BRCC
ACADEMIC CATALOG

2023-2024

BATON ROUGE
COMMUNITY COLLEGE

CATALOG POLICY

This catalog is designed to provide students with vital information about Baton Rouge Community College. Each student is responsible for knowing the information appearing in this catalog and adhering to the standards and policies listed herein.

The rules and regulations provided in this catalog have been adopted by the faculty and administration. Should a student find that extenuating circumstances might justify the waiver of a particular college regulation, that student may file a petition with the Vice Chancellor for Academics, Workforce, and Student Development in accordance with established procedures.

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

(Effective October 2023)

BRCC Catalog 2023-2024

Baton Rouge Community College (BRCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. BRCC also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of BRCC may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

BRCC's Business Administration Associate of Applied Science and Business Associate of Science programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

BRCC's Process Technology Associate of Applied Science program is accredited by the Association of Technology, Management, and Applied Engineering (ATMAE).

BRCC's Construction Management Associate of Applied Science program is accredited by the American Council for Construction Education (ACCE).

BRCC's Nursing Associate of Science degree is accredited by the Accreditation Commission for Education in Nursing (ACEN). For more information, contact the ACEN at 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326.

BRCC's Air Conditioning and Refrigeration program at the Acadian site and at Elayn Hunt Correctional Institute is accredited by HVAC Excellence.

BRCC's Veterinary Technology Associate of Applied Science program has been granted full accreditation by the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA CVTEA).

BRCC is accredited by the Commission on Accreditation of Allied Health Education Programs Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (CAAHEP ARC/STSA) to offer the Associate of Science in Surgical Technology.

BRCC is accredited by the Commission on Accreditation of Allied Health Education Programs Joint Review Committee on Education in Diagnostic Medical Sonography (CAAHEP JRC-DMS) to offer the Associate of Applied Science in Diagnostic Medical Sonography. For information on CAAHEP accreditation, please contact CAAHEP at 25400 U.S. Highway 19 North, Suite 15 B, Clearwater, FL, 33763 or visit the website at www.caahep.org

BRCC's Pharmacy Technician Certificate of Technical Studies (CTS) is accredited by the American Society of Health-System Pharmacists Accreditation Council for Pharmacy Education (ASHP ACPE).

BRCC's Paralegal Studies Associate of Applied Science program is approved by the American Bar Association (ABA).

BRCC is a member of the Louisiana Community and Technical College System (LCTCS).

Baton Rouge Community College is committed to providing equal opportunity and nondiscrimination for all educational and employment applicants, as well as for its students and employed staff, without regard to race, color, religious or political affiliation, gender, sexual orientation or gender identity, citizenship, national origin, age, disability/handicap, marital status or veteran's status, pregnancy, childbirth and related medical conditions, family medical history or genetic information, and the sickle cell trait, in accordance with Title VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; the Louisiana Rehabilitation Act of 1973 (Sections 503 and 504); the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans Readjustment Act of 1974; the Americans with Disabilities Act of 1990, as amended; the Civil Rights Act of 1991; the Genetic Information Nondiscrimination ACT of 2008; and any other applicable Federal and Louisiana State laws against discrimination.

BRCC does not discriminate on the basis of race color, religion, sex, national origin, age, physical disability, marital status or veteran status in admission to or employment in its educational program or activities. The following person has been designated to handle inquiries regarding nondiscrimination policies; Ms. Annette Arboneaux, Chief Human Resources Officer and Title IX Coordinator, 201 Community College Dr, Baton Rouge , LA. PH 225.216-8268. The mailing address is, 201 Community College Drive, Baton Rouge, LA 70806. The *Family Educational Rights and Privacy Act of 1974* (*FERPA*, also referred to as the *Buckley Amendment*) is a federal law regarding the privacy of student records and the obligations of the institution related to the release of and access to such records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds which are administered by the Secretary of Education withheld.

Americans with Disabilities Act (ADA)

BRCC policy provides equal opportunity for qualified persons without regard to disability in the recruitment of, admission to, participation in, treatment of, or employment in its programs and activities which are operated and sponsored by the college pursuant to the Americans with Disabilities Act Amended (ADAA) and other related federal and state laws. The College is committed to serving individuals with disabilities in employment, academic, and other programs. Additionally, the College strives to prevent discrimination against individuals with disabilities and provide enforceable standards that address discrimination. Applicants for admission may voluntarily identify themselves as being disabled. Students self-identified as disabled are provided services mandated by ADAA. Students with disabilities requesting accommodations should contact the Office of Counseling and Accessibility Services at the earliest opportunity within the semester the student is enrolled. Information detailing this process can be retrieved by visiting https://www.mybrcc.edu/disability_services/receivingaccomodation.php. r.

Any person with a disability who needs assistance should notify the Office of Counseling and Accessibility Services (CAS) at (225) 216-8643 or report to CAS which is located in the Bienvenue Student Center.

BRCC is an Equal Opportunity/Equal Access Employer.

BRCC Cares

BRCC Cares is an online reporting system through which students, faculty, staff, administrators, and visitors can inform the College of issues such as concerning behavior or academic difficulty. The system will directly route reported issues to the appropriate College representative(s) for possible intervention. BRCC Cares is designed to provide a safe place for the College community to report suspected violations of the Student Code of Conduct and BRCC's Title IX and Sexual Misconduct Policy, including but is not limited to: dating violence, domestic violence, sexual assault, sexual harassment, sexual misconduct, sexual exploitation, stalking, etc., for investigation.

Filing a report on BRCC Cares does not take the place of calling the police in the event of an emergency or life-threatening situation. In addition, filing a report on BRCC Cares does not replace meeting with the faculty member or department chair for informal resolution of student-faculty issues. BRCC Cares is located at www.mybrcc.edu/brcccares or by typing "BRCC Cares" in the College website search bar.

BRCC is committed to maintaining the highest standards of ethics and conduct, consistent with applicable legal requirements and College policies and procedures. Any member of the BRCC faculty, staff, or student body who knowingly, or with reckless disregard for the truth, provides false information in a report of Discrimination, Code of Conduct Violation, Concerning Behavior, Sexual Misconduct or a Student Grievance, will be subject to disciplinary sanctions ranging from a disciplinary warning to termination or dismissal from the College.

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Governance

Louisiana Community and Technical College System (LCTCS)

The Louisiana Community and Technical College System's Board consists of 17 members. The LCTCS Board is composed of 15 members appointed by the Governor with consent of the Senate, two from each of the seven congressional districts with one at-large member. Each member serves overlapping six-year terms, and the Board is constitutionally required to be representative of the state's population by race and gender to ensure diversity.

BOARD OF SUPERVISORS

Willie Mount Lake Charles, LA *Chair*	**Alterman "Chip" Jackson** Lafayette, LA *First Vice Chair*	**Paul Price, Jr.** Winnsboro, LA *Immediate Past Chair*
Ellis Bourque Lacomb, LA	**Tari T. Bradford** Shreveport, LA	**Cynthia Butler-McIntyre** New Orleans, LA
Joseph Hollins Baton Rouge, LA	**Patrick T. Johnson** Natchitoches, LA	**Jennifer Lee** Pontchatoula, LA
Erika McConduit New Orleans, LA	**Michael "Mickey" Murphy** Bogalusa, LA	**Stanton Salathe** Harvey, LA
Stephen Smith Schriever, LA	**Stephen Toups** Baton Rouge, LA	**Matthew Wood** **S**hreveport, LA

STUDENT MEMBERS

There are two student members – one elected by and from membership of a council composed of the student body presidents of the community colleges and one student elected by and from the membership of a council composed of student body presidents of the technical colleges under the supervision and management of the LCTCS Board. Each student member serves a one-year term.

David Payne	**Jamie Zeringue**
Louisiana Delta Community College	L.E. Fletcher Technical Community College

Chancellor's Message

Welcome to Baton Rouge Community College (BRCC).

As the Chancellor for Baton Rouge Community College (BRCC), I welcome you to BRCC and invite you to join our celebration of our 25th Anniversary this year.

BRCC has been a pillar institution serving the community for over twenty-five years providing accessible, high quality and affordable training programs. As a comprehensive community college BRCC offers transfer, career & technical training, and customized programs to meet the needs of our constituents. We are an institution committed to excellence, student access, and success with over seventy-degree, certificate, and certified training programs. We have a caring and dedicated team of professionals who are committed to helping you meet your educational and career goals.

BRCC offers a variety of career pathways in high demand fields for our students to be competitive today and in future marketplaces. We are committed to facilitating students' personal and professional success, building our local and regional workforce, and serving our communities with excellence. As you familiarize yourself with our campus, we hope you will enjoy the strong sense of community as our core. We are not only passionate about education, but care deeply about our students, communities, and each other.

This attitude of responsiveness and support informs our approach to daily campus life. We believe everyone should have the opportunity to successfully achieve their goals through the availability of course offerings day, evening, weekends, and eLearning (online). BRCC is committed to providing access to high quality programs that are flexible, as we understand the complexity of life, family, and work. With over eight locations throughout Baton Rouge and the surrounding area we thrive to support your needs to meet your goals.

BRCC provides affordable programs with small class sizes, and access to high tech facilities and state-of-the-art equipment. We have developed unlimited partnerships with local businesses and industries to help us ensure our programs and training facilities meet the current industry standards for employer and student success. This has been our mission to strengthen the workforce with exceptional graduates by delivering world class training and instruction.

We hope you are as proud of BRCC as we are of you, so on behalf of the faculty and staff, we wish you the best as you consider your future. You are the soul of our College, and we look forward to supporting your talents and creativity, as we are here to provide you with the tools and support to succeed.

Willie E. Smith, Sr, Ed.D.
Chancellor

BRCC Administrators

Willie E. Smith, Sr.
Chancellor
Ed.D., Argosy University

Sarah Barlow
Provost/Vice Chancellor for Workforce and Student Development
Ph.D., University of Louisiana at Lafayette

Corlin LeBlanc
Vice Chancellor for Finance and Administration
M.B.A., University of Phoenix

Ronald Solomon
Chief Information Officer
B.S., McNeese State University

Pamela Ravare-Jones
Interim Vice Chancellor for Institutional Effectiveness and Strategic Initiatives
B.S., Southern University
M.B.A., Louisiana State University
D.B.A. California Intercontinental University

Vacant
Chief Human Resources Officer

Pilar Blanco Eble
Vice Chancellor for Advancement and Executive Director of the BRCC Foundation
B.A., University of Louisiana at Lafayette
M.A., University of Mississippi
Ed.D., University of Louisiana at Lafayette

The College

Mission

The mission of Baton Rouge Community College is to be the preferred provider of talent for a global marketplace.

Vision

Baton Rouge Community College aspires to be the leader in providing world-class educational opportunities for our community. *World-class* is:

- Excellence in teaching
- Access for all, and
- A sustaining resource for the economic development for the state of Louisiana.

Our Values

INTEGRITY

- Promoting the highest level of ethical behavior and professionalism.
- A sense of honesty and fairness.

DIVERSITY/RESPECT

- We acknowledge the dignity, the equality and the value of every individual.
- We encourage individual differences of opinions, thoughts, and ideas.

TEAMWORK/RESPONSIBILITY

- We promote excellence and quality in programs and services.
- We provide opportunities to work together to further excellence, efficiency and growth.

Innovation, Evolution, Revolution: The Story of BRCC

Baton Rouge Community College (BRCC) was established following a 1994 Desegregation Settlement Agreement between Louisiana and the U.S. Department of Justice in an effort to eliminate remnants of a dual-race system in the state's post-secondary educational structure. The College officially opened its doors on August 20, 1998, expecting an estimated enrollment of 700 students. Instead, faculty and staff were shocked to find 1,866 enrollees – almost triple that number.

By 1999, BRCC, described by the Baton Rouge *Advocate* as "bursting at the seams," found itself racing to meet the needs of an ever-growing, widely varying student population: traditional, non-traditional, special-needs, first-generation, and continuing-education students – all reflecting the diverse residents within the eight-parish area it served. The College's success enabled it to secure financing to accomplish the quick construction of additional facilities as demand skyrocketed.

BRCC established a strong academic foundation by instituting several degree programs: Liberal Arts, General Studies, and Science (including two Applied Sciences programs). The College also enhanced its available programs with concentrations that would better serve specific career educational needs of students. The College's establishment of robust and diverse academic curricula supported obtainment of accreditation from the Southern Association of Colleges and Schools (SACS) in 2004. An associate degree Nursing was established in 2007, and additional programs have been added in diverse fields such as allied health, Construction Management, and Computer Science. As an adaptable institution, the College has used cutting-edge curricula and equipment to be nimble in offering educational programs to meet the needs of the greater Baton Rouge community.

In 2013, the Louisiana Legislature passed a bill merging the five campuses of Capital Area Technical College with BRCC. This newly merged institution was approved by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in December 2015 and all final aspects of the merger were completed prior to Fall Semester 2016. This merger provided the opportunity for increased access to professional technical programs and academic degrees.

Originally designated to serve its local eight-parish area, BRCC has evolved into a major center of education, with a diverse student body that reflects increasing statewide, national, and international representation. The College's incredible growth and its continual development inspired a strong mission statement: to be the preferred provider of talent for a global marketplace. This statement guides Baton Rouge Community College as it continues to expand, develop, and evolve in meeting the educational and workforce needs of the 21st century.

The Academic Calendar

BRCC's *Academic Calendar* is a guide to the institution's schedule of course offerings, programs, and business operations. It also provides deadlines for fee and tuition payments, as well as other important dates referenced by various policies, regulations, and procedures which govern its academic services and business operations.

