

Northeast Louisiana Technical College



2010-2011 Student Catalog/Handbook

Dr. Luke Robins
Interim Regional
Director

NELTC Bastrop Branch
Campus
NELTC North Central
Branch Campus
NELTC Northeast
Louisiana Branch
Campus
NELTC Ruston Branch
Campus
NELTC Bastrop Airport
Extension Campus

NELTC Delta Ouachita Campus
Regional Technical Education Center
609 Vocational Parkway
West Monroe, LA 71292
Phone 318-397-6100
www.myneltc.edu

***Northeast Louisiana Technical College
2010-2011 Student Catalog/Handbook***

MAIN CAMPUS

NELTC Delta Ouachita Campus

609 Vocational Parkway

West Monroe, LA 71291

Phone 318-397-6100

www.myneltc.edu

***Dr. Luke Robins
Interim Regional Director***

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William L. (Lum) Farr, Assistant Dean

ACCREDITATION

Northeast Louisiana Technical College is accredited by the Accrediting Commission of the Council on Occupational Education (COE). This accreditation means that this college will be recognized nationally as meeting standards of training acceptable for accreditation. The address of COE is:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
www.council.org

EQUAL OPPORTUNITY STATEMENT

NELTC assures equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, disability, marital status or veteran's status in admission to, participation in, or employment in the program and activities of the college. NELTC welcomes disabled individuals and has made buildings accessible to them. For specific information on services and facilities, interested parties should contact the main campus at (318) 397-6100 or individual campuses.

CATALOG DISCLAIMER

The college catalog is published periodically. The provisions of this catalog do not constitute a contract between NELTC and the student, but rather reflect the general nature and conditions concerning the educational services of the campus in effect at this time.

Any tuition, charges, or costs required by a program are subject to change at any time without notice. All courses, programs, and activities described in this catalog are subject to cancellation or termination by the campus or the Board of Supervisors of the Louisiana Community & Technical College System or the Board of Regents at any time. The academic regulations and degree requirements are subject to revision during the effective period of this catalog to reflect changes in Board policies, occupational and licensure requirements, and other changes related to the quality of the program.

The faculty listed in the catalog is current at the time of printing; other faculty may be required, depending on the instructional needs of the campus.

NELTC hereby expressly disclaims any warranty or representation that any course or program completed by a student will enable the student to successfully complete or pass any specific examinations for any course, degree, or occupational license.

Publication Date
Revision Date

January 2008
August 2010

NELTC

ACADEMIC CALENDAR

2010-2011

(Registration Dates may vary on some campuses of NELTC)

FALL SEMESTER 2010

August 23 – December 13, 2010

August 16-20, 2010
August 23, 2010
September 6, 2010
October 11 – 15, 2010
November 1 – 18, 2010

November 5, 2010
November 8 – 18, 2010

November 22 – 26, 2010
December 6, 2010
December 7 – 13, 2010

Registration Days
First Day of Fall Semester
HOLIDAY – Labor Day
MidSemester
Advanced Spring 2011 Registration
(Continuing Students Only)
Last Date to DROP a Course or WITHDRAW
Advanced Spring 2009 Registration
(Continuing & All Incoming Students)
Student Holidays – Fall Break/Thanksgiving
Last Instructional Day of Fall Semester
Final Exams

SPRING SEMESTER 2011

January 6 – May 6, 2011

January 3 – 5, 2011
January 7, 2011
January 17, 2011
March 7 – 11, 2011
March 25, 2011
March 28 – April 1, 2011
March 28 – April 15

April 4 – 15, 2011

May 2, 2011
May 3-9, 2011

Registration Days
First Day of Spring Semester
HOLIDAY – Martin Luther King, Jr. Day
MidSemester
Last Date to DROP a Course or WITHDRAW
Student Holidays – Spring Break
Advanced Summer 2011 Registration
(Continuing Students Only)
Advanced Summer 2011 Registration
(Continuing & All Incoming Students)
Last Instructional Day of Spring Semester
Final Exams

SUMMER SESSION 2011

May 25 – July 21, 2011

May 23 – 24, 2011
May 25, 2011
June 20 – 24, 2011
July 4, 2011
July 5 – 14, 2011

July 5, 2011
July 11 – 14, 2011

July 14, 2011
July 15 – 21, 2011

Registration Days
First Day of Summer Session
MidSession
HOLIDAY – 4th of July
Advanced Fall 2011 Registration
(Continuing Students Only)
Last Date for DROP a Course or WITHDRAW
Advanced Fall 2011 Registration
(Continuing & All Incoming Students)
Last Instructional Day of Summer Session
Final Exams

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Northeast Louisiana Technical College



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Dr. Luke Robins
Interim Regional
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NORTHEAST LOUISIANA TECHNICAL COLLEGE



NORTHEAST LOUISIANA TECHNICAL COLLEGE

WELCOME TO NELTC!

The role of technical education in today's world is expanding rapidly to keep pace with the growth of business and industry. Northeast Louisiana Technical College is an integral part in Louisiana's unique, comprehensive system designed to teach and upgrade today's employees.

We welcome the opportunity to serve you.

Every effort has been made to employ the most qualified personnel, develop and implement the most current curriculum, and provide the most modern equipment for your training.

If we can be of assistance to you during your training, please feel free to talk with us at any time.

Sincerely,

Dr. Luke Robins

Dr. Luke Robins, Interim Regional Director
NELTC



NORTHEAST LOUISIANA TECHNICAL COLLEGE

Dr. Luke Robins, Interim Regional Director

Mission

The mission of Northeast Louisiana Technical College is to prepare Louisiana's citizens for improved quality of life, workforce success, and continued learning.

Vision

Northeast Louisiana Technical College produces knowledgeable, skilled and confident citizens ready for the future, ready for the workplace, and ready to continue learning. The NELTC delivers rapid, flexible, and innovative training and instruction to address changing workforce needs.

Commitments

To teach what is needed, where it is needed within available resources

To measure quality of output on a continual basis

To maintain effective, locally responsible institutions in a coordinated system of service to customers.

BOARD OF REGENTS

The Board of Regents is the administrative authority over the Louisiana Community and Technical College System (LCTCS), which offers postsecondary training programs of not more than two years, that include, but are not limited to, programs in occupational and technical fields, general education, continuing education, pre-technical preparatory, business and industry specific training and other special training programs. Enrollees' educational backgrounds vary and training programs offered range from semi-skilled to technical. For this reason, constant evaluation and modification of programs are necessary to meet the requirements of business and industry.

Board of Regents
150 3rd Street
Baton Rouge, LA 70804
www.regents.state.la.us

BOARD OF REGENTS 2008	
Artis L. Terrell, Jr., Chairman	Shreveport
Robert Levy, Vice Chair	Ruston
Mary Ellen Roy, Secretary	New Orleans
Charlotte Bollinger	Lockport
Scott O. Brame	Alexandria
Robert J. Bruno	Covington
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Maurice C. Durbin	Denham Springs
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Victor T. Stelly	Lake Charles
Harold M. Stokes	Metairie
Roland M. Toups	Baton Rouge
Joseph C. Wiley	Baton Rouge
Demetrius D. Sumner, Student Member	Southern University A & M Baton Rouge

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM (LCTCS)

The mission of the LCTCS is to improve the quality of life of the State's citizens through educational programs offered through our colleges. We strive to increase the opportunities for Louisiana's workforce to succeed through skills training programs. And, we work to provide our citizens the opportunity to learn continuously. ***We are committed to teaching what is needed, when it is needed, and where it is needed within available resources.***

*Louisiana Community and Technical College System
265 South Foster Drive
Baton Rouge, LA 70806*

PRESIDENT'S OFFICE	
Dr. Joe D. May	System President
Angél Tetrick	Executive Assistant to the President
ACADEMIC AND STUDENT AFFAIRS	
Dr. Jerry Pinsel	Vice President for Academic and Student Affairs
CAREER AND TECHNICAL EDUCATION	
Dr. Monty Sullivan	Executive Vice President, Career and Technical Education
Jimmy Sawtelle	Vice President, Career and Technical Education
Dr. Derrick Manns	Director of Educational Programs
Reba Poulson	Director of Perkins Programs
Ingrid Plain	Executive Assistant to the Executive VP, Career and Technical Education

LCTCS BOARD OF SUPERVISORS

The governing body for the NELTC is the ***LCTCS Board of Supervisors***, operating under the Louisiana Board of Regents to oversee all public postsecondary education in the State of Louisiana. As part of the LCTCS, NELTC provides accessible and affordable education and training by offering Associate of Applied Science degree programs; diploma and certificate programs in occupational fields; adult, continuing, and developmental education; and customized training for business and industry.

LCTCS BOARD OF SUPERVISORS 2010-2011	
Vincent St. Blanc, Board Chair	Franklin
Michael Murphy, First Vice Chair	Bogalusa
Woody Ogé, Second Vice Chair	Avondale
Edwards Barham	Oak Ridge
Robert Brown	New Orleans
Helen Bridges Carter	Greensburg
Keith Gamble	Shreveport
Deni Grissetts	Sunset
Timothy W. Hardy	Baton Rouge
Brett Mellington	Lafayette
Paul Price, Jr.	Winnsboro
Stephen Smith	Schriever
F. "Mike" Stone	New Orleans
Allen Scott Terrill	Bossier City
Stephen Toups	Baton Rouge
Valerie Gaspard, Student Member	Reserve
Ivory Poreé-Marco, Student Member	New Orleans

NELTC INSTITUTIONAL ADVISORY COMMITTEE 2010-2011

NELTC utilizes the expertise and knowledge of area individuals to give advice and guidance. The following individuals are working toward the improvement and continued growth of NELTC:

- Doretha Bennett, Director, Workforce Investment Act, Monroe
- Alton Braddock, Assistant Professor, University of Louisiana at Monroe, West Monroe
- Troy Culp, Owner, Arkansas Stone, West Monroe
- Fred Eubanks, HR Manager, Tifton Aluminum, Delhi
- Randy Hammett, Director of Vocational Programs, Ouachita Parish School System, Monroe
- Honorable Mayor Jack Hammons, Mayor, Town of Winnsboro
- Dora Ann Hatch, Community Economic Development, Area Extension Agent, Homer
- Honorable Mayor Clarence Hawkins, Mayor, Town of Bastrop
- John Hopkins, Business Manager/Financial Secretary, I.B.E.W. Local Union 446, Monroe
- Becky Hudson, Communications Specialist, International Paper Company
- Janie H. Humphries, Ed.D; Professor, LA Tech University, Ruston

- Matt Machen, CEO, Ruston Nursing and Rehabilitation Center, Ruston
- J. Allan Pogue, Owner, J. Allan Pogue Designs, West Monroe
- Miriam Russell, Northeast Interim Regional Director, Louisiana Economic Development, Collinston
- John Schween, Chairman/Acting President, Ouachita Economic Development Corporation, Monroe
- Don Terry, Economic/Community Developer, Entergy
- Tim Tettleton, Community Trust Bank, Farmerville
- Daniel M. Van, Executive Vice President, Regions Bank, Monroe
- Jan Walker, VP Human Resources, Glenwood Regional Medical Center, West Monroe

HISTORY OF NELTC MERGER

LCTCS adopted the 21st Century Model for the delivery of technical education effective July 1, 2006. This reorganization established nine Regional Technical Education Centers. NELTC Campuses in the Greater Northeast District were reorganized as units of Louisiana Technical Education Center, (NELTC). Through the merger application process, those campuses became known as the following:

- NELTC Delta Ouachita
- NELTC Bastrop Branch Campus
- NELTC North Central Branch Campus
- NELTC Northeast Louisiana Branch Campus
- NELTC Ruston Branch Campus
- NELTC Bastrop Airport Extension Campus

ADMINISTRATIVE LEADERSHIP, NELTC

Administrative leadership for NELTC is charged to a Interim Regional Director, who is supported by various regional staff and support personnel. NELTC Delta Ouachita became established as the "hub institution" and therefore assumes the position of "lead campus" for the region.

DESCRIPTION OF FACILITIES

Bastrop Airport Extension Campus

NELTC Bastrop Airport Extension Campus consists of 2.64 acres of land, accommodating the following instructional programs:

Airport Extension Campus

- Administrative Offices/Student Affairs (Secondary Site)
- Biomedical Equipment Technology
- Developmental Studies
- Industrial Electronics Technology
- Industrial Instrumentation Technology
- Multi-Purpose Computer Lab for OST
- Welding

Bastrop Branch Campus

NELTC Bastrop Branch Campus consists of 10 acres of land, accommodating the following instructional programs:

Main Building

- Administrative Offices
- Computer Specialist (Applications)
- Developmental Studies
- Office Systems Technology
- Student Affairs

Allied Health Building

- Nurse Assistant
- Practical Nursing

Storage Building

Records Building

Maintenance Storage Shed

Storage Building C

Storage Building D

Delta-Ouachita Campus

NELTC Delta Ouachita Campus consists of 40 acres of land, accommodating the following instructional programs:

A - Administrative Building

- Administrative Offices/ Delta-Ouachita
- Administrative Offices/ Region VIII
- Computer Specialist (Applications)
- Developmental Studies
- Emergency Medical Technician/Paramedic
- ICT: Computer Networking Support
- Medical Office Assistant
- Nurse Assistant
- Office Systems Technology
- Practical Nursing
- Student Affairs

B - Transportation Building

Automotive Technology
Commercial Vehicle Operations

C - Heavy Equipment Building

Barber-Styling

D - Industrial Trades Building

Air Conditioning & Refrigeration
Biomedical Equipment Technology
Drafting and Design Technology
Electrician
Industrial Electronics Technology
Industrial Instrumentation Technology
Industrial Maintenance Technology
Welding

North Central Extension Campus

NELTC North Central Branch Campus consists of 1.5 acres of land, accommodating the following instructional programs:

Main Building

Accounting Technology
Administrative Offices
Adult Education (Classes taught by Union Parish School Board)
Computer Specialist (Applications)
Developmental Studies
Medical Office Assistant
Nurse Assistant
Office Systems Technology
Patient Care Technician
Practical Nursing
Student Affairs

Shop Annex

COMPASS Lab/Multi-Purpose Computer Lab
Welding

Storage Building

Northeast Louisiana Branch Campus

NELTC Northeast Louisiana Branch Campus consists of 3 acres of land, accommodating the following instructional programs:

Building A

Accounting Technology
Care and Development of Young Children
Computer Specialist (Applications)
Developmental Studies
Emergency Medical Technician/Paramedic
Info Comm Technology: Computer/Networking Support
Medical Office Assistant
Nurse Assistant
Office Systems Technology

Welding

Building B

Student Affairs
COMPASS Lab
Bookroom

Building C

Multi-Purpose Rooms
Maintenance

Building D

Automotive Technology
Administrative Offices
Practical Nursing
Resource Room

Ruston Branch Campus

NELTC Ruston Branch Campus consists of 6.28 acres of land, accommodating the following instructional programs:

Building A

Administrative Offices
Computer Specialist (Applications)
Office Systems Technology
Practical Nursing
Student Affairs/COMPASS Lab

Building B

Carpentry

Building C

Developmental Studies

Building D

Drafting and Design Technology
School Warehouse (Rear of Building)

Building E

Accounting Technology
Industrial Maintenance Technology

Building F

Industrial Maintenance Shop
Welding (inactive)

Building G

Nurse Assistant

Building H

Smoking Canopy

CALENDAR OF OPERATIONS

The academic calendar is approved each year by the NELTC and operates on fall and spring semesters, as well as a summer session, as follows:

FALL	AUGUST - DECEMBER
SPRING	JANUARY – MAY
SUMMER	JUNE - AUGUST

Day Classes – 8 a.m. until 3 p.m.

Evening Classes – Time and schedule varies.

Northeast Louisiana Technical College



Academic Policies and Procedures

Dr. Luke Robins
Interim Regional

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ACADEMIC POLICIES AND PROCEDURES

Curriculum/Catalog Requirements

A student must meet the requirements of the current curriculum in effect at the time of entry. Credits earned earlier than five years will be subject to review and evaluation by the appropriate department.

If a student changes his/her major or withdraws (drops out) from college in any semester (disrupting continuity of studies), he/she must reenter college under the current curriculum for that program. The student must then fulfill the requirements of the current catalog/curriculum.

Attendance

To receive the maximum possible benefit while attending Northeast Louisiana Technical College, the instructors encourage students to attend all of their classes and to be on time. These two traits--dependability and punctuality--are fundamental to success not only in school but also on the job.

The primary mission of NELTC is to prepare individuals for employment. Success in education and employment is dependent upon technical and academic preparation as well as regular attendance. Recommendations to employers for job placement will be based upon both of these criteria.

To encourage attendance, the following policy has been adopted by our school. It may be found on the NELTC Website.

"All students must be officially enrolled in any course that they attend. It is expected that students will attend scheduled classes regularly and on time. If an absence occurs, it is the responsibility of the student to make up all missed work, if approved by the instructor. Students who stop attending a course and do not officially drop or withdraw within the prescribed dates may receive a grade of "F" for all coursework missed, which may result in a punitive final grade.

This policy shall be superseded by any more stringent attendance policy required by a regulatory or licensing body having jurisdiction over program requirements.

The attendance policy for each class must be included in the course syllabi. Attendance will be tracked and maintained for various reporting purposes.

An instructor may drop a student for excessive absences if the student misses 10% of the class.

VA Students Attendance Policy

There are no excused absences for VA students as far as the Veterans Affairs is concerned. Thus, when a VA student exceeds the attendance policy, whether he/she had a legitimate excuse or not, this absence is counted against the student by the VA. However, the college will

honor the legitimate excuse of a VA student as it does for all other students for making up class work missed.

Full-time VA students are subject to suspension for non-attendance if they are absent in excess of thirty (30) hours in a semester. Students enrolled less than full-time are subject to suspension when absences have exceeded hours proportional to their enrollment status. When a VA student is dismissed for attendance (or academic) reasons, the VA is notified within 30 days of the last date of attendance.

Courses in Sequence

Prerequisite courses must be taken before the following courses in a sequence can be scheduled. Students should take courses in the semester that they are recommended. Instructors advise students each semester keeping track of completed courses using a credentialing worksheet.

Developmental/Remedial Studies Requirements

Basic requirements are set for each occupational program offered. The purpose of these recommended levels is to enable students to successfully perform the required work and realistically achieve the program goals. (See specific program descriptions for skill level requirements.)

Applicants eligible for entry who do not meet the placement exam requirements for their chosen program are required to schedule Developmental Studies classes. These students may take other courses related to their chosen curriculum while they are enrolled in a Developmental Studies class(es).

Applicants eligible for entry into Associate Degree programs who have deficiencies in reading, language, or math on the entrance exam will be scheduled in Developmental Studies classes and enrolled in the diploma program until test scores have been brought up to the recommended level.

Students in the Practical Nursing Program **must** meet entrance requirements prior to enrolling in that program.

Students who do not have a high school diploma or a GED are encouraged to enroll in GED preparatory classes.

Dropping/Adding Courses

Depending on the program, students are allowed to add courses within the first 2 days of each semester. There is no penalty for course changing during this time; however, additional costs/fees may be incurred.

The last day for dropping a course with a "W" (no penalty) is indicated on the semester calendar. Students will receive an "F" for courses dropped after this official drop date.

Any student who does not complete the required paperwork for officially dropping a course during the allowed drop period and stops attending the course(s) will receive an "F" grade in

the course. A "W" is not calculated in the student's GPA, but the "F" is calculated in the student's GPA. ("W's" do count toward the completion percentages required for students receiving financial aid.)

Dropping a course or resigning from college after the refund period will not reduce the student's financial obligation to the college and may affect eligibility for continued financial aid.

A drop/add form can be obtained from the Student Affairs Office. After processing, the completed form is placed in the student's permanent file.

Repeating Courses

If a student repeats a course, the last grade awarded is used in the computation of the cumulative grade point average.*The official transcript will, however, list all of the courses attempted with the grades awarded. The symbol ® will follow the letter grade earned. The grade point average during the semester in which the course was first attempted is not affected.

*Note, that for financial aid purposes, all hours attempted will be counted in computing each student's cumulative completion rate.

Change of Major/Transferring Programs Within the College

Students wishing to change their major program of study must do the following:

1. Discuss the change/transfer with their advisor.
2. Complete an application with the Student Affairs Office for the new program requested and pay the registration fee.
3. Attend a brief orientation when contacted.

Withdrawing from College

A student who finds it necessary to withdraw from a course should begin the process by securing the proper form from the Student Affairs Office. To withdraw from classes, a student must:

- Complete the Withdrawal Form
- Sign and date the Withdrawal Form
- Have the form signed in the Student Affairs Office upon submission of the form

A student is not officially withdrawn from the course(s) until the request is received in the Student Affairs Office.

Students who stop attending, but do not complete and submit the proper forms to the Student Affairs Office may remain on the roster and may be assigned a grade of "F" by the instructor. Students who officially withdraw from the campus on or before the last date to withdraw will receive a grade of "W" in each course. The course and grade of "W" will be posted to the student's official transcript, but will not be included in the calculation of the semester/session or cumulative grade point average. It is the student's responsibility to withdraw from the College.

Reentering College

Students who are dropped or who withdraw from the college should immediately register again with the program instructor and Student Affairs to get their name back on the enrollment list if they wish to enroll at a later date. If students are in good standing at the time of the drop, their name will be placed on the enrollment list for the program requested.

Satisfactory Progress

Satisfactory academic progress is demonstrated by a 2.0 grade point average (GPA) for all associate degree, diploma, and certificate programs.

Academic Amnesty

Students who have not been enrolled in a college or university where transfer credit is accepted for at least three calendar years may, during their first semester of enrollment, petition for academic amnesty. Once approved, all college level credit previously acquired is eliminated from computation of the grade point average for the institution and cannot be applied to a degree or certificate program. Amnesty granted by another institution of higher education may be accepted by the LCTCS institutions. (Other institutions may not honor academic amnesty. Undergraduate, graduate, and professional schools generally compute all hours attempted in the grade point average when considering applications for admissions.) A student may declare academic amnesty only once, regardless of the number of institutions attended. If the LCTCS institution honors amnesty from another institution, the student may not declare amnesty at a LCTCS institution.

Curriculum Standards

Under the direction of the LCTCS Board of Supervisor, subject matter experts and a committee of technical college instructors establish the curriculum for each occupational program offered through the technical college system. The competency-based post-secondary curricula outline, provide instructor guides, and develop student competency records for each program.

Student activities are designed to teach the required competencies. All curriculum competencies must be achieved in order to complete a course. Assigned activities include theory instructional material, which is also termed related classroom work. Other activities include laboratory assignments related to the occupational course. These may be simulated job projects or actual "live-work" projects. All work is performed under the supervision of the instructor.

Employability Skills

All programs include courses or instruction in employability skills and job-seeking skills. Students study career planning, job application forms, interview techniques, and resume preparation to enhance their job search. Study of proper work habits, employer/employee relationships, and personal character traits enhance students' employability and probability of job retention.

Academic Awards

NELTC issues the following awards to students completing training.

- Diplomas are issued to students who have completed the general and program-specific requirements for Board of Regents-approved, two-year Associate of Applied Science (AAS) degree programs.
- Technical Diplomas (TD) are issued to students who have completed the technical program-specific requirements for Board of Regents-approved programs.
- Certificates of Technical Studies (CTS) are issued to students who have completed the general and program-specific requirements for Board of Regents-approved, one year Certificate programs.
- Acknowledgement of Completion will be issued to students who have completed NELTC-approved programs that involve the completion of a credit course or group of courses constituting mastery of a Technical Competency Area (TCA).
- Individual programs and organizations may produce and distribute honor awards, attendance awards, scholarship acknowledgments, certificates of appreciation, etc. However, the College seal, President's signature, official paper, and the term "certificate," may not be used. Such awards and acknowledgements should be approved through the Campus Administrator prior to distribution.

Transcripts from NELTC Campuses

Upon completion of a program, students are provided with an official copy of their transcript. Additional transcripts are made available to students at a cost of \$5 per transcript. Written requests are to be made at least ten working days prior to the date needed.

Transfer of Credits

Transfer Among NELTC Campuses

All campuses within the NELTC System utilize common curriculum, academic, and student affairs policies. Therefore, all satisfactorily completed coursework (grade of "C" or higher) taken at a Northeast Louisiana Technical College campus will be accepted as transfer credit at any other NELTC campus.

Incoming Course Transfers

Coursework taken at an accredited postsecondary educational institution outside the NELTC System will be evaluated for transfer credit. A catalog description of the course being transferred and the sending institution's grading scale shall be used to make the decision. Only grades of "C" or higher will be considered for transfer credit.

Students must request consideration of transfer credit by completing a "Request for Transcript Evaluation" and submitting an official college transcript and syllabi/description for all courses the student wishes to be evaluated. If the course has been previously evaluated for acceptance or is included in an Articulation Agreement, course syllabi/outlines/descriptions will not be necessary. Students should allow sufficient time for transcript evaluation. College residency requires that transfer students successfully complete a minimum of 25 percent of the course requirements at the NELTC before being awarded transfer credits.

If courses are being transferred to meet diploma or degree requirements, the faculty who taught the courses must meet the qualifications stated by the Accrediting Commission of the Council on Occupational Education.

Transfer from Program to Program

The Student Affairs Office and/or appointed Campus Designee evaluate any requests for transfer within programs on campuses. Students who wish to transfer from one program to another on the same campus may be admitted to the new program to be effective the next semester if the following conditions are met:

- A written request to transfer is submitted to the Student Affairs Office
- The student meets placement requirements or enrolls in Developmental Studies
- Space is available in the new program.
- The student is in good academic standing.

Coursework taken in one program major will apply only if it is required in the new program major.

Outgoing Transfer of Course Grades

Transferability of any credit is at the discretion of the receiving institution. It is the responsibility of the student to become acquainted with the requirements and policies of the receiving institution before requesting a transcript from NELTC campuses.

