontal, vertical, and overhead positions. PREREQUISITES: Weld 1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
4.000 Credit hours
1.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 1510 - SMAW - PIPE 2G

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. PREREQUISITES: Weld 1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
4.000 Credit hours
1.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 1511 - SMAW--Pipe 5G

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. PREREQUISITES: Weld 1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
4.000 Credit hours
0.000 Lecture hours
4.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 1512 - SMAW--Pipe 6G

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. PREREQUISITES: Weld 1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
4.000 Credit hours
0.000 Lecture hours
4.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2110 - FCAW - Basic Fillet Welds

An introduction to the principals of Flux Core Arc Welding (FCAW), component and consumable identification including the safe setup of equipment and practice of fillet welds in the flat, vertical, horizontal, and overhead positions.
PREREQUISITES: Weld 1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2111 - FCAW - Groove Welds

Safely setup and operate Flux Core Arc Welding (FCAW) equipment with practice of V-Groove welds with a backing or back gouging in the flat, horizontal, vertical, and overhead positions. PREREQUISITES: Weld1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
3.000 Credit hours
0.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2112 - FCAW Pipe 5G

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. PREREQUISITES: Weld1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
4.000 Credit hours
1.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2113 - FCAW Pipe 2G

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. PREREQUISITES: Weld1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
4.000 Credit hours
0.000 Lecture hours
4.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2114 - FCAW Pipe 6G

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. PREREQUISITES: Weld1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
4.000 Credit hours
0.000 Lecture hours
4.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2210 - GTAW - Basic Multi-Joint

An introduction to the principals of Gas Tungsten Arc Welding (GTAW), component and consumable identification including the safe setup of equipment and practice of welding beads (fillet welds), and groove welds in the flat, vertical, horizontal, and overhead positions using carbon steel consumables. PREREQUISITES: Weld1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2220 - GTAW - PIPE 5G

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. PREREQUISITES: Weld1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
4.000 Credit hours
1.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2221 - GTAW - PIPE 2G

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: Weld1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content
4.000 Credit hours
0.000 Lecture hours
4.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2222 - GTAW - PIPE 6g

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. PREREQUISITES: Weld1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content
4.000 Credit hours
0.000 Lecture hours
4.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2310 - GMAW - Basic Fillet Weld

An introduction to the principals of Gas Metal Arc Welding (GMAW), types of weld transfer, weld quality, and component and consumable identification including the safe setup of equipment and practice of welding fillet welds in the flat, horizontal, vertical, and overhead positions. PREREQUISITES: Weld 1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
3.000 Credit hours
1.000 Lecture hours
2.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2311 - GMAW - Groove Weld

Safely setup and operate Gas Metal Arc Welding (GMAW) equipment with practice of open V-Groove welds in the flat, horizontal, vertical, and overhead positions PREREQUISITES: Weld 1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content
3.000 Credit hours
0.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2320 - GMAW--Pipe 2G

An introduction to the principals of Gas Metal Arc Welding of Pipe (GMAW-Pipe) 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. PREREQUISITES: Weld 1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
4.000 Credit hours
1.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2321 - GMAW--Pipe 5G

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. PREREQUISITES: Weld 1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
4.000 Credit hours
0.000 Lecture hours
4.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2322 - GMAW-- Pipe 6G

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. PREREQUISITES: Weld 1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content
4.000 Credit hours
0.000 Lecture hours
4.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2330 - GMAW--Aluminum Multi-Joint

An introduction to the principals of Gas Metal Arc Welding Aluminum (GMAW-A), component and consumable identification including the safe setup of equipment and practice of welding beads, fillet welds, and groove welds in the flat, vertical, horizontal, and overhead position. PREREQUISITES: Weld 1110 and the consent of the Instructor/Advisor. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content
4.000 Credit hours
1.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2893 - SMAW Certification Preparation

A review and practice of skills and procedures associated with advanced Shielded Metal Arc Welding (SMAW) to prepare for industry certification. PREREQUISITES: Consent of the Instructor/Advisor.
3.000 Credit hours
3.000 Lecture hours
0.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Studies Division
Welding Department

WELD 2897 - GTAW Certification Preparation

A review and practice of skills and procedures associated with advanced Shielded Metal Arc Welding (SMAW) to prepare for industry certification. PREREQUISITES: Consent of the Instructor/Advisor.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Studies Division
Welding Department

WELD 2991 - Special Projects I

A course designed for the student who has demonstrated specific special needs. PREREQUISITES: Consent of instructor. May be taken more than one time.
1.000 Credit hours
0.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WELD 2992 - Special Projects II

A course designed for the student who has demonstrated specific special needs. Maybe taken more than time. PREREQUISITES: Consent of instructor
2.000 Credit hours
1.000 Lecture hours
1.000 Lab hours

Levels: Undergraduate
Schedule Types: Combined Lecture/Lab

Technical Division Division
Welding Department

WELD 2999 - Cooperative Education

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. PREREQUISITES: Consent of instructor
3.000 Credit hours
0.000 Lecture hours
3.000 Lab hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division Division
Welding Department

WGNS 2500 - Women's & Gender Studies

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.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division
Social Sciences Department