Although the Academic Calendar impacts everyone, students in particular should closely monitor the calendar for important dates and deadlines that may affect them. Some of the more critical deadlines students should note are listed below:

- **Last Day to Register** for classes in a particular semester/session
- **Refund guidelines for classes** dropped by the given date
- **Classes Begin** for a particular semester/session
- **Final date to add/drop classes** for a particular semester/session including late registration periods
- The date **Mid-semester Examinations** begin
- **Mid-semester grades due** from faculty (mid-semester grades will be available online shortly after this date)
- **Last day to withdraw from classes**
- **Last day of class** for a particular semester/session
- The date **Final Examinations** begin

In addition to these dates, students should also note any **holidays** listed on the calendar. Some holidays specify *no classes*, which means that College offices will be open for conducting business during those dates even though no classes will be held. Holidays which specify that the College is *closed* indicate that the College's business offices will be unavailable as well.

Every effort is made to adhere to the Academic Calendar as established each year; however, unforeseen events may result in changes to the calendar. Notices are provided to students, faculty, and staff when these changes occur. For the most current version of BRCC's Academic Calendar, visit **www.mybrcc.edu** and click on the **Academic Calendar** link.

Enrolling in the College

How to Enroll

BRCC has an open-door admissions policy. Students are admitted without regard to race, color, religious or political affiliation, gender, sexual orientation, citizenship, national origin, age, disability/handicap, marital status, Veteran status, pregnancy, or medical condition. Admission to the College does not ensure admission to a particular program of study. Some educational programs may have additional admission requirements, however these requirements will not have an impact on full admission to the institution.

A person may **apply** for admission to BRCC at any time and is advised to apply 60 days prior to the start of a term (semester or session). Upon admission, a student may register for courses according to the published registration dates. Students should note that **registration** is simply the selection of classes that one wishes to take. Once a student has been admitted, has registered for their chosen courses, and has completed the payment procedure, he or she has completed the **enrollment process** and is officially **enrolled**. To enroll for a particular term, an individual must complete the enrollment process by the published registration deadline.

Admission Process

Any person over the age of 16, regardless of prior academic preparation, may be fully admitted to BRCC as long as the following criteria are satisfied:

- An application for admission has been submitted to the College. The online application is available at https://apply.lctcs.edu/Home/Undergraduate?college=BRCC .
- Male students between the ages of 18 and 25 have submitted a Statement of Compliance and written proof of selective service registration, or proof that the requirement to register is no longer in effect or applicable. In lieu of the Statement of Compliance, veterans of the Armed Forces of the United States can submit a copy of their discharge documents.
- Any student born after 1956 has provided proof of current immunization against measles, mumps, rubella, tetanus-diphtheria, and at least one dose of an approved COVID-19 vaccine. First-time students are required to provide proof of the meningitis vaccination or submit an immunization waiver. The Immunization Form is available online (https://form.jotform.com/acaballr/-proof-of-immunization) and in the Office of Enrollment Services, while the immunization waiver can be submitted within the admissions application.
- Admissions Documents, including test scores, immunization records, and selective service registration, can be submitted to the Office of Enrollment Services by emailing the Office of Admissions at brccadmissions@mybrcc.edu or by uploading the documents to BRCC's Admission Documents Upload Form at https://www.jotform.com/211795723401049.

Applicants who have not submitted all required documents prior to admission may be admitted provisionally. Provisionally admitted students are given 30 days after the start of the semester to submit all required admissions documents. If the student fails to provide requested documents, an admissions hold may be placed on his or her academic record to prohibit registration for subsequent semesters.

Applicants are responsible for submitting genuine, accurate, and unaltered documentation. The submission of altered, inaccurate, or false documentation/information may result in denial of admittance, expulsion from the College, and/or prosecution.

Additional Enrollment Steps
In addition to completing the application process, applicants must register for courses and pay tuition and fees. Prior to registration, new students are encouraged to meet with an advisor and to attend orientation.

Student Types and Categories

First-Time Student
First-Time students are those who have never attended a university/college.

Full-Time and Part-Time
The total number of course hours a student takes during a semester or summer session is referred to as his or her course load. Full-time students are those with a course load of 12 or more hours during a regular semester, or at least six (6) hours during a summer session. Part-time students are those with a course load of less than 12 hours during a regular semester, or less than six (6) hours during a summer session. Audited courses are included when calculating course loads.

Matriculating (Degree-Seeking) Student
A matriculating or degree-seeking student (full-time or part-time) takes credit courses with the intent to eventually earn a degree, technical diploma, or certificate. Students should declare a major at the time they enroll. Students undecided on their major should meet with an advisor or consult the Career Center to explore their options for declaring a program of study.

Non-Matriculating (Non-Degree Seeking) Student
A non-matriculating or non-degree-seeking student takes courses for professional or personal enrichment, but does not intend to earn a degree, technical diploma, or certificate. Non-matriculating students must complete the same course prerequisites required of matriculating students. Students having a bachelor's degree or higher are allowed to enroll in any course at BRCC. Students who change their status from non-matriculating to matriculating are required to submit necessary documentation, complete assessments, and meet admission requirements. Non-matriculating students are not eligible to receive federal financial aid (Pell grant, SEOG, loans, etc.; see the section "Paying for College" for more detail). Visiting, Dually Enrolled, and High School Early Admission students are classified as non-degree seeking.

Audit Status
Students may audit courses, which allows them to attend the courses without receiving college credits. Audit-status applicants must meet the admissions standards of the College in order to audit a course(s). Students who audit courses are assessed the same tuition and fees as those assessed for credit courses, and audited course-hours are included in a student's course load. Audits cannot be converted to credit hours after a student has attended a class or completed a course. Auditing students can participate in class activities; but they are not required to take examinations. Students auditing courses are not

eligible to receive federal financial aid (Pell grant, SEOG, loans, etc.; see the section "Paying for College" for more detail).

Returning Student
Returning students are those who previously attended BRCC but have not been enrolled for a consecutive fall or spring semester. Returning students must submit a new Application of Admission and pay the applicable tuition and fees. If a returning student attended another university/college during the period he or she was not enrolled at BRCC, an official transcript from that institution is encouraged. Students applying for readmission are subject to the most current tuition and fees.

Visiting Student
Visiting students are those whose home institution is a college/university other than BRCC who are attending BRCC for a semester/session and plan to return to their home institution.

For visiting students, the enrollment process is similar to that of transfer students. However, visiting students are not considered to be matriculating students at BRCC; therefore, they are not eligible to receive federal financial aid. Visiting students must satisfy course prerequisites. A transcript must be reviewed to determine eligibility for prerequisites.

If a visiting student decides to make BRCC his/her primary institution, that student must apply as a transfer student and declare a major. Visiting students making the transition to transfer student should be prepared to satisfy any deficiencies previously accepted while attending BRCC as a visiting student.

Transfer Student
Transfer students are students previously enrolled at another college/university. Transfer students wishing to utilize credit earned at other institutions of higher education must submit official transcripts from institutions previously attended.

Transfer Credit Policy
BRCC's Office of Enrollment Services evaluates transcripts for matriculating students in their first semester at BRCC. Transfer credits from regionally-accredited institutions of higher education are recorded on a student's academic record using the following guidelines:

- Transfer credit is generally accepted from regionally accredited institutions. Transfers from other institutions will be considered on a case-by-case basis.
- Conversion from quarter hours to semester hours and conversion to a four-point scale will be made as needed.
- Course content, prerequisites and level of instruction will be reviewed.
- Only grades of "C" or better will be considered for transfer credit; exceptions can be given by the Dean of the student's program of study.
- No credit toward graduation will be given for remedial or developmental courses.
- No credit will be awarded for courses for which academic amnesty has been granted.
- Application of transfer coursework will toward the completion of program requirements will ultimately be determined by the student's academic department.
- Transfer students must meet all criteria for graduation as stated in the catalog.

Forty-five (45) hours is the maximum number of acceptable transfer credits towards earning an associate degree. Grades awarded for any and all transfer credits are excluded when calculating BRCC grade point averages. However, when a transfer student's record is reviewed for Financial Aid eligibility, all attempted hours are considered.

BRCC does not accept courses from an institution of higher education that is not accredited by a regionally-accrediting authority. However, students can transfer from institutions not regionally-accredited if faculty qualifications and student credentials are first forwarded to BRCC. Students may petition for acceptance of coursework by:

- Establishing that another regionally-accredited institution has applied his/her course credits towards a degree or certificate.
- Providing verification from the Chief Academic Officer of the transferring institution that the coursework in question meets SACSCOC requirements. The following guidelines govern the acceptance of transfer credits:
    - An academic dean or department chair determines whether courses taken prior to transferring to BRCC are acceptable by consulting and taking recommendations from the faculty.
    - Students are required to take the Directed Self-Placement Survey or the BRCC Placement Test if they do not have college-level credits of "C" or better in English and mathematics or if they do not have a valid Compass®, Accuplacer®, ACT, or SAT score (taken within the last three years).

Cross-Enrolled Student

BRCC has **cross-enrollment agreements** with Louisiana State University, Southeastern Louisiana University, and Southern University. These agreements permit BRCC students to register for pre-approved courses at one of these institutions while concurrently enrolled at BRCC. Cross-enrolled students wishing to transfer BRCC credits to a cross-enrollment institution should first speak with an advisor at that institution in order to confirm that the credits earned at BRCC will transfer there. Students interested in cross-enrolling should contact the Office of Enrollment Services at BRCC for procedures governing registration and cross-enrollment.

BRCC has cooperative cross-enrollment agreements with the Air Force, Army, and Navy Reserve Officer Training Corps (ROTC) units at local universities. BRCC students can cross-enroll as first- and second-year cadets in the ROTC programs at these institutions. Southern University offers cross-enrollment for Army and Navy ROTC; Louisiana State University offers cross-enrollment for Army and Air Force ROTC. BRCC students are responsible for traveling to the participating universities for classes and laboratories required by their respective ROTC programs.

High School Student

BRCC offers two enrollment options for high school students to take college courses and earn college-level credit. These options are designed for students who wish to complete general education/transferable or technical/non-transferable college-level courses while attending high school, which ultimately increases the student's probability of graduating college early, and to prepare for the rigorous college-level learning before enrolling full-time in college after high school graduation. High school students seeking enrollment in college-level courses must meet all prerequisites including required placement test scores, ACT or SAT scores.

- **Dual Enrollment.** BRCC offers a Dual Enrollment Program which provides high school students the opportunity to take college courses that count towards both college credit and Carnegie unit completion. This program is designed for students to earn dual credit and are arranged between the college and high school. Courses can be taught at the high school campus, a BRCC campus, or through the online platform Canvas. In essence, the program enables a high school student to graduate from high school with college credits.
- **Early College Admissions.** BRCC's Early College Admissions program allows high school students to take classes at BRCC while continuing to attend high school. Students earn college credit for attending BRCC classes.

Participants must have a minimum 2.5 cumulative high school grade-point-average in order to enroll in general education courses and a 1.5 cumulative high school grade-point average in order to enroll in technical education courses and are expected meet the minimum requirements set forth by the Board of Regents. Students must also adhere to all College, course, and instructor requirements. For additional information on the program, refer to the policies listed under Academic Policies, visit the BRCC website, or email dualenrollment@mybrcc.edu.

International Student

International students must apply as first-time, returning, or transfer students. International students possess an F-1 visa and are legal citizens of a country other than the United States; they are not U.S. citizens and do not have permanent resident status. International students are not eligible to receive federal financial aid.

To enroll at BRCC, international students must follow the enrollment procedures for first-time students with the exception of the requirement of submitting proof of compliance with Selective Service registration (from which international students are exempt) and must also provide the following:

- Evidence of sufficient funds to cover expenses, including a current statement of financial support in the amount of $15.081 or more (additional $6,000 for each dependent).
- Official secondary and/or postsecondary scholastic records which list courses taken and indicate the results of any past examinations. College credentials must be translated into English, evaluated by an official translating agency, and certified as being correct.
- An official copy of TOEFL (Test of English as a Foreign Language) scores or IELTS (International English Language Testing System) scores for students whose native language is not English. A minimum TOEFL score of **500** on the paper test (TOEFL-PBT), **61** on the TOEFL Internet-based test (TOEFL-iBT), or **6.0** on the IELTS is required.
- Valid visa/passport.
- Completed transfer form, if transferring from another institution in the United States.

BRCC must receive all documents before an acceptance letter and I-20 are issued. International students are obligated to follow the regulations of United States Customs and Immigration Services (USCIS). International students are not eligible for resident-tuition status.

Maintaining F-1 Student Visa Status

A student entering the United States on an F-1 student visa agrees to adhere to certain immigration rules. Violations of these rules can result in deportation and could affect the student's ability to re-enter the United States. To maintain F-1 student status:

1) *International students must register for – and be enrolled in – a minimum of 12 credit hours (full-time status) for both fall and spring semesters*. International students can opt to enroll in the summer term and take fewer than 12 semester hours (unless the summer term is their first term of enrollment). There are no excused absences; international students should contact their instructor if they are going to miss a class. When an international student completes his/her program of study at BRCC, he/she can stay in the United States up to 60 days or re-enroll and enter a new program of study at the college, or transfer to a new college or university from which they have received acceptance
2) *International students are only eligible to work for a maximum of 20 hours per week, **on campus**.* To work off-campus, a student must obtain authorization from USCIS. Working off-campus without prior USCIS authorization can result in a student's F-1 visa being revoked.
3) *An international student's passport must be kept valid*. To renew an expiring passport, a student should contact the embassy of their country of origin, or the International Student Advisor in BRCC's Office of Enrollment Services. The International Student Advisor can assist the student with renewing a passport.
4) *An international student's I-20 must be kept valid*. International students should check the Program End Date underneath Program of Study. If the I-20 expires, a student should immediately contact the International Student Advisor in the Office of Enrollment Services. Attendance at BRCC requires that an I-20 with a current completion date be presented at the Office of Enrollment Services at the time of enrollment.
5) *An international student must report a change of address to the International Student Advisor.* Additionally, the Immigration and Nationality Act (INA) requires aliens residing in the United States to report a change of address to USCIS within 10 days of the change. Students can update their address with BRCC in Lola To obtain the necessary forms for reporting a change of address to USCIS, visit the agency's website at www.uscis.gov.