Graduation Requirements

To qualify for graduation, a student must meet the specific program requirements outlined in the curriculum in effect when the student enrolls, graduates, or changes majors and must meet the following general requirements;

- Earn at least a 2.0 ("C") grade point average on all work attempted at NELTC (excluding grades for courses deleted through academic renewal or repeat/delete).
- Earn at least a 2.0 ("C") in each course in the major and have a grade point average of 2.0 on all courses required in the degree or certificate curriculum.
- Complete 12 of the final 15 hours (excluding hours gained through nontraditional credit) required in the degree, certificate or diploma program in residence at NELTC.
- Earn at least 25 percent of the hours needed for the certificate /degree in residence at NELTC, of which 9 must be in the major field of study.
- Earn no more than a total of 24 credit hours from non-traditional sources, with no more than one-third of the major course credit requirements being earned from these sources.
- Earn at least the number of credits stipulated in the degree program. If a program requires a course, but the course is no longer available or a course substitution cannot be made, completion of the total number of credit hours required in the program being followed is mandatory.
- Fulfill all other obligations and regulations including financial obligations to the College prior to established dates.
- Pay Graduation Fee.

Grading Scale

Students earn semester credit hours. One lecture credit hour is equivalent to a minimum of 15 clock hours. One lab credit hour is equivalent to a minimum of 30 clock hours. One work-based credit hour is equivalent to a minimum of 45 clock hours.

Grading symbols for all programs except Practical Nursing are listed below.

90% - 100% = A

Represents exceptionally high achievement. It is valued at four (4) quality points for each credit hour.

80% - 89% = B

Represents high achievement. It is valued at three (3) quality points for each credit hour.

70% - 79% = C

Represents satisfactory achievement. It is valued at two (2) quality points for each credit hour.

60% - 69% = D

Represents the minimum achievement for credit. It is valued at one (1) quality point for each credit hour.

59% or below = F

Represents an unsatisfactory achievement and indicates failure in the course. It is valued at zero (0) grade points and zero credit hours. The student who receives a grade of ("F") in a course is not eligible to continue into the next sequential course(s) and shall not be eligible for graduation. Credit may only be obtained by repeating the course.

AU = (Audit)

Represents a course that is not taken for credit. Students who audit a course must be admitted to the college and officially enrolled in the course. Any change in status from audit to credit or credit to audit must be completed prior to the last day for adding classes. An audited class may be taken for credit during another semester. An Audit carries no value in computing the grade point average. (Tuition/fees are charged for audited courses.)

P = (Credit by Examination)

Represents a course that a student successfully challenged. A student must take the Credit by Examination within the first week of the class and score at least 80% on the exam. A Credit by Examination carries no value in computing the grade point average.

I = Incomplete

Represents incomplete coursework. It shall be given only when there are unavoidable and extenuating circumstances resulting in the inability for a student to complete the coursework prior to the end of a semester. An Incomplete shall only be awarded when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor shall inform the student what work is necessary and the deadline to complete such work. The deadline must be no later than the first day of mid-term exams of the next semester. Students do not re-enroll or pay tuition for an Incomplete class. The grade of ("I") has no value in computing the grade point average, but is counted in hours attempted.

R = Repeat

Represents a course that is being repeated. The symbol (R) will follow the letter grade earned. The last grade awarded will be used in the computation of the cumulative grade point average.

S = Satisfactory

Represents a satisfactory grade. It has no value in computing the grade point average.

U = Unsatisfactory

Represents an unsatisfactory grade. It has no value in computing the grade point average.

W = Withdrawal

Represents a withdrawal from a course. Students may officially withdraw from a course or courses until the official drop date and will receive a grade of "W". The course and grade of "W" will be posted to the student's permanent record, but will not be included in the calculation of the semester or cumulative grade point averages. Students are cautioned that withdrawal from a course or courses may impact their financial aid and other (e.g. insurance coverage) status.

The grading scale for Practical Nursing, which is regulated by a licensing board, is as follows:

94% - 100% - A
88% - 93% - B
80% - 87% - C
70% - 79% - D
69% - Below - F

Determining GPA

The formula used to determine GPA:

$$\text{GPA} = \frac{\text{Total quality points earned}}{\text{Total credit hours attempted}}$$

The GPA must be calculated to the third decimal place. The term GPA is based on the earned quality points and the credit hours attempted for one semester/session only. The term "cumulative GPA" is based on the total earned quality points and the total credit hours attempted during college.

Grades of I, W, P, S, U, and MP are not used to calculate grade point averages.

Grade Appeal

Any student who feels that the final grade he/she received in a course is incorrect may appeal the grade. This appeal must proceed through the following stages:

- 1) The student must contact the instructor in the course to discuss the grade.
- 2) If still unsatisfied, the student should discuss the grade with the Department Head/designee.
- 3) If still dissatisfied, the student should write a formal letter of appeal to the Dean of the Campus where the course was taught stating the exact nature of the appeal, and the

reasons for the appeal. The Campus Dean will arrange for a meeting of the Academic Appeals Committee to review the case.

Dean's List

The Dean's List is a means of encouraging and recognizing academic excellence. In order to be eligible to receive this recognition, a student must achieve a minimum of a 3.50 grade point average for a semester while enrolled in a minimum of 9 credit hours. A student must be enrolled in a minimum of 6 credit hours for a summer session. Coursework transferred from another institution is not counted in the minimum number of credit hours. Students receiving a grade of Fail (F) or an Incomplete (I) for the current semester or summer session are ineligible for this recognition.

Academic Probation

Students will be placed on academic probation whenever their cumulative grade point averages fall below a 2.0. Once the cumulative GPA of 2.0 or higher is achieved, a student will be removed from probation. No student will be placed on probation until he/she has attempted at least 15 credit hours.

Academic Suspension

Students who are on academic probation and who fail to achieve a semester grade point average of at least a 2.0 will be suspended for one semester. No student shall be suspended before he/she has attempted at least 24 credit hours.

If a student is suspended at the end of the fall semester must remain out of school for the spring semester. A student who is suspended at the end of the spring semester may attend the summer session. If the student raises the cumulative average to 2.0 as a result of the summer session, the student may attend the fall semester. If the cumulative GPA remains below 2.0 or if the student does not attend the summer session, the student is suspended for the fall semester.

Students who had been formerly placed on academic suspension may reenter the College but will be placed on academic probation. Failure to make a 2.0 grade point average in any subsequent semester will result in another one-semester suspension.

Note: Satisfactory progress and readmission guidelines for the health occupations programs may differ because of the policies of the department's governing boards. Guidelines of the governing board will supersede those of the college.

Academic Status Determination for Transfer Students

A student who transfers to an NELTC institution with a cumulative grade point average of 2.0 or higher as defined by the last institution attended will be admitted in good standing. A transfer student with less than a 2.0 adjusted cumulative grade point average will be admitted on probation. If the student earns a grade point average of 2.0 or higher during the first semester of enrollment, the student's academic status will be based on the adjusted cumulative grade point average of the current institution. If the student fails to achieve a semester grade point average of 2.0 or higher, the student will be suspended for one semester.

Academic Requirements for Pell Grant Participants

A student receiving Title IV financial aid (Pell Grant) must maintain satisfactory progress in order to continue receiving assistance. A cumulative GPA of at least 2.0 is required. Students must also maintain a cumulative completion rate (earned/attempted courses) of at least 67 percent. In addition, students are given a maximum of 150 percent of the program length (including all programs pursued) to complete the program they are currently enrolled in.

Satisfactory academic progress is checked at the end of each semester. Any student not maintaining all components of satisfactory progress will have their financial aid suspended until satisfactory progress is acquired. A financial aid appeals committee is in place to review extenuating circumstances. (See the Financial Aid Office for a handbook.)

Student Records

A student record file is kept on each student at the college. This file consists of placement test scores, entry and termination dates, student schedules, grades, credentials earned, official transcripts, enrollment verification letters, subpoenas, placement, and follow-up information.

These records are confidential. Students who wish to view their file may do so under the supervision of the Campus Administrator or designee. Information in student files will not be released to anyone without written permission of the student. Students may sign a release upon enrolling that allows the college to provide prospective employers with information from the student's file or to provide transcripts to other educational institutions to which the student is requesting enrollment.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know
 - Other schools to which a student is transferring
 - Certain government officials in order to carry out lawful functions
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for the school
 - Accrediting organizations
 - Individuals who have obtained court orders or subpoenas
 - Persons who need to know in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Student Request to Withhold Release of Information

Students who wish to withhold any information in these categories should complete a form available in the Student Affairs Office by the seventh (7th) class day in any semester and indicate which items should not be considered directory information. The hold will remain in effect until the student requests that it be lifted. Only currently enrolled students may place a hold on the release of directory information. To gain access to their education records, students must submit a written request which identifies, as precisely as possible, the record(s) the students wish to inspect, or students must provide adequate personal identification to the Student Affairs Office.

Access by Parents of Dependent Students

It is assumed that an undergraduate is not a dependent of his/her parents or guardians unless the College is notified to the contrary by the student or his/her parents or guardians.

An individual claiming a student as his/her dependent shall provide to the Student Affairs Office an affidavit satisfactorily stating that the student whose records are requested is a dependent of the affiant, as defined by Section 152 of the Internal Revenue Code of 1954. At the College's discretion, a copy of the IRS Form 1040 may be requested to verify status. Parents of dependent students have the same rights to access as do students, as noted above.

Falsification of Records

All students must be aware of the importance of supplying correct information on college applications, college records, etc. Students should also notify the Administration Office if personal information changes during their enrollment. Students participating in any financial aid programs must inform the Financial Aid Office of any changes in circumstances that

may alter their eligibility for such financial aid. Falsification of student records may result in dismissal from college.

Medical student records are supplied to the State Licensing Boards. All student records must be true and correct to the best of the student's knowledge. Any falsification of these records will result in the student being penalized at the discretion of the Campus Administrator and/or the licensing boards.

Northeast Louisiana Technical College



Admissions and Student Affairs

Dr. Luke Robins
Interim Regional

NELTC Bastrop Branch
Campus
NELTC North Central
Branch Campus
NELTC Northeast
Louisiana Branch
Campus
NELTC Ruston Branch
Campus
NELTC Bastrop Airport
Extension Campus

NELTC Delta Ouachita Campus
Regional Technical Education Center
609 Vocational Parkway
West Monroe, LA 71292
Ph. 318-397-6100
www.myneltc.edu

ADMISSIONS

Admissions

NELTC campuses operate under an open enrollment policy and serves individuals on an equal opportunity basis, including, but not limited to adults, veterans, high school students, persons who have dropped out of high school, and minority ethnic groups. A student must have reached 16 years of age prior to entry. High school students who are currently enrolled in a valid high school program may enroll in classes or programs for high school credit with approval from their high school counselor or principal.

Prospective students seeking admission to NELTC campuses required to meet the admission requirements for the program in which they are requesting entry. Admission to all programs will be made without regard to race, religion, national origin, sex, or disability.

Admission Eligibility

A first-time freshman is a student who has not previously attended NELTC or any other regionally accredited institution of higher education or has earned less than twelve hours.

A student is eligible for regular admission at the College if he/she is:

- (1) A graduate of a school of secondary education approved by the state Department of Education,
- (2) A non-high school graduate who is at least 17 years of age and who has passed the GED or ATB Exam, or enrolls in the required Developmental Studies coursework.
- (3) A currently enrolled high school student who is at least 16 years of age, with the permission of the high school, may dually enroll at a technical college campus.

A high school diploma or high school equivalency diploma (GED) is a requirement for admission into Practical Nursing and Associate of Applied Science (AAS) programs. Students enrolling in the Barber Styling and the Emergency Medical Technical (EMT) basic programs must have a high school diploma or GED prior to taking the applicable state Board and National Registry examinations, as well as meeting age requirements.

Applicants who do not make the recommended minimum scores on COMPASS, ASSET, or the ACT exams may be admitted in most programs with the requirement that they enter Developmental Education for remediation. The following programs do require minimum scores before any entry: Associate of Applied Science (AAS) Degree programs and the Practical Nursing program.

Applicants for the Commercial Vehicle Operations program must be at least 18 year of age to enter. A student may obtain an intrastate CDL at 18 years of age; however, the age of 21 is required for employment in interstate or hazmat transport .

Application for Admission

Applications and application fees are accepted on all campuses Monday through Friday from 7:30 a.m. to 4:00 p.m. Evening hours will vary at each campus. The Placement Exam (COMPASS and

ASSET) is given by each campus at varying times. Applicants should check with the individual campus for specific days and times scheduled for placement testing.

A placement test score is required for entrance to all Certificate of Technical Studies, Diploma, and Associate Degree programs. The purpose of the test is to assist the applicant in personal career/occupational planning. Due to statewide use of COMPASS, scores may be transferred from other state technical colleges. ACT test scores may also be accepted if the scores are less than three years old and meet the recommended levels.

Applicants are asked to arrive at the campus fifteen minutes prior to the scheduled exam in order to complete necessary paperwork and pay the \$15 Testing fee (and \$5 Application fee if not already paid). Names of those students who have tested are placed on a "waiting list" by program according to the completed testing date and Application fee paid. Applicants will receive specific information about semester registration dates, approximate costs, and required documents from the Student Affairs Office at each campus.

Counseling

Career counseling is offered to all applicants through the Student Affairs Office. The Director of Student Affairs is available to meet with applicants concerning placement test results, program offerings of the college, physical and academic requirements for success in a program, financial aid, and job opportunities.

Other counseling services are available to students. Areas of counseling may include grades, study habits, family or social situation. Short-term counseling is available to all students and when warranted, students are referred to an outside agency for long-term counseling needs. Instructors are also valuable sources of occupational advising.

Voter's Registration

Eligible students are afforded the opportunity to complete a voter's registration form to be forwarded to the applicable Registrar of Voter's Office. Interested persons should contact the Student Affairs Office at each campus.

Immunization Requirement

As required by Louisiana R.S. 17:110, Schools of Higher Learning, students born after 1956 must provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria as a condition of enrollment. As a result of Acts 251 and 711 of the 2006 Regular Legislative Session, all first-time freshmen attending Louisiana's postsecondary institutions must show proof of having received the meningococcal vaccine or provide a properly executed waiver at registration. Health Occupation program students and Commercial Vehicle Operations students must provide proof of additional shots, immunizations, or medical tests as required per program.

Selective Service Verification

In accordance with the requirements of Louisiana R.S. 17:3151 (Acts 1985, No. 185, Section 1, and Acts 1987, No. 214, Section 1), all students required to register for the Selective Service under the federal Military Service Act must provide the institution proof of registration prior to enrolling. All

male citizens and permanent residents born after 1959, who have reached the age of 18, are required to submit verification of having met the Selective Service requirements.

Residency Requirements

Eligibility for classification as a Louisiana resident is determined by the Student Affairs Office after the completed application and all related documents have been received. Once enrolled, changes in residency status are made through the Administrative Office. To claim Louisiana residency for tuition purposes, the applicant must have lived in Louisiana for the past 12 months.

Documents verifying residency include the following:

1. Louisiana Income Tax Return
2. State issued ID
3. Louisiana Driver's License with issue date at least a year prior to entry date
4. Utility or telephone bill

Education Requirements

All students enrolled in Associate Degree programs, and Practical Nursing programs are required to have a high school diploma or have successfully earned a General Equivalency Diploma (GED). These credentials must be from a state-approved high school or program. All other applicants, including Ability-to-Benefit individuals, may enter all other programs without a high school diploma, but are encouraged to pursue the requirements for the GED while enrolled.

Ability to Benefit

Applicants seeking admission as a degree-seeking student may take an Ability to Benefit (ATB) test in lieu of having a high school diploma or GED. The ATB test currently being administered by campuses is the ACT COMPASS test. An applicant meeting required scores shall be admitted into programs which do not require a high school diploma or GED. Interested person should check with the Student Affairs Office at each campus for testing schedules.

Placement Test

The application for admission is usually completed at the time of placement testing. The ACT COMPASS test is required for entrance into programs requiring placement exams. Applicants having ACT scores that are less than three years old may also submit these scores to each campus for admission purposes.

Applicants who have met required scores for ATB, but do not meet the recommended scores for programs shall be admitted into the program provided the program does not require a high school diploma or GED. These applicants will be concurrently enrolled in one or more developmental courses, such as Reading, Math, or Language, per test results.

Placement test results are used to assist students in making appropriate program choices, to screen students for particular programs, and to determine which students need to improve

basic academic skills. Recommended placement scores are discussed after testing and are available upon request. Because of the statewide use of the placement tests, scores can be transferred to and from other state technical colleges within the Northeast Louisiana Technical College. Placement scores are valid for a period of three years.

Students reentering college within one year of their drop date or within three years of taking the placement test may not be required to retake the placement test. Requests for transfer of test scores should be made by the applicant to the college where the test was administered.

Transcripts from Other Institutions

In order to complete the admissions process, documentation must be submitted showing evidence of graduation from high school or proof of GED.

Official high school transcripts shall be submitted from students graduating from Louisiana secondary schools prior to May 2003 and all students graduating from out-of-state secondary schools. If a student graduated from a Louisiana high school May 2003 or later, then the NELTC campus shall obtain documentation from the Louisiana Student Transcript System (STS) which will satisfy admission requirements.

Applicants who have a General Equivalency Diploma (GED) must have scores submitted to the college. A form for requesting these documents can be obtained from Student Affairs. All documentation is required prior to enrollment.

Students who have previously attended postsecondary schools are required to submit official transcripts from those institutions.

Credit Examinations

NELTC campuses permit students to take credit examinations in order to "test out" of specific courses. Only students with competence gained through practical experience, extensive military or industry-based training, or completion of courses at institutions with no articulation agreements with the NELTC System may apply for a credit exam.

Students who enroll in a course and wish to attempt credit by exam must do so before scheduling or within the first week of classes. Applications for Challenge Credit Examinations must be initiated by the student and submitted to the department head.

Students may attempt challenge exams **only once** per course and will not be eligible to challenge courses already attempted in the NELTC System. The challenge exam may require both a written and performance test to thoroughly evaluate course content.

Contact the department head to begin the process for scheduling the exam. The *Request for Non-Traditional Course Credit* and \$15 testing fee (paid to the school's Administrative Office) must be submitted and approved by administration prior to scheduling of the exam. Approved students must provide proof of fee payment on test day. The test must be completed at the prescheduled date and time.

Only scores of 80% or higher will be accepted for transcript credit. A notation of "P" will be posted to the official transcript for students who pass the challenge exam. The "P" will apply

toward the requirements of the program, but will not be calculated in the student's grade point average.

- According to the guidelines for grade reporting, the grade recorded on the student's transcript will be "P" for successfully passing the exam. It will not be used in calculating grade point average.
- Distribution of the completed application for credit will be issued to the student and appropriate personnel and posted to the student's permanent record.

High School Admission Requirements

A student enrolled in high school (16 years of age or older) may attend the technical college for high school elective credits at the discretion of the Campus Administrator and with written approval from his/her high school principal and/or guidance counselor.

Tech Prep Credit

Applicants who have taken Tech Prep courses in high school and have met the requirements of the articulation agreement between the NELTC campuses and the high school attended can receive credit for those courses when enrolling. This request for credit must be made through the department head prior to scheduling.

Dual Enrollment Credit

High school students meeting certain required criteria, such as grade point average, PLAN scores, and other specified requirements, may enroll while in high school and receive college credit toward specific programs. Interested applicants should check with the Student Affairs Office at each campus for more information on this type of credit. (Financial assistance is available for students meeting certain enrollment criteria.)

Semester System

The college operates on a semester system. However, some programs can accept new students at various intervals during the semester. That determination is based on the number of hours in a specific course and the number of hours remaining in the semester when the student enrolls.

Readmit Student Status and Admission Requirements

Students forfeit their place in class when withdrawing from college. They may apply to reenter at a later date. However, if the requested program has a waiting list, their name will be placed at the bottom of that list.

Orientation

In order to acquaint the applicants with the policies and procedures of the college, Freshman Orientation is scheduled during the first semester of enrollment. Applications may be canceled if the applicant does not report for orientation.

Class Schedules

At Registration, applicants are to meet with the advisor of their program. During this meeting, the applicant and advisor complete a course schedule. Continuing students are encouraged to complete schedules at the end of each semester and pre-register for the following semester.

Class Hours

Courses are offered Monday through Friday. Day classes normally meet between the hours of 8:00 a.m. and 3:00 p.m. Evening classes at various campuses may be scheduled in the late afternoon or evening for the convenience of those who wish to continue their education or upgrade their skills at night.

Student Course Load

Fall and Spring Semesters

Full-time - 12 credit hours or more

3/4 time - 9 to 11 credit hours

1/2 time - 6 to 8 credit hours

1/2 time – 1 to 5 credit hours

Course load status will vary in summer and mini-session terms according to the number of weeks scheduled.

NELTC Continuing Education Division

Continuing Education delivers a wide range of flexible educational services that enhance life-long learning and personal enrichment for professional development, employment upgrades, and leisure learning. Non-credit occupation-related programs and courses, seminars, and workshops are convenient and customer-oriented, with new classes starting at various times during the academic year. Programs and courses vary from short-term to long term. Continuing Education instructors are college faculty and professionals from the community chosen for their knowledge, expertise, and experience in their fields.

NELTC campuses also offer workforce training. This type training is offered at the request of businesses or community-based organizations and is customized to meet their specific training needs. The course content and times are coordinated with the employer. Incumbent Worker Training funds may be available for eligible businesses and industries to provide customized training for existing employees.

A list of current course offerings and their costs may be obtained from the Student Affairs Office at each campus. Applicants may be required to pay registration fees, tuition, and applicable fees when registering for a course.

Continuing Education Course Testing

There are no placement test requirements for enrolling into evening extension courses if the student is a non-degree seeking student. Non-degree seeking students are those students who do not wish to obtain a formally recognized award or degree. Degree-seeking students, however, who are enrolled in courses for credit, whether day or evening, must meet the same

admission requirements as regular students. Certain courses within program areas may have prerequisite requirements however.

PROGRAM COSTS

Cost Sheets

The Student Affairs Office at each campus maintains a detailed cost sheet for each occupational program. These lists are updated at least annually, but are subject to change without notice. Students may request a copy of the program cost sheet from the Student Affairs Office.

Tuition and Fees

Tuition is in compliance with LCTCS Board of Supervisors policy. Students must pay the tuition charges on a per semester basis. Tuition is due before the first day of class each semester or prior to the beginning of class if it starts later in the semester.

Tuition charges for students taking semester credit hour courses are calculated on the total number of credit hours scheduled each semester. Nonresident students pay double the resident students' tuition charges. See chart for detailed information.

A testing fee of \$15 and an application fee of \$5 are due upon taking the placement exam for entry. A registration fee of \$5 is due upon enrollment each semester.

Other semester mandatory fees include: Course Materials Fee, Academic Excellence Fee, and Operational Fees. Student-imposed fees include the Technology Fee and the Student Government Association (SGA) Fee. The SGA Fee will vary by campus and will be reflected on the program cost sheet.

Tuition and most fees max out at twelve hours per semester. See chart on next page.

**Tuition/Fee Schedule
Academic Year 2010 - 2011**

Credit Hours	1	2	3	4	5	6	7	8	9	10	11	12+
Registration Fee	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5
Tuition	\$30.25	\$60.50	\$90.75	\$121	\$151.25	\$181.50	\$211.75	\$242	\$272.25	\$302.50	\$332.75	\$363
Student Government Association (SGA) Fee	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10
Academic Excellence Fee	\$7	\$14	\$21	\$28	\$35	\$42	\$49	\$56	\$63	\$70	\$77	\$84
Technology Fee	\$5	\$10	\$15	\$20	\$25	\$30	\$35	\$40	\$45	\$50	\$55	\$60
Operational Fee	\$2	\$4	\$6	\$8	\$10	\$12	\$14	\$16	\$18	\$18	\$18	\$18
Database Fee	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16
I.D. Fee	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5
Total for LA Residents	\$80.25	\$124.50	\$168.75	\$213	\$257.25	\$301.50	\$345.75	\$390	\$434.25	\$476.50	\$518.75	\$561
Total for Non-LA Residents	\$112.00	\$188	\$264.00	\$340	\$416.00	\$492	\$568.00	\$644	\$720.00	\$794	\$868.00	\$942
Tuition (*Online Courses)	\$105	\$210	\$315	\$420	\$525	\$630	\$735	\$840	\$945	\$1,050	\$1,155	\$1,260

Mandatory Fees:

Application Fee: \$5 – due upon submission of an application for admission

Testing Fee: \$5 per component (Reading, Mathematics, English/Writing) – due upon submission of application for admission

General Fees

Fee Name	Standardized Fees	General User Fees (based on student or campus requirements)
Graduation Fee	\$35	This fee is assessed for graduation-related expenses.
NSF Fee	\$25	Non-Sufficient Funds Fee – charged to those students who pay with NSF checks.
Student ID Card Fee	\$5	Provides for ID badges for each student.
Parking Decal or Replacement Decal	\$5 per academic year	This fee is charged by campuses that use Parking Decals to identify student, faculty, and staff vehicles parked on campus.
Transcript Fee	\$5	This fee is charged when a student is issued an official transcript. (The first transcript is provided to the student upon graduation.)
Course Challenge Fee	\$25 per course	Credit by examination is available to students who have mastered the content of a course and can demonstrate the same competency as regularly enrolled students through an examination.
Course Materials Fee	\$5 per course	The Louisiana Technical College recognizes that courses offered require special supplies and materials not included in the cost of tuition.
PLATO Software Access Fee	\$60 per course	This fee applies only to Development Studies and/or Allied Health courses.
Late Registration Fee	\$25	This fee is due at registration for students allowed to register late.
Lab Fees/Credit Hour	Welding \$10	IMT \$10
		CVO \$10
		Electrician \$6
		Drafting & Design \$6

Books

Most courses require the purchase of textbooks and/or workbooks. The instructor will inform the student of the required course books. Textbooks are sold at each campus.

Supplies

Students are expected to provide their own basic supplies such as notebooks, paper, pens, and pencils.

Equipment/Tools/Uniforms

Some programs require occupation-specific equipment, tools, supplies or uniforms. The instructor will inform the student of these requirements.

REFUND POLICY

Tuition and fees are assessed to all who enroll at the NELTC. This policy covers refunds of tuition, fees, and other charges in the event the college cancels a class or a student withdraws from a class or resigns from the college.

A student who resigns from the college may be entitled to some refund of tuition and certain fees. The amount of the refund, if any, will depend upon the amounts paid by the student and the date of the withdrawal.

The Region will first apply refunds to outstanding obligations of the student and then return any remaining funds to the student. At the time of withdrawal, students are responsible for any unpaid portion of their accounts and for any other obligations to the Region. At no time will the amount refunded exceed the amount paid by the student.

All refunds shall be made according to this policy and schedule and in accordance with any applicable federal guidelines. Unless otherwise provided by federal guidelines, governing the return to Title IV Funds (Federal Financial Aid), the refund schedule shall not provide for a refund after the official 14th class day for the fall/spring semester or equivalent for the summer session, or alternative sessions.

Refunds will be subject to an administrative fee of \$15 per refund transaction (regardless of the number of credit hours dropped or upon withdrawal from the college).

Refunds, when due, will be made within 30 days of (1) the withdrawal date as documented on the Drop/Add/Withdrawal form or (2) the date the institution determines the student has withdrawn.

The following fees are not refundable: Academic Excellence Fee, Operational Fee, and Technology Fee (if assessed).

If the College cancels a class, then 100% of all tuition and fees paid will be refunded and an administrative fee will not be assessed.

In accordance with the Council on Occupational Education requirements, students who have not visited the school facility prior to enrollment can withdraw within three days following either attendance at an orientation or a tour of the school facilities and receive a full refund of all tuition and fees paid.

Tuition, fees, and other charges relating to Continuing Education and Business and Industry Training are not refundable unless the training course is canceled by the College.

Refund of tuition and fees for the fall and spring semesters is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

Prior to the 1 st day of class	100%
1 st – 4 th instructional day of the semester	75%
5 th – 10 th instructional day of the semester	50%
11 th – 14 th instructional day of the semester	25%
After the 14 th instructional day of the semester	None

Refund of tuition and fees for the summer term is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

Prior to the 1 st day of class	100%
1 st – 2 nd instructional day of the semester	75%
3 rd – 5 th instructional day of the semester	50%
6 th – 7 th instructional day of the semester	25%
After the 7 th instructional day of the semester	None

Procedures for Receiving Refund of Tuition

Students can expedite the handling of tuition refunds by completing forms in the Student Affairs Office/Administrative Office of each campus. After completion and approval of the necessary forms, a check will be requested from the Louisiana Community and Technical College System in Baton Rouge and will be mailed to the student's residence within 30 working days.

Indebtedness to the College

Students who do not meet their financial obligations as scheduled are not permitted to continue attending classes. The campus will not release information or perform other tasks requested for student data unless the student's financial account is paid in full and the student is in good standing.

Financial Aid

NELTC campuses work closely with all applicants and students in offering financial assistance for costs related to occupational training. The Student Affairs Office/Financial Aid Office will provide information on these sources, but it is the responsibility of the applicant or student to make application and provide necessary documentation to establish eligibility with each financial aid source. The campuses work with financial aid agencies, providing records of student attendance and progress as required by programs.

Brief descriptions of financial aid sources follow. More details can be obtained through the Financial Aid Office on each campus or the sponsoring agency.

Pell Grant

The Pell Grant Program is a federal aid program designed to provide financial assistance to students attending post-secondary educational institutions. Pell Grants are intended to be the "floor" of a financial aid package and may be combined with other forms of aid in order to meet the full costs of education. The amount of the student's Pell Grant is determined on the basis of her/his financial resources. It is a grant, not a loan. Attendance and satisfactory progress of the student are monitored. Students must meet obligations to maintain the grant award. WIA recipients, as well as other financial aid program recipients, must apply for a Pell Grant. Pell Grant applications are available at each campus. Applicants may also apply online at www.fafsa.ed.gov.

Workforce Investment Act (WIA)

WIA is a federal aid program that assists students with costs of training. Costs of tuition, fees, books, and supplies may be covered through WIA. Eligible participants may also be reimbursed for transportation costs. Eligibility is determined by WIA personnel in each campus locale and is based on financial resources. Funds may also be available through WIA for dislocated workers and qualified youth. Students should apply directly with their local WIA office.

Strategies To Empower People (STEP)

STEP is a federal aid program that assists parent participants by providing funds for tuition, books, childcare, and transportation. Each campus works closely with its local Office of Family Support (OFS), which refers qualified participants. Participants must have at least one child 18 years of age or younger and must meet specified financial eligibility requirements. STEP participants must apply for the Pell Grant if entering a program that is eligible.

Tuition Opportunity for Students (TOPS) TECH

The TOPS Tech Award is available to outstanding Louisiana high school graduates pursuing skills or occupational training at NELTC. Eligible students must have completed the high school required core curriculum, as well as meeting required scores on the ACT test. The award covers tuition costs for up to two years at NELTC. The Louisiana Office of Student Financial Assistance (LOSFA) determines eligibility. Students should contact the NELTC Financial Aid Office or their high school for complete details and published deadlines.

GO Grant

The GO Grant established by Louisiana in Fall 2007 is designed to supplement school costs not covered by the Pell grant. Applicants must be Pell eligible and Louisiana residents. The grant is targeted toward first-time freshmen of any age or persons aged 25 or older who have not been enrolled in a postsecondary school for at least one academic year. Contact the Financial Aid Office for more information on eligibility.

Academic Competitiveness Grant (ACG)

The ACG Award is a grant available to certain first- and second-year students graduating from high school after January 1, 2006 and January 1, 2005 respectively. Applicants must be Pell eligible, be enrolled in a program of at least one year, and meet other established criteria. Contact the Financial Aid Office for more information.

LEAP

LEAP awards are offered by the state to technical college students. Recipients must be Louisiana residents and Pell eligible. Other requirements, such as grades, will be reviewed by the Financial Aid Office. The LEAP award is not a loan; these awards are limited and may not be available on each campus.

Louisiana Rehabilitation Services

The state division of the Louisiana Rehabilitation Services (LRS) provides financial assistance to a person who has a physical, emotional, learning, or mental disability. To establish eligibility, the applicant should contact a counselor at LRS prior to enrollment. Tuition/fees, books, supplies, and transportation costs may be paid, depending on the needs of the individual. Applicants must also apply for the Pell Grant, if eligible and if entering a program that is Pell eligible.

National Guard

Eligible Guardsmen are exempt from tuition at NELTC campuses. The student must be presently serving in the Louisiana National Guard, be domiciled in Louisiana, be a registered voter, and be in "good standing" with the Guard at the time of and throughout enrollment. Applicants should contact the Financial Aid Office to submit the required documentation. Attendance and satisfactory progress are monitored. Campuses may require the student to repay "exempted" tuition if the Guardsman does not maintain satisfactory progress.

Veterans Education Benefits

Full-time preparatory programs are approved for Veterans Education Benefits. Interested applicants or students should contact their local VA officer to establish eligibility or apply online at www.gibill.va.gov. Approved students should work closely with the Campus Certifying Official to verify that their scheduled courses are approved for payment each semester. Students must contact the Campus Certifying Official upon any enrollment status changes.

Veterans Affairs Vocational Rehabilitation

Qualified veterans may receive vocational rehabilitation assistance through this office. Interested persons should contact

Social Security

Dependent children of disabled or deceased workers covered by Social Security may be eligible to receive benefits while attending school as full-time students. Students should contact the local Social Security Office for determination of eligibility.

Trade Adjustment Assistance (TAA)

The Office of Employment Security may be contacted for more detailed information on assistance available to qualified persons. Some dislocated workers may qualify for TAA, if their unemployment is related to specified criteria.

YouthBuild Delta

YouthBuild Delta is a comprehensive job training, education, and leadership development program for low-income adults, ages 16-24, who have dropped out of school. Students may work toward a GED while being trained in skill areas. This program serves young adults in the parishes of East Carroll and Madison and may cover expenses, such as tuition/fees, books, and supplies. Interested applicants should contact the NELTC Tallulah Campus for more information.

Motivational Educational Training (MET)

MET provides funding services to qualified migrant and full-time farm workers and their dependents. The Financial Aid Office on each campus should be contacted for program availability as this may vary by campus.

High School Financial Assistance

- Board of Regents – Early Start

The Board of Regents Early Start program provides opportunity for secondary students to enroll in technical college courses. The award is based on the number of credit hours scheduled with a maximum of \$300 per semester awarded. High school juniors and seniors must meet specified qualifications, as well as enter high-demand programs. Interested persons should check with the high school counselor or the NELTC Student Affairs Office.

- Dual Enrollment Initiative

Eligible secondary students may receive assistance through the Board of Regents Dual Enrollment Initiative to assist with the cost of tuition/fees, books, and other costs. Qualified juniors and seniors entering Work Skills courses and meeting specified criteria may receive assistance. Interested persons should check with the high school counselor or the NELTC Student Affairs Office for more information.

Northeast Louisiana Technical College



Student Life

Dr. Luke Robins
Interim Regional

NELTC Bastrop Branch
Campus
NELTC North Central
Branch Campus
NELTC Northeast
Louisiana Branch
Campus
NELTC Ruston Branch
Campus
NELTC Bastrop Airport
Extension Campus

NELTC Delta Ouachita Campus
Regional Technical Education Center
609 Vocational Parkway
West Monroe, LA 71292
Ph. 318-397-6100
www.myneltc.edu

STUDENT LIFE

I.D. Cards

All students, faculty, and staff are issued ID cards. The cost of the initial ID and any replacement fees may vary by campus. ID pictures are scheduled during Freshman Orientation or with the Administrative Office. In addition to school attendance verification, cards are often used for discounts at area businesses.

Visitors

Visitors are welcome, and they are invited to visit the college at any time; however, they are required to sign in first at the Administrative Office. Those wishing to enroll in the college are allowed to go as far as the Administrative Office without a visitor's pass. A visitor's pass will be issued allowing visits to other departments. This pass must be worn at all times while visiting in the building. Children are not allowed on campus except when accompanied by a parent. Visitors must adhere to college security policies.

Parking Permits and Restrictions

Some NELTC campuses may require that student vehicles parked on campus be registered. Permits are issued during Orientation class or by the program department head/instructor. Instructions will be given as to the placement of the decals.

Students are to observe the speed limits posted on campuses and to park in the areas designated for student parking. Students are asked to be considerate of others and to avoid blocking other vehicles. Students should not park in reserved or visitor spaces. Handicapped parking is provided for students with appropriate handicapped permits. Students should not park in driveways or exits. Keys should be taken from the ignition and doors locked before leaving a vehicle.

Student Conduct

Students are expected to conduct themselves at all times in a manner acceptable to standards prescribed by society and the college. The Campus Administrator is the final authority for handling discipline problems.

Each student is responsible for his/her own actions while in attendance at NELTC campuses. Students will be dropped or suspended from college for acts detrimental to the welfare of other individuals or the college. Class work and tests scheduled during the suspension period cannot be made up by the suspended student.

Reasons for suspension include, but are not limited to the following:

1. Insubordination such as being argumentative, demonstrating belligerent behavior, unwilling to submit to authority
2. Refusing to follow classroom policies
3. Violation of Weapons Policy and Drug Policy, including alcohol
4. Cheating on any papers, tests, or assignments and/or fraudulent activities involving the college's entrance exam or other tests and/or admission documentation procedures

5. Failure to perform assigned tasks
6. Abuse of tools and equipment or destroying college property
7. The use of profanity or vulgar language
8. Smoking, eating, or drinking in areas that are not designated for such
9. Stealing
10. Being disrespectful to instructors, other personnel, or fellow students
11. Speeding and reckless driving of motor vehicles in the parking lots
12. Parking in unauthorized areas
13. Use of cell phones, beepers, MP3 players, and other such devices during class
14. Playing loud music in vehicles on campus
15. Using the Internet for purposes other than educational research or class assignments

Dress/Grooming

NELTC campuses conduct training programs to prepare individuals for employment. Employers from business and industry consider neat appearance and good personal hygiene prerequisites for employment. All students must wear clothing that is appropriate for the occupations in which they receive training. Personal hygiene should be a daily practice. Dress codes for shop areas are to be consistent with safety standards.

Specific instructions concerning attire will be provided to each student during the program orientation. For the first offense, the student will be sent to his/her Program instructor. The Program Instructor will decide what corrective action is needed. For repeated offenses, the student may be suspended from classes.

Shorts are not permitted in designated shop areas. Muscle shirts, tube tops, halters, or other similar items of clothing are not permitted. Distracting clothing items, as well as shirts with obscene or questionable printing on them, will not be permitted. This includes miniskirts, short shorts, and/or see-through clothing. The instructor for each department will determine the appropriateness of items. Hair must be groomed to ensure safety. Work and vision should not be hindered at any time.

Safety glasses are required in all hazardous areas.

Faculty and staff are expected to set an example with dress consistent with their job assignments.

Campus Security/Crime on Campus

The following policies have been adopted to comply with the requirements of the Campus Security Act (PL 101-542) and Crime on Campus:

1. The college does not have campus security personnel; however, some of the campuses' internal security systems are linked to local law enforcement agencies, and they are immediately notified of any illegal entry.
2. In the event that students, faculty, or staff members witness or discover a criminal/illegal activity, they should first notify the administration, who will then contact local law enforcement authorities. A report will be written and maintained on file.
3. Records shall also be maintained of any illegal acts that occur during any off-campus, college-sponsored activities.

4. NELTC is a drug-free workplace and offers drug and alcohol counseling information to students and staff.

Weapons Policy

Carrying a firearm or dangerous weapon as defined in R.S. 14:2 by a student or non-student on college property, at a college-sponsored function, or in a firearm-free zone is unlawful. The law is defined as "possession of any firearm or dangerous weapon on one's person, at any time while on a school campus, on school transportation, or at any school-sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of any school campus." This campus enforces this law.

Hazing Policy

The LCTCS Board is committed to providing a positive academic and social environment for all students. In accordance with the purpose of the Louisiana Community and Technical College System and Louisiana R.S. 17:1801, hazing in any form is prohibited at the System colleges.

- A. No student or student organization shall employ a program of student initiation/pledge education or social events that include "hazing."
- B. Hazing shall be defined as:
 - Any action taken or situation created, whether on or off college property, which has a potential for causing physical injuries or mental anguish to the individual; and
 - Kidnapping, paddling, slapping, branding, burning with cigarette, or any such activities which are life-threatening or are intended to hurt or physically or mentally humiliate the individual.
- C. Hazing may include but is not limited to the following activities when these activities are life-threatening or are intended to hurt or physically or mentally humiliate the individual:
 - Physical exercise, scavenger hunts, road trips, any activity resulting in excessive fatigue, physical or psychological shocks;
 - Wearing apparel that is uncomfortable to the individual or, if worn publicly, is conspicuous or not normally in good taste.
 - Engaging in public stunts or buffoonery, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or nonalcoholic) that is distasteful or designed to provoke nausea or inebriation.
 - Any form of verbal harassment, any action or situation that subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;
 - Any activities that interfere with the student's scholastic responsibilities; and
 - The use of obscenities and vulgarities in dress, language, or action.
- D. It shall be the duty of all current and potential student organization members to report immediately, in writing, any violation of this policy to the appropriate institution administrator. Any violation of this policy shall be investigated and appropriate disciplinary action taken. Officers and members of student organizations are expected to know and abide by all conduct regulations for student organizations.

Housekeeping

NELTC facilities are public property owned by the State of Louisiana. It is the responsibility of each student to take care of this property. A maintenance person is employed to maintain the building, but it is necessary for each student to take part in "housekeeping." Students should pick up their own trash and dispose of it properly. This includes classrooms, shop areas, student lounge areas, restrooms, and outside areas of the campuses. Student should take pride in the appearance of each campus.

Housekeeping, closely related to safety, is part of each student's training. Cleanup time is incorporated into the daily routine for each program. All students are required to participate in this cleanup.

Live-Work Policy

Live work is defined as repair jobs brought into the program by authorized providers and used for the purpose of training students in on-the-job skills. Live work experiences will be used to enhance the technical training provided to students attending the NELTC campuses if such work meets ALL of the following criteria:

1. Such work must be within the parameters of the curriculum and objectives for the course(s) in which the student is enrolled.
2. At no time will this type of work experience interfere with the normal progression of instruction as outlined in the course curriculum.
3. Work must be limited to property of students, school employees, civic enterprises, and non-profit charitable organizations.
4. Work must be performed by the students enrolled in the program.
5. A Live Work Request form must be signed by the property owner and approved by the program instructor AND the administration BEFORE the work begins.
6. All materials and supplies for the work to be performed will be borne by the person receiving the service or by the owner.
7. Live work projects performed off campus are limited to work for non-profit groups or agencies and must be approved by the administration.

Food Services

Vending machines and/or concession areas are available on each campus for student use. These machines are the responsibility of local vending services; however, students should report problems to the Administrative Office.

Some campuses may have a designated student area for use of appliances, such as microwave ovens and refrigerators. It is the student's responsibility to clean up after use and to show consideration to others.

Food, cold drinks, and other refreshments are to be consumed in the Student Lounge or appropriate designated building areas. No food or drinks are permitted in the classrooms, laboratories, or shop areas without the permission of the instructor. Students should dispose of food products in the trash receptacles.

Telephones

Students will not be called out of class, unless an emergency, to answer the phone. Family and friends should be informed of this policy and be prepared to divulge the nature of the emergency when calling. Messages may be taken or posted for students in designated campus areas.

Search and Seizure

Lockers and desks are the property of NELTC campuses and are loaned to students for the purpose of assisting them in attaining an education. As the property of the college, they are subject to search for contraband at any time, upon the reasonable belief of the Campus Administrators that said lockers and desks may contain material that is not allowed on the college campus. Having a toolbox and operating a motor vehicle on campus are privileges granted to students. The granting of these privileges is conditioned upon the agreement that these articles may be searched by the college administration if the student is suspected of having contraband materials such as weapons, illegal substances or drugs, alcoholic beverages, or other similar material. Local law enforcement authorities may be included in this process if the Campus Administrator or designee determines a need for such involvement.

Class Requirements

All students are required to attend all scheduled classes. Students are expected to be on time and prepared to start promptly with all necessary books, supplies, tools, equipment, and uniforms required for the program. Students may be dismissed from class and marked absent for not having required materials.

Smoking

It is the policy of the Louisiana Community and Technical College System to provide students, faculty, staff, and visitors with a tobacco smoke-free environment within its vehicles and facilities. Therefore, NELTC campuses are nonsmoking facilities. However, the LCTCS does not otherwise prohibit the smoking of tobacco by its students and employees and does not discriminate against tobacco smokers in employment or conditions of employment (R.S.40:1300.24 and R.S. 23:966).

As a result of the above-mentioned policies, smoking is prohibited within all LCTCS facilities and vehicles. Smokers may smoke outside in designated areas. Safety is emphasized in the disposal of cigarettes.

Substance Abuse and Drug-Free School Policy

NELTC campuses strictly adhere to the drug-free workplace policy. Campuses assume that entering students have developed mature behavior patterns, positive attitudes, and acceptable conduct conducive to the college environment. Campuses are committed to maintaining a safe and healthy institution free from the influence of substance abuse. As a result, campuses and facilities have been designated Drug/Alcohol-Free Zones. In addition, campuses comply with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Institute and Communities Act Amendment of 1989.

As part of the drug-free awareness program, the Student Affairs Office maintains resources which are available for student use and employee use.

New students are given the following information:

- Campus policy of maintaining a drug-free workplace and campus;
- Statement that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on campus property or as part of any of its activities;
- Description of health risks associated with the use of illicit rugs and the abuse of alcohol;
- Listing of area rehabilitation, treatment, and counseling services;
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of student status, and referral for prosecution, for violations of the standards of conduct; and
- A signature statement that is kept in each student's file.

Human Resources Policy Regarding Harassment

Harassment, including sexual harassment, is prohibited by the Equal Opportunity Commission, the Office for Civil Rights and state regulations. Therefore, it is the policy of LCTCS that unlawful harassment of employees and students is prohibited.

Harassment

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

Harassment - Sexual

By definition, sexual harassment is any unsolicited, non-reciprocal behavior that emphasizes and individual's sexuality over her/his functions as a worker. On campuses, the potential of sexual harassment exists among students, faculty, and staff. It is the objectives of NELTC to establish and enforce policies that build a work site where all employees and students are treated fairly and can perform job assignments in a non-threatening environment.

All training programs are open to members of either sex without regard to the traditional sexual identification associated with the occupation. Students are encouraged to consider enrollment in non-traditional training programs.

Any individual who feels that he/she has reason to file a charge of sexual harassment against another member of the college community should meet with the Campus Administrator within seven (7) days of the occurrence of the incident and receive the Human Resources Policy regarding harassment. Sexual harassment complaints will be processed in accordance with the procedures outlined for grievances.

Grievance Procedures

General Provision

NELTC campuses are in compliance with NELTC Policy Number SA1930.223 Grievance Policy which establishes guidelines and standards for student grievances not involving an academic or grade appeal or financial appeal; refund appeals; admission appeals and other matters within the jurisdiction of other committees of the college. The policy reflects the College's commitment to the principles, goals, and ideals described in the Technical College Mission Statement and its core values.

Any enrolled student has the right to file a grievance when he/she feels unjustly or improperly treated by the College or another student. The process set out here is not intended to initiate disciplinary action against a member of the faculty, staff, or administration or to alter College policy. In cases involving sexual harassment, discrimination on the basis of race, sex, creed, color, religion, sexual orientation, national origin, age, marital status, pregnancy, veteran's status, or disabling condition, etc., the Campus Administrator shall be responsible for receiving complaints.

Process

- Investigation of the complaint by the Campus Administrator;
- Review by an impartial grievance/hearing committee if warranted;
- An opportunity to present evidence both documentary and testimonial and to present evidence to the contrary;
- The right of the student to be counseled during the proceedings at the student's expense;
- A summary record of the hearing, to be kept by the campus for a period of three years subject to provision of existing privacy and disclosure laws;
- A written recommendation by the hearing committee upon conclusion of the hearing;
- Right of appeal.

Mediation Procedures

Unless the respondent is a faculty member in whose class the student is currently enrolled, a student who wishes to make a complaint under these procedures must within ten (10) days of the alleged *either*:

- Request an appointment with the Campus Administrator of the campus on which the alleged incident occurred; or
- Complete a *Student Incident Report* and provide that report to the Administrator of the campus on which the alleged incident occurred.
- Within five (5) days of the student requesting an appointment of the Campus Administrator receiving a completed *Student Incident Report*, the Administrator meets with the complainant to discuss the alleged incident.

If, in the opinion of the Campus Administrator, no violation of college policy has occurred, the Campus Administrator will inform the student and make a written record of the discussion he/she had with the complainant. The complainant may accept the decision of the Campus Administrator or file a formal grievance.

If the Campus Administrator finds that a violation of college policy may have occurred, the Dean will offer to:

Hold a *Mediation Conference* during which the complainant has an opportunity to discuss his/her complaint with the respondent, the respondent's supervisor, and the Campus Administrator. (The Campus Administrator may serve as both the supervisor and mediator.) Or; Investigate the alleged incident and provide feedback to the complainant without holding a mediation conference;

If the incident is deemed to be a potentially serious violation of college policy; provide the student with a *Student Grievance Form*; encourage the student to complete and return the form within five (5) working days; and forward it to the appropriate grievance committee.

Note: If, at the time of the alleged incident, the respondent is a faculty member in whose class the student is enrolled, the complainant has until ten (10) days following the official end of that semester to provide a completed *Student Incident Report* to the Dean of Instruction/Dean of Student Affairs to discuss the incident.

Mediation Conference

A mediation conference provides an opportunity for the complainant, respondent, respondent's supervisor, and Campus Administrator to discuss and attempt to resolve the alleged incident without a grievance hearing. When the Campus Administrator has found that a violation might have occurred and the respondent has accepted the offer of a mediation conference, the Campus Administrator establishes a day, time, and location for the conference. She/he notifies in writing, the complainant, respondent, and respondent's supervisor of the day, time, and location of the conference. In addition, the Campus Administrator provides the respondent and her/his supervisor with a copy of the *Student Incident Report*, completed by the complainant, five (5) days prior to the mediation conference.

If the respondent chooses not to attend the mediation conference, the Campus Administrator provides the student with a *Student Grievance Form* encourages the student to complete and return the form within five (5) days, and forwards it to the appropriate grievance committee. If the respondent chooses to attend the mediation conference and chooses to respond in writing, the respondent uses the *Response to Student Incident Report*. If the respondent chooses to attend the mediation conference and the complaint is resolved to the satisfaction of the complainant, the Campus Administrator notes the outcome in the files and so notifies the Dean of Instruction/Student Affairs. If during the mediation conference, the complaint cannot be resolved to the satisfaction of the complainant, the Campus Administrator informs the complainant that he/she has the option of filing a formal grievance.

Mediation without a Conference

In these situations, the complainant must complete the *Student Incident Report*, and the respondent is encouraged to complete the *Response to Student Incident Report*.

If the complaint cannot be resolved to the satisfaction of the complainant, the Campus Administrator informs the complainant that she/he has the option of filing a formal grievance following.