Traveling Outside of the United States

The information below only outlines the general requirements for re-entry into the United States for F-1 student visa holders. Because individual circumstances vary, international students should consult with BRCC's International Student Advisor, their embassy, and/or their legal advisor before traveling. Travel plans should be discussed as soon as possible to allow sufficient time to obtain proper documentation.

- International students traveling outside of the United States must obtain a signed I-20 from their International Student Advisor. Students should allow at least three business days for the request to be processed. A copy of the I-20 must be filed in the Office of Enrollment Services.
- Re-entry into the United States requires that an international student possess a passport that has been valid for at least six months prior to the date of re-entry.
- International students can stay in the United States on an expired F-1 Visa as long as they maintain student status. However, international students visiting their home country (or traveling to a country without revalidation agreements with the United States) must possess an updated/valid visa in order to re-enter.

- International students should be prepared to present updated financial information which shows that the necessary funds are available to cover tuition and living expenses. A current copy of the student's BRCC transcript may also be necessary.

International students who are traveling to a country other than his/her home country should check the requirements of the country they will be visiting: some countries will require a visa. Students may also need an in-transit visa in countries where connecting flights are made. ***Always check before traveling*.** An international student who has questions about visa status should request a meeting with their International Student Advisor. International students are encouraged to visit the following websites for additional information:

www.uscis.gov
www.travel.state.gov/visa
www.usembassy.gov

Standard Admission Status
Standard Admission Status is granted when all required records are received by the Office of Enrollment Services. Applicants who have not submitted all required documentation by the first official day of classes may be admitted under **Provisional Admission Status**. However, admission requirements must be met within 30 calendar days after the first official day of classes. Applicants who do not submit the appropriate documents within this time frame will have an admission hold placed on their record. Students with holds are not permitted to enroll for future terms.

Provisionally admitted students are not eligible to receive federal financial aid (Federal Pell, Federal SEOG, federal loans, etc.).

Placement Assessment

To ensure a successful college experience, it is vital that students receive the appropriate level of instruction for which they are prepared. Initial course placement assessments are determined by ACT, SAT, Accuplacer®, or Directed Self-Placement Survey scores, and the results are used to determine appropriate class placement. Whenever test scores indicate the necessity, students are assigned to developmental education coursework in English, mathematics, and/or reading in order to strengthen those abilities prior to beginning college-level work.

BRCC offers quality educational assessment programs that help students realize their goals and potential. Because assessment programs improve the chances for student retention and success, the assessment process is ongoing. Placement scores, academic achievement assessments, surveys, testing, licensure examinations, and other educational measures determine the progress of BRCC students.

Accuplacer® Placement Test Policy
If a student is not satisfied with their ACT, SAT, or Directed Self-Placement Survey scores they may take the Accuplacer® placement exam for placement in English, Mathematics and Reading courses based on ability. Any combination of ACT, SAT, Directed Self-Placement Survey scores may be submitted, and the highest level of placement will be used to determine placement. Note that students new to BRCC who

have earned a baccalaureate degree and have taken college-level English and mathematics courses are not required to take the Accuplacer® placement test unless these scores are required for admission to a particular program of study. There are preparation materials available on the Testing Center study resources webpage. A student is initially eligible to test once at no charge. If a student is unsatisfied with his or her Accuplacer® test score, they may rest once and must pay any additional fees for testing prior to arriving to retest. The highest scores on the test sections will be used for placement. A student may not retake the Accuplacer® exam a third time until they complete the course(s) prescribed by the scores. For additional information, contact the Testing Center (225-216-8038, or testingcenter@mybrcc.edu).. Accuplacer® placement tests are proctored daily at the Testing Center at BRCC's Mid City campus. If the Testing Center is operating remotely Accuplacer® placement tests are proctored via Zoom meetings. The Accuplacer® test covers writing, mathematics and reading comprehension. Test scores are used for advising and placement only. Scores from Compass® or Accuplacer® older than three years, and ACT or SAT older than five (5) years, are not acceptable for course placement.

Prospective and current students who need to take the placement test are encouraged to review the study aid resources located on the Testing Center's webpage prior to testing (https://www.mybrcc.edu/testingcenter/forms.php). Statistics show that students who prepare for the placement test are more likely to earn a score placing them into college-level courses and avoid placement in developmental education courses that do not accrue credit toward a degree, technical diploma, or certificate. After adequately preparing to test, students should visit the Testing Center scheduler (https://www.mybrcc.edu/testingcenter/testing_rules.php) to make an appointment. Additionally, students wanting specific information about areas of study that will improve their Accuplacer® score may consider taking the Accuplacer® Diagnostic series.

On the day of the test, students must bring proof of identity (valid driver's license, student ID, passport, or military ID) to their scheduled testing appointment. Students are not allowed to bring any other material such as cellphones, purses, backpacks, earbuds/earphones, smartwatches, etc. into the Testing Center.

Applicants are not refused admission to the College based on low test scores. If scores indicate that an applicant needs preparation in basic skills, developmental education courses are available for remediation. Students enrolled in developmental education courses may be restricted from enrolling in certain general education courses (*e.g.*, those with a prerequisite of eligibility for college math or for ENGL 1013). Students must enroll in the course(s) in which they placed, unless:

- a transcript is submitted from an accredited institution that indicates a letter grade of "C" or better in English and mathematics;
- a transcript is submitted from an accredited institution that shows an associate or higher degree;
- courses without prerequisites are selected and a Non-Degree-Seeking Form is completed;
- the student takes a College Level Examination Program (CLEP) test corresponding to the English and mathematics course and receives a passing score; or
- a course is to be audited.

Test of English as a Foreign Language (TOEFL)
Applicants whose native language is not English are also required to take the Test of English as a Foreign Language (TOEFL). A minimum score of 500 on the paper version of TOEFL (TOEFL Paper-Based Test or TOEFL-PBT), 61 on the TOEFL internet-Based Test (TOEFL-iBT), or 6.0 on the International Language Testing Service (IELTS) is required.

Academic Advising

Academic advising is available for new, continuing, and returning students throughout the academic year. New students are encouraged to attend a new student advising and registration session and are encouraged to work with their Advising & Career Specialist who can provide information regarding placement test results, learn about course offerings, and discuss students' educational plans. The new student sessions are conducted by faculty, staff, and advisors of the BRCC community as a semester "kickoff" and introduction to college life. The series is designed to provide the information a new student needs at the time when that information is most useful.

Current and continuing students can visit a faculty or departmental advisor to develop and revise their educational plans so that their programs of study meet post-graduation goals. Continuing students who are unsure of their educational plans and/or professional goals are encouraged to seek assistance from through their faculty advisor or their advising & career specialist.

BRCC utilizes Degree Works and program plans (https://www.mybrcc.edu/academics/programs_and_courses.php) to support and guide students in their educational planning.

Because program requirements may change, returning students should meet with a faculty advisor when they return to college. Their academic advising may also include academic status and graduation requirements.

An advising conference can help determine the progress made towards completing certificate, technical diploma, or degree requirements, or it can ensure that courses taken are appropriate and that credit earned can transfer to another institution of higher education. Matriculating students with 45 or more hours of credit should request a degree audit from their academic department to identify the remaining courses needed to graduate.

Registration

Registration is the process of registering for courses in order to obtain a schedule of classes for the term. A Schedule of Classes is made available on the BRCC Web site via an online tool, Log-on Louisiana (LoLA). Students can register for courses or modify an existing schedule via their LoLA account. A new student is eligible for web registration upon admission to the College.

Log on Louisiana (LoLA)
LoLA is an online tool that allows students to completely manage their college career. LoLA serves as a 24/7, one-stop resource. Students can use LoLA to: monitor their financial aid application, register for classes, review class schedules, review work-study or student worker schedules, check on important upcoming dates, submit, renew, and/or update their admissions application, and stay abreast of campus news and announcements.

Registration Periods

Registration periods are set for each term and defined in the Academic Calendar. Students can register for courses and add/drop courses online until the published deadline. Registration is then closed and only existing schedules can be modified, with restrictions.

Enrollment is not complete until tuition and fees are paid in-full or a deferment plan is arranged and approved by the Office of Accounting and Finance. Payment due dates are listed in the college's *Academic Calendar* or on the BRCC Web page.

Credit for Prior Learning

BRCC recognizes that learning takes place in a variety of situations and circumstances and is committed to crediting students for such learning. Prior Learning Assessment (PLA) is a process that enables learners to translate knowledge acquired through work, military, or other certification processes sponsored by business and industry, professional organizations, or government agencies into college credit. Credit is awarded for college-level knowledge gained through these certification processes and not for the life-experience itself. College-level learning is validated through PLA when learners prove their mastery of the knowledge, skills, competencies, and abilities in a specific area of study that is offered by the College. Each academic department will maintain final approval for all matters related to awarding credit.

Students:

- May be awarded up to 24 credit hours (one academic year) in PLA unless restricted by a specific program of study. Any exceptions must be approved by the dean of the appropriate division.
- Must hold standard admission status at BRCC

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Credit received through PLA at BRCC may or may not be transferable to other colleges and universities. Students are required to meet with an academic advisor and contact the College or university to which they plan to transfer upon completion of their program of study at BRCC.

One of the following assessment methods recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE) will be used to assess prior learning.

- Credit by Evaluation
- Credit by Examination
- Portfolio Evaluation

Credit by Evaluation
BRCC offers credit by evaluation for prior learning in the following categories.

1. Credit for Educational Experiences in the Armed Services
BRCC may award credit for military experiences based on the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. A student may receive college credit if:

- the training parallels a discipline area offered through BRCC, and
- the credit meets a program requirement or is used as elective credit.

2. Credit for Professional Certifications and Training Programs
ACE evaluates training programs offered by business, industry, and government, and publishes its credit recommendations in The National Guide to Educational Credit for Training Programs. If a student has received training which appears in the guide, he/she may receive college credit if:

a. the training parallels a discipline area offered through BRCC, and
b. the credit meets a program requirement or is used as elective credit.

BRCC Industry-Based Certification Credit (IBC)

BRCC may award college credit for knowledge gained through industry-based certifications (IBC). Any BRCC student who believes he/she is qualified for college credit due to completion of industry-based certifications should contact the Dean of the student's major. These credits are typically referred to as credits for prior learning, non-traditional credits, and specific procedures relevant to awarding credit for an industry-based certification are required.

3. Departmental Credit by Evaluation
Students may apply for Departmental Credit by Evaluation in certain courses. Applicants must obtain the appropriate form from the appropriate academic department, complete the necessary applications, meet the requirements of the College, and pay the required tuition/fees (see BRCC's "Fee Schedule" on the BRCC website for appropriate fees). Fees are not refundable if a student fails to obtain credit.

Students may not request:

- that a course be evaluated a second time;
- the evaluation of a course while currently enrolled in the course;
- to establish credit in a previously completed course; and
- to establish credit for a lower level course in which credit has been received in a higher-level course.

Some departments have additional requirements which must be met before credit is awarded through departmental credit by evaluation. When credit is granted, a notation of "credit by evaluation" with a grade is "P" and the number of credits appears on the student's transcript. These credits are not used in computing grade point average. Credit by evaluation may not transfer to other colleges and universities and the student should check with the institute to which s/he plans to transfer.

College-Level Equivalency Examinations
ACE has published credit recommendations for a number of national standardized examinations, such as the ones listed from the Guide to Educational Credit by Examination. BRCC uses these recommendations as guidelines to award credit for equivalent BRCC coursework as well as elective credit. Scores must be sent directly to BRCC's Office of Enrollment Services from the specific testing company before credit is awarded. All equivalency is subject to future review and possible catalog changes.

1. Advanced Placement Examination
Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB

may receive course credit with a score of 3, 4, or 5, depending on the subject. Scores must be received by BRCC's Office of Enrollment Services directly from CEEB before credit is awarded.

2. College Level Examination Program

BRCC may award credit to individuals who have received an acceptable score on the College Level Examination Program (CLEP) General Examinations and who meet/exceed the ACE recommended scores for awarding credit on the CLEP subject examinations. Students transferring to other colleges or universities will be required to follow the transfer institution's policy on granting CLEP credit.

English Composition: Students pursuing credit for ENGL 1013 must present official documents confirming the necessary scores on the College Composition or the College Composition Modular with Optional Essay. BRCC does not award credit for ENGL 1023 through a CLEP examination.

Foreign Languages: Credit earned through a CLEP examination for French, German, or Spanish meets the language proficiency requirements of BRCC.

For CLEP examinations taken prior to July 1, 2001, BRCC will grant credit based on scaled scores.