Grievances

The Campus Administrator has found a serious violation of college policy might have occurred;
Or if the complainant has chosen to bypass mediation;
Or if the respondent has chosen not to attend a scheduled mediation conference;
Or if a complainant is not satisfied with the outcome of a mediation conference;
And if the complainant has complete and returned a *Student Grievance Form* within five (1) days to the Dean of Instruction/Student Affairs;

The grievance is then referred to the campus grievance committee of the campus on which the alleged incident occurred. Incidents that occur off campus are referred to the grievance committee of the campus where the complainant is enrolled. Prior to forwarding the *Student Grievance Form* to the campus grievance committee of the campus on which the alleged incident occurred, the Campus Administrator attempt to gather any information relevant to the alleged violation of college policy. Together with the *Student Incident Report* (if any) and the *Student Grievance Form* the Campus Administrator forwards this information to the committee. This information might include: Notes from interviews the Campus Administrator conducted with the complainant, respondent, respondent's supervisor, or witnesses (if any); A brief summary of other grievances or incidents, on file, found to have merit*, against the respondent (if any); A brief summary of any on-file administrative charges of similar behavior, found to have merit*, against the respondent (if any); If the respondent chooses to provide it, his/her written response the *Response to Student Grievance Form* and any accompanying documentation.

**Note: Only grievances, incidents, and charges which were (at the time of the incident or incident report) discussed by the respondent's supervisor or Campus Administrator with the respondent and which ere either acknowledged to have happened by the respondent or found to have occurred through the grievance process may be given to the committee. Cases where the grievance is not settled at the institutional level may be reported to NELTC's accrediting agency (COE) whose address and telephone number are provided below.*

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
www.council.org

Students With Disabilities

NELTC actively recruits prospective qualified students, including those with disabilities. Title I and Title II of the Americans with Disabilities Act are strictly adhered to; and the campus will make available auxiliary aids and services as well as reasonable alterations in facilities, policies, and practices in order that qualified individuals with disabilities may have access to both employment and training.

Career Information Services

The college has information available to assist applicants and students with other college/university program offerings, employment information, and career assessment.

A computer program is available for applicants and students to research careers and to assess interests and aptitudes. The Internet is also available to assist with career and employment information.

Media Services

Computers may be available for student use in computer labs. On some campuses, students must sign a computer-use policy. Students should have taken a computer literacy course before using the computer labs. If eligible, students may use computer labs during scheduled classes, during posted usage hours, or at other times with permission of their department head.

Internet Use Policy

Access to the Internet is given as a privilege to students/faculty/staff at NELTC campuses for educational purposes only. Users are responsible for good behavior on the Internet just as they are in the college building. General college rules for behavior and communications apply. Students will acquire permission from their teacher/supervisor before accessing the Internet for any purpose other than class assignments.

The following is prohibited:

- Sending, receiving, or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, printers, or computer networks
- Violating copyright laws
- Using another's password or giving passwords to others
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Improper use of computers, printers, and/or other resources
- Using the Internet for accessing personal e-mail or playing games
- Downloading or installing any program(s) not approved by the instructor
- Altering computer configurations

Classroom teachers/supervisors may add to the above rules. Any individual not following the Internet Use Policy and general rules for safety will be subject to disciplinary consequences of the college. This could include loss of Internet privileges or possible suspension.

Job Placement

Job placement services are available to assist graduates and those students who possess marketable skills in locating employment in the occupational field that they have been trained.

When employment is secured, students should contact the Student Affairs Office and/or the program instructor with their job information.

Follow-Up of Students

The governing board mandates that technical colleges perform routine follow-up on all students. This data is used to indicate the success of the program and the employment success of its students. For this reason, former students of NELTC campuses are asked to complete a questionnaire periodically about their employment. Employers are also sent a questionnaire requesting an evaluation of the employee's skills. It is very important for former students and employers to assist the college by returning the completed questionnaire.

Student Organizations

NELTC provides opportunities for students to engage in activities outside of the classroom for further development of their educational purpose. The following student organizations are recognized.

Student Government Association (SGA)

SGA provides vital co-curricular activities to enhance individual student development, promote social and recreational activities, promote participation in self-government, and promote the high standard of education at NELTC. This organization seeks students' opinions and encourages constructive input from the student body in matters pertaining to student welfare and student activities. The SGA also raises funds and volunteers its time to many community activities.

The election of officers and program senators held annually. The student government has faculty advisors to assist in the association's activities. Officers receive a tuition exemption in exchange for performing duties and responsibilities associated with their respective offices. Each campus of NELTC has an active SGA.

SkillsUSA (formerly known as Vocational Industrial Clubs of America- VICA)

SkillsUSA is a national nonprofit organization serving students who are preparing for careers in trade, technical and skilled occupations, including health occupations. SkillsUSA is a partnership of students, teachers, and industry representatives working together to ensure America has a skilled workforce and to help each student excel. This organization is located on the NELTC-Tallulah Campus.

Phi Beta Lambda (PBL)

A national association, Phi Beta Lambda's mission is to bring business and education together in a positive working relationship through innovative leadership development programs. Proven results of PBL membership are leadership, self-confidence, competitive abilities, good

citizenship, and business proficiencies. This organization is located on the NELTC-Tallulah Campus.

Policies & Procedures

The following are Instruction and Student Affairs Policies and Procedures adopted by The Northeast Louisiana Technical College (For additional policies, please refer to the Louisiana Community and Technical College System policies.)

All current policies will remain in effect and should continue to be adhered to. The policies will be under review and advisement by the LCTCS Board of Supervisors on a go forward basis. Please continue to monitor and review the NELTC site, www.myneltc.edu, for updates and changes to current policies.

Northeast Louisiana Technical College



Health and Safety

Dr. Luke Robins
Interim Regional

NELTC Bastrop Branch
Campus
NELTC North Central
Branch Campus
NELTC Northeast
Louisiana Branch
Campus
NELTC Ruston Branch
Campus
NELTC Bastrop Airport
Extension Campus

NELTC Delta Ouachita Campus
Regional Technical Education Center
609 Vocational Parkway
West Monroe, LA 71292
Ph. 318-397-6100
www.myneltc.edu

HEALTH AND SAFETY

Safety

In NELTC, the safety of students, personnel, and visitors is of great importance. The college assumes the primary role of providing a safe atmosphere in which to work and study. Students and employees should contribute to the safe atmosphere by assuming their own responsibility for safety.

While it is the college's objective to train for skill and speed, safety shall not be sacrificed for speed or shortcuts.

Accident Prevention. Every attempt shall be made to reduce the possibility of accidents; therefore, the teaching of safe practices is integrated into program curriculums. It is the intent of NELTC to comply with safety laws and applicable standards mandated by Louisiana, OSHA, and manufacturers of equipment used in instruction.

Injuries. Students should be alert to prevent injury to themselves or others. Students should not damage equipment, tools, or buildings. All safety practices shall be followed at all times in the operation of equipment. Instructors will provide specific rules for each program. Students should not attempt to operate machines or equipment on which they have not received instruction from the instructor. Students may work in the shop areas only when an instructor is present. Visiting from shop to shop is not permitted.

Minor Illnesses and accidents. In case of minor illness or minor accidents, students should first inform the instructor. Appropriate first-aid treatment will be provided. If necessary, the college will telephone an emergency contact to pick up the student. No emergency or sick room is maintained at the college. A first-aid kit is located in each department and in the administrative offices.

Serious Illnesses and accidents. In case of serious illnesses or accidents, an ambulance may be summoned. If possible, permission from the adult student or guardian of the minor student will be secured prior to summons for an ambulance. Personnel in charge at the time of illness or accident shall make such determination. All medical expenses are borne by the student.

The Safety Coordinator or Designee on each campus shall be consulted in all safety/accident situations.

Fire Drill Regulations

Fire drills will be conducted every quarter as a safety measure in carrying on activities at the college. The students on each campus will be informed of the specific procedure for the sounding of alarms, evacuation routes and other related instructions. Students should always exit in an orderly manner to a designated area away from the building and not block fire lanes.

In the event of a fire, the instructor and another student must assist a disabled student in exiting the building. (See the emergency plans posted for more details.)

Natural Disasters

Natural disasters might include events such as tornadoes, hurricanes, and flooding. It is assumed that sufficient notification will be given to execute the procedures defined in this section. If insufficient time does not allow orderly execution of procedures, emergency action must be taken by those aggressive personnel willing to take the role of responsible leadership with wisdom and common sense. It is, therefore, imperative that all students become very familiar with the general guidelines set forth herein so that they may be able to think clearly and act decisively and safely in the event of some unexpected natural disaster.

Any person or persons having knowledge of a tornado or violent storm or the potential of such in the vicinity of the college should notify the Campus Administrator or in his/her absence, a designee.

Upon receiving such notification, the Campus Administrator or his/her designee will initiate emergency procedures to sound alert signals. Instructors will direct students to a designated "safe place". Everyone is to sit on the floor and remain in the designated area until an "all clear" is given.

Civil Disorder

Doors, and gates, if applicable, will be closed and all perimeter fences (if any) monitored. Entry into the facility will be strictly controlled. Strict security of the facility will remain in effect until the emergency is over.

Bomb Threat

A bomb threat can be received by anyone. Every threat should be taken seriously. If a bomb threat is received by mail or message, record in writing the exact time and the type of threat. Notifying the college administrators is the first step; they will then attempt to get as much information as possible and call the police.

If an evacuation is necessary, it will be handled by college administrators.

1. Students will follow prescribed evacuation exit procedures for fire.
2. Students will not return to the buildings until the emergency is declared over by the Sheriff's Department or Police Department, at which time students will be advised by the Administrative staff to return to classes.

Natural Gas Leak

Any person or persons having knowledge of (smelling, hearing or seeing) a gas leak or the potential of such in the vicinity of the college should immediately notify the Campus Administrator or in his/her absence, a designee.

Upon receiving such notification, the Campus Administrator or his/her designee will investigate the situation, and notify the local gas company. If emergency evacuation is necessary, all students and personnel are to follow the instructions listed in campus the "Evacuation Plan" procedures.

Evacuation Plan

An evacuation may become necessary in the event of any occurrence that may threaten the safety of lives. Such occurrences may include, but are not limited to fires, gas leaks, storms, and drills. Never assume, when the alarm sounds, that the evacuation is a false alarm. The following safety procedures should be followed in case of an evacuation:

1. Instructors are designated to insure that all persons are successfully evacuated and shall assume the additional responsibility of escorting disabled individuals to safety.
2. Remain calm. Presence of mind is the key factor to a successful evacuation.
3. If a closed door is extremely hot to touch, seek another exit.
4. Immediately exit the classroom and building according to the posted evacuation route for your area.
5. If a smoke-filled room or hallway is encountered, get down on the floor and crawl toward the exit to avoid noxious or toxic gases as much as possible.
6. Upon exiting the building, get as far away as designated, a minimum of one hundred (100) feet. Stay with your group.
7. During this time, remain quiet and calm. DO NOT SMOKE in case there is a gas leak.
8. Do not reenter the building until authorized by an official of the college.

Inclement Weather Policy

Weather so severe as to endanger student safety or campus property may result in the college closing until conditions improve. Announcements as to school closure will be broadcast on local radio and television stations as directed by the Interim Regional Director.

Northeast Louisiana Technical College



NELTC Catalog of Course Offerings

Dr. Luke Robins
Interim Regional
President

NELTC Bastrop Branch
Campus
NELTC North Central
Branch Campus
NELTC Northeast
Louisiana Branch
Campus
NELTC Ruston Branch
Campus
NELTC Bastrop Airport
Extension Campus

NELTC Delta Ouachita Campus
Regional Technical Education Center
609 Vocational Parkway
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Ph. 318-397-6100
www.myneltc.edu

**NELTC
POSTSECONDARY PROGRAMS
SPRING 2008**

LEVELS OF COURSE OFFERINGS:

AAS – Associate of Applied Science

TD - Technical Diploma

CTS – Certificate of Technical Studies

TCA – Technical Competency Area

PROGRAM	DO	BA	AE	NC	NE	RU	TL	MS
ACCOUNTING TECHNOLOGY (AAS)					AAS	AAS	AAS	AAS
ACCOUNTING TECHNOLOGY (TD)				TD	TD	TD	TD	TD
AIR CONDITIONING AND REFRIGERATION – RESIDENTIAL TECH	AAS							
AUTOMOTIVE TECHNOLOGY	TD						TD	TD
BARBER-STYLING	TD							
BIOMEDICAL EQUIPMENT TECHNOLOGY	CTS		CTS					
CARE AND DEVELOPMENT OF YOUNG CHILDREN	TD				TD			
CARPENTRY		TD						
COMMERCIAL VEHICLE OPERATIONS	TCA							
COMPUTER SPECIALIST (APPLICATIONS) AAS	AAS				AAS			
COMPUTER SPECIALIST (APPLICATIONS) TD	TD		TD	TD	TD	TD		
DIESEL POWERED EQUIPMENT TECHNOLOGY							TD	
DRAFTING AND DESIGN TECHNOLOGY	AAS							
ELECTRICIAN – INDUSTRIAL	TD							
EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	TCA				TD			
ICT: COMPUTER/NETWORKING SUPPORT AAS	AAS				AAS		AAS	AAS
ICT: COMPUTER/NETWORKING SUPPORT TD	TD				TD		TD	TD
INDUSTRIAL ELECTRONICS TECHNOLOGY	AAS		TD					
INDUSTRIAL INSTRUMENTATION TECHNOLOGY	AAS		CTS					
INDUSTRIAL MAINTENANCE TECHNOLOGY	TD					TD		
MEDICAL OFFICE ASSISTANT	CTS			CTS	CTS		CTS	CTS

NURSE ASSISTANT	TCA	TCA		TCA	TCA	TCA	TCA	TCA
OFFICE SYSTEMS TECHNOLOGY AAS	AAS				AAS	AAS	AAS	AAS
OFFICE SYSTEMS TECHNOLOGY TD	TD		TD	TD	TD	TD	TD	TD
PATIENT CARE TECHNICIAN				CTS				
PRACTICAL NURSING	TD	TD		TD	TD	TD	TD	TD
WELDING	TD		TD	TD	TD	TD	TD	TD
SUPPORT: DEVELOPMENTAL STUDIES, ALLIED HEALTH, WORKKEYS	X	X	X	X	X	X	X	X
GENERAL EDUCATION (TRANSFERRABLE/NONTRANSFERRABLE)	X	X	X	X	X	X	X	X

Revised September 2009

Accounting Technology

Program Type: Associate of Applied Science (AAS)
 Program Length: AAS = 75 Credit Hours/1410 Clock Hours

Program Description

This program prepares individuals to provide technical support to professional accountants and other management personnel. It includes instruction in general accounting principles and practices, posting transactions to accounts, record-keeping systems, and accounting software operation.

Accounting Technology Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>ACCT1100</u>	PRINCIPLES OF ACCOUNTING, PART I	3	75
<u>ENGL1030</u>	BUSINESS ENGLISH	3	45
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
<u>KYBD1000</u>	BASIC KEYBOARDING	2	45
<u>KYBD1110</u>	INTRODUCTION TO KEYBOARDING	3	75
<u>OSYS1250</u>	BUSINESS CALCULATORS	2	45
	TCA - General Accounting Clerk	16	345
<u>ACCT1200</u>	PRINCIPLES OF ACCOUNTING, PART II	3	75
<u>MATH1050</u>	BUSINESS MATH	3	45
<u>ENGL1040</u>	BUSINESS COMPOSITION	3	45
<u>ISYS1450</u>	BASIC WORD PROCESSING	3	75
<u>CPTR1300</u>	INTRODUCTION TO SPREADSHEETS	3	60
	CTS - Account Clerk	31	645
<u>ACCT1300</u>	INTERMEDIATE ACCOUNTING	3	75
<u>CPTR1310</u>	INTRODUCTION TO DATABASE MANAGEMENT	3	60
<u>ENGL1050</u>	BUSINESS CORRESPONDENCE	3	45
<u>ACCT1250</u>	PAYROLL ACCOUNTING	3	45
<u>CPTR2640</u>	ADVANCED SPREADSHEET APPLICATIONS	3	60
<u>ACCT1400</u>	ADVANCED ACCOUNTING	3	75
<u>ACCT1500</u>	COMPUTERIZED ACCOUNTING	3	60
<u>OSYS2530</u>	OFFICE PROCEDURES	3	45
<u>JOBS2450</u>	JOB SEEKING SKILLS	2	30
	Approved Electives (Minimum)	3	45
	TD - Accounting Technology	60	1185
	Transferable General Education Courses Required for AAS		
<u>ENGL1015</u>	ENGLISH COMPOSITION I	3	45
<u>MATH1015</u>	COLLEGE ALGEBRA	3	45
<u>PSYC2015</u>	INTRODUCTION TO PSYCHOLOGY	3	45
<u>PHSC1015</u>	PHYSICAL SCIENCE I	3	45
<u>SPCH1015</u>	INTRODUCTION TO PUBLIC SPEAKING	3	45
	AAS - Accounting Technology	75	1410
	Electives		
<u>ACCT1600</u>	ADVANCED ACCOUNTING II	3	75
<u>BUSI1000</u>	BUSINESS LAW	3	45
<u>OSYS1100</u>	RECORDS MANAGEMENT	3	45
<u>ISYS1400</u>	WINDOWS APPLICATIONS, PART I	3	45
<u>ISYS1410</u>	WINDOWS APPLICATIONS, PART II	3	45
<u>ISYS1420</u>	WINDOWS APPLICATIONS, PART III	3	75
<u>ISYS1430</u>	WINDOWS APPLICATIONS, PART IV	3	75

OR Choose approved Coursework from the following curriculums:

- Accounting Technology
- Computer Specialist - Applications
- ICT: Computer/Networking Support
- ICT: Computer Network Specialist
- Office System Technology

OR Any approved course by the academic advisor

	Optional Elective		
CSRV1000	CUSTOMER SERVICE	3	45
	The following courses may not be substituted for the above course requirements		
ACCT2991	SPECIAL PROJECTS I	1	30
ACCT2993	SPECIAL PROJECTS II	2	60
ACCT2995	SPECIAL PROJECTS III	3	90
ACCT2996	SPECIAL PROJECTS IV	3	45
ACCT2997	PRACTICUM	3	135
ACCT2999	COOPERATIVE EDUCATION	3	135

Air Conditioning and Refrigeration

Program Type: Associate of Applied Science (AAS)

Program Length: 60 credit hours/1635 clock hours

Residential Air Conditioning and Refrigeration Technician: 51 credit hours/1530 clock hours

Commercial Air Conditioning and Refrigeration Technician: 45 credit hours/1410 clock hours

Commercial Refrigeration Technician: 45 credit hours/1410 clock hours

Program Description

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of heating, air conditioning, and refrigeration.

The Air Conditioning and Refrigeration program prepares individuals to install, diagnose, repair, and maintain the operating condition of domestic, residential, and commercial heating air conditioning, and refrigeration systems.

Air Conditioning and Refrigeration Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
<u>HACR1150</u>	HVAC INTRODUCTION	3	90
<u>HACR1160</u>	PRINCIPLES OF REFRIGERATION I	3	90
<u>HACR1170</u>	PRINCIPLES OF REFRIGERATION II	4	150
	TCA - Helper I	13	390
<u>HACR1210</u>	ELECTRICAL FUNDAMENTALS	3	90
<u>HACR1220</u>	ELECTRICAL COMPONENTS	3	90
<u>HACR1230</u>	ELECTRIC MOTORS	3	90
<u>HACR1240</u>	APPLIED ELECTRICITY AND TROUBLESHOOTING	3	90
	CTS - Helper II	25	750
<u>HACR1410</u>	DOMESTIC REFRIGERATION	3	90
<u>HACR1420</u>	ROOM AIR CONDITIONERS	3	90
	CTS - Domestic A/C & Refrigeration Technician	31	930
<u>JOBS2450</u>	JOB SEEKING SKILLS	2	30
<u>HACR2510</u>	RESIDENTIAL CENTRAL AIR CONDITIONING I	3	90
<u>HACR2520</u>	RESIDENTIAL CENTRAL AIR CONDITIONING II	3	105
<u>HACR2530</u>	RESIDENTIAL SYSTEM DESIGN	3	90
<u>HACR2540</u>	RESIDENTIAL HEATING I	3	105
<u>HACR2550</u>	RESIDENTIAL HEATING II	3	90
<u>HACR2560</u>	RESIDENTIAL HEAT PUMPS	3	90
	Successful completion of TCA Helper I, CTS Helper II, & CTS Domestic A/C Refrig Tech. In addition, successful completion of above seven courses		
	TD - Residential A/C & Refrigeration Technician	51	1530
<u>HACR2810</u>	COMMERCIAL AIR CONDITIONING I	6	210
<u>HACR2820</u>	COMMERCIAL AIR CONDITIONING CONTROLS	6	210
<u>HACR2830</u>	COMMERCIAL AIR CONDITIONING II	6	210
	Successful Completion of TCA Helper I, CTS Helper II, JOBS2450, and the above three courses.		
	TD - Commercial Air Conditioning Technician	45	1410
<u>HACR2910</u>	COMMERCIAL REFRIGERATION I	6	210
<u>HACR2920</u>	COMMERCIAL REFRIGERATION CONTROLS	6	210
<u>HACR2930</u>	COMMERCIAL REFRIGERATION II	6	210
	Successful Completion of TCA Helper I, CTS Helper II, JOBS2450, and the above three courses.		
	TD - Commercial Refrigeration Technician	45	1410
<u>ENGL1015</u>	English Composition I	3	45
<u>MATH1015</u>	College Algebra	3	45
<u>PSYC2015</u>	Introduction to Psychology	3	45
<u>SPCH1015</u>	Introduction to Public Speaking	3	45
<u>PHSC1015</u>	Physical Science I	3	45
	AAS – Air Conditioning and Refrigeration Technology	60	1635
	Optional Elective		
<u>CSRV1000</u>	CUSTOMER SERVICE	3	45
	The following courses may not be substituted for the above course requirements		
<u>HACR2991</u>	SPECIAL PROJECTS I	1	30

<u>HACR2993</u>	SPECIAL PROJECTS II	2	60
<u>HACR2995</u>	SPECIAL PROJECTS III	3	90
<u>HACR2996</u>	SPECIAL PROJECTS IV	3	45
<u>HACR2997</u>	PRACTICUM	3	135
<u>HACR2999</u>	COOPERATIVE EDUCATION	3	135

Automotive Technology

Program Type: Technical Diploma (TD)
 Program Length: 60 Credit Hours/1185 Clock Hours

Program Description

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare individuals to engage in the servicing and maintenance of all types of automobiles at the entry level. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. Instruction in the diagnosis of malfunctions and the repair of engines; fuel, electrical, cooling, and brake systems; drive train; and suspension systems is included. The competencies in the automotive technology program are directly correlated with the knowledge required to prepare an individual for the certification test given by the National Institute for Automotive Service Excellence (ASE). The content is organized into competency-based courses of instruction that specify occupational competencies the individual must successfully complete according to the priorities for tasks established by the National Automotive Technicians Education Foundation (NATEF).

Automotive Technology Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>AUTO1100</u>	GENERAL ENGINE DIAGNOSIS AND REPAIR	2	60
<u>AUTO1110</u>	CYLINDER HEAD AND VALVE TRAIN DIAGNOSIS AND REPAIR	1	30
<u>AUTO1120</u>	ENGINE BLOCK ASSEMBLY DIAGNOSIS AND REPAIR	1	30
<u>AUTO1130</u>	LUBRICATION AND COOLING SYSTEM DIAGNOSIS AND REPAIR	1	30
	TCA - Engine Repair Technician	6	165
<u>AUTO1200</u>	GENERAL TRANSMISSION AND TRANSAXLE DIAGNOSIS	1	30
<u>AUTO1210</u>	TRANSMISSION AND TRANSAXLE MAINTENANCE	1	30
<u>AUTO1220</u>	IN VEHICLE REPAIR	1	30
<u>AUTO1230</u>	OFF-VEHICLE TRANSMISSION AND TRANSAXLE REPAIR I	1	30
<u>AUTO1240</u>	OFF-VEHICLE TRANSMISSION AND TRANSAXLE REPAIR II	1	30
	TCA - Automatic Transmission & Transaxle Technician	5	150
<u>AUTO1300</u>	DRIVE TRAIN AND CLUTCH DIAGNOSIS AND REPAIR	1	30
<u>AUTO1310</u>	TRANSMISSION AND TRANSAXLE DIAGNOSIS AND REPAIR	1	30
<u>AUTO1320</u>	DRIVE AND HALF SHAFT AND UNIVERSAL JOINT REPAIR	1	30
<u>AUTO1330</u>	DRIVE AXLE DIAGNOSIS AND REPAIR	1	30
<u>AUTO1340</u>	FOUR AND ALL-WHEEL DRIVE DIAGNOSIS AND REPAIR	1	30
	TCA - Manual Drive Train Technician	5	150
<u>AUTO1400</u>	GENERAL STEERING AND SUSPENSION DIAGNOSIS	1	30
<u>AUTO1410</u>	STEERING SYSTEM DIAGNOSIS AND REPAIR	1	30
<u>AUTO1420</u>	SUSPENSION SYSTEMS DIAGNOSIS AND REPAIR	1	30
<u>AUTO1430</u>	WHEEL ALIGNMENT DIAGNOSIS AND REPAIR	1	30
<u>AUTO1440</u>	WHEEL AND TIRE DIAGNOSIS AND REPAIR	1	30
	TCA - Steering & Suspension Technician	5	150
<u>AUTO1500</u>	HYDRAULIC SYSTEMS DIAGNOSIS AND REPAIR	1	30
<u>AUTO1510</u>	DRUM BRAKE DIAGNOSIS AND REPAIR	1	30
<u>AUTO1520</u>	DISC BRAKE DIAGNOSIS AND REPAIR	1	30
<u>AUTO1530</u>	POWER ASSIST DIAGNOSIS AND REPAIR	1	30
<u>AUTO1540</u>	ANTILOCK AND TRACTION CONTROL DIAGNOSIS AND REPAIR	1	30
	TCA - Brake Technician	5	150
<u>AUTO1600</u>	GENERAL ELECTRICAL SYSTEM DIAGNOSIS	2	60
<u>AUTO1610</u>	BATTERY DIAGNOSIS AND REPAIR	1	30
<u>AUTO1620</u>	STARTING SYSTEMS DIAGNOSIS AND REPAIR	2	60
<u>AUTO1630</u>	CHARGING SYSTEMS DIAGNOSIS AND REPAIR	2	60
<u>AUTO1640</u>	LIGHTING SYSTEMS, GAUGES, WARNING DEVICES, AND DRIVER INFORMATION DIAGNOSIS AND REPAIR	1	30
<u>AUTO1650</u>	HORN AND WIPER/WASHER DIAGNOSIS AND REPAIR	1	30
<u>AUTO1660</u>	ELECTRICAL ACCESSORIES DIAGNOSIS AND REPAIR	1	30
	TCA - Electrical Technician	10	300
<u>AUTO1700</u>	HVAC SYSTEM DIAGNOSIS AND REPAIR	1	30
<u>AUTO1710</u>	REFRIGERATION SYSTEM COMPONENT DIAGNOSIS AND REPAIR	1	30
<u>AUTO1720</u>	HEATING AND VENTILATION SYSTEM COMPONENT DIAGNOSIS AND REPAIR	1	30
<u>AUTO1730</u>	OPERATING SYSTEMS AND RELATED CONTROLS	1	30
<u>AUTO1740</u>	REFRIGERANT RECOVER, RECYCLING, AND HANDLING	1	30

	TCA - Heating and Air Conditioning Technician	5	150
AUTO1800	GENERAL ENGINE DIAGNOSIS	3	90
AUTO1810	COMPUTERIZED ENGINE CONTROLS DIAGNOSIS AND REPAIR	3	90
AUTO1820	IGNITION SYSTEMS DIAGNOSIS AND REPAIR	2	60
AUTO1830	FUEL, AIR INDUCTION, AND EXHAUST SYSTEMS	2	60
AUTO1840	EMISSIONS SYSTEMS DIAGNOSIS AND REPAIR	3	90
AUTO1850	ENGINE RELATED SERVICES	2	60
	TCA - Engine Performance Technician	15	450
JOBS2450	JOB SEEKING SKILLS	2	30
CPTR1000	INTRODUCTION TO COMPUTERS	2	45
	TD - Automotive Technician	60	1740

Barber-Styling

Program Type: Technical Diploma (TD)
 Program Length: 53 Credit Hours/1605 Clock Hours

Program Description

The Barber-Styling diploma program is designed to prepare students to work efficiently in the industry of Barber-Styling. This competency-based program includes classroom instruction and practical/lab experience under supervision of the instructor.

Practical skills are developed through experience in a school-based, on-site shop which is equipped and managed according to industry standards by the students with instructor supervision. Upon completion of this program, which is approved by the LA State Board of Barber Examiners and meets the 1500-hour requirement, students are eligible to take the LA State Board of Barber Examiners licensure examination.

Barber-Styling Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>BARB1110</u>	HISTORY OF BARBERING AND THE PROFESSIONAL IMAGE	2	30
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
<u>BARB1120</u>	SANITATION, BACTERIOLOGY, SAFETY WITH TOOLS, IMPLEMENTS, AND EQUIPMENT THEORY AND PRACTICE	2	60
<u>BARB1131</u>	SANITATION, BACTERIOLOGY, SAFETY WITH TOOLS, IMPLEMENTS, AND EQUIPMENT LAB	1	30
<u>BARB1160</u>	MEN'S/WOMEN'S BASIC HAIRCUTTING/STYLING THEORY & PRACTICE	2	60
<u>BARB1220</u>	SHAVING, MUSTACHES, AND BEARDS THEORY & PRACTICE	1	30
<u>BARB1211</u>	BARBER-STYLING LAB I	4	180
<u>BARB1410</u>	ELECTRICITY AND SAFETY	1	15
<u>BARB1140</u>	FACIAL MASSAGE AND TREATMENTS THEORY & PRACTICE	2	60
<u>BARB1150</u>	PROPERTIES/DISORDERS/TREATMENTS OF SKIN, SCALP, & HAIR THEORY AND PRACTICE	2	60
<u>BARB1231</u>	BARBER-STYLING LAB II	2	90
<u>BARB1310</u>	PERMANENT WAVING/CHEMICAL HAIR RELAXING THEORY & PRACTICE	3	90
<u>BARB1321</u>	PERMANENT WAVING/CHEMICAL HAIR RELAXING LAB	2	60
<u>BARB1350</u>	CHEMISTRY	2	30
<u>BARB1420</u>	ANATOMY AND PHYSIOLOGY	2	45
<u>BARB1430</u>	MEN'S HAIRPIECES THEORY	1	30
<u>BARB1441</u>	BARBER-STYLING LAB III	5	225
<u>BARB2630</u>	PROFESSIONALISM FOR BARBER STYLING	1	15
<u>BARB1330</u>	HAIR COLORING THEORY AND PRACTICE	2	60
<u>BARB1341</u>	HAIR COLORING LAB	2	60
<u>BARB2111</u>	BARBER-STYLING SHOP MANAGEMENT AND SALES	2	60
<u>BARB2120</u>	LA STATE BARBER BOARD REVIEW THEORY	3	45
<u>BARB2131</u>	LA STATE BARBER BOARD REVIEW LAB	4	180
<u>JOBS2450</u>	JOB SEEKING SKILLS	2	30
	TD - Barber Styling	53	1605
	Optional Elective		
<u>CSRV1000</u>	CUSTOMER SERVICE	3	45
	The following courses may NOT be substituted for the above course requirements		
BARB2991	SPECIAL PROJECTS I	1	30
BARB2993	SPECIAL PROJECTS II	2	60
BARB2995	SPECIAL PROJECTS III	3	90
BARB2996	SPECIAL PROJECTS IV	3	45
BARB2997	PRACTICUM	3	135
BARB2999	COOPERATIVE EDUCATION	3	135

Biomedical Equipment Technology

Program Type: Certificate of Technical Studies (CTS)

Program Length: 26 Credit Hours/585 Clock Hours

Program Description

The Biomedical Equipment Technology program prepares individuals to manufacture, install, calibrate, operate, and maintain life-support equipment found in hospitals, medical centers, and research laboratories. It also includes instruction in the use of testing and diagnostic instruments; calibrating techniques; potential hazards and safety precautions; and methods of installation, repair, maintenance, and operation of the equipment. Participation in supervised activities directed towards the use, care/maintenance, and servicing of biomedical equipment in a designated hospital and/or medical/research center environment is a requirement of this program.

Biomedical Equipment Technology Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
ORNT1000	FRESHMAN SEMINAR	1	15
ETRN1120	FUNDAMENTALS OF DIRECT CURRENT CIRCUITS	3	75
MATH1110	TECHNICAL MATH I	3	45
CPTR1000	INTRODUCTION TO COMPUTERS	2	45
ETRN1130	FUNDAMENTALS OF ALTERNATING CURRENT CIRCUITS	3	75
	TCA - Basic Electronics	12	255
ETRN1210	FUNDAMENTALS OF SEMICONDUCTORS	3	75
ETRN1220	TRANSISTOR CIRCUITS	3	75
ETRN1230	DIGITAL CIRCUITS I	3	75
ETRN1240	DIGITAL CIRCUITS II	3	75
JOBS2450	JOB SEEKING SKILLS	2	30
	Above courses plus TCA - Basic Electronics		
	CTS - Biomedical Technician Option I	26	585
	Optional Elective		
CSRV1000	CUSTOMER SERVICE	3	45
	The following courses may not be substituted for the above course requirements.		
BMET2991	SPECIAL PROJECTS I	1	30
BMET2993	SPECIAL PROJECTS II	2	60
BMET2995	SPECIAL PROJECTS III	3	90
BMET2996	SPECIAL PROJECTS IV	3	45
BMET2997	PRACTICUM	3	135
BMET2999	COOPERATIVE EDUCATION	3	135

Building Technology Specialist

Program Type: Certificate of Technical Studies (CTS)

Program Length: 34 Credit Hours/1080 Clock Hours

Program Description

This program prepares individuals to keep a building functioning; and service a variety of structures including commercial and industrial buildings. The program includes instruction in the basic maintenance and repair skills related to the air conditioning, heating, plumbing, electrical, and other mechanical systems.

Building Technology Specialist Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>BLDG1110</u>	INTRODUCTION AND SAFETY	1	15
<u>BLDG1140</u>	BLUEPRINT READING	2	60
<u>BLDG1130</u>	CARPENTRY	4	150
<u>BLDG1150</u>	MASONRY/CERAMIC TILE	2	60
<u>BLDG1330</u>	CUSTOMER RELATIONS	2	30
	TCA - Construction Specialist	12	330
<u>BLDG1220</u>	ELECTRICITY I	5	165
<u>BLDG1221</u>	ELECTRICITY II	5	165
<u>BLDG1310</u>	AIR CONDITIONING/REFRIGERATION I	6	210
<u>BLDG1320</u>	AIR CONDITIONING/REFRIGERATION II	6	210
	CTS - Electrical A/C Specialist	34	1080

Care and Development of Young Children

Program Type: Technical Diploma (TD)
 Program Length: 60 Credit Hours/1410 Clock Hours

Program Description

The Care and Development of Young Children program prepares individuals for various levels of employment in child care centers, nursery schools, recreation centers, public school settings, head start programs, or other areas where caring for young children is the principal function. This program focuses on cognitive, physical, emotional, and social growth and development. Developmentally appropriate play activities, curriculum, nutrition, guidance, health/safety, children with special needs, and approaches for teaching as suggested by the National Association for the Education of Young Children (NAEYC) are included.

Care and Development of Young Children Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>CDYC1110</u>	INTRODUCTION TO CARE AND DEVELOPMENT OF YOUNG CHILDREN	3	45
	TCA – Basic Caregiver I	3	45
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>CDYC1120</u>	CHILD HEALTH, FIRST AID AND SAFETY	2	45
<u>CDYC1130</u>	CHILD GUIDANCE AND BEHAVIORS	3	45
<u>CDYC1151</u>	OBSERVATION/PARTICIPATION LAB/WORK BASED LEARNING	3	135
	TCA – Basic Caregiver II	9	240
<u>CDYC1210</u>	INFANT/TODDLER GROWTH AND DEVELOPMENT	3	45
<u>CDYC1220</u>	INFANT/TODDLER CARE AND CURRICULUM	3	45
<u>CDYC1241</u>	INFANT/TODDLER LAB/WORK BASED LEARNING	3	135
<u>CDYC1140</u>	NUTRITION FOR CHILDREN	3	45
	TCA – Basic Infant/Toddler Caregiver	12	270
	CTS – Child Care Teacher (Includes TCA-Basic Caregiver I & II and TCA-Basic Infant/Toddler Caregiver)	24	555
<u>CDYC1310</u>	PRESCHOOL GROWTH AND DEVELOPMENT	2	30
<u>CDYC1320</u>	PRESCHOOL CURRICULUM	3	45
<u>CDYC1341</u>	PRESCHOOL LAB/WORK BASED LEARNING	3	135
<u>CDYC1410</u>	CHILDREN WITH SPECIAL NEEDS/LAB	3	60
	TCA – Basic Preschool Caregiver	11	270
<u>CDYC1330</u>	LITERATURE/LANGUAGE METHODS	3	45
<u>CDYC1332</u>	MATH/SCIENCE METHODS	3	45
<u>CDYC1333</u>	SOCIAL STUDIES/THE ARTS METHODS	3	45
	TCA – Basic Preschool Teacher	9	135
	CTS – Child Care Teacher II (Includes TCA-Basic Preschool Caregiver and TCA-Basic Preschool Teacher)	20	405
<u>CDYC1420</u>	ORGANIZATION AND ADMINISTRATION OF CARE AND DEVELOPMENT OF YOUNG CHILDREN/LAB	3	60
<u>CDYC2211</u>	PRACTICUM IN CARE AND DEVELOPMENT OF YOUNG CHILDREN	6	270
<u>CDYC1230</u>	FAMILY RELATIONSHIPS AND ISSUES	3	45
	TCA – Care and Development Specialist	12	375
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
<u>JOBS2450</u>	JOB SEEKING SKILLS	2	30
	TD – Care and Development of Young Children	60	1410

Carpentry

Program Type: Technical Diploma (TD)
 Program Length: 57 Credit Hours/1725 Clock Hours

Program Description

The Carpentry program prepares individuals to apply technical knowledge and skills to lay out, fabricate, erect, install, and repair wooden structures and fixtures using hand and power tools. The program also includes instruction in areas such as common systems of framing, construction materials, estimating, blueprint reading, and finish carpentry techniques.

Carpentry Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>CARP1110</u>	INTRODUCTION AND SAFETY	1	45
<u>CARP1120</u>	HAND TOOLS	2	75
<u>CARP1130</u>	POWER TOOLS	4	120
	TCA - Carpenter's Helper	8	255
<u>CARP1140</u>	BUILDING MATERIALS	2	75
<u>CARP2620</u>	APPLIED MATHEMATICS I	3	90
	TCA - Carpentry Technician I	13	420
<u>CARP1150</u>	BLUEPRINT READING	5	150
<u>CARP2110</u>	SITE LAYOUT	2	75
<u>CARP2120</u>	FOUNDATIONS AND FLOOR FRAMING	5	135
<u>CARP2131</u>	WALL AND CEILING FRAMING	4	135
	CTS - Carpentry Technician II	29	915
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
<u>CARP2210</u>	ROOFING I	6	165
<u>CARP2220</u>	ROOFING II	6	180
<u>CARP2230</u>	EXTERIOR FINISH AND TRIM	3	105
<u>CARP2310</u>	INTERIOR FINISH AND TRIM	3	105
<u>CARP2320</u>	CABINETMAKING	6	180
<u>JOBS2450</u>	JOB SEEKING SKILLS	2	30
	TD - Carpentry	57	1725
	Optional Elective		
	Optional Elective		
<u>CSRV1000</u>	CUSTOMER SERVICE	3	45
	The following courses may not be substituted for the above course requirements		
<u>CARP2991</u>	SPECIAL PROJECTS I	1	30
<u>CARP2993</u>	SPECIAL PROJECTS II	2	60
<u>CARP2995</u>	SPECIAL PROJECTS III	3	90
<u>CARP2996</u>	SPECIAL PROJECTS IV	3	45
<u>CARP2997</u>	PRACTICUM	3	135
<u>CARP2999</u>	COOPERATIVE EDUCATION	3	135

Commercial Vehicle Operations

Program Type: Technical Competency Area (TCA)
Program Length: 10 Credit Hours/240 Clock Hours

Program Description

The purpose of this program is to prepare individuals for employment as professional tractor-trailer drivers. The program is a short-term training course designed to prepare students to enter the truck driving industry. The program content includes instruction in operating diesel powered tractor trailer rigs, identifying common vehicle components, defensive driving skills, actual driving on rural, urban and interstate highways, handling cargo, backing and maneuvering tractor trailers, documentation and verification of loads, logging and the performance of vehicle inspections.

Commercial Vehicle Operations Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>CTDP1110</u>	INTRODUCTION TO COMMERCIAL VEHICLE OPERATION	3	45
<u>CTDP1120</u>	FEDERAL MOTOR CARRIER SAFETY REGULATIONS	2	30
<u>CTDP1131</u>	COMMERCIAL VEHICLE INSPECTIONS	1	30
<u>CTDP1140</u>	COMMERCIAL VEHICLE BASIC SKILLS	2	45
<u>CTDP1211</u>	COMMERCIAL VEHICLE OPERATIONS I	2	90
	TCA - Commercial Vehicle Operator	10	240
	Optional Elective		
CSRV1000	CUSTOMER SERVICE	3	45

Computer Specialist (Applications)

Program Type: Associate of Applied Science (AAS)
 Program Length: AAS = 73 Credit Hours/1335 Clock Hours

Program Description

Students will be trained to operate a microcomputer using current operating systems software; use spreadsheet software to create, modify and design spreadsheets and graphs; use database software to create and modify databases, create and modify database queries, and create, modify, and print database reports; use word processing software to create documents; use a computer network.

Computer Specialist (Applications) Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>KYBD1000</u>	BASIC KEYBOARDING	2	45
<u>KYBD1110</u>	INTRODUCTION TO KEYBOARDING	3	75
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
<u>ENGL1030</u>	BUSINESS ENGLISH	3	45
<u>ACCT1100</u>	PRINCIPLES OF ACCOUNTING, PART I	3	75
	TCA - General Clerk	14	300
<u>ISYS1450</u>	BASIC WORD PROCESSING	3	75
<u>MATH1050</u>	BUSINESS MATH	3	45
<u>ENGL1040</u>	BUSINESS COMPOSITION	3	45
<u>ACCT1200</u>	PRINCIPLES OF ACCOUNTING, PART II	3	75
<u>KYBD1210</u>	INTERMEDIATE KEYBOARDING	3	75
	CTS - Office Assistant	29	615
<u>CPTR1200</u>	INTRODUCTION TO OPERATING SYSTEMS	3	45
<u>CPTR1300</u>	INTRODUCTION TO SPREADSHEETS	3	60
<u>CPTR1310</u>	INTRODUCTION TO DATABASE MANAGEMENT	3	60
<u>CPTR1600</u>	PRESENTATION SOFTWARE	3	45
<u>JOBS2450</u>	JOB SEEKING SKILLS	2	30
<u>ENGL1050</u>	BUSINESS CORRESPONDENCE	3	45
	OR		
<u>ENGL1060</u>	TECHNICAL WRITING	3	45
<u>CPTR1400</u>	INTRODUCTION TO NETWORKING TECHNOLOGIES	3	45
<u>CPTR2650</u>	ADVANCED DATABASE APPLICATION	3	60
<u>CPTR2640</u>	ADVANCED SPREADSHEET APPLICATIONS	3	60
	Approved Electives	3	45
	TD - Computer Specialist (Applications)	58	1110
	Transferable General Education Courses Required for AAS		
<u>ENGL1015</u>	ENGLISH COMPOSITION I	3	45
<u>MATH1015</u>	COLLEGE ALGEBRA	3	45
<u>PSYC2015</u>	INTRODUCTION TO PSYCHOLOGY	3	45
<u>PHSC1015</u>	PHYSICAL SCIENCE I	3	45
<u>SPCH1015</u>	INTRODUCTION TO PUBLIC SPEAKING	3	45
	AAS - Computer Specialist (Applications)	73	1335
	Electives: Computer Specialist (Applications)		
<u>ACCT1300</u>	INTERMEDIATE ACCOUNTING	3	75
<u>ACCT1500</u>	COMPUTERIZED ACCOUNTING	3	60
<u>ISYS1550</u>	ADVANCED WORD PROCESSING	3	75
<u>ISYS1650</u>	DESKTOP PUBLISHING	3	60
<u>ISYS1400</u>	WINDOWS APPLICATIONS, PART I	3	45
<u>ISYS1410</u>	WINDOWS APPLICATIONS, PART II	3	45

	Optional Elective		
CSRV1000	CUSTOMER SERVICE	3	45
	The following courses may not be substituted for the above course requirements		
CPTR2991	SPECIAL PROJECTS I	1	30
CPTR2993	SPECIAL PROJECTS II	2	60
CPTR2995	SPECIAL PROJECTS III	3	90
CPTR2996	SPECIAL PROJECTS IV	3	45
CPTR2997	PRACTICUM	3	135
CPTR2999	COOPERATIVE EDUCATION	3	135
	Electives may be selected from other Associate Degree programs with appropriate approval		

Diesel Powered Equipment Technology

Program Type: Technical Diploma (TD)
 Program Length: 60 Credit Hours/1815 Clock Hours

Program Description

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare individuals for employment as job entry-level diesel powered equipment technicians. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. The content includes, but is not limited to, disassembling engines and replacing parts, fuel injection systems, oil and water pumps, electrical systems, steering and suspension systems, brake systems, drive train, and chassis. Instruction also includes the use of technical manuals, preventive maintenance procedures, and safe and efficient work practices.

Diesel Powered Equipment Technology Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>DPET1120</u>	SAFETY SKILLS & INTRODUCTION TO DIESEL	3	105
<u>DPET1130</u>	DIESEL ENGINE PARTS IDENTIFICATION & OPERATING PRI	4	120
<u>DPET1140</u>	ENGINES I	3	105
<u>DPET1141</u>	ENGINES II	3	105
<u>DPET1240</u>	DIESEL ENGINE FUEL SYSTEMS	3	90
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
<u>DPET1210</u>	BASIC DIESEL ELECTRICAL SYSTEMS	4	120
<u>DPET1220</u>	ADVANCED DIESEL ELECTRICAL SYSTEMS	3	105
<u>DPET1231</u>	DIESEL ENGINE CONTROL SYSTEMS	2	60
<u>DPET1150</u>	GENERAL ENGINE DIAGNOSTICS	3	90
<u>DPET1310</u>	INTRODUCTION TO POWER TRAINS	2	60
<u>DPET1320</u>	TRANSMISSIONS	3	105
<u>DPET1330</u>	DIFFERENTIALS	3	75
<u>DPET2110</u>	BASIC HYDRAULICS	2	60
<u>DPET2130</u>	BRAKES	4	150
<u>DPET2140</u>	FUNDAMENTALS OF STEERING	3	75
<u>DPET2210</u>	FUNDAMENTALS OF SUSPENSION	3	75
<u>DPET2220</u>	AIR CONDITIONING	4	120
<u>DPET2240</u>	DIESEL PREVENTIVE MAINTENANCE	3	105
<u>JOBS2450</u>	JOB SEEKING SKILLS	2	30
	TD - Diesel Powered Equipment Technician	60	1815
	Optional Elective		
<u>CSRV1000</u>	CUSTOMER SERVICE	3	45
	The following courses may not be substituted for the above course requirements		
<u>DPET2991</u>	SPECIAL PROJECTS I	1	30
<u>DPET2993</u>	SPECIAL PROJECTS II	2	60
<u>DPET2995</u>	SPECIAL PROJECTS III	3	90
<u>DPET2996</u>	SPECIAL PROJECTS IV	3	45
<u>DPET2997</u>	PRACTICUM	3	135
<u>DPET2999</u>	COOPERATIVE EDUCATION	3	135
<u>DPET1251</u>	ALTERNATIVE FUEL SYSTEMS	2	45
<u>DPET2120</u>	ADVANCED HYDRAULICS	3	105
<u>DPET2231</u>	WELDING	2	60
	Below are Certificate Exit Levels		
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>DPET1120</u>	SAFETY SKILLS & INTRODUCTION TO DIESEL	3	105
<u>DPET2220</u>	AIR CONDITIONING	4	120
	TCA - Air Condition Technician	8	240
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>DPET1120</u>	SAFETY SKILLS & INTRODUCTION TO DIESEL	3	105
<u>DPET2140</u>	FUNDAMENTALS OF STEERING	3	75
<u>DPET2210</u>	FUNDAMENTALS OF SUSPENSION	3	75
	TCA - Steering and Suspension Technician	10	270
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>DPET1120</u>	SAFETY SKILLS & INTRODUCTION TO DIESEL	3	105

<u>DPET2110</u>	BASIC HYDRAULICS	2	60
<u>DPET2130</u>	BRAKES	4	150
	TCA - Brake Technician	10	330
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>DPET1120</u>	SAFETY SKILLS & INTRODUCTION TO DIESEL	3	105
<u>DPET1130</u>	DIESEL ENGINE PARTS IDENTIFICATION & OPERATING PRI	4	120
<u>DPET1140</u>	ENGINES I	3	105
	TCA - Diesel Engine Technician Apprentice	11	345
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>DPET1120</u>	SAFETY SKILLS & INTRODUCTION TO DIESEL	3	105
<u>DPET1310</u>	INTRODUCTION TO POWER TRAINS	2	60
<u>DPET1320</u>	TRANSMISSIONS	3	105
<u>DPET1330</u>	DIFFERENTIALS	3	75
	TCA - Drive Train Technician	12	360
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>DPET1120</u>	SAFETY SKILLS & INTRODUCTION TO DIESEL	3	105
<u>DPET1130</u>	DIESEL ENGINE PARTS IDENTIFICATION & OPERATING PRI	4	120
<u>DPET1140</u>	ENGINES I	3	105
<u>DPET1141</u>	ENGINES II	3	105
<u>DPET1240</u>	DIESEL ENGINE FUEL SYSTEMS	3	90
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
<u>DPET1210</u>	BASIC DIESEL ELECTRICAL SYSTEMS	4	120
<u>DPET1220</u>	ADVANCED DIESEL ELECTRICAL SYSTEMS	3	105
<u>DPET1231</u>	DIESEL ENGINE CONTROL SYSTEMS	2	60
<u>DPET1150</u>	GENERAL ENGINE DIAGNOSTICS	3	90
	CTS - Diesel Engine Technician	31	960

Drafting and Design Technology

Program Type: Associate of Applied Science (AAS)
 Program Length: 75 Credit Hours/1980 Clock Hours

Program Description

The Drafting and Design Technology program is a two-year technical program designed to give the student essential knowledge and skills required for efficient and productive performance in the drafting field. Northeast Louisiana Technical College grants an Associate of Applied Science (AAS) to students upon satisfactory completion of the curriculum and assists in placing students in gainful employment. Certificates are also offered for those needing a background in drafting without gaining all of the skills required for employment as a drafter.