3. DSST Subject Standardized-Test

BRCC may award credit for the DSST (formerly DANTES) Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DANTES subject examinations. BRCC does not award credit for ENGL 1023 through a DANTES examination. Credit received through DSST may not be transferable to other colleges/universities, so it is the responsibility of the student to check with the institution to which s/he plans to transfer.

4. Departmental Credit by Examination

Students may apply for Departmental Credit by Examination for certain courses by contacting the department in which the course is housed. Students must pay the applicable fee, complete the examination, and meet all other requirements. See BRCC's "Fee Schedule" on the BRCC website for appropriate fees.

Students may not request:

- to challenge a course by examination a second time;
- to challenge a course by examination while currently enrolled in the course;
- to establish credit in a previously completed course; or
- to establish credit for a lower level of a course in which credit has been received.

Certain departments may have additional requirements which must be met before credit is awarded through departmental credit by examination. If successful, a grade of Pass (P) is recorded on the student's transcript with a notation of "CEEL" (Credit by Examination for Experiential Learning), along with the number of credit hours earned. Fees are nonrefundable, regardless of the outcome of the examination.

Portfolio Evaluation

A portfolio is detailed documentation of college-level learning. BRCC allows learners to receive college credit through portfolio development for prior experiential learning that does not have a standardized mechanism for college credit evaluation. The documentation varies by course and may include the following: examples of documents developed or materials made (such as a machined part made at work,

or during some civic engagement); a self-assessment; an essay or oral interview explaining knowledge and experience; awards and honors; and certifications showing completion of workshops or seminars offered by professional organizations, business and industry or government agencies. Preparation and content of the portfolio are the responsibility of the student. It must be sufficient in breadth and depth to validate the student's stated learning, and it must provide the evaluator(s) with qualitative evidence for evaluation. Assessment by portfolio is a process through which a student documents that college-level learning has been obtained through non-college means. Portfolio assessment may result in the awarding of credit for one or more specific BRCC courses. The prior learning competencies and skills must be matched to an existing BRCC course. The academic department that houses the existing course will maintain final approval for the credit awarded. A fee is assessed for review of the portfolio regardless of whether credit is awarded.

International Baccalaureate Diploma/Certificate
Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. BRCC grants credit for college-level courses only. A grade of five qualifies a student to receive credit for one introductory course. No credit is awarded for English as a Second Language.

It is the responsibility of the student to have their international transcripts evaluated by an authorized international transcript/credential evaluation service in order for international coursework to be considered for credit at BRCC. Students are responsible for any and all costs for this service. Upon evaluation by an authorized international service, the Office of Enrollment Services will forward all documentation (translations, course descriptions, etc.) to the appropriate academic dean(s) for final approval. There is no guarantee that transfer credit will be awarded for international coursework.

Change in Contact Information

BRCC students are required to keep their mailing address, phone number, and e-mail address current. Updates to personal information can be completed online via LoLA. Students must complete the Change of Student Information Form in LoLA if they need to update their name. Students must provide proof of the change by presenting a valid, updated Social Security card, certified statement from the Social Security Administration, valid driver's license or state identification card.

Student Record Retention

BRCC retains official student academic records (enrollment and credit earned) in perpetuity. All other student records are destroyed three years after the last date of enrollment.

Inaccuracies on transcripts should be reported to the Office of Enrollment Services. Students have the right to review their academic records by written request to the College Registrar. Requests for removal of inaccurate information will be addressed according to College policy.

Paying for College

Tuition and Fees

Registration constitutes a financial agreement between the student and BRCC. Tuition, fees and other charges the student incurs, including but not limited to testing charges, course specific fees, fines and bookstore charges shall be added to the student's account. Tuition and fees must be paid in-full (or a payment arrangement made) on or before the payment deadline shown in the *Academic Calendar* posted on BRCC's website. Tuition and Fees can be paid at the Bursar office via cash, check, or money order. Online payments are also accepted via credit/debit card (MasterCard, VISA, American Express, Discover card) or electronic check. Please note that credit/debit cards cannot be accepted at the Bursar windows or by telephone. Also, all debit/credit card payments will incur a convenience fee equal to 2.75% of the total payment. Electronic check payments do not incur any additional fees.

Payments can also be mailed to the Bursar's Office. All payments should be made payable to Baton Rouge Community College. Please allow at least 48 hours for payment processing.

Mail Payments to:

Baton Rouge Community College
Attn: Bursar's Office
201 Community College Drive
Baton Rouge, LA 70806

Students who do not pay (or make arrangements to pay) their balance by the due date will lose all unpaid courses they have scheduled. Courses that have been paid for (or covered under a payment arrangement) are "locked in" and will remain on the student's schedule.

For a current listing of tuition, fees, and payment/refund deadlines, visit the College's website at http://www.mybrcc.edu/tuition_fees/fees_brcc.php

BRCC Student Self Assessed and Mandatory Fees:

- **Athletic Fee:** $6:00 per credit hour (not to exceed $72 per semester). The athletic fee is a self-assessed fee that was approved by the BRCC student body. The proceeds from the athletic fee supports BRCC's athletic and student recreational programs.

- **SGA Fee:** $4.00 per credit hour (not to exceed $48 per semester). The SGA fee is a self-assessed fee that was approved by the BRCC student body. The proceeds from this fee go directly to the Student Government Association (SGA), which oversees the disbursement of the funds to various student activities and SGA sponsored events.

- **Technology Fee:** $5.00 per credit hour (not to exceed $60 per semester). The technology fee is a self –assessed fee. The proceeds from the fee are used for implementing, replacing, improving, and expanding technologies to benefit student life and learning.

- **Academic Excellence Fee:** $7.00 per credit hour (not to exceed $84 per semester).The academic excellence fee promotes academic excellence at the College by enhancing institutional support programs.

- **Building Use Fee:** $4.00 per credit hour (not to exceed $48 per semester). Proceeds from the building use fee are used to construct, repaid, maintain, operate, and improve the facilities and physical infrastructure of the college.

- **Enterprise Resource Fee (ERP):** $5 per credit hour (for lecture courses not to exceed $60 per semester; for online courses the fee is uncapped). The proceeds from this fee are used by the LCTCS System for implementing, replacing, and expending technologies to enhance system-wide communications.

- **Excess Credit Hour Fee:** $146.89 for each lecture credit hour over 16 credit hours. Effective Fall 2016, the LCTCS Board of Supervisors approved the Excess Credit Hour Fee for all lecture based credit hours after the 16th credit hour.

- **Operational Fee:** $3 per credit hour (not to exceed $36 per semester). Effective Fall 2004, the State of Louisiana Legislature approved an operational fee to be assessed at all state colleges and university to cover operational expenses no longer covered by the State.

- **Student Services Fee:** $7 per credit hour (for lecture courses no to exceed $84 per semester, for online courses the fee is uncapped). Effective Fall 2011, LCTCS Board of Supervisors approved a student services fee at all LCTCS. Colleges. The proceeds from this fee are used to provide and support student services.

Payment Plans

BRCC has contracted with CashNet, a third-party tuition management and processing company to enable our students to pay for tuition and fees through a monthly installment plan. Payment plans are only available during the Fall and Spring semesters. The number of monthly installments is determined by the date of enrollment. The beginning and end dates the payment plan for each semester will be available through BRCC's Bursars office. Arrangements can only be made online through the student registration system on BRCC's website. Please note that payment plans are not available for summer courses – you must pay your tuition and fees in full by the due date determined by the academic calendar.

There is a one time, non-refundable fee to participate, which is charged upon enrollment. The fee ranges from $10-$30 depending on the total amount being financed. The payment plan requires a down payment which is due at set up. Upon signing up for the payment plan, you are agreeing to allow CashNet to make automatic drafts from your checking, savings, or credit card account to make the remaining monthly payments until the balance is paid.

There are several important facts that payment-plan participants should be aware of:

- *Any changes to a student's schedule will be automatically reflected in his/her payment plan.* An Email indicating any resulting changes to the plan will be sent; the student must perform the necessary actions to accept the changes and agree to the updated arrangement.

- *If courses are dropped and a refund is due, the refund is first applied to the balance due.*
- *If courses are dropped and no refund is due, the balance is owed and must be paid in full.*
- *If a student withdraws from a class after the refund period ends, that student is still responsible for all of the tuition owed.* Refunds are based on the amount of tuition and fees owed, *not* what the student has paid.
- *Certain fees are non-refundable* – this may reduce the amount of any refund that may be due.

Payment-plan participants must remember that payments are made through automatic drafts from the participant's checking, savings, or credit card account. *It is the student's responsibility to maintain the account they have set up with their payment plan!* Students should ensure that sufficient funds/credit is available for any upcoming payment.

Policies and Procedures for Student Refunds
Refunds of tuition and fees from the fall, spring, and summer terms are based on:

- A student's reduction in credit hours and/or official withdrawal from the term, and
- The total tuition and refundable fees owed…*not* what was paid at the time of registration.

Generally, students Registered for Full Term classes are entitled to: **FALL AND SPRING**

- A 100% refund of all tuition and fees paid if the scheduled courses are dropped during the first two weeks of classes.

Generally, students registered for Fall and Spring 12 weeks, 1st and 2nd 7 weeks parts of term classes are entitled to:

- A 100% refund of all tuition and fees paid if the scheduled courses are dropped during the first week of class.

Generally, students Registered for Full Term classes are entitled to: **SUMMER**

- A 100% refund of all tuition and fees paid if the scheduled courses are dropped during the week of class.

Students should refer to BRCC's *Academic Calendar*, posted on the college's website, for the exact dates and deadlines of refund periods.

When courses are dropped, any resulting refund is first applied to the balance owed. The remaining balance must be paid-in-full.

Refunds for regular semesters are processed two to four weeks after the fourteenth day of classes (for summer sessions, two to four weeks after the seventh day of classes.) No refunds are made in cash. For additional information, contact the BRCC Bursar's Office.

Residency Information

The Office of Enrollment Services determines residency of a student in accordance with BRCC regulations, using the information provided on a student's Application for Admission and related documents. Other factors used to determine residency include:

- A student's domicile and/ or place(s) of employment.

- Financial independence from parents who reside in another state/country.
- Dependency on the state of Louisiana for financial support.
- A continuous presence in Louisiana while not enrolled as a student at BRCC.
- Payment of Louisiana income taxes during the past tax year.
- Proof of domicile in Louisiana for a specified period of time.

Residency cannot be established for the sole purpose of obtaining an education. Residency classification is audited after completing registration.

Louisiana Residents
Students are eligible for consideration as Louisiana residents once they have:

1) resided and/or worked in Louisiana for at least one full year (365 days) prior to the first official day of classes of the term for which the application is being made, AND
2) filed a Louisiana state tax return.

A current driver's license, voter registration card, or copy of a state tax return may be used to verify residency. Special provisions are made for students who move to Louisiana for employment or for military personnel who are stationed in Louisiana. Students with valid resident-alien cards are evaluated by the same standards as U.S. citizens when determining Louisiana residency status.

Non-Louisiana Residents
For applicants who are under 18 years of age or are legal dependents, residency is determined by the domiciles of students' parent(s) or legal guardian(s).

Non-U.S. Citizens (International)
International students are non-U.S. citizens who do not possess valid permanent-resident cards.

Veterans
In accordance with the Veteran's Access, Choice, and Accountability ACT of 2014, 38 U.S.C. 3679(c), the following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition and fee purposes, effective January 1, 2016:

(1) A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill- Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Louisiana (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days of more.
(2) Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. 3319) who lives in the State of Louisiana while attending a school located in the State of Louisiana (regardless if his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
(3) Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. 3311 (b) (9)) who lives in the State of Louisiana while attending a school located in the State of Louisiana (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
(4) Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year

period following discharge, release, or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States code.

Financial Aid and Scholarships

Numerous financial resources such as grants, scholarships, and loans are available for students who attend Baton Rouge Community College. Students who need financial assistance should start by completing the Free Application for Federal Student Aid (FAFSA) online at www.studentaid.gov/h/apply-for-aid/fafsa. The application explains which tax return students need for reference. No other documentation is necessary until the U.S. Department of Education processes the request. If it is necessary for the College to request more information from students, notifications will be sent to them by email.

Applications for the next academic year (beginning in late August) are available October 1. The approval process may take several weeks, so students are encouraged to apply as soon as they make the decision to apply for admission to the College. Students must reapply for financial aid each academic year.

To learn more about financial aid programs, how aid is distributed, student rights and responsibilities, or policies and procedures, students may contact the Financial Aid Office in the Bienvenue Student Center by calling 1-866-217-9823.

Federal Financial Aid

Eligibility Requirements

To be eligible for federal financial aid, a student must be enrolled in an eligible program of study. These include associate degrees, technical diplomas and certificates. Eligible programs must total at least 16 credit hours. Students enrolled in certificate of proficiency programs of 15 or fewer hours or who are non-degree seeking are not eligible for federal financial aid programs. Visiting, unclassified, provisional, post-baccalaureate, and post-graduate students are also not eligible for federal Pell grants or state financial aid.

All applicants for financial aid should complete the Free Application for Federal Student Aid (FAFSA) form. An application is required annually for each academic year.

The academic year for a Federal Pell grant is twenty-four (24) credit hours. Full-time enrollment is considered to be twelve or more credit hours per semester; three-quarter time enrollment is considered to be nine to eleven credit hours per semester; half-time enrollment is considered to be six to eight credit hours per semester; less-than-half-time enrollment is considered to be one to five credit hours per semester. Students must be enrolled in at least 6 hours to be eligible for student loans.