Drafting and Design Technology Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
<u>DRFT1110</u>	DRAFTING FUNDAMENTALS	2	60
<u>DRFT1120</u>	GEOMETRIC CONSTRUCTION	2	60
<u>DRFT1140</u>	MACHINE DRAWING	3	105
<u>DRFT1150</u>	SECTION DRAWING	2	60
	TCA - Engineering Aide I	12	345
<u>MATH1110</u>	TECHNICAL MATH I	3	45
	OR		
<u>MATH1010</u>	GENERAL MATHEMATICS	3	45
<u>DRFT1161</u>	DIMENSIONING	2	60
<u>DRFT1130</u>	PICTORIAL DRAWING	2	60
<u>DRFT1210</u>	AUXILIARY VIEWS/DESCRIPTIVE GEOMETRY	3	75
<u>DRFT1220</u>	INTERSECTIONS & DEVELOPMENTS	3	75
<u>DRFT1230</u>	FASTENERS	2	60
	CTS - Engineering Aide II	27	720
<u>CADD1210</u>	BASIC COMPUTER AIDED DRAFTING & DESIGN	4	120
<u>JOBS2450</u>	JOB SEEKING SKILLS	2	30
<u>CADD2310</u>	ADVANCED COMPUTER AIDED DRAFTING AND DESIGN	4	120
<u>DRFT2310</u>	INTRODUCTION TO DRAFTING DISCIPLINES I	4	120
<u>DRFT2320</u>	INTRODUCTION TO DRAFTING DISCIPLINES II	4	120
<u>DRFT2330</u>	INTRODUCTION TO DRAFTING DISCIPLINES III	3	105
	Elective Advanced Discipline I	4	120
	Elective Advanced Discipline II	4	120
	Elective Advanced Discipline III	4	120
	TD - Drafting and Design Technician	60	1695
<u>ENGL1015</u>	English Composition I	3	45
<u>MATH1015</u>	College Algebra	3	45
<u>PSYC2015</u>	Introduction to Psychology	3	45
<u>PHSC1015</u>	Physical Science I	3	45
<u>SPCH1015</u>	Introduction to Public Speaking	3	45
	AAS – Drafting and Design Technology	75	1980

Electrician

Program Type: Technical Diploma (TD)

Program Length: As follows

Industrial Electrician: 47 Credit Hours/1425 Clock Hours

Marine Electrician: 50 Credit Hours/1530 Clock Hours

Commercial Wiring I: 47 Credit Hours/ 1425 Clock Hours

Commercial Wiring II: 45 Credit Hours/1365 Clock Hours

Program Description

The purpose of this program is to provide a basic core of specialized instruction and practical shop experience to prepare students for employment in electrical trades.

Students who complete the basic core may choose any of the specialty areas. Specialty areas prepare the graduate as an Industrial Electrician, Marine Electrician, or Commercial Electrician.

The Industrial Electrician course will prepare individuals to install, troubleshoot, and repair wiring, electrical equipment, and other electrical devices used in the industrial environment, such as motors (AC and DC drives), transformers, control systems, instruments, PLC's, and lighting systems.

The Marine Electricity program prepares individuals to install and repair wiring fixtures, and equipment for electrical services aboard ships and in shipyard facilities. Marine wiring methods and equipment will also be covered.

The Commercial Electricity program generally prepares individuals to install, maintain, troubleshoot, and repair electrical devices, components, and equipment that are utilized in residential and commercial electrical systems. Students have two options to complete this diploma: by course work, or by employment in a work-based course with an electrical contractor.

All program specialties emphasize safe and efficient work practices, basic occupational skills, and are organized into competency-based courses that specify occupational competencies, which the student must successfully complete. Each area includes a study of all applicable codes and standards, blueprint reading, wiring diagrams, and installations which are appropriate to the area. All work is performed with an emphasis on shop and work safety.

Electrician Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>ELEC1120</u>	BASIC ELECTRICITY	6	150
<u>ELEC1210</u>	RESIDENTIAL WIRING	6	150
	TCA - Electrician Helper	13	315
<u>ELEC2460</u>	TECHNICAL MATHEMATICS FOR ELECTRICIANS	2	45
<u>ELEC1220</u>	ELECTRICAL RACEWAYS	3	90
<u>ELEC1230</u>	NATIONAL ELECTRICAL CODE	2	90
<u>ELEC1311</u>	RESIDENTIAL WIRING INSTALLATION	6	165
<u>ELEC1430</u>	BLUEPRINT INTERPRETATION	3	75
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
<u>JOBS2450</u>	JOB SEEKING SKILLS	2	30
	Basic Electrical Core		
	CTS - Residential Electrician	33	855
	Technical Diplomas in specialized areas require the completion of the basic core courses.		
	Plus the completion of specialty courses listed in the following groups:		
<u>ELEC1330</u>	GENERATORS/MOTORS AND TRANSFORMER OPERATION	2	90
<u>ELEC1420</u>	INTRODUCTION TO MOTOR CONTROLS	2	90
<u>ELEC1440</u>	MOTOR CONTROLS	3	135
<u>ELEC2520</u>	SOLID STATE THEORY	3	75
<u>ELEC2540</u>	LOGIC FUNCTIONS	2	90
<u>ELEC2720</u>	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	2	90
	TD - Industrial Electrician	47	1425
	ELEC 1330, 1420, 1440, 2520, 2540 plus		
<u>ELEC2530</u>	MARINE ELECTRICITY	5	195
	TD - Marine Electrician	50	1530
<u>ELEC2542</u>	ELECTRICAL WORK BASED I	8	330
<u>ELEC2543</u>	ELECTRICAL WORK BASED II	6	240

	TD - Commercial Wiring I	47	1425
	ELEC 1330, 1420, 1440 plus		
<u>ELEC1410</u>	COMMERCIAL WIRING	5	195
	TD - Commercial Wiring II	45	1365
	Optional Elective		
<u>CSRV1000</u>	CUSTOMER SERVICE	3	45
	The following courses may not be substituted for the above course requirements		
ELEC2991	SPECIAL PROJECTS I	1	30
ELEC2993	SPECIAL PROJECTS II	2	60
ELEC2995	SPECIAL PROJECTS III	3	90
ELEC2996	SPECIAL PROJECTS IV	3	45
ELEC2997	PRACTICUM	3	135
ELEC2999	COOPERATIVE EDUCATION	3	135

Emergency Medical Technician/Paramedic

Program Type: Technical Diploma (TD)
 Program Length: 51 Credit Hours/1500 Clock Hours

Program Description

This program prepares students to give advanced pre-hospital/emergency care to victims of accidents or medical emergencies in pre-hospital environments. Skills taught in this program begin at the EMT-Basic and successful completion of HNUR 1300. Instruction meets the minimum standards as identified by the 2000 US Department of Transportation (DOT) National Standard Curriculum for Paramedic Education and the LA State Bureau of Emergency Medical Services (BEMS). The course is competency/outcome based and instruction includes supervised classroom/labs, preceptor clinical and field internship experiences with summative evaluations. Completion of this course of study allows the student to be eligible to take the written and practical National registry examinations for Louisiana State and National certification as a Paramedic.

This is a limited enrollment program. Students must be admitted to enroll in any of the listed courses.

Emergency Medical Technician/Paramedic Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>HEMS1110</u>	INTRODUCTION TO BASIC EMT	1	15
<u>HEMS1120</u>	PATIENT ASSESSMENT AND AIRWAY MANAGEMENT	2	45
<u>HEMS1140</u>	MEDICAL/BEHAVIORAL EMERGENCIES AND TRAUMA MANAGEMENT	2	45
<u>HEMS1160</u>	MATERNAL PEDIATRIC MANAGEMENT	1	15
<u>HEMS1170</u>	EMT - AMBULANCE OPERATION	1	15
<u>HEMS1172</u>	EMT - BASIC CLINICAL	1	30
	TCA - EMT Basic	8	165
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
<u>HNUR1300</u>	ANATOMY AND PHYSIOLOGY FOR HEALTHCARE PROVIDERS	5	90
<u>EMTP2110</u>	PREPARATORY	1	30
<u>EMTP2120</u>	PHARMACOLOGY	4	90
<u>EMTP2130</u>	AIRWAY MANAGEMENT	2	60
<u>EMTP2140</u>	PATIENT ASSESSMENT AND MANAGEMENT	2	45
<u>EMTP2111</u>	CLINICAL/FIELD INTERNSHIP I	1	60
<u>EMTP2210</u>	TRAUMA MANAGEMENT	2	60
<u>EMTP2220</u>	PARAMEDIC MEDICAL CARE I	2	60
<u>EMTP2221</u>	CLINICAL/FIELD INTERNSHIP II	1	60
<u>EMTP2230</u>	PARAMEDIC MEDICAL CARE II	6	120
<u>EMTP2240</u>	PARAMEDIC MEDICAL CARE III	4	90
<u>EMTP2241</u>	CLINICAL/FIELD INTERNSHIP III	1	60
<u>EMTP2250</u>	PARAMEDIC MEDICAL CARE IV	2	60
<u>EMTP2251</u>	CLINICAL/FIELD INTERNSHIP IV	1	60
<u>EMTP2260</u>	OPERATIONS	2	45
<u>EMTP2261</u>	FIELD INTERNSHIP	3	270
<u>HSPR2450</u>	PROFESSIONALISM IN HEALTH SCIENCES	1	15
	TD - EMT Basic/Paramedic	51	1500
	Optional Elective		
<u>CSRV1000</u>	CUSTOMER SERVICE	3	45
	The following courses may not be substituted for the above course requirements		
<u>EMTP2991</u>	SPECIAL PROJECTS I	1	30
<u>EMTP2993</u>	SPECIAL PROJECTS II	2	60
<u>EMTP2995</u>	SPECIAL PROJECTS III	3	90
<u>EMTP2996</u>	SPECIAL PROJECTS IV	3	45

Info Comm Technology: Computer/Networking Support

Program Type: Associate of Applied Science (AAS)

Program Length: AAS = 75 Credit Hours/1440 Clock Hours

Program Description

This program is divided into a basic core area and a specialty computer/networking area. The basic core courses of study will prepare individuals to troubleshoot, repair, and maintain computer systems and basic local area network problems. Students will also learn to operate a computer using current operating system software and use current application software for manipulating spreadsheets, databases, and word processing documents.

The specialty computer/networking area will prepare students to support end users and to successfully troubleshoot operating systems, user desktop environments, and/or local area and wide area networks. Electives are available to prepare students to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. Additional electives are provided to prepare students to manage computer operations and control the system configurations emanating from a specific site or network hub as well as low-level programming languages. The curriculum also includes instruction in computer hardware and software applications; local area (LAN) and wide area (WAN) networking.

The curriculum provides both knowledge acquisition and skills development for those who are currently working in the information technology field and would like to obtain industry-based certifications or for those who would like to prepare for employment in this field. The program is designed to prepare students to successfully pass national, industry-based exams such as: IC3, CompTIA's A+, Network+, Server+, HTI+, iNet+, and Security+; Cisco System's Cisco Certified Network Associate (CCNA), Cisco Certified Network Design (CCDA), and Cisco Certified Network Professional (CCNP); Microsoft's Certified Desktop Technician (MCDST); as well as security certifications such as Security Certified Network Professional (SCNP) and Security Certified Network Architect (SCNA) where available.

Info Comm Technology: Computer/Networking Support Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>CPTR1010</u>	DIGITAL LITERACY	4	90
<u>KYBD1000</u>	BASIC KEYBOARDING	2	45
<u>INCT1100</u>	INSTALLATION AND TROUBLESHOOTING, PART I	3	75
	TCA - CIP 111001 - Computer Operator	10	225
<u>INCT1110</u>	INSTALLATION AND TROUBLESHOOTING, PART II	3	75
<u>INCT1200</u>	OPERATING SYSTEMS	4	90
<u>INCT1210</u>	INTRODUCTION TO PROGRAMMING	3	75
<u>INCT2110</u>	NETWORKING TECHNOLOGIES	4	90
	ICT Elective	3	75
	CTS - CIP 111001 - Computer System Technician	27	630
<u>JOBS2450</u>	JOB SEEKING SKILLS	2	30
	Total ICT Core	29	660
<u>INCT1800</u>	INTRODUCTION TO UNIX/LINUX	3	75
<u>INCT2902</u>	INTERNSHIP	2	90
	ICT Electives	26	390
	TD - ICT Computer/Networking Support	60	1215
	Transferable General Education Courses Required for AAS		
<u>ENGL1015</u>	ENGLISH COMPOSITION I	3	45
<u>MATH1015</u>	COLLEGE ALGEBRA	3	45
<u>PSYC2015</u>	INTRODUCTION TO PSYCHOLOGY	3	45
<u>PHSC1015</u>	PHYSICAL SCIENCE I	3	45
<u>SPCH1015</u>	INTRODUCTION TO PUBLIC SPEAKING	3	45
	AAS - ICT Computer/Networking Support	75	1440
	ICT COMPUTER SUPPORT ELECTIVES		
<u>ACCT1100</u>	PRINCIPLES OF ACCOUNTING, PART I	3	75
<u>ACCT1500</u>	COMPUTERIZED ACCOUNTING	3	60
<u>INCT1320</u>	INTRODUCTION TO DATABASE DEVELOPMENT	3	75
<u>INCT2261</u>	DESKTOP SUPPORT	4	90
<u>CPTR2640</u>	ADVANCED SPREADSHEET APPLICATIONS	3	60
<u>INCT2650</u>	ADVANCED DATABASE DEVELOPMENT	3	75
<u>CPTR2650</u>	ADVANCED DATABASE APPLICATION	3	60
<u>CPTR1860</u>	PROGRAMMING LANGUAGE I	3	75

<u>CPTR2860</u>	PROGRAMMING LANGUAGE II	3	75
	ICT SECURITY ELECTIVES		
<u>INCT2040</u>	DESIGNING SECURITY FOR A CLIENT/SERVER NETWORK	4	90
<u>INCT2120</u>	INTRODUCTION TO BASIC ROUTERS	4	90
<u>INCT2545</u>	NETWORK SECURITY: ETHICAL HACKING	3	60
<u>INCT2840</u>	MANAGING NETWORK SECURITY	3	75
<u>INCT2855</u>	FIREWALL TECHNOLOGY	3	45
<u>INCT2860</u>	WIRELESS TECHNOLOGY	3	75
	ICT NETWORK ARCHITECTURE ELECTIVES		
<u>INCT2120</u>	INTRODUCTION TO BASIC ROUTERS	4	90
<u>INCT2130</u>	INTERMEDIATE ROUTING AND SWITCHING	4	90
<u>INCT2140</u>	WIDE AREA NETWORK PROTOCOLS	4	90
<u>INCT2150</u>	ADVANCED ROUTING	3	75
<u>INCT2160</u>	REMOTE ACCESS	3	75
<u>INCT2170</u>	MULTILAYER SWITCHING	3	75
	ICT ELECTIVES		
<u>INCT1120</u>	INSTALLATION AND TROUBLESHOOTING LAB	2	60
<u>INCT1250</u>	PROJECT MANAGEMENT	3	75
<u>INCT1300</u>	INTERNET TECHNOLOGY	3	75
<u>INCT1330</u>	INTRODUCTION TO NETWORKING	3	75
<u>INCT1900</u>	WEB PAGE DESIGN	3	75
<u>INCT2010</u>	INTRODUCTION TO CLIENT/SERVER NETWORKING	4	90
<u>INCT2180</u>	DESIGNING NETWORKS	3	75
<u>INCT2190</u>	INTERNETWORK SUPPORT	3	75
<u>INCT2820</u>	SERVER TECHNOLOGY	3	75
<u>INCT2830</u>	CABLING INFRASTRUCTURE	3	75
<u>INCT2850</u>	EMERGING TECHNOLOGIES	3	75
<u>INCT2890</u>	ENTREPRENEURIAL VENTURE	3	45
<u>INCT2910</u>	HOME TECHNOLOGY INTEGRATOR	3	75
<u>INCT2920</u>	NETWORK DEFENSE AND COUNTERMEASURES	3	75
<u>INCT2925</u>	HARDENING THE NETWORK INFRASTRUCTURE	3	75
<u>INCT2930</u>	ENTERPRISE SECURITY IMPLEMENTATION	3	75
<u>INCT2935</u>	ADVANCED SECURITY IMPLEMENTATION	3	75
<u>INCT1391</u>	PROCEDURAL PROGRAMMING LANGUAGE I	7	195
<u>INCT1451</u>	BASIC PROGRAMMING I	7	195
<u>INCT1461</u>	C++ PROGRAMMING I	7	195
<u>INCT1470</u>	CL PROGRAMMING	3	75
<u>INCT1491</u>	RPG PROGRAMMING I	7	195
<u>INCT1500</u>	INTERNET PROGRAMMING LANGUAGE I	3	75
<u>INCT1801</u>	JAVA PROGRAMMING I	7	195
<u>INCT2500</u>	INTERNET PROGRAMMING LANGUAGE II	3	75
	The following courses may not be substituted for the above course requirements.		
<u>INCT2991</u>	SPECIAL PROJECTS I	1	30
<u>INCT2993</u>	SPECIAL PROJECTS II	2	60
<u>INCT2995</u>	SPECIAL PROJECTS III	3	90
<u>INCT2996</u>	SPECIAL PROJECTS IV	3	45
<u>INCT2997</u>	PRACTICUM	3	135
<u>INCT2999</u>	COOPERATIVE EDUCATION	3	135
	Non-Major Electives		
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
	Optional Elective		
<u>CSRV1000</u>	CUSTOMER SERVICE	3	45
	Below are Certificate Exit Levels		
<u>INCT1100</u>	INSTALLATION AND TROUBLESHOOTING, PART I	3	75
<u>INCT1110</u>	INSTALLATION AND TROUBLESHOOTING, PART II	3	75
<u>CPTR1010</u>	DIGITAL LITERACY	4	90
<u>KYBD1000</u>	BASIC KEYBOARDING	2	45
<u>INCT2110</u>	NETWORKING TECHNOLOGIES	4	90
<u>INCT1200</u>	OPERATING SYSTEMS	4	90
<u>INCT2120</u>	INTRODUCTION TO BASIC ROUTERS	4	90
	ICT Elective	3	75
	CTS - CIP 111001 - LAN Administrator	27	630

<u>INCT1100</u>	INSTALLATION AND TROUBLESHOOTING, PART I	3	75
<u>INCT1110</u>	INSTALLATION AND TROUBLESHOOTING, PART II	3	75
<u>CPTR1010</u>	DIGITAL LITERACY	4	90
<u>KYBD1000</u>	BASIC KEYBOARDING	2	45
<u>INCT1200</u>	OPERATING SYSTEMS	4	90
<u>INCT2110</u>	NETWORKING TECHNOLOGIES	4	90
<u>INCT2120</u>	INTRODUCTION TO BASIC ROUTERS	4	90
<u>INCT2545</u>	NETWORK SECURITY: ETHICAL HACKING	3	60
<u>INCT2840</u>	MANAGING NETWORK SECURITY	3	75
<u>INCT2855</u>	FIREWALL TECHNOLOGY	3	45
	CTS - CIP 111001 - Network Security Technician	33	735
<u>INCT1100</u>	INSTALLATION AND TROUBLESHOOTING, PART I	3	75
<u>INCT1110</u>	INSTALLATION AND TROUBLESHOOTING, PART II	3	75
<u>CPTR1010</u>	DIGITAL LITERACY	4	90
<u>KYBD1000</u>	BASIC KEYBOARDING	2	45
	TCA - CIP 111001 - Computer Technician	12	285
INCT2110	NETWORKING TECHNOLOGIES	4	90
INCT2120	INTRODUCTION TO BASIC ROUTERS	4	90
INCT2130	INTERMEDIATE ROUTING AND SWITCHING	4	90
INCT2140	WIDE AREA NETWORK PROTOCOLS	4	90
	TCA - CIP 111001 - Wide Area Network Technician	16	360
INCT2150	ADVANCED ROUTING	3	75
INCT2160	REMOTE ACCESS	3	75
INCT2170	MULTILAYER SWITCHING	3	75
INCT2190	INTERNETWORK SUPPORT	3	75
	TCA - CIP 111001 - Wide Area Network Professional	12	300
CPTR1010	DIGITAL LITERACY	4	90
KYBD1000	BASIC KEYBOARDING	2	45

Industrial Electronics Technology

Program Type: Associate of Applied Science (AAS)
 Program Length: 69 Credit Hours/1470 Clock Hours

Program Description

The Industrial Electronics Technology program generally prepares individuals to assemble, install, operate, maintain, and repair electrical/electronic equipment used in business and industry. This course includes instruction, on actual equipment or associated trainers, relating to power supplies, amplifiers, motors, digital and computer circuitry, programmable controllers, computer peripherals, general robotic applications, lasers, fiber optics, communication systems, and video systems.

Industrial Electronics Technology Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>MATH1110</u>	TECHNICAL MATH I	3	45
<u>ETRN1120</u>	FUNDAMENTALS OF DIRECT CURRENT CIRCUITS	3	75
	OR		
<u>ETRN1140</u>	COMPREHENSIVE DC CIRCUITS	4	105
<u>ETRN1130</u>	FUNDAMENTALS OF ALTERNATING CURRENT CIRCUITS	3	75
	OR		
<u>ETRN1150</u>	COMPREHENSIVE AC CIRCUITS	4	105
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
	OR		
<u>CISX1000</u>	INTRODUCTION TO INFORMATION SYSTEMS	2	45
	TCA - Basic Electricity Technician	12	255
<u>ETRN1210</u>	FUNDAMENTALS OF SEMICONDUCTORS	3	75
<u>ETRN1220</u>	TRANSISTOR CIRCUITS	3	75
	OR		
<u>ETRN1260</u>	COMPREHENSIVE TRANSISTOR CIRCUITS	4	105
<u>ETRN1230</u>	DIGITAL CIRCUITS I	3	75
<u>ETRN1240</u>	DIGITAL CIRCUITS II	3	75
	OR		
<u>ETRN1250</u>	DIGITAL ELECTRONICS (MICROPROCESSORS)	4	105
<u>JOBS2450</u>	JOB SEEKING SKILLS	2	30
	CTS - Basic Electronics Technician	26	585
<u>ETRN2110</u>	INTRODUCTION TO PROGRAMMABLE CONTROLLERS	4	90
<u>ETRN2130</u>	TELECOMMUNICATIONS	4	90
	ELECTRONICS ELECTIVE	4	90
	ELECTRONICS ELECTIVE	3	75
	ELECTRONICS ELECTIVE	3	75
	ELECTRONICS ELECTIVE	4	90
	ELECTRONICS ELECTIVE	3	75
	ELECTRONICS ELECTIVE	3	75
	TD - Industrial Electronics Technician	54	1245
<u>ENGL1015</u>	English Composition I	3	45
<u>MATH1015</u>	College Algebra	3	45
<u>PSYC2015</u>	Introduction to Psychology	3	45
<u>PHSC1015</u>	Physical Science I	3	45
<u>SPCH1015</u>	Introduction to Public Speaking	3	45
	AAS – Industrial Electronics Technology	69	1470

Industrial Instrumentation Technology

Program Type: Associate of Applied Science (AAS)

Program Length: 75 Credit Hours/1980 Clock Hours

Program Description

This program prepares individuals to maintain, adjust, install, calibrate, and repair industrial measuring and control instruments. These instruments measure and control things such as the flow rate, pressure and temperature of liquids or gases in industrial processing plants.

Industrial Instrumentation Technology Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>ETRN1120</u>	FUNDAMENTALS OF DIRECT CURRENT CIRCUITS	3	75
<u>ETRN1130</u>	FUNDAMENTALS OF ALTERNATING CURRENT CIRCUITS	3	75
<u>ETRN1210</u>	FUNDAMENTALS OF SEMICONDUCTORS	3	75
<u>ETRN1220</u>	TRANSISTOR CIRCUITS	3	75
<u>JOBS2450</u>	JOB SEEKING SKILLS	2	30
	TCA - Basic Electronic Repair	15	345
<u>ETRN1230</u>	DIGITAL CIRCUITS I	3	75
<u>ETRN1240</u>	DIGITAL CIRCUITS II	3	75
<u>INST2620</u>	MOTOR CONTROLS, CIRCUITRY	3	90
<u>INST2630</u>	VARIABLE SPEED DRIVES	2	90
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
	CTS - Industrial Electronic Repair	28	720
<u>INST1110</u>	INTRODUCTION TO INDUSTRIAL INSTRUMENTATION	2	90
<u>INST1310</u>	PRESSURE MEASUREMENT	2	90
<u>INST1320</u>	LEVEL MEASUREMENT	2	90
<u>INST1410</u>	FLOW MEASUREMENT	2	90
<u>INST1420</u>	TEMPERATURE MEASUREMENT	2	60
<u>INST2730</u>	ANALYTICAL MEASUREMENTS	3	75
<u>INST1430</u>	FINAL ELEMENTS	3	75
<u>INST2610</u>	CONTROLLERS	3	90
<u>INST2720</u>	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLS	2	90
<u>INST2810</u>	ADVANCED PROGRAMMABLE LOGIC CONTROLS	3	90
<u>INST2820</u>	PRINCIPLES OF PROCESS CONTROL	3	90
<u>INST2830</u>	ANALOG CONTROL SYSTEMS	3	90
<u>INST2840</u>	DIGITAL CONTROL SYSTEMS	3	90
	TD - Industrial Instrumentation Technician	61	1830
<u>ENGL1015</u>	English Composition I	3	45
<u>MATH1015</u>	College Algebra	3	45
<u>PSYC2015</u>	Introduction to Psychology	3	45
<u>PHSC1015</u>	Physical Science I	3	45
<u>SPCH1015</u>	Introduction to Public Speaking	3	45
	AAS – Industrial Instrumentation Technology	75	1980

Industrial Maintenance Technology

Program Type: Technical Diploma (TD)

Program Length: 60 Credit Hours/1830 Clock Hours

Program Description

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the industrial maintenance field.

The Industrial Maintenance Technology program prepares individuals to install, repair, and maintain industrial machinery and equipment such as pumps, motors, pneumatic and hydraulic systems, and production machinery. It includes instruction in testing, adjusting, and repairing pneumatic and hydraulic systems, attaching supplemental equipment such as hoses, valves, gates, mechanical, electrical, and electronic control devices. It also includes instruction in material handling equipment, pipefitting, welding, metal fabrication, and millwright.