Additional Eligibility Requirements

Federal financial aid is dependent on the availability of funds and resources. To be eligible, a student must:

- be actively seeking a degree, technical diploma, or certificate.
- maintain satisfactory academic progress.
- be a U.S. citizen, national, or permanent resident alien.
- not be in default on a previous student loan.
- not owe a repayment/overpayment on a federal grant.
- be registered with the U.S. Selective Service, if male and between the ages of 18 and 25 years old (see www.sss.gov).

- have a high school diploma or equivalent (GED, etc.).
- transfer coursework taken at other colleges to BRCC.
- not be enrolled in either correspondence or telecommunication courses, unless the credits received in these courses apply towards an associate's degree, technical diploma, or certificate.
- not be auditing courses.
- sign a statement on the Free Application for Federal Student Aid (FAFSA) which certifies that the applicant
    1) will use federal and/ or state student financial aid only to pay the cost of attending an institution of higher education,
    2) is not in default on a federal student loan and has made arrangements to repay it;
    3) does not owe money on a federal student grant and has made arrangements to repay it;
    4) will notify his/her school if he/ she defaults on a federal student loan; and
    5) will not receive a Federal Pell Grant from more than one school for the same period of time.

Students auditing courses, earning credit by placement tests, visiting students, or enrolling in continuing education courses/programs not approved by the U.S. Department of Education are not eligible for federal financial aid.

How to Apply for Federal Financial Aid

The Free Application for Federal Student Aid (FAFSA)
The *Free Application for Federal Student Aid* – commonly referred to as the *FAFSA* – is the document used to apply for federal student aid. The U.S. Department of Education uses the FAFSA to determine a student's eligibility for aid. The FAFSA is available in both print and online versions at www.studentaid.gov/h/apply-for-aid/fafsa. Applicants can download a paper form to fill out and mail (processed in 7-10 days from the date mailed), complete their application online (processed in 3-5 days), or use the myStudentAid mobile app. BRCC's federal school code, 037303, must be included on the FAFSA.

First-time students should ensure that they have provided copies of their high school transcripts or GEDs to the Office of Enrollment Services; transfer students must provide transcripts from each institution of higher education that they have previously attended.

Verification
Verification is a process to confirm the information the student/parent provided on the FAFSA.

Verification selection can be random or because a student's FAFSA data was incomplete, estimated, or inconsistent. The U.S. Department of Education selects some students for the verification process. BRCC will select others if conflicting information is found.

BRCC has established a partnership with Inceptia to expedite the federal verification process for Baton Rouge Community College. Verification Gateway (VG) from Inceptia is an online portal to guide students and parents through verification.

If your FAFSA application is selected for verification by the U.S Department of Education, you will receive an email from VGCS@inceptia.org, or postcard from Inceptia, containing Baton Rouge Community College's unique website link to start the verification process.

Follow these steps to complete your verification.

- Access our school's unique website link in the email from VGCS@inceptia.org or listed below.
- Create your account and choose preferences for text messages and e-signatures.
- Complete your Task List.
- Confirm your signature and review your information.
- Sign your account.

*Parents of dependent students also need to create their own account and complete each of these steps.

Students selected for verification are encouraged to begin the process within 7 days of receiving notification from Verification Gateway to ensure financial aid is received in time for payments. Failure to complete the verification process could result in the delay or denial of financial aid.

Applications are considered complete only after all necessary parties (student, spouses, parents, etc.) have provided the required/requested documentation containing complete and correct financial data.

Application Priority Deadlines

Applicants for federal financial aid should be aware of the *priority deadline* for submitting their FAFSA. Students wishing to receive priority consideration for financial aid should apply as early as possible before the priority deadline, which is the last date to be considered for the most kinds of aid. *The priority deadline for applying for federal financial aid is March 1.* Students can submit their completed FAFSA as early as October 1.

Ideally, students applying for federal aid (or their parents, if the students are still classified as dependents) should complete their federal tax return *before* completing their FAFSA. However, some tax-filers submit their returns close to the April deadline…and applicants for financial aid are advised *not to wait until April* before submitting a FAFSA. Federal financial aid is limited, and almost all of it is awarded on a first-come, first-serve basis. Additionally, deadlines for state-based aid often occur early in the calendar year for the upcoming academic year. Because of all this, students wishing to receive priority consideration for financial aid should apply as early as possible.

If the student submits the FAFSA before filing federal tax returns, calculate the adjusted gross income (AGI) and taxes paid using the current year's instructions for IRS form 1040 (available at the local public library or downloadable online from www.irs.gov). *Note that corrections may be needed upon completion of the federal tax return.*

How are Financial Aid Awards Determined?
The Financial Aid Office determines financial aid awards based on the information supplied on the Free Application for Federal Student Aid (FAFSA).

Need Based Aid
Need-based aid includes federal grants, some university scholarships, federal subsidized student loans and Federal college work-study.

Estimated Cost of Attendance (Tuition, Books, Room and Board, etc.)
Minus (-) Expected Family Contribution (EFC from FAFSA)
Equals (=) Financial Need

Non-Need Based Aid
Non-need based aid includes some college scholarships, federal unsubsidized student loans and other resources.

The sum of all aid from all sources cannot exceed a student's estimated cost of attendance.

Estimated Cost of Attendance (Tuition, Books, Room and Board, etc.)
Minus (-) need-based aid
Equals (=) Eligibility for non-need-based aid

Cost of Attendance
The cost of attendance figures represent an estimate of what it costs to attend Baton Rouge Community College for an academic year. The budget components are estimated averages used solely for calculating financial aid eligibility.

This is not a bill, but an estimate of tuition and fees, books and supplies, living expenses, and transportation costs. Actual costs will vary depending upon choices of housing and other expenses. BRCC encourages students to develop a personal budget for the year based on actual costs.

Tuition and Fees- actual tuition and fees are published each year, after July 1.

Books and Supplies- Books and supply costs will vary by credit hours and class selection.

Housing Expenses-Housing costs will vary based on the living arrangements selected at the time of FAFSA completion. The Financial Aid Office uses an estimate based on housing options in the area.

Transportation/Personal-These estimates represent an allowance for other expenses students may incur while attending school.

The following table shows an estimated budget for a BRCC student for the academic year (spring and fall semesters).

Undergraduate

Item	Off-Campus	At-Home
Tuition (12 semester hrs.)* Based on In-State Rates	$4222	$4222
Books and Supplies	$1300	$1300
Room and Board	$9795	$3482
Transportation	$3000	$3000
Personal Expenses	$2160	$2160
Total	**$20,477**	**$14,164**

Award Notification

All award notifications will be emailed to students preferred email account and made available to view through his/her LoLA self-service account.

The amount of federal financial aid awarded may vary, depending on a student's anticipated enrollment status (or in the case of late awards, the student's enrollment status at the time the award is given). A financial aid recipient must meet all eligibility requirements by the time the awards are processed and disbursed.

Students submitting completed applications by the priority date are usually processed first and receive their awards earlier. Students who apply after the priority date may receive financial aid, but could initially have to pay for tuition, fees, and books until all late applications are processed and awards distributed.

Tuition, fees, book purchases, and/or outstanding deferments are collected from financial aid payments once the awards are made. If there is a credit balance, that amount is refunded to the student via his/her selected refund payment option. A student's contact information on file with the school, including addresses (with signatures, where applicable), should always be kept current. Outdated or invalid information may cause delays in receiving a refund.

Aid Adjustments

Your financial aid award will be adjusted for the following reasons:

- Enrollment status is verified on the last day of the drop/add period for each semester/term. If a student drops or adds classes by this date, the Pell Grant/TOPS/GO Grant and student loans awards will be adjusted or cancelled accordingly.
- Professors report non-attendance for any classes. A student's financial aid, including student loans, will be adjusted or cancelled if the student does not attend any one of their classes (assuming the credit hours adjustment actually changes a student's aid eligibility).
- Receiving Pell Grant or Loans at two different colleges during the same academic year, which exceeds the total maximum limit for that year.
- Any aid may be adjusted, if a student officially or unofficially withdraws before earning the federal aid received and the student may have to repay the aid they did not earn. See more detailed information under "Title IV Policies."
- Direct Student loans and/or other student financial aid awards may be adjusted to prevent over-award situations due to the receipt of either a fee discount, tuition aid, outside scholarship, change in residency classification, or similar assistance.
- Direct Student Loans will also be adjusted or cancelled based on a check of half-time status at the beginning of the loan period.

Disbursement of Federal Financial Aid Funds
Baton Rouge Community College delivers your refund with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. Visit this link for more information: https://bankmobiledisbursements.com/refundchoicessso/.

Each semester, disbursements are issued approximately 4 weeks after the start of classes. Disbursements for late applicants will occur each week thereafter through the end of the semester, depending upon the date of approval.

First Time Loan Borrowers: All first time loan borrowers are subject to a thirty (30) day delayed disbursement of loan funds for the semester.

Loan Borrowers: Single semester loans will be issued in two disbursements, the second being after midterms.

Bookstore Charges
Although financial aid funds are not disbursed until after the start of the term, students may charge books and class related supplies at the Baton Rouge Community College Bookstore. To be eligible to charge expenses, students must-

- Be currently enrolled for at least 3 credit hours
- Be making satisfactory academic progress
- Have sufficient aid awarded to cover tuition, fees, and the amount of the bookstore charges
- Not have any past due charges on their BRCC student account

Students who submit approved financial aid applications by the priority deadline may charge books and class-related supplies within the published "charge" period prior to the start of a term. Those who apply late, depending upon date of submission, should be prepared to pay for their books to avoid delays in getting them.

If financial aid does not cover all charges, any amount still owed becomes a student account debt that must be paid by the end of the semester.

Attendance Policies

Failure to Begin Attendance
Federal regulations require that students earn their financial aid funds by attending and actively participating in courses. Attendance information is collected from faculty to verify financial aid eligibility. **If a student fails to begin attendance in a course, the institution is required to reduce the student's financial aid enrollment level and eligibility.**

Last Date of Attendance Determination
Students paid federal financial aid funds must earn them by participating in classes. Students who quit participating in all courses prior to the 60% point in the semester, but have already received their federal financial aid disbursement, may have been overpaid. The repayment amount for an overpayment is based upon the number of days in the semester the student has completed and the

student's last date of an academically-related activity. A federally mandated formula is used to calculate the amount of the overpayment.

Post Withdrawal Disbursements
If a student totally withdraws from a semester and receives less federal aid than the amount earned, then the student may be eligible for a post-withdrawal disbursement. The student must have met all of the conditions for a late disbursement prior to withdrawing. Grant funds will automatically be applied towards outstanding charges created by the withdrawal.

Return of Title IV Funds
Financial aid recipients who resign/withdraw, officially or unofficially, before completing more than 60% of the semester will be required to pay back all or part of the aid received. In most cases, students will owe money to the federal aid program(s) and to the school. Students who stop attending all classes will be considered unofficial withdrawals. Specific information and examples regarding the Return of Title IV Funds Policy are available in the Financial Aid Office.

Satisfactory Academic Progress Requirements for Financial Aid
The United States Department of Education mandates that students must maintain Satisfactory Academic Progress (SAP) toward the completion of their degrees within a reasonable period of time to be eligible for Title IV financial aid programs including Federal Pell, Federal SEOG, Federal Work Study and Go Grants.
Satisfactory Academic Progress (SAP) is defined as:

- **Grade Point Average**-Achieving and maintaining a required 2.00 grade point average
- **Pace of Progression**-Passing a required number of hours (67% of all hours attempted) and
- **Maximum Timeframe**-Total attempted hours must not exceed 150% of the published length of the students' declared program of study. Refer to the BRCC catalog at www.mybrcc.edu for program requirements.

When is SAP Reviewed?
Students will be evaluated at the end of each payment period (semester). At the conclusion of each payment period, students must earn the minimum cumulative GPA, minimum number of credit hours, and be within the maximum timeframe. At the time of each evaluation, a student who has not achieved the required GPA, or who is not successful in completing his or her educational program at the required pace, is no longer eligible to receive Title IV assistance. An appeal may be filed and if approved, the student will receive financial aid but will be placed on financial aid probation.

Students who are on an academic plan will be monitored each semester.
SAP will be reviewed and determined BEFORE aid is initially awarded.
SAP will be reviewed based on the official program of record.

How is SAP Reviewed?
SAP is measured in three ways: *(1) Qualitative, (2) Quantitative/Pace, and (3) Maximum Time Frame*

Qualitative Measure (GPA)
The qualitative standard is the student's cumulative grade point average (GPA). The qualitative standard requires that as the number of hours attempted increases, the student's cumulative GPA must also increase. BRCC students must achieve a cumulative GPA relative to the total number of hours attempted as outlined in the chart that follows:

All grades for attempted coursework will be considered. These include, but are not limited to, courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and non-credit remedial/developmental coursework.

Quantitative Measure/Pace of Progression
In calculating the quantitative measure, BRCC will measure the "pace" at which the student is progressing. This is calculated by dividing the cumulative course hours completed/passed by the cumulative/total course hours attempted. BRCC considers cumulative hours completed/earned and hours attempted to calculate "pace." Therefore, all courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and non-credit remedial/developmental coursework are considered, even if the student did not receive financial aid.

Maximum Hours Allowed
Students may receive federal financial aid if they have attempted no more than 150% of the hours required to complete their program. To determine the maximum allowable hours for a specific program or study, refer to the BRCC catalog at www.mybrcc.edu. Determine the total number of hours required for the program and multiply that figure by 1.50. (Example: If 60 hours are required to complete the degree program, then multiply 60 hours x 1.50 = 90. The maximum allowable attempted hours for the degree program in this example = 90 hours.)