Industrial Maintenance Technology Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
ORNT1000	FRESHMAN SEMINAR	1	15
IMMT1110	INTRODUCTION TO INDUSTRIAL MAINTENANCE TECHNOLOGY	1	15
CPTR1000	INTRODUCTION TO COMPUTERS	2	45
IMMT1111	WELDING I	3	135
IMMT1112	WELDING II	2	90
IMMT1120	BLUEPRINT READING	2	30
IMMT1121	METAL FABRICATION	3	105
	TCA - Fabrication Apprentice	14	435
	The above TCA plus one additional grouping results in the CTS indicated.		
IMMT1210	MATERIAL HANDLING	2	30
IMMT1220	PNEUMATICS	3	45
IMMT1221	PNEUMATICS APPLICATION	2	90
IMMT1230	HYDRAULICS	3	45
IMMT1231	HYDRAULICS APPLICATION	3	135
IMMT1241	HYDRAULICS TROUBLESHOOTING PROJECTS	3	135
	CTS - Pneumatic Hydraulic Apprentices	30	915
IMMT1311	PIPEFITTING	2	60
IMMT1320	MILLWRIGHT I	3	45
IMMT1321	MILLWRIGHT I LAB	2	90
IMMT1330	MILLWRIGHT II	2	30
IMMT1331	MILLWRIGHT II LAB	3	135
	CTS - Millwright Apprentice	26	795
IMMT1410	BASIC ELECTRICITY	1	15
IMMT1411	BASIC ELECTRICITY LAB	3	90
IMMT1421	INDUSTRIAL ELECTRICITY	4	120
IMMT1430	MOTOR CONTROLS	4	180
IMMT1441	PROGRAMMABLE LOGIC CONTROLLERS	4	120
JOBS2450	JOB SEEKING SKILLS	2	30
	CTS - Electrical Maintenance	32	990
	TD - Industrial Maintenance Technology	60	1830

Medical Office Assistant

Program Type: Certificate of Technical Studies (CTS)
 Program Length: 35 Credit Hours/705 Clock Hours

Program Description

This program prepares individuals to perform tasks related to the management of health information. Students are prepared for positions as medical transcriptionists, medical secretaries, medical file clerks, medical receptionists, or medical office assistants. Strong emphasis is placed on medical terminology and medical machine transcription. In addition to these skills, office communications, business computer applications, records management, and office procedures are emphasized.

Medical Office Assistant Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>ACCT1100</u>	PRINCIPLES OF ACCOUNTING, PART I	3	75
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>ENGL1030</u>	BUSINESS ENGLISH	3	45
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
<u>KYBD1000</u>	BASIC KEYBOARDING	2	45
<u>KYBD1110</u>	INTRODUCTION TO KEYBOARDING	3	75
<u>KYBD1210</u>	INTERMEDIATE KEYBOARDING	3	75
<u>HCOR1120</u>	BASIC BODY STRUCTURE AND FUNCTION	2	30
<u>MACH1350</u>	INTRODUCTION TO MACHINE TRANSCRIPTION	2	45
<u>MAST2110</u>	MEDICAL TRANSCRIPTION	3	75
<u>MEDL1300</u>	MEDICAL TERMINOLOGY	3	45
<u>MAST1230</u>	INSURANCE AND MEDICAL CODING	2	45
<u>MAST1210</u>	ADMINISTRATIVE PROCEDURES I	4	60
<u>JOBS2450</u>	JOB SEEKING SKILLS	2	30
	CTS - Medical Office Assistant	35	705
	IMPORTANT NOTE: KYBD1000 can be challenged by qualified students on the approval of the academic advisor.		
	Students may opt to take one of the following electives: ISYS1450; CPTR1300; CPTR1310; OSYS2991; OSYS2992; OSYS2995; OSYS 2996		
	Optional Elective		
CSRV1000	CUSTOMER SERVICE	3	45

Nurse Assistant

Program Type: Technical Competency Area (TCA)
Program Length: 5 Credit Hours/155 Clock Hours

Program Description

The Nurse Assistant Certificate Program prepares students for employment in long-term care facilities, home health agencies, and hospitals where basic bedside nursing care is needed. Classroom instruction includes an introduction to health care, essential OBRA skills required for certification, body structure and function, and the job-seeking process, with an introduction to computer skills, as it relates to the health care industry. Students participate in clinical activities at approved facilities under the supervision of the instructor.

Upon successful completion of this program the student is qualified for universal certification and employment in the areas of long-term care, home health care, and acute care.

Nurse Assistant Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>HNUR1211</u>	NURSING FUNDAMENTALS I	4	75
<u>HCOR1212</u>	SKILLS APPLICATION	1	80
	TCA - Nurse Assistant	5	155
	Optional Elective		
<u>CSRV1000</u>	CUSTOMER SERVICE	3	45
	The following courses may not be substituted for the above requirements.		
<u>HCOR2991</u>	SPECIAL PROJECTS I	1	30
<u>HCOR2993</u>	SPECIAL PROJECTS II	2	60
<u>HCOR2995</u>	SPECIAL PROJECTS III	3	90
<u>HCOR2996</u>	SPECIAL PROJECTS IV	3	45
<u>HCOR2997</u>	SPECIAL PROJECTS V	1	15

Office Systems Technology

Program Type: Associate of Applied Science (AAS)
 Program Length: AAS = 73 Credit Hours/1395 Clock Hours

Program Description

This program prepares individuals to perform the duties of special assistants for business executives and top management. It includes instruction in business communications, public relations, scheduling and travel management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, professional standards, and legal requirements.

Office Systems Technology Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
<u>ACCT1100</u>	PRINCIPLES OF ACCOUNTING, PART I	3	75
<u>ENGL1030</u>	BUSINESS ENGLISH	3	45
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
<u>KYBD1000</u>	BASIC KEYBOARDING	2	45
<u>KYBD1110</u>	INTRODUCTION TO KEYBOARDING	3	75
	TCA - General Clerk	14	300
<u>ACCT1200</u>	PRINCIPLES OF ACCOUNTING, PART II	3	75
<u>ENGL1040</u>	BUSINESS COMPOSITION	3	45
<u>KYBD1210</u>	INTERMEDIATE KEYBOARDING	3	75
<u>OSYS1100</u>	RECORDS MANAGEMENT	3	45
<u>MATH1050</u>	BUSINESS MATH	3	45
<u>ISYS1450</u>	BASIC WORD PROCESSING	3	75
	CTS - Office Assistant	32	660
<u>CPTR1300</u>	INTRODUCTION TO SPREADSHEETS	3	60
<u>CPTR1310</u>	INTRODUCTION TO DATABASE MANAGEMENT	3	60
<u>ENGL1050</u>	BUSINESS CORRESPONDENCE	3	45
<u>ISYS1550</u>	ADVANCED WORD PROCESSING	3	75
<u>MACH1350</u>	INTRODUCTION TO MACHINE TRANSCRIPTION	2	45
<u>ISYS1650</u>	DESKTOP PUBLISHING	3	60
<u>OSYS2530</u>	OFFICE PROCEDURES	3	45
<u>JOBS2450</u>	JOB SEEKING SKILLS	2	30
	Approved Electives	4	90
	TD - Office Systems Technology	58	1170
	TD Eligible for Certification - Expert/Master - MOS		
	Transferable General Education Courses Required for AAS		
<u>ENGL1015</u>	ENGLISH COMPOSITION I	3	45
<u>MATH1015</u>	COLLEGE ALGEBRA	3	45
<u>PSYC2015</u>	INTRODUCTION TO PSYCHOLOGY	3	45
<u>PHSC1015</u>	PHYSICAL SCIENCE I	3	45
<u>SPCH1015</u>	INTRODUCTION TO PUBLIC SPEAKING	3	45
	AAS Office Systems Technology	73	1395
	Electives		
<u>ACCT1600</u>	ADVANCED ACCOUNTING II	3	75
<u>KYBD1310</u>	ADVANCED KEYBOARDING	3	75
<u>BUSI1000</u>	BUSINESS LAW	3	45
<u>OSYS1250</u>	BUSINESS CALCULATORS	2	45
<u>ISYS1400</u>	WINDOWS APPLICATIONS, PART I	3	45
<u>ISYS1410</u>	WINDOWS APPLICATIONS, PART II	3	45
<u>ISYS1420</u>	WINDOWS APPLICATIONS, PART III	3	75
<u>ISYS1430</u>	WINDOWS APPLICATIONS, PART IV	3	75
	OR Choose approved coursework from the following program curriculums:		
	Accounting Technology		
	Computer Specialist - Applications		
	ICT: Computer/Networking Support		
	ICT: Computer Network Specialist		
	Office Systems Technology		

	OR Any approved course by the academic advisor		
	Optional Elective		
CSRV1000	CUSTOMER SERVICE	3	45
	The following courses may not be substituted for the above course requirements		
OSYS2991	SPECIAL PROJECTS I	1	30
OSYS2993	SPECIAL PROJECTS II	2	60
OSYS2995	SPECIAL PROJECTS III	3	90
OSYS2996	SPECIAL PROJECTS IV	3	45
OSYS2997	PRACTICUM	3	135
OSYS2999	COOPERATIVE EDUCATION	3	135
<u>INCT2820</u>	SERVER TECHNOLOGY	3	75
<u>INCT2830</u>	CABLING INFRASTRUCTURE	3	75
<u>INCT2850</u>	EMERGING TECHNOLOGIES	3	75
<u>INCT2890</u>	ENTREPRENEURIAL VENTURE	3	45
<u>INCT2910</u>	HOME TECHNOLOGY INTEGRATOR	3	75
<u>INCT2920</u>	NETWORK DEFENSE AND COUNTERMEASURES	3	75
<u>INCT2925</u>	HARDENING THE NETWORK INFRASTRUCTURE	3	75
<u>INCT2930</u>	ENTERPRISE SECURITY IMPLEMENTATION	3	75
<u>INCT2935</u>	ADVANCED SECURITY IMPLEMENTATION	3	75
<u>INCT1391</u>	PROCEDURAL PROGRAMMING LANGUAGE I	7	195
<u>INCT1451</u>	BASIC PROGRAMMING I	7	195
<u>INCT1461</u>	C++ PROGRAMMING I	7	195
<u>INCT1470</u>	CL PROGRAMMING	3	75
<u>INCT1491</u>	RPG PROGRAMMING I	7	195
<u>INCT1500</u>	INTERNET PROGRAMMING LANGUAGE I	3	75
<u>INCT1801</u>	JAVA PROGRAMMING I	7	195
<u>INCT2500</u>	INTERNET PROGRAMMING LANGUAGE II	3	75
	The following courses may not be substituted for the above course requirements.		
<u>INCT2991</u>	SPECIAL PROJECTS I	1	30
<u>INCT2993</u>	SPECIAL PROJECTS II	2	60
<u>INCT2995</u>	SPECIAL PROJECTS III	3	90
<u>INCT2996</u>	SPECIAL PROJECTS IV	3	45
<u>INCT2997</u>	PRACTICUM	3	135
<u>INCT2999</u>	COOPERATIVE EDUCATION	3	135
	Non-Major Electives		
CPTR1000	INTRODUCTION TO COMPUTERS	2	45
	Optional Elective		
CSRV1000	CUSTOMER SERVICE	3	45
	Below are Certificate Exit Levels		
<u>INCT1100</u>	INSTALLATION AND TROUBLESHOOTING, PART I	3	75
<u>INCT1110</u>	INSTALLATION AND TROUBLESHOOTING, PART II	3	75
CPTR1010	DIGITAL LITERACY	4	90
<u>KYBD1000</u>	BASIC KEYBOARDING	2	45
<u>INCT2110</u>	NETWORKING TECHNOLOGIES	4	90
<u>INCT1200</u>	OPERATING SYSTEMS	4	90
<u>INCT2120</u>	INTRODUCTION TO BASIC ROUTERS	4	90
	ICT Elective	3	75
	CTS - CIP 111001 - LAN Administrator	27	630
<u>INCT1100</u>	INSTALLATION AND TROUBLESHOOTING, PART I	3	75
<u>INCT1110</u>	INSTALLATION AND TROUBLESHOOTING, PART II	3	75
CPTR1010	DIGITAL LITERACY	4	90
<u>KYBD1000</u>	BASIC KEYBOARDING	2	45
<u>INCT1200</u>	OPERATING SYSTEMS	4	90
<u>INCT2110</u>	NETWORKING TECHNOLOGIES	4	90
<u>INCT2120</u>	INTRODUCTION TO BASIC ROUTERS	4	90
<u>INCT2545</u>	NETWORK SECURITY: ETHICAL HACKING	3	60
<u>INCT2840</u>	MANAGING NETWORK SECURITY	3	75
<u>INCT2855</u>	FIREWALL TECHNOLOGY	3	45
	CTS - CIP 111001 - Network Security Technician	33	735
<u>INCT1100</u>	INSTALLATION AND TROUBLESHOOTING, PART I	3	75
<u>INCT1110</u>	INSTALLATION AND TROUBLESHOOTING, PART II	3	75
CPTR1010	DIGITAL LITERACY	4	90

<u>KYBD1000</u>	BASIC KEYBOARDING	2	45
	TCA - CIP 111001 - Computer Technician	12	285
INCT2110	NETWORKING TECHNOLOGIES	4	90
INCT2120	INTRODUCTION TO BASIC ROUTERS	4	90
INCT2130	INTERMEDIATE ROUTING AND SWITCHING	4	90
INCT2140	WIDE AREA NETWORK PROTOCOLS	4	90
	TCA - CIP 111001 - Wide Area Network Technician	16	360
INCT2150	ADVANCED ROUTING	3	75
INCT2160	REMOTE ACCESS	3	75
INCT2170	MULTILAYER SWITCHING	3	75
INCT2190	INTERNETWORK SUPPORT	3	75
	TCA - CIP 111001 - Wide Area Network Professional	12	300
CPTR1010	DIGITAL LITERACY	4	90
KYBD1000	BASIC KEYBOARDING	2	45

Patient Care Technician

Program Type: Certificate of Technical Studies (CTS)
 Program Length: 27 Credit Hours/701 Clock Hours

Program Description

The Patient Care Technician certificate program prepares individuals for a variety of job opportunities in the health occupations areas and is generated to meet the need for cross training of employees in health care facilities. Graduates may find employment in long-term care facilities, hospitals, laboratories, and clinics where basic bedside nursing skills are required, as well as the skills of phlebotomy, performing electrocardiograms (EKG), stress testing, and holter monitoring procedures. All OBRA skill standards are included into this competency-based curriculum. The program consists of classroom/lab instruction and supervised/preceptor clinical activities. Prior to clinical, the student must present a current CPR card for Basic Life Support for Health Care Providers.

Upon successful completion of this competency-based program, students may be eligible to take certification exams in Phlebotomy, Nursing Assistant, Electrocardiogram (EKG) Technician, and/or Patient Care Technician.

Patient Care Technician Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>HNUR1211</u>	NURSING FUNDAMENTALS I	4	75
<u>HCOR1212</u>	SKILLS APPLICATION	1	80
	TCA - CIP 511614 - Nurse Assistant	5	155
<u>HCOR1120</u>	BASIC BODY STRUCTURE AND FUNCTION	2	30
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
<u>MAST1210</u>	ADMINISTRATIVE PROCEDURES I	4	60
<u>HEKG1011</u>	EKG PROCEDURES	3	105
<u>HMDT1170</u>	MEDICAL TERMINOLOGY	1	15
	TCA - EKG Skills	12	255
<u>HPHL1011</u>	PHLEBOTOMY PRINCIPLES	3	75
<u>HPHL1022</u>	PHLEBOTOMY PROCEDURES/SKILLS	6	201
<u>HCOR1160</u>	PROFESSIONALISM FOR HEALTHCARE PROVIDERS	1	15
	TCA - Phlebotomy Skills	10	291
	CTS - Patient Care Technician	27	701
	Optional Elective		
<u>CSRV1000</u>	CUSTOMER SERVICE	3	45
	The following courses may not be substituted for the above course requirements.		
<u>HCOR2991</u>	SPECIAL PROJECTS I	1	30
<u>HCOR2993</u>	SPECIAL PROJECTS II	2	60
<u>HCOR2995</u>	SPECIAL PROJECTS III	3	90
<u>HCOR2996</u>	SPECIAL PROJECTS IV	3	45
<u>HCOR2997</u>	SPECIAL PROJECTS V	1	15

Practical Nursing

Program Type: Technical Diploma (TD)
Program Length: 56 Credit Hours/1627 Clock Hours

Program Description

The Practical Nursing program is designed to prepare the student to meet the licensure requirements for Licensed Practical Nurse (LPN), as established by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). The program progresses from simple to complex and consists of classroom instruction, lab practicum and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies.

Students should note that some courses have prerequisites, which must be completed before enrolling into upper level courses and continuing in the program. Students must demonstrate basic computer skills prior to advancement into the acute care clinical component of the program. Practical Nursing Program Coordinators or their designees may assess a student's basic computer skills by administering a competency exam or having the student successfully complete the CPTR 1000 or a comparable computer course.

Articulated courses are determined at the discretion of the Practical Nurse Program Coordinator and based upon individual evaluation as described in the 2005 Louisiana Nursing Education Articulation Model.

Each course in the PN program must be completed with a minimum score of 80%. Upon graduation, the student is awarded a diploma and is eligible to take the National Council of State Boards Licensure Examination for Practical Nurses (NCLEX-PN).

This is a **limited enrollment program**. Students must be admitted to the program to enroll in any of the PN courses. *Students must meet or exceed entrance test scores as indicated in table below:*

Type of test	Mathematics	Reading	Language	Science
ACT (sub score)	18-36	20-36	18-36	20
COMPASS	48-100	85-100	68-100	N/A
ASSET	42-55	44-55	44-55	N/A
TEAS	N/A	N/A	N/A	55 or ↑

Students scoring below the scores noted above will be required to complete applicable developmental courses or prerequisite allied health courses prior to acceptance into the PN program.

Admission Requirements:

Students must apply to the campus/program of their choice and meet the minimum admission standards, including:

- Ability to obtain CPR for Healthcare Providers certification **prior** to first clinical course – or as directed by program coordinator
- Official birth certificate
- Official HS or GED transcript
- Proof of current immunizations
- History and Physical exam
- TB skin test or Chest x-ray
- Fingerprints and \$26 money order payable to Louisiana Department of Public Safety and Corrections
- \$50 money order payable to Louisiana State Board of Practical Nurse Examiners
- Additional criminal background check required for clinical courses – check with the campus for specific information
- Drug screening – check with the campus for specific information
- Applicants must NOT be currently serving under any court-imposed order of supervised probation, work release, school release or parole in conjunction with any felony conviction(s) or plea agreement.
- Students must demonstrate ability to meet following technical/performance standards while receiving the instruction as outlined in each course syllabus:
 - a) Read and communicate orally and in writing using the English language.
 - b) Hear with or without auditory aids to understand normal speaking voice without viewing the speakers face.
 - c) Visually, with or without corrective lenses, observe changes in client's condition and actively participate in learning process.

- d) Utilize stamina, strength and psychomotor coordination necessary to perform routine practical nursing procedures at floor or bed level.
- e) Demonstrate use of gross and fine motor skills necessary to provide independent, safe and effective practical nursing care.
- f) Solve problems and apply critical thinking skills while providing safe and efficient client care.
- g) Interact with individuals/families/groups from various socioeconomic and cultural backgrounds.
- h) Adapt and function in a multi stressor environment while adhering to legal/ethical guidelines of the school, Louisiana PN Nurse Practice Act and clinical agencies.

Practical Nursing Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>AHSC1000</u>	ALLIED HEALTH SCIENCE	3	60
<u>AHMA1000</u>	ALLIED HEALTH MATH	3	60
<u>AHRE1000</u>	ALLIED HEALTH READING	3	60
<u>AHEN1000</u>	ALLIED HEALTH ENGLISH	3	60
<u>ORNT1000</u>	FRESHMAN SEMINAR	1	15
	Required Practical Nursing courses:		
<u>HNUR1211</u>	NURSING FUNDAMENTALS I	4	75
<u>HNUR1212</u>	GERIATRIC CLINICAL I	1	40
	TCA - Health Aid	5	115
<u>HNUR1300</u>	ANATOMY AND PHYSIOLOGY FOR HEALTHCARE PROVIDERS	5	90
<u>HNUR1330</u>	NUTRITION AND DIET THERAPY	2	40
<u>HNUR1340</u>	PRACTICAL NURSING CONCEPTS	2	30
<u>HNUR1351</u>	INTRODUCTION TO PHARMACOLOGY	2	45
<u>HNUR1360</u>	GERIATRIC NURSING I	1	40
<u>HNUR1411</u>	NURSING FUNDAMENTALS II	3	90
<u>HNUR1460</u>	ADVANCED PHARMACOLOGY	2	45
<u>HNUR2110</u>	MEDICAL/SURGICAL NURSING I	5	75
<u>HNUR2112</u>	MEDICAL/SURGICAL CLINICAL I	2	184
<u>HNUR2120</u>	MEDICAL/SURGICAL NURSING II	5	75
<u>HNUR2122</u>	MEDICAL/SURGICAL CLINICAL II	2	184
<u>HNUR2130</u>	MEDICAL/SURGICAL NURSING III	5	75
<u>HNUR2132</u>	MEDICAL/SURGICAL CLINICAL III	2	184
<u>HNUR2220</u>	MATERNAL/NEONATE NURSING	2	40
<u>HNUR2222</u>	MATERNAL/NEONATE CLINICAL	1	40
<u>HNUR2230</u>	PEDIATRIC NURSING	2	40
<u>HNUR2232</u>	PEDIATRIC CLINICAL	1	40
<u>HNUR2530</u>	MENTAL HEALTH NURSING	2	30
<u>HNUR2532</u>	MENTAL HEALTH CLINICAL	1	40
<u>HNUR2611</u>	IV THERAPY	1	30
<u>HNUR2640</u>	PROFESSIONALISM FOR PRACTICAL NURSING	1	15
<u>HNUR2650</u>	GERIATRIC NURSING II	1	40
<u>HNUR2652</u>	GERIATRIC CLINICAL II	1	40
	TD - Practical Nursing	56	1627
	Optional Elective		
CSRV1000	CUSTOMER SERVICE	3	45
	The following courses may not be substituted for the above course requirements		
HNUR2991	SPECIAL PROJECTS I	1	30
HNUR2993	SPECIAL PROJECTS II	2	60
HNUR2995	SPECIAL PROJECTS III	3	90
HNUR2996	SPECIAL PROJECTS IV	3	45

Welding

Program Type: Technical Diploma (TD)
 Program Length: 60 Credit Hours/1800 Clock Hours

Program Description

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

Welding Course Listing

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Clock Hrs</u>
<u>WELD1110</u>	OCCUPATIONAL ORIENTATION & SAFETY	3	60
<u>WELD1120</u>	BASIC BLUEPRINT, METALLURGY & WELD SYMBOLS	3	75
<u>WELD1130</u>	WELDING INSPECTION & TESTING	2	60
<u>WELD1140</u>	ELECTRICAL FUNDAMENTALS	2	45
<u>WELD1210</u>	OXYFUEL SYSTEMS	2	60
<u>WELD1310</u>	CUTTING PROCESSES - CAC/PAC	2	45
<u>WELD1410</u>	SMAW - BASIC BEADS	2	60
<u>WELD1411</u>	SMAW - FILLET WELD	3	105
<u>WELD1412</u>	SMAW - V-GROOVE BU/GOUGE	3	105
<u>WELD2110</u>	FCAW - BASIC FILLET WELDS	3	105
<u>WELD2111</u>	FCAW - GROOVE WELDS	3	105
<u>WELD2210</u>	GTAW - BASIC MULTI-JOINT	3	105
<u>WELD2230</u>	GTAW - ALUMINUM MULTI-JOINT	3	105
<u>WELD2310</u>	GMAW - BASIC FILLET WELD	3	105
<u>WELD2311</u>	GMAW - GROOVE WELD	3	105
<u>CPTR1000</u>	INTRODUCTION TO COMPUTERS	2	45
<u>JOBS2450</u>	JOB SEEKING SKILLS	2	30
	Program Core Totals	44	1320
	To meet the requirements to earn a diploma, students must complete the program core and select an additional minimum of 16 credits from ANY of the courses listed as "Required Electives."	16	480
	TD - Welding	60	1800
	REQUIRED ELECTIVES		
	SMAW Process		
<u>WELD1420</u>	SMAW - V-GROOVE OPEN	4	120
<u>WELD1510</u>	SMAW - PIPE 2G	4	120
<u>WELD1511</u>	SMAW - PIPE 5G	4	120
<u>WELD1512</u>	SMAW - PIPE 6G	4	120
<u>WELD1610</u>	SMAW STAINLESS STEEL (SMAW-SS) MULTI-JOINT	4	120
<u>WELD1620</u>	SMAW STAINLESS STEEL (SMAW-SS) 5G PIPE	4	120
<u>WELD1621</u>	SMAW STAINLESS STEEL (SMAW-SS) 2G PIPE	4	120
<u>WELD1622</u>	SMAW STAINLESS STEEL (SMAW-SS) 6G PIPE	4	120
	FCAW Process		
<u>WELD2112</u>	FCAW PIPE 5G	4	120
<u>WELD2113</u>	FCAW PIPE 2G	4	120
<u>WELD2114</u>	FCAW PIPE 6G	4	120
	GTAW Process		
<u>WELD2220</u>	GTAW PIPE 5G	4	120
<u>WELD2221</u>	GTAW PIPE 2G	4	120
<u>WELD2222</u>	GTAW PIPE 6G	4	120
<u>WELD2240</u>	GTAW LOW ALLOY (GTAW-LA) 5G PIPE	4	120
<u>WELD2241</u>	GTAW LOW ALLOY (GTAW-LA) 2G PIPE	4	120
<u>WELD2242</u>	GTAW LOW ALLOY (GTAW-LA) 6G PIPE	4	120
<u>WELD2250</u>	GTAW STAINLESS STEEL (GTAW-SS) 5G PIPE	4	120
<u>WELD2251</u>	GTAW STAINLESS STEEL (GTAW-SS) 2G PIPE	4	120
<u>WELD2252</u>	GTAW STAINLESS STEEL (GTAW-SS) 6G PIPE	4	120
<u>WELD2260</u>	GTAW ALUMINUM (GTAW-AL) 5G PIPE	4	120

<u>WELD2261</u>	GTAW ALUMINUM (GTAW-AL) 2G PIPE	4	120
<u>WELD2262</u>	GTAW ALUMINUM (GTAW-AL) 6G PIPE GMAW Process	4	120
<u>WELD2320</u>	GMAW - PIPE 2G	4	120
<u>WELD2321</u>	GMAW - PIPE 5G	4	120
<u>WELD2322</u>	GMAW - PIPE 6G	4	120
<u>WELD2330</u>	GMAW - ALUMINUM MULTI-JOINT	4	120
<u>WELD2340</u>	GMAW ALUMINUM (GMAW-AL) 5G PIPE	4	120
<u>WELD2341</u>	GMAW ALUMINUM (GMAW-AL) 2G PIPE	4	120
<u>WELD2342</u>	GMAW ALUMINUM (GMAW-AL) 6G PIPE Advanced Procedures	4	120
<u>WELD1121</u>	ADVANCED BLUEPRINT READING	4	120
<u>WELD2410</u>	AUTOMATED WELDING PROCESSES	3	60
<u>WELD2420</u>	CONSTRUCTION PROCEDURES I	2	60
<u>WELD2421</u>	CONSTRUCTION PROCEDURES II	2	60
<u>WELD2422</u>	CONSTRUCTION PROCEDURES III	2	60
<u>WELD2423</u>	CONSTRUCTION PROCEDURES IV	2	60
<u>WELD2430</u>	MAINTENANCE PROCEDURES I	2	60
<u>WELD2431</u>	MAINTENANCE PROCEDURES II	2	60
<u>WELD2432</u>	MAINTENANCE PROCEDURES III	2	60
<u>WELD2433</u>	MAINTENANCE PROCEDURES IV	2	60
<u>WELD2440</u>	MANUFACTURING PROCEDURES I	2	60
<u>WELD2441</u>	MANUFACTURING PROCEDURES II	2	60
<u>WELD2442</u>	MANUFACTURING PROCEDURES III	2	60
<u>WELD2443</u>	MANUFACTURING PROCEDURES IV	2	60
<u>WELD2450</u>	MARINE PROCEDURES I	2	60
<u>WELD2451</u>	MARINE PROCEDURES II	2	60
<u>WELD2452</u>	MARINE PROCEDURES III	2	60
<u>WELD2453</u>	MARINE PROCEDURES IV	2	60
<u>WELD2460</u>	PIPING PROCEDURES I	2	60
<u>WELD2461</u>	PIPING PROCEDURES II	2	60
<u>WELD2462</u>	PIPING PROCEDURES III	2	60
<u>WELD2463</u>	PIPING PROCEDURES IV	2	60
<u>WELD2470</u>	PRESSURE VESSEL PROCEDURES I	2	60
<u>WELD2471</u>	PRESSURE VESSEL PROCEDURES II	2	60
<u>WELD2472</u>	PRESSURE VESSEL PROCEDURES III	2	60
<u>WELD2473</u>	PRESSURE VESSEL PROCEDURES IV	2	60
<u>WELD2480</u>	SHIPBUILDING PROCEDURES I	2	60
<u>WELD2481</u>	SHIPBUILDING PROCEDURES II	2	60
<u>WELD2482</u>	SHIPBUILDING PROCEDURES III	2	60
<u>WELD2483</u>	SHIPBUILDING PROCEDURES IV	2	60
<u>WELD2490</u>	STRUCTURAL PROCEDURES I	2	60
<u>WELD2491</u>	STRUCTURAL PROCEDURES II	2	60
<u>WELD2492</u>	STRUCTURAL PROCEDURES III	2	60
<u>WELD2493</u>	STRUCTURAL PROCEDURES IV	2	60
	Approved Electives		
<u>WELD2883</u>	BASIC SKILLS EVALUATION	1	30
<u>WELD2885</u>	ADVANCED SKILLS EVALUATION	1	30
<u>WELD2893</u>	SMAW CERTIFICATION PREPARATION	3	90
<u>WELD2895</u>	FCAW CERTIFICATION PREPARATION	3	90
<u>WELD2897</u>	GTAW CERTIFICATION PREPARATION	3	90
<u>WELD2899</u>	GMAW CERTIFICATION PREPARATION	3	90
<u>WELD2996</u>	CERTIFICATION I	4	120
<u>WELD2997</u>	PRACTICUM	3	135
<u>WELD2999</u>	COOPERATIVE EDUCATION	3	135
<u>WELD2991</u>	SPECIAL PROJECTS I	1	30
<u>WELD2993</u>	SPECIAL PROJECTS II	2	60
<u>WELD2995</u>	SPECIAL PROJECTS III	3	90
<u>WELD2992</u>	SPECIAL PROJECTS IV	2	45
<u>WELD2994</u>	SPECIAL PROJECTS V	4	120
<u>WELD2990</u>	SPECIAL PROJECTS VI	6	180
	Optional Elective		

<u>CSRV1000</u>	CUSTOMER SERVICE	3	45
	Certificate Exit Levels are Below:		
<u>WELD1110</u>	OCCUPATIONAL ORIENTATION & SAFETY	3	60
<u>WELD1140</u>	ELECTRICAL FUNDAMENTALS	2	45
	TCA - Welder Helper	5	105
<u>WELD1110</u>	OCCUPATIONAL ORIENTATION & SAFETY	3	60
<u>WELD1210</u>	OXYFUEL SYSTEMS	2	60
	TCA - Thermal Cutter	5	120
<u>WELD1110</u>	OCCUPATIONAL ORIENTATION & SAFETY	3	60
<u>WELD1140</u>	ELECTRICAL FUNDAMENTALS	2	45
<u>WELD1310</u>	CUTTING PROCESSES - CAC/PAC	2	45
	TCA - Arc Cutter	7	150
<u>WELD2883</u>	BASIC SKILLS EVALUATION	1	30
	OR		
<u>WELD2885</u>	ADVANCED SKILLS EVALUATION	1	30
<u>WELD1110</u>	OCCUPATIONAL ORIENTATION & SAFETY	3	60
	PLUS - A minimum of 4 credits from the list of Required Electives	4	120
	TCA - Arc Welder Skills Upgrade	8	210
<u>WELD1110</u>	OCCUPATIONAL ORIENTATION & SAFETY	3	60
<u>WELD1120</u>	BASIC BLUEPRINT, METALLURGY & WELD SYMBOLS	3	75
<u>WELD1210</u>	OXYFUEL SYSTEMS	2	60
<u>WELD1410</u>	SMAW - BASIC BEADS	2	60
	TCA - Tack Welder/Fitter Helper	10	255
<u>WELD1110</u>	OCCUPATIONAL ORIENTATION & SAFETY	3	60
<u>WELD1140</u>	ELECTRICAL FUNDAMENTALS	2	45
<u>WELD1210</u>	OXYFUEL SYSTEMS	2	60
<u>WELD1410</u>	SMAW - BASIC BEADS	2	60
	PLUS -- Any ONE below	3	105
<u>WELD1411</u>	SMAW - FILLET WELD	3	105
<u>WELD2110</u>	FCAW - BASIC FILLET WELDS	3	105
<u>WELD2210</u>	GTAW - BASIC MULTI-JOINT	3	105
<u>WELD2310</u>	GMAW - BASIC FILLET WELD	3	105
	TCA - Production Line Welder	12	330
<u>WELD1110</u>	OCCUPATIONAL ORIENTATION & SAFETY	3	60
<u>WELD1140</u>	ELECTRICAL FUNDAMENTALS	2	45
<u>WELD1210</u>	OXYFUEL SYSTEMS	2	60
<u>WELD1310</u>	CUTTING PROCESSES - CAC/PAC	2	45
<u>WELD1410</u>	SMAW - BASIC BEADS	2	60
	PLUS - Any ONE Advanced Procedures course	2	60
	PLUS - 12 credits from list below	12	420
<u>WELD1411</u>	SMAW - FILLET WELD	3	105
<u>WELD1412</u>	SMAW - V-GROOVE BU/GOUGE	3	105
<u>WELD2110</u>	FCAW - BASIC FILLET WELDS	3	105
<u>WELD2111</u>	FCAW - GROOVE WELDS	3	105
<u>WELD2210</u>	GTAW - BASIC MULTI-JOINT	3	105
<u>WELD2230</u>	GTAW - ALUMINUM MULTI-JOINT	3	105
<u>WELD2310</u>	GMAW - BASIC FILLET WELD	3	105
<u>WELD2311</u>	GMAW - GROOVE WELD	3	105
	CTS - Production Line Welder II	25	750
<u>WELD1110</u>	OCCUPATIONAL ORIENTATION & SAFETY	3	60
<u>WELD1140</u>	ELECTRICAL FUNDAMENTALS	2	45
<u>WELD1210</u>	OXYFUEL SYSTEMS	2	60
<u>WELD1410</u>	SMAW - BASIC BEADS	2	60
<u>WELD2110</u>	FCAW - BASIC FILLET WELDS	3	105
<u>WELD2480</u>	SHIPBUILDING PROCEDURES I	2	60
<u>WELD1130</u>	WELDING INSPECTION & TESTING	2	60
<u>WELD1411</u>	SMAW - FILLET WELD	3	105
<u>WELD1310</u>	CUTTING PROCESSES - CAC/PAC	2	45
<u>WELD2111</u>	FCAW - GROOVE WELDS	3	105
<u>WELD2481</u>	SHIPBUILDING PROCEDURES II	2	60
	CTS - Production Line Welder - Shipbuilding	26	765
<u>WELD1110</u>	OCCUPATIONAL ORIENTATION & SAFETY	3	60

<u>WELD1140</u>	ELECTRICAL FUNDAMENTALS	2	45
<u>WELD1210</u>	OXYFUEL SYSTEMS	2	60
<u>WELD1310</u>	CUTTING PROCESSES - CAC/PAC	2	45
<u>WELD2210</u>	GTAW - BASIC MULTI-JOINT	3	105
	PLUS ANY 3 courses from the GTAW Required Electives	12	360
	CTS - Arc Welder - GTAW	24	675
<u>WELD1110</u>	OCCUPATIONAL ORIENTATION & SAFETY	3	60
<u>WELD1140</u>	ELECTRICAL FUNDAMENTALS	2	45
<u>WELD1210</u>	OXYFUEL SYSTEMS	2	60
<u>WELD1310</u>	CUTTING PROCESSES - CAC/PAC	2	45
<u>WELD2310</u>	GMAW - BASIC FILLET WELD	3	105
<u>WELD2311</u>	GMAW - GROOVE WELD	3	105
	PLUS ANY 3 courses from the GMAW Required Electives	12	360
	CTS - Arc Welder - GMAW	27	780
<u>WELD1110</u>	OCCUPATIONAL ORIENTATION & SAFETY	3	60
<u>WELD1140</u>	ELECTRICAL FUNDAMENTALS	2	45
<u>WELD1210</u>	OXYFUEL SYSTEMS	2	60
<u>WELD1310</u>	CUTTING PROCESSES - CAC/PAC	2	45
<u>WELD2110</u>	FCAW - BASIC FILLET WELDS	3	105
<u>WELD2111</u>	FCAW - GROOVE WELDS	3	105
	PLUS ANY 3 courses from the FCAW Required Electives	12	360
	CTS - Arc Welder - FCAW	27	780
<u>WELD1110</u>	OCCUPATIONAL ORIENTATION & SAFETY	3	60
<u>WELD1140</u>	ELECTRICAL FUNDAMENTALS	2	45
<u>WELD1210</u>	OXYFUEL SYSTEMS	2	60
<u>WELD1310</u>	CUTTING PROCESSES - CAC/PAC	2	45
<u>WELD1410</u>	SMAW - BASIC BEADS	2	60
<u>WELD1411</u>	SMAW - FILLET WELD	3	105
<u>WELD1412</u>	SMAW - V-GROOVE BU/GOUGE	3	105
<u>WELD1420</u>	SMAW - V-GROOVE OPEN	4	120
	PLUS ANY 3 courses from the SMAW Required Electives	12	360
	CTS - Arc Welder - SMAW	33	960

Northeast Louisiana Technical College



NELTC Region 8 Faculty

Dr. Luke Robins
Interim Regional

**NELTC Bastrop Branch
Campus**

**NELTC North Central
Branch Campus**

**NELTC Northeast
Louisiana Branch
Campus**

**NELTC Ruston Branch
Campus**

**NELTC Bastrop Airport
Extension Campus**

**NELTC Delta Ouachita Campus
Regional Technical Education Center
609 Vocational Parkway
West Monroe, LA 71292
Ph. 318-397-6100
www.myneltc.edu**

ROSTER OF INSTRUCTIONAL STAFF

Alphabetical Order by Courses Taught

NELTC: BASTROP BRANCH CAMPUS

P.O. Box 1120, Kammell, St., Bastrop, Louisiana 71211-1120

NAME Note: Group by Program	MOST ADVANCED DEGREE	COURSES TAUGHT	CURRENT INSTRUCTIONAL LOAD IN HOUR	
			Part-Time	Full-Time
Arant, Wilma STEP Coordinator	M. Ed., ULM	Developmental Studies		F
Bates, Kathy	M. Ed., ULM	Office Systems Technology	P	
Dunn, Lorethie	M. Ed., ULM	Office Systems Technology Computer Specialist (Applications)		F
Greer, Lamar	M.B.A., ULM	Office Systems Technology Computer Specialist (Applications)		F
Nolan, Janis	M.Ed., ULM.	Office Systems Technology Computer Specialist (Applications)		F
Lloyd, Felicia	T.D. – NELTC Margaret Surles ISC	Nursing Assistant		F
McGowen, Shelia	A.D., Regents University of Albany	Practical Nursing		F

ROSTER OF INSTRUCTIONAL STAFF

Alphabetical Order by Courses Taught

NELTC: BASTROP AIRPORT EXTENSION CAMPUS

P.O. Box 1120, Kammell, St., Bastrop, Louisiana 71211-1120

NAME Note: Group by Program	MOST ADVANCED DEGREE	COURSES TAUGHT	CURRENT INSTRUCTIONAL LOAD IN HOURS	
			Part-time	Full Time
Moore, Luke	A.A.S., Community College of the Air Force	Industrial Electronic Technology Biomedical Equipment Technology Industrial Instrumentation Technology		F
Lloyd, Frank	A.A.T., Sowela Community Technical College	Welding		F

ROSTER OF INSTRUCTIONAL STAFF
Alphabetical Order by Courses Taught
NELTC: NORTHEAST LOUISIANA BRANCH CAMPUS
1710 Warren St., Winnsboro, Louisiana 71295

NAME Note: Group by program	MOST ADVANCED DEGREE	COURSES TAUGHT	CURRENT INSTRUCTIONAL LOAD IN HOURS	
			Part-Time	Full-Time
Payne, Sue*	B.S., NLU	Accounting Technology, Office Systems Technology, Medical Office Assistant, Computer Specialist Applications		F
Turner, Sara*	B.S., ULM	Accounting Technology, Office Systems Technology Medical Office Assistant Computer Special Applications		F
Bell, Judie	B.A., ULM	Care and Development of Young Children	P	
Robinson, Bernice	A.A.S., NELTC Northeast LA Branch Campus	Care and Development of Young Children	P	
Payne, Karean STEP Coordinator	B.A., NLU	Developmental Studies Care & Development of Young Children		F
Posey, Janice	EMT Paramedic Certified	Emergency Medical Technician	P	
Stephenson, Elyse	A.D., ULM	Nursing Assistant	P	
Crawford, Alice*	M.Ed. Ph.D.	General Education Course— PSYC 2015	P	
Rhodes, Jean*	Masters	General Education Course – SPCH 1015	P	
Humphries, Lane*	Diploma	ICT Computer/Networking Support	P	
Rayborn, Terri	T.D., LPN, NELTC Northeast LA Branch Campus	Nurse Assistant AHSC 1000	P	
Case, Gwendolyn	B. S., Grambling State University	Practical Nursing		F
Hollis, Bonita	A.A.S. , Northwestern State University	Practical Nursing		F
Little, Beryl	B.S., NLU	Practical Nursing		F
Peoples, Beverly Department Head	B.S., McNeese State University	Practical Nursing		F
Carter, George P. “Rocky”	A.D., NELTC Sowela	Welding		F
Cuave, James R.	Diploma	Welding	P	
* Denotes instructors teaching courses within Associate Degree Programs				

ROSTER OF INSTRUCTIONAL STAFF

Alphabetical Order by Courses Taught

NELTC: DELTA-OUACHITA CAMPUS

609 Vocational Parkway, West Monroe, Louisiana 71292-9064

NAME Note: Group by program	MOST ADVANCED DEGREE	COURSES TAUGHT	CURRENT INSTRUCTIONAL LOAD IN HOURS	
			Part-time	Full-time
Dodd, Marvin*	M.S., Pittsburgh State University B.A., Missouri Southern State College	A/C & Refrigeration		F
Tatum, Melvin	A.D., NELTC Sowela Campus	Automotive Technology		F
Coward, Wardell	Diploma	Barber/Styling	P	
Oglesby, Sherry L.	Diploma, Cloyd's Beauty School	Barber/Styling	P	
Procell, Murl	A.D. Sowela Community College	Barber/Styling		F
Albritton, Dora	B.A., M.Ed., University of Maine	Care & Development of Young Children Developmental Studies		F
Reeves, Hubert	Diploma	Commercial Vehicle Operations		F
Lee, Sue*	B.S., M.S. University of Phoenix	Drafting & Design Technology		F
Bosworth, D. L.*	Bachelors	Cisco Networking	P	
Deas, Glen*	M.S., Rochester Institute of Technology B.S., LA Tech University	Computer Specialist Applications ICT: Computer Networking Support		F
Gault, Allison Avery* Department Head	B.S., LA Tech University	Computer Specialist Applications ICT: Computer Networking Support Medical Office Assistant Office Systems Technology		F
Johns, Chuck*	B.B.A., NLU	Computer Specialist Applications ICT: Computer Networking Support Medical Office Assistant Office Systems Technology	P	
Powell, Jimmy*	Masters	General Education Course (PSYC 2015)	P	
Sanderson, Kimberly L.	EMT – Paramedic	Medical Office Assistant Emergency Medical Technician	P	
Sanford, Allyson	Diploma	OSYS 2996 Special Project for Medical Coding	P	
Sharp, Ronda*	BS, ULM	Computer Specialist Applications ICT: Computer Networking Support Medical Office Assistant Office Systems Technology		F
Smead, Aline*	A.D.	MOS Lab	P	
Thrasher, Frances*	B.S., Louisiana College	Computer Specialist Applications ICT: Computer Networking Support Medical Office Assistant Office Systems Technology		F
Sepulvado, Gerald	Diploma	Electrician		F
McClung, Herman*	A.D., NELTC Sowela Campus	Industrial Electronics Technology		F

Monk, Jason* Department Head	B.S., LA Tech University	Industrial Instrumentation Technology		F
May, Miles Mark	Diploma	Industrial Maintenance Technology		F
Chancellor, Ruby	LPN, NELTC Delta Ouachita	Nurse Assistant	P	
Salsbury, Janice	LPN, NELTC Delta Ouachita	Nurse Assistant	P	
Davis, Margie	RN, BSN, NLU	Practical Nursing	P	
Denton, Janice Carmen Department Head	ASN, LSU Alexandria BS, MA, ULM	Practical Nursing		F
Goodling, Donna	RN, BSN, NLU	Practical Nursing		F
Joiner, Melinda	ADN, La Tech University	Practical Nursing		F
Jones, Georgia	ADRN, University of Arkansas at Monticello	Practical Nursing		F
Ross, Kimberly	RN,BSN, ULM	Practical Nursing		F
Hawthorne, Alvin Clint	T.D., NELTC Young Memorial Campus	Welding		F
Moser, Joe	A.D., NELTC Sowela Campus	Welding		F
Rawls, Joey	Diploma	Apprentice – Pipefitting	P	
Temple, Greg	Diploma	Apprentice – Pipefitting	P	
Cummings, Gary	Associate Degree	Apprentice – Electrical	P	
Fuller, Roger	Associate Degree	Apprentice – Electrical	P	
Moore, Thomas	Diploma	Apprentice – Electrical	P	
Murphy, Mickey	Diploma	Apprentice – Electrical	P	
Reynolds, Bradley	Associate Degree	Apprentice – Electrical	P	
Sanson, Luther	Masters	Apprentice – Electrical	P	
Williams, Wilburn	Diploma	Apprentice – Electrical	P	
*Denotes instructors teaching courses within Associate Degree Programs				

ROSTER OF INSTRUCTIONAL STAFF
Alphabetical Order by Courses Taught
NELTC: NORTH CENTRAL BRANCH CAMPUS
P. O. Box 548, 605 West Boundary, Farmerville, Louisiana 71241

NAME Note: Group by program	MOST ADVANCED DEGREE	COURSES TAUGHT	CURRENT INSTRUCTIONAL LOAD IN HOURS	
			Part-Time	Full-Time
Cooper, Sheryl	M.S., LA Tech University	Accounting Technology Computer Specialist (Applications) Medical Office Assistant Office Systems Technology		F
Daniels, JoAnnette	M.Ed., ULM	Developmental Studies	P	
Sanford, Allyson	Diploma	OSYS 2996 special Project for Medical Coding	P	
Mays, John D.	T.D., NELTC-Northeast LA Branch Campus	Welding		F
Millsap, Peggy	B.S., LA Tech University	Patient Care Technician		F
Brown, Cathy	B.S.N., NLU	Practical Nursing		F
Butler, Juawanda	B.S.N., Grambling State University A.D., LA Tech University	Practical Nursing		F
*Denotes instructors teaching courses within Associate Degree Program				

ROSTER OF INSTRUCTIONAL STAFF

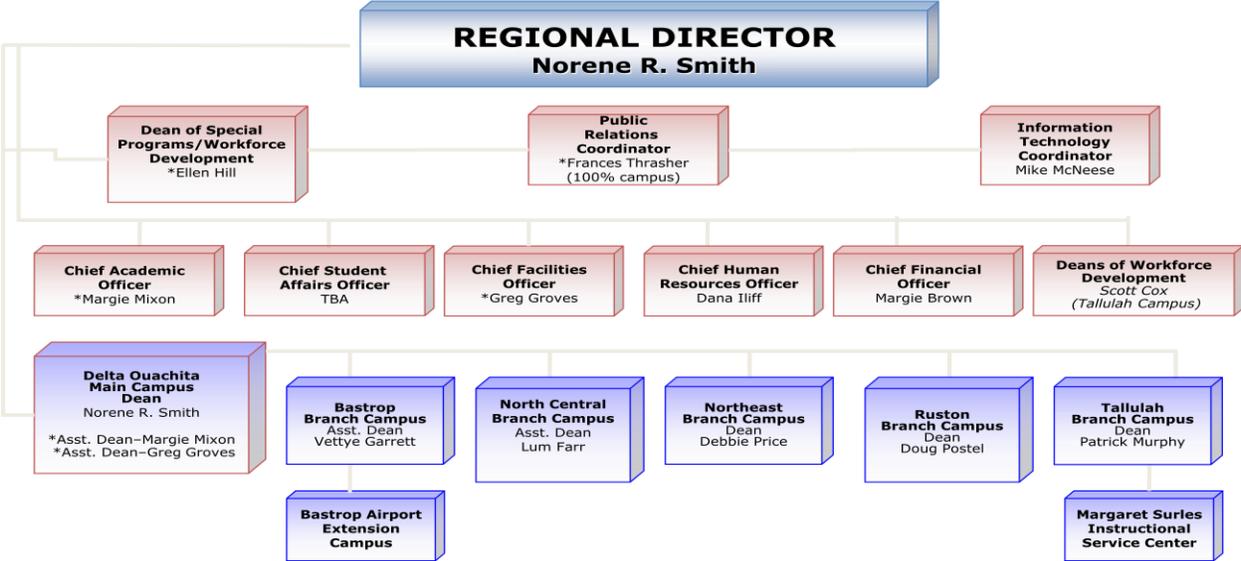
Alphabetical Order by Courses Taught

NELTC: RUSTON BRANCH CAMPUS

P. O. Box 1070, 1010 James St., Ruston, Louisiana 71273-1070

NAME Note: Group by program	MOST ADVANCED DEGREE	COURSES TAUGHT	CURRENT INSTRUCTIONAL LOAD IN HOURS	
			Part-Time	Full-Time
McIlwain, Linda*	B.S. , NLU	Accounting Technology Computer Specialist Applications		F
Tolar, Karen L.*	M.Ed. Northwestern State University B.S., University of Central Arkansas	Computer Specialist Applications Office Systems Technology		F
Grant, Rickie L.	Diploma	Carpentry		F
Rogers, Alicia M.	B.S., LA Tech University	Developmental Studies		F
Berry, Lana L.	RN, BSN, Grambling State University	Practical Nursing		F
Evans, Julia	Diploma in Nursing, Confederate Memorial School of Nursing	Practical Nursing		F
Gatlin, Johnye	A.D., LA Tech University	Practical Nursing		F
Nally, Ruth	T.D., LPN, NELTC Ruston	Nurse Assistant	P	
Waits, Adelle	A.D.	Practical Nursing	As needed for clinical instruction only	
Hodnett, Kenneth B.	T.D., NELTC	Industrial Maintenance Technology		F

LOUISIANA TECHNICAL COLLEGE
Region 8
Organization Chart



*Denotes serving in dual capacity