Hours attempted includes all hours pursued, earned, withdrawn, and failed. All of these hours are counted as attempted even if the student did not receive aid.

How Other Factors Pertain to SAP

- "I" GRADES
- An "I" (incomplete) will be considered an "F" until a letter grade is assigned in its place.

Corequisite Education/Remedial Courses
The guidelines for the application of federal financial aid are outlined by the United States Department of Education in the Federal Student Aid Handbook. The limits to the application of federal financial aid to payment for developmental education or remedial courses are as follows: the maximum number of hours that a student may receive Title IV federal aid for corequisite courses is 30 hours within 12 consecutive months or one academic year. For students taking corequisite courses at BRCC, the limit applies to repeat coursework as follows: a student may receive federal financial aid to take a remedial course a maximum of two times; any additional attempts to complete the course will not be covered by federal financial aid, and the credit hours for the course will not count toward the students enrollment status (full-time or part time). In other words, from that point forward, the credit hours for that specific corequisite education course will not count in the enrollment status and the student will no longer be eligible to receive federal financial aid for corequisite education courses.

Withdrawals
Official Withdrawal (completely withdraw from all courses) - A student who totally withdraws (receives all W's) is considered to have officially withdrawn from the College.

Unofficial Withdrawal - Students receiving Title IV aid and stop attending all classes and receive all F grades will be treated as unofficial withdrawals. Both types of withdrawals affect satisfactory academic progress.

Transfer Students
Transfer students are required to meet the minimum academic standards set by BRCC in order to receive Federal Financial Aid. A transfer student must supply the Office of Enrollment Services with official transcripts from all institutions previously attended, regardless of whether aid was awarded or credits earned. The academic grades and cumulative hours earned and attempted will be reviewed for SAP after the first payment period at BRCC.

Repeated Courses
Repeated courses will count in the cumulative attempted hours. Only **one** repeated course may be funded with Title IV federal aid if the student has previously passed the course.

CHANGE OF MAJOR
A student may change from one degree to another during attendance at the College. Students who change from one major to another are still expected to maintain satisfactory academic progress and complete the course work within the time frame or hours limitation stated unless an appeal is approved. All attempted hours from a prior major are included in the total attempted hours.

NON-PUNITIVE GRADES
A non-punitive grade is a grade that does not earn credit toward completion of a program of study and will not impact the cumulative GPA component of a student's SAP status. However, they will be included in the calculation of the maximum time frame and the pace of progress (completion rate) components.

PASS/NON-PASS GRADES
Pass/Non-Pass grades will not impact the cumulative GPA component of a student's SAP status. However, they will be included in the calculation of the maximum time frame and the completion rate components.

What Happens once SAP is Reviewed?
At the time of SAP review, students will be categorized as follows:

1. NEW - student is attending college for the first time, this includes students who received credit (1) before earning a high school diploma (or equivalent), (2) for completing tests or assessments, or (3) for life experience or military service
2. TRANS- student is enrolling in the college for the first time and has previously attended another postsecondary institution.
3. GOOD - student meets all three standards and is eligible to receive federal financial aid
4. WARN - student failed to meet at least one of the standards at the end of the previous payment period and the student was in "good" or "new" standing during that previous payment period
5. APLAN – student failed to meet SAP, was granted an appeal, is placed on an Academic Plan
6. BAD- student is not meeting SAP and is not eligible to receive federal financial aid for the next payment period of enrollment.

NOTIFICATION

At the end of each payment period (where applicable), Satisfactory Academic Progress is reviewed. Students are notified via self-service, LoLA and via email with their updated status**.**

Re-Establishing Financial Aid Eligibility

(Should the student choose to "sit out" or attend another school for a period of time, he/she is still subject to meeting the SAP requirements for the semester in which she/he re-enrolls at BRCC. "Sitting out" has no bearing on regaining eligibility)

Students who do not meet SAP Standards have two options to receive Financial Aid in future semesters:

1. Attend and regain eligibility for financial aid without the benefit of financial aid or
2. Submit an appeal to the Appeals Committee and receive approval from the Appeals Committee

To reestablish financial aid eligibility, a student must enroll and maintain regular attendance. Should a student choose not to enroll ("sit out") for a semester, the student must meet the conditions listed below for re-enrollment.

Attend and regain without the benefit of Federal Financial Aid:

Students may attend at their own expense without the benefit of federal financial aid, attempt and earn a cumulative 67% of hours attempted and earn the required 2.00 GPA.

Appeal (with an Academic Plan):

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

At minimum, the Academic Plan will require that the student do the following:
(1) Earn a GPA of 2.00 each payment period
(2) Pass 75 percent of all hours attempted each payment period

Individual LCTCS colleges may require students to meet additional requirements, such as taking specific courses and/or meeting with academic advisors.

Other Types of Appeals

Students who have not attended a college or university for ten years or more must submit an appeal letter for automatic approval.

Effective Fall 2013, students failing to meet the quantitative standards by exceeding the federal 150% limit may appeal citing a change of major, change in degree (such as a change from a 4-year business degree to a 2-year science degree), a double major, or a second Associate's Degree. A completed "Satisfactory Academic Progress Appeal Form" Letter and a Degree Audit from the Department Head must be attached to the student's appeal form. These appeals are not automatically approved and are subject to approval by the Appeals Committee. If the Appeal is approved, the student will be placed on an Academic Plan.

How to Submit an Appeal
Students who do not meet Satisfactory Academic Progress (SAP) standards have the right to submit an appeal to the Appeals Committee. These appeals are generally based on mitigating circumstances.

Examples of extenuating circumstances maybe defined as, a prolonged illness, accidents that require hospitalization of the student or a close family member, death of an immediate family member, or other extreme documented accidents or incidents. Only appeals documenting specific circumstances will be considered for approval.

All appeals **MUST** have documentation that corresponds with the type of appeal the student is filing.

Students must complete the Financial Aid Appeal Form located on BRCC's Financial Aid webpage and submit by the published deadline.

The Financial Aid Appeals Committee will meet following the published financial aid appeal deadlines. Students are notified of appeal decisions by email and through their LoLA self-service account within 10 business days of the nearest published deadline.

If the appeal (with an Academic Plan) is approved, the student will be placed on an Academic Plan meaning the student is eligible for aid as long as the student adheres to the **Academic Plan**. The student's academic progress will be reviewed at the end of each semester until the student meets all SAP requirements.

- If appeals are **DENIED**, students are not eligible to receive federal aid and must attend at their own expense.
- The committee's decision is **FINAL** and cannot be overridden.

Financial Aid Programs

Federal Grants
Grants are awarded to students who demonstrate financial need, as defined by FAFSA.

Federal Pell Grant
The Federal Pell Grant is awarded only to undergraduate students who have not earned a bachelor's or graduate degree. *The maximum amount depends on program funding and can change each award year*. However, the exact amount a student receives depends upon his/her financial need, as determined by the student's Estimated Family Contribution (EFC), cost of attendance, enrollment status (full-time or part-time), and plans to attend school for a full academic year or less.

A Pell Grant is considered "gift-aid" that does not have to be repaid. *However, it is important to note that under some circumstances, students may be required to repay grant funds, such as if they are awarded the funds incorrectly, withdraw from school, or do not meet academic standards.*

To determine a student's eligibility, the student must complete the Free Application for Federal Student Aid (FAFSA) at **www.fafsa.ed.gov** and list **Baton Rouge Community College (0373030)** as a school of choice. The College must receive a valid Student Aid Report (SAR) or Institutional Student Information

Record (ISIR), which is generated by the FAFSA submission during the student's enrollment and while eligibility is being verified.

To be eligible, the SAR/ISIR must contain the Title IV eligible Expected Family Contribution (EFC). All information used in calculating the EFC must be correct when the application was signed. Incorrect information could delay processing. Contact the Office of Financial Aid if there are any changes in the student's number of household members, an increase in income, or if questions arise concerning the information provided.

Information presented to BRCC is subject to updating when the SAR/ISIR is submitted to Baton Rouge Community College (even if the student is not selected for verification). Documents submitted for verification will be reviewed when the SAR/ISIR selected for verification is submitted to Baton Rouge Community College or a third-party servicer.

Students who receive their first Federal Pell Grant on or after July 1, 2008, may receive Federal Pell Grant funds for a lifetime maximum of 12 semesters (or the equivalent). *Note that if a student receives Federal Pell Grant funds for two full-time semesters in an award year (fall and spring), that student is not eligible for Pell Grant funds for summer sessions that year.*

Federal Supplemental Educational Opportunity Grant (SEOG)
The SEOG is awarded based on the estimated family contribution calculated by the U.S. Department of Education and based on information taken from the FAFSA; it is awarded from available funds. Students must enroll in at least six credit hours.

Institutional Scholarships

A variety of scholarships are available from institutional and private sources, as well as organizations that have partnered with BRCC. Scholarships are awarded based on demonstrated need, academic excellence, exemplary character, and leadership. The funding source determines the amount and precise criteria of the scholarship. For additional information on specific scholarship awards, contact the Office of Financial Aid and Scholarships.

BRCC Foundation Scholarships
The Baton Rouge Community College (BRCC) Foundation furnishes opportunities for students based on need and merit within any curriculum and from all socio-economic backgrounds. BRCC Foundation has several scholarships available to current and prospective students. Review a full list of available scholarships, criteria and funding levels.

5 for 6 Scholarships
Students enrolled in an adult basic education program (Work Ready U or Jobs for America's Graduates) at BRCC or one of our community partners are eligible for a 5 for 6 scholarship. This award allows a student to enroll in two credit courses (six credit hours) at BRCC. The scholarship covers the cost of tuition and books.

State Aid

Chafee Educational and Training Voucher

The Chafee Educational and Training Voucher (ETV) Program awards up to $5,000 annually during the academic year to qualified students who have been in the foster care system so they can pursue an academic college education or technical and skill training in college to be prepared to enter the workforce. The actual award amount is determined by the student's financial need, which is calculated in accordance with the Higher Education Act of 1965, as amended.

GO Grants
Louisiana resident students who are eligible for and receive the federal Pell Grant may also be eligible for a GO Grant. The award is based on the student's FAFSA, the number of hours he or she is enrolled in, the availability of funds, and the student's unmet need(s) as calculated by the Department of Education.

MJ Foster Promise Program
The M.J. Foster Promise Program will cover the cost of tuition, required fees, and mandatory books and supplies after all other sources of aid have been applied (excluding student loans, federal work study, and WIOA funds).
The award amount of $3,200 per award year or $1,600 per semester, is for a student enrolled full time. Students can receive a maximum of $6,400 over 3 years. A student may receive the maximum award amount of $6,400 in one year for certain high-cost programs. Students can use the M.J. Foster Promise Award beginning July 1 through the following June 30.

Tuition Opportunity Program for Students (TOPS)
TOPS is available to graduates of Louisiana High Schools who meet the academic requirements set by the Louisiana Office of Student Financial Assistance (LOSFA). Students qualifying for the TOPS-Tech award must be enrolled in a technical program or LOSFA approved academic program. Additional information is available at www.osfa.la.gov, or by phoning (225) 219-1012 or toll-free by dialing 1-800-259-5626 Ext 1012.

YCP: GO Youth ChalleNGe Program
The GO Youth ChalleNGe Grant is a program to encourage and assist those students who graduate from the Louisiana National Guard's Youth ChalleNGe Program to continue their education and enhance their employment opportunities by providing tuition at an eligible Louisiana postsecondary institution.

Vocational Rehabilitation Grants
Vocational Rehabilitation Grants are awarded to qualifying disabled students through the Louisiana Department of Rehabilitation Services.

Veterans Services
Veterans and members of the military reserves are eligible to receive educational benefits while enrolled and pursuing a degree/certificate in an approved program of study at BRCC. Veterans of the armed forces have ten (10) years succeeding the date of their active-duty discharge to apply for educational benefits.

Fee Waivers
BRCC offers fee waivers to students meeting the criteria defined by Louisiana state law and standards set by the LCTCS Board of Supervisors. Interested disabled veterans or dependents of deceased veterans have 8-10 years from the initial date of eligibility to apply for benefits. Members of any of the military

reserves have ten years from the initial eligibility date to apply (refer to *DD Form 214* issued by the appropriate reserve unit). Veterans must submit all applications to BRCC at least six weeks prior to the first official day of classes. Applicants for veteran educational benefits must:

- be eligible for one of the benefit programs of the United States Department of Veterans Affairs.
- be at least a half-time student.
- maintain a cumulative 2.00 GPA.
- pursue one major field of study at a time.

Veterans Dependent Scholarships
Veterans Dependent Scholarships allow children of Louisiana veterans who died or were disabled during the performance of their military duty to enroll tuition-free at BRCC. Fee exemptions are awarded by the Louisiana Department of Veterans Affairs. Fee exemption certificates must be presented to the BRCC Office of Enrollment Services at the time of enrollment. Correspondence related to these scholarships should be addressed to: Department of Veterans Affairs Veterans Dependent Scholarships P.O. Box 94095, Capital Station Baton Rouge, LA 70804-9095

Louisiana National Guard fee exemptions are available to Louisiana residents who are presently active members, in good standing, in the Louisiana National Guard. The exemptions allow members to attend BRCC tuition-free.

An applicant must apply to his/her unit commander at least six weeks before the BRCC registration starts. The fee exemption certificate must be received at the BRCC Office of Financial Aid before the exemption can be granted. Recipients cannot be on academic probation.

Federal Loans

Baton Rouge Community College participates in the Federal Direct Loan Program. Student loans are issued directly from the federal government and must be repaid.

Baton Rouge Community College will automatically award or package student loans.

Federal Direct Subsidized Loan
A variable interest loan available to degree seeking students enrolled at least half-time, based on financial need. The interest rate changes every July 1st and is paid by the government while the students are attending school. Repayment of principal and interest begins 6 months after enrollment ceases to be at least half-time. The current interest rate on this loan is 5.50%. Rates are subject to change after July 1.

Federal Direct Unsubsidized Loan
A variable interest loan available to degree seeking students enrolled at least half-time, not based on financial need. Eligibility for the subsidized loan must be determined before an unsubsidized loan can be considered. The interest rate changes every July 1st and will be charged from the time the loan is disbursed until it is paid in full. The interest can be paid while the student is still in school. Repayment of principal and interest begins 6 months after enrollment ceases to be at least half-time. The current interest rate on this loan is 5.50%. Rates are subject to change after July 1.

Federal regulations require that the College delay delivering the proceeds of educational loans to first-time borrowers until 30 days after the start of classes. In addition, all first-time borrowers must receive

loan counseling before loan funds can be disbursed. Students must also complete a Master Promissory Note.

Year	Dependent	Independent
First year (0 to 29 credits)	$5,500 No more than $3,500 of this amount may be in subsidized loans.	$9,500 No more than $3,500 of this amount may be in subsidized loans.
Second Year (30 or more credits)	$6,500 No more than $4,500 of this amount may be in subsidized loans.	$10,500 No more than $4,500 of this amount may be in subsidized loans.
Lifetime Limits	$31,000	$57,500

Borrowing the maximum amount for Fall and Spring leaves zero eligibility for Summer at the same grade level.

The amounts given above are the maximum yearly amounts a student can borrow in both subsidized and unsubsidized loans, singly or in combination. However, a student cannot borrow more than the cost of attendance minus other aid for which the student is eligible. This means the student may receive less than the annual maximum amounts.

Students are encouraged to monitor their loan history on the National Student Loan Data System at www.nslds.gov.

Federal Direct Parent Loan for Undergraduate Students (PLUS)
This program allows the parent with a good credit history to borrow to pay the cost of education for a dependent undergraduate student enrolled at least half-time. The yearly limit is equal to the student's cost of attendance minus any other financial assistance expected or received. The current interest rate for PLUS loans disbursed on or after July 1, 2023 is fixed at 8.05%. Rates are subject to change after July 1. There is no grace period for these loans. Interest begins to accumulate at the time the first disbursement is made. Repayment of both principal and interest will begin 60 days after the full loan amount has been disbursed.

Parents can apply for a Parent PLUS loan online at www.studentloans.gov.

Applying for a Federal Direct Loan or Parent PLUS Loan
When the student completes the Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA, they are applying for all aid programs for which they may be eligible, including Direct Loans.

All borrowers are required to complete an Entrance Counseling Session and electronic Master Promissory note online at the Direct Loan website at www.studentloans.gov. Students are required to be actively enrolled for at least six credit hours each semester to maintain loan eligibility.

Financial Literacy for Borrowers
BRCC provides borrowers with the following information and services throughout the course of their enrollment using a variety of means such as video/in-person counseling, college courses, publications, e-tutorials, electronic newsletters to email accounts, and insertion of information in award letters:

- Income potential of occupations relevant to their course of study
- Information on personal finance
- Interactive tools to manage debt
- Information on loan repayment options

Exit Counseling
Each loan recipient is required by federal regulations to participate in an exit interview when the student ceases to attend Baton Rouge Community College at least half-time. Online Exit counseling should be completed at www.studentloans.gov before the student withdraws, graduates, drops to less than half-time, or completes his/her last semester at BRCC.

Other Assistance Programs

Federal Work-Study (FWS)
Federal Work-Study is determined based on need(s) and availability of funds. The student must check the "interest box" on the FAFSA. The award is cancelled if the student fails to report to the Office of Financial Aid and Scholarship within 30 days after the receipt of the award letter announcing that the student can collect his/her award. Students must be enrolled in at least six credit hours.

Louisiana State Exemptions for Dependents of Emergency Workers
Children of firefighters, law enforcement personnel, correctional officers, or sanitation workers who were killed or permanently disabled in the line of duty are admitted to the college tuition exempt. An applicant must meet all academic requirements, be enrolled as a full-time student, and maintain at least a 2.00 GPA each semester.

Academic Policies

The College Catalog

The Baton Rouge Community College (BRCC) Catalog is an official document of the College. The Catalog guides students through their time of study at BRCC by providing them with critical information on the College's academic programs and their requirements, the services and programs BRCC offers to students and the community, the College's regulations and policies, and its operational procedures. Students are responsible for knowing the regulations, policies, academic program, and graduation requirements cited in the catalog, and are required to adhere to them unless differing policies have been set by the LCTCS Board of Supervisors.

Governing Catalog
The most recently electronically published BRCC Catalog is the governing version and is effective in the Fall Semester of the academic year. Addendums to the catalog may be published as appropriate from time to time. The College Catalog is available on the College website at www.mybrcc.edu.

Catalog of Entry
The catalog in effect when a student declares his or her major is considered to be that student's **catalog of entry**. This catalog is used to determine degree requirements. The catalog of entry remains in effect for a student unless he or she is out of school for a full semester or longer.

Change of Catalogs
Students can officially declare a subsequent catalog as their catalog of entry. A student who wishes to exercise this option must officially change his or her designated catalog of entry through the Office of Enrollment Services.

If a student remains out of school for two full semesters or longer, the student must re-enter the selected degree program under the governing catalog upon re-entry.

Change of Major or Program of Study
Students may transfer from one-degree, technical diploma or certificate program to another, and non-degree seeking students can declare a major/program of study at any time. Prior to changing their major, students should first consult with their assigned faculty advisor to ensure they fully understand the requirements of the new degree/program of study. In order to officially change their major/program of study, students must follow the necessary protocols established by the Registrar.

The requirements for a new major/program of study are found in the governing catalog at the time the major/program of study is declared. Coursework and grade point averages earned in an earlier major/program of study remain part of any transcripts and records. However, only courses and grades applicable to the new major/program of study are used to determine qualifications to graduate.

The Academic Year

Semesters and Sessions
The academic year consists of the following, in sequence:

- Fall semester/sessions
- Winter session
- Spring semester/sessions
- Maymester
- Summer term/sessions.

The fall and spring semesters include standard 165-week and 12-week courses and concentrated seven-week sessions. The summer term consists of a full-length eight-week session and two concentrated four-week sessions. The schedules for courses in some technical programs may differ, depending on the discipline.

Throughout this catalog, any of these periods of study (semester or summer) may be referred to generically as a **term**.

Course Load
The total number of credit hours a student takes during a semester or summer is referred to as his or her **course load**. Audited courses are included when calculating course loads.

For the fall and spring semesters, part-time students are those with a course load below 12 credit hours. Full-time students have a course load which ranges from a minimum of 12 credit hours to a maximum of 18 credit hours. An 18-hour course load is considered to be a **maximum load**; students must request special permission from the dean of the student's program of study to exceed this limit. Under no circumstances can a student enroll in more than 21 credit hours per semester.

During the summer, a student's course load is calculated across all sessions collectively. For the summer sessions, part-time students are those with a course load of less than six (6) hours. Full-time students have a course load ranging from a minimum of six (6) credit hours to a maximum of twelve (12) credit hours; students must request special permission from the dean of the student's program of study to exceed this limit.

When choosing courses for a semester or summer session, students should consider the difficulty of the courses selected and the number of hours required to study time should be set aside for reading, assignments, library research, reflection, and group projects. Concentrated courses are taught at an accelerated pace and typically demand regular, frequent blocks of study time. In general, a student should plan on reserving a minimum of two hours outside of class for every hour spent attending class. Students should consult with their academic advisor when selecting courses to ensure that they are on the correct path to degree attainment. The ideal course load is one which provides the necessary amount of time to invest in academic work (both in and out of class) and still allows the student sufficient time to meet other obligations, such as work hours, travel, and family responsibilities. BRCC reserves the right to limit the number of credit hours in which a student can enroll if the student's academic record indicates the need for college preparatory coursework or if the student is on academic probation/suspension.

Students who receive financial aid or veterans benefits should contact the Office of Financial Aid and Scholarships for additional full-time status requirements.

Course Cancellations
BRCC reserves the right to cancel any course(s) listed in the schedule of classes. Students in their last semester of studies unable to schedule a required course should consult an advisor and the appropriate academic dean or department chair.

Assignment of Class Instructors
BRCC reserves the right to change instructors listed in the schedule of classes. Listing an instructor in the schedule of classes does not guarantee that this instructor will teach the course.

Prerequisites and Co-requisites
A **prerequisite** is a requirement that must be successfully completed *before* taking a particular class or enrolling in a program of study with selective admission requirements (*e.g.*, Nursing). If a course or program of study lists other courses as prerequisites, students seeking to take that course or program of study must first pass the prerequisite courses with a grade of "C" or better. Prerequisites may also include specified test scores (*e.g.*, "an ACT Composite of 22") or conditions (*e.g.*, "eligibility for college algebra"). In any case, these requirements must be met *before* taking the course or enrolling in the program that demands the prerequisite.

A **co-requisite** is a course that is required to be taken *at the same time as a companion course*. *A course that lists a co-requisite must be scheduled and taken in the same term as the co-requisite*.

Placement Requirements for English and Mathematics
To enroll in English and mathematics courses, a student must achieve an approved score on the Directed Self-Placement Survey, ACT, SAT, or Accuplacer® placement test as designated by the Board of Regents.

Add/Drop and Withdrawal
During the specified time period on the academic calendar, currently registered students are allowed to adjust their course schedule. During this period, a student can **add** and/or **drop** courses online via LoLA. Dropped courses are removed from the student's academic schedule for that semester and will not appear on the student's transcript. Refunds for dropped courses are based on the school's current refund policy (refer to the *Academic Calendar* on the BRCC website for dates and refund percentages). Students who do not attend a class during the first few days of the semester/term may be removed from the course. After the last day to drop a class, course schedules become fixed; from this point, each course on a student's schedule is considered **attempted**.

After the last day to drop a class, students can **withdraw** from a course before the deadline published in the *Academic Calendar* for that semester. Unlike drops, withdrawals occur after a valid attempt by a student to complete a course – therefore, courses from which a student successfully withdraws *are* shown on the student's transcript, with a letter grade of "W" for those courses.

Students must perform the proper procedure to withdraw from a course – they should never simply stop attending class. A student can withdraw from a course by accessing their student account online. No late withdrawals are allowed – students who do not officially withdraw from a class before the deadline

published in the *Academic Calendar* will remain on the course roster and be given the grade earned for that class, which will appear on the student's transcript.

Students may elect to **withdraw from the term**, which is to withdraw from *all* their courses for the current semester. Withdrawal from the term is a significant step and should only be done in cases of overwhelming difficulty or hardship. To successfully withdraw from the term, a student must simply withdraw from all classes being taken that semester/session before the published deadline for withdrawals listed in the *Academic Calendar*. As with all other withdrawals, students who successfully withdraw from the term before the deadline will receive a letter grade of "W" for all courses attempted during the term. Students who fail to officially withdraw from any course before the deadline will receive the grade earned for that class. All of the courses for the term and their corresponding grades will appear on the student's transcript.

When considering withdrawal from courses, students should consult with their instructor(s) or a BRCC advisor. The staff and faculty at BRCC can provide alternatives and ensure that withdrawal is best for the student. Students withdrawing from all classes for the term are still responsible for any account balances.

Drops and withdrawals can impact a student's financial aid. Students receiving financial aid who decide to drop a course, withdraw from a course, or withdraw from the term should contact the Office of Financial Aid and Scholarships.

Class Attendance

Students are expected to regularly attend classes and be punctual. Absenteeism includes tardiness and early departure from class. Students must adhere to the attendance policies set by each instructor. Failure to attend classes jeopardizes scholastic standing, can disrupt the ability to receive financial aid, and/or may result in being dropped from class for excessive absences.

Faculty members set class policies regarding makeup exams, excused/unexcused absences, and how these factors affect grades; these policies are located on the instructor's course syllabus and/or course handouts. Students are responsible for consulting with faculty regarding their absences and for completing any missed class work. Excused absences can only be granted by instructor faculty members. Examples of excused absences include (but are not limited to) student illness, religious holidays, college-sponsored activities, jury duty, or military obligations. Unavoidable circumstances should be discussed directly with the faculty. Students with frequent absences should meet with their instructor to discuss options regarding coursework and grades, or they should consider voluntarily withdrawing from the course.

Grades

A student's academic progress is reflected in his/her grades. For each course, the instructor discusses the awarding of grades at the beginning of each term, and this information is included in course syllabi.

A student who believes that he/she has received an incorrect grade should discuss the discrepancy with the instructor of the class within 45 days of the date the original grade was posted.

Mid-term and Final Grades

Mid-term grades reflect student progress midway through the course and are not included in a student's permanent academic record. In contrast, **final grades** are awarded at the conclusion of the term and become part of a student's permanent record. Mid-term and final grade reports are made available online to students by the Office of Enrollment Services.

Final Examinations
To receive credit for courses, students must take the final examinations for those courses. Final examination dates are posted on the college's website. The course instructor or respective division dean must approve an absence from a final exam. Students unable to take the final exam or otherwise complete a course should read the information regarding incomplete grades and withdrawal from courses.

Incomplete Grades
An "I" or **Incomplete** grade is a temporary grade that may be given by faculty (with academic dean approval) to a student when documented illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. All of the following criteria must be met:

- A final grade in the course has not yet been awarded.
- The student has completed coursework deemed by the faculty member as qualitatively satisfactory or significant towards completion of course learning outcomes and/or required competencies.

To receive a letter grade of "I," a student should petition his/her instructor. The academic dean of the division should be contacted if the instructor is unavailable.

It is vital to note that "I" grades are temporary. When a grade of **incomplete** is awarded, students have 90 days from the end of the semester to complete all work and take the final examination for the class. Students are required to complete the course by this deadline whether or not they are enrolled at BRCC. Upon completion of the work, the student's "I" grade will be replaced with the grade earned for the course. Failure to complete the required work within the prescribed time limit will result in an "F" for the class.

Grade Point Average (GPA)
A student's overall **grade-point average** (**GPA**) is determined from grades received in all non-developmental education courses. Students enrolled in developmental education courses earn letter grades denoted with an asterisk; however, those grades are not included when determining GPA or fulfillment of degree requirements. The GPA indicates a student's academic status and determines his/her eligibility to remain in college.
Each grade is worth a specific number of quality points, as shown below.

Grade	Rating	Quality Points
A	Exceptional	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0

Grade	Rating	Quality Points
W	Withdrawal	0
AU	Audited	0
P	Passed	0
S	Satisfactory	0
U	Unsatisfactory	0
I	Incomplete	0

To determine overall GPA:

- *Determine the quality points earned for each course:* multiply each course's credit hours by the corresponding quality points for the letter grade earned in that course.
- *Determine the **total number of quality points earned**:* Add the quality points earned for all courses.
- *Determine the **total number of hours attempted**:* Add the number of hours for all courses. *Do not include developmental courses and courses with grades of "A*", "B*", "C*", "D*", "F*", "P," "W," "AU," or "I."*
- *Compute the GPA*: Divide the **total number of quality points earned** by the **total number of hours attempted**.

Grades of **incomplete** (I) are temporary; students with a grade of **I** should compute their GPA after a permanent grade has been assigned for the course.

Include/Exclude Policy
Students are permitted to repeat courses. If a student repeats a course, the earlier grade(s) in that course is excluded from that student's Grade Point Average (GPA) calculations. The last grade received is the official grade for the course and is included in the calculation of the student's GPA at BRCC. *Students should note that other colleges/universities may include all grades earned when calculating a student's cumulative grade point average.*

In an associate degree program, a maximum of twelve credit hours of college-level coursework (numbered above 0099) may be repeated.

Academic Honors
The **Dean's List** is composed of students who, during the course of the semester, complete a minimum of 12 or more credit hours and earn a minimum grade point average of 3.50, with no grade below "C."

The **Honor Roll** includes students who, during the course of the semester, complete a minimum of 12 credit hours and earn a minimum grade-point average of 3.00-3.49, with no grade below "C."

Developmental education and "English as a Second Language" courses are not considered when determining eligibility for academic honors and graduation with honors.

Academic Standing
Good Standing occurs when a student's overall institutional grade-point average is 2.00 or higher.

In considering the requirements for academic standing, good standing and not in good standing, the understanding of two concepts is vital: *overall institutional GPA*, which is the GPA of a student's total

course hours at BRCC only, and *semester GPA*, which is the GPA of a student's courses taken during a given semester. Any overall institutional or semester GPA of less than 2.00 is considered unsatisfactory and can result in academic sanctions. The following rules govern a student's academic standing at BRCC.

Once students have attempted 15 or more credit hours, they must maintain a minimum institutional GPA of 2.00. If, after crossing this 15-credit-hour threshold, a student's overall institutional GPA falls below 2.00, that student is **not in good standing**. Students remain not in good standing until they regain an overall 2.00 institutional GPA.

Not in Good Standing occurs when a student's overall institutional grade point average is below 2.00 and he/she has attempted at least 15 semester hours. Only courses included in the calculation of the overall institutional are used to determine academic standing. Once a student's status is **Not in Good Standing**, the student must earn a semester grade point average of at least 2.00 to continue enrollment. A student is removed from **Not in Good Standing** when the overall institutional grade point average is raised to 2.00 or higher.

Academic Integrity

BRCC expects high standards of academic integrity from both its students and faculty. Academic integrity is a critical component for equitable learning and the effective evaluation of academic performance; thus, faculty and students share equal responsibility in creating and maintaining an atmosphere of honesty and integrity.

Students are expected to adhere to the academic rules and regulations set by the College and understand that personally completing assigned work is essential to learning. Permitting others to prepare one's work, using published or unpublished summaries as a substitute for studying required materials, or giving unauthorized assistance in the preparation of work to be submitted for class are all directly contrary to the honest process of learning.

Faculty, too, are responsible for encouraging an atmosphere of academic honesty by being certain that students are aware of its value. Furthermore, faculty should make clear to students the regulations defining academic honesty and the penalties for violating those regulations.

Both students and faculty should realize that dishonest practices make it difficult for honest students to be evaluated and graded fairly. Their own interests and their integrity as individuals suffer if they permit dishonesty in others. Permitting dishonesty is not open to personal choice: anyone who is unwilling to act upon offenses is an accessory with the offender in damaging the integrity of the entire College.

Categories and Definitions of Academic Integrity Offenses

Academic dishonesty includes, but is not limited to, the violations listed below, and encompasses any attempt to commit such acts. The following definitions are not limited by the accompanying examples given: each term applies to all acts that fit within the bounds of its definitions.

Cheating

Cheating is a fraudulent act of deception by a student to misrepresent his/her mastery of information on an academic exercise.

Premeditated cheating arises from advanced planning, contemplation, or deliberation, such as:

- Pre-arranged collaboration during a test with another person to give or receive information without authority.
- Using specially prepared materials during a test without authority to do so, such as pocket notes, formula lists, etc.
- Submission of written or other assignment copied from another person's work from electronic or other sources such as another student's paper or papers found online.

Cheating can also be unpremeditated **acts of opportunity**, such as:

- copying from another student's test paper.
- using prohibited materials (*e.g.*, course textbook, notebook, cellphone/PDA, etc.) during a test.

Plagiarism

Plagiarism is the unacknowledged inclusion of someone else's words, ideas, or data (hereafter referred to as **external material**) within one's own work submitted for credit. When a student submits work for credit that includes external material, the source of the external material must be acknowledged through specific, complete, and accurate citations/footnotes, as appropriate and, in the case of verbatim statements, quotation marks.

It is a common misconception that only external material that is presented verbatim must be acknowledged. *External material must be acknowledged whether presented verbatim or paraphrased: simply rearranging words does not change the fact that the information/ideas originally came from someone else!*

Similarly, the source of the material, the medium in which it is presented, and its copyright status are all irrelevant. *Failure to identify **any** external material, published or unpublished, copyrighted or non-copyrighted, constitutes plagiarism*.

Collusion

Generally, **collusion** involves some form of collaboration with another offender, and encompasses several different actions:

- Unauthorized collaboration with another person in preparing academic assignments offered for credit, such as working together as a team on a project assigned to each student individually.
- Facilitating, supporting, conspiring with, or collaborating with another person to commit a violation of any of the College's academic integrity rules and/or standards. *Even though the collaborating student may have only assisted and did not take part in the principal act, he or she is still liable for the offense of collusion*. An example would be assisting another student in circumventing tamper-prevention measures on an electronic exam so that the exam's questions can be altered. Even though the student providing the illegal circumvention may not take advantage of it personally, he/she has committed collusion by enabling another student to violate academic integrity by doing so.
- Ignoring academic integrity violations by others. Students who are aware that others in a course are cheating or otherwise acting dishonestly have the responsibility to bring the matter to the attention of the instructor, a faculty member, or other appropriate College official. If a student

fails to do so, he or she becomes an **accessory after the fact** and commits collusion by failing to act.
- Providing false information (or omitting known relevant information) in any inquiry, formal or informal, regarding academic integrity violations.

Fabrication and Falsification

Fabrication is the intentional use of invented information; **falsification** is the manipulation or changing of research or its findings: for both, the intention is to deceive. Various examples include:

- Citing information not taken from the source indicated.
- Listing sources (in a bibliography, etc.) that were not used in the academic exercise.
- Inventing data or source information for research or other academic exercises.
- Inventing previous experience and/or accomplishments on an application for a degree program, internship, etc.

Misrepresentation

Generally, **misrepresentation** involves the misuse of identities and/or the inappropriate attribution of credit for work, experiences, and achievements. The acts misrepresentation encompasses include:

- Falsely assuming the identity of another, or allowing another to assume one's own identity, through any means, for the purposes of deception in an academic exercise (completing an assignment, taking a test, etc.).
- Falsely or inappropriately assuming ownership, authorship, and/or credit for work, experiences, and/or accomplishments that actually belong to another.
- Submitting any work in fulfillment of academic requirements as one's own, when in actuality said work was prepared totally or in part by another.
- Submitting substantially the same work previously used for credit in another course without explicit permission to do so.

Academic Interference

Academic integrity is more than simply being honorable in performing one's own work – it also means respecting the work of others. **Academic interference** encompasses any activity undertaken with the express purpose of

- hindering or obstructing another student's academic work, or
- obtaining an unfair academic advantage over another student's academic work.

Unauthorized Access to Academic Materials, Records, or Systems

Students are required to respect College property, records, and academic materials, as well as those of its faculty and staff. The following acts constitute **unauthorized access**:

- Obtaining an unauthorized copy of all or part of an examination, through whatever means (theft, bribery, deception, hacking, etc.).
- Unauthorized dissemination of all or part of an examination, through whatever means (selling, freely distributing, etc.).
- Gaining entry and/or access to a building, office, or electronic system for the purpose of obtaining an unauthorized copy of an examination or changing academic records.
- Making unauthorized changes and/or alterations to a grade book, exam, transcript, or other official academic records of the College which relate to academic performance and/or grades.

Procedure for Reporting Academic Dishonesty

The instructor, upon receiving information or determining that a student may be guilty of a form of academic dishonesty, normally will confront the student with the alleged violation. If the student is unable to explain discrepancies satisfactorily, the instructor will have two options available:

1. The instructor can choose to fail the student for the assignment/test in question, and/or
2. The instructor can forward the allegations for adjudication under the procedures defined in the Student Code of Conduct to the Office of the Dean of Students for a formal or informal hearing.

Regardless of which option is selected, the instructor must address the situation directly with the student and is required to submit to the Chairperson/Dean of the Department, in writing, a detailed account of the violation, including the name of the course, type of assignment or test, date of the alleged violation, names of witness, and copies of all information which supports the allegation. Such information may be asked of the Office of the Dean of Students should the instructor/department submit the case for adjudication.

Disciplinary Procedure

Faculty have the authority to assign a failing grade on any academic work in which they have determined the work is the result of academic dishonesty. In addition, the matter may be referred to as a violation of the Student Code of Conduct and be adjudicated under the procedures defined in the Code to the Office of the Dean of Students.

Possible Disciplinary Sanctions

A listing of possible disciplinary sanctions can be reviewed under the *Student Code of Conduct,* presented in the Student Policies section of this catalog and must be administered by the dean of students or designee.

Graduation Requirements

Graduation Eligibility

Students who believe they are eligible for graduation should:

- meet with an academic advisor to ensure that all degree requirements have been met, then
- complete an Application for Graduation online through LoLA by the deadline published in the *Academic Calendar*. However, if any student wishes to apply for a reverse transfer or a program different from what is listed on the student's current program of study, a paper application must be submitted. These applications are available from the Office of Enrollment Services in the Bienvenue Student Center.

Students should meet with an academic advisor on a regular basis to ensure that they are meeting all graduation requirements. A student should request an official degree audit from their departmental advisor after completing 42 semester hours toward an associate degree, or 27 semester hours toward a technical diploma, or 20 semester hours toward the completion of a terminal certificate. The audit identifies course(s) that the student must complete before being allowed to graduate, and answers questions about the awarding of a degree. After a degree audit is completed, the student should apply for graduation during his/her final semester. The deadlines to apply for graduation are listed in the "Academic Calendar".

Commencement Exercises
College commencement exercises are held in May, at the end of the Spring semester. Participation in the ceremony is voluntary. Graduates of the preceding summer and fall semesters are eligible to participate. Students must have completed all degree requirements in order to participate.

Diplomas/Degrees
Diplomas are inscribed with the College name, degree title, graduate's name, and date of award. The student's name will appear on the degree/diploma as it appears in LoLA. Diplomas are made available to graduates 8-10 weeks following the final semester end date as posted in the "Academic Calendar". If graduation requirements are not met, the student will be required to complete any deficiencies prior to a diploma being awarded.

Associate Degree Graduation Requirements
Candidates for an Associate of Arts (AA), Associate of Science (AS), or Associate of Applied Science (AAS) degree must:

- apply for graduation by the deadline shown in the *Academic Calendar*.
- complete all required coursework as defined in the appropriate program of study shown in the governing catalog or, if the program has been modified since a candidate first declared the program, the catalog of entry, as needed.
- complete the BRCC General Education requirements for the declared program of study.
- complete ENGL 1013 (ENGL 101) (if enrolled in an AA, AAS, or AS) and ENGL 1023 (ENGL 102) (if enrolled in an AA or AS) with a letter grade of "C" or better.
- complete a minimum of 25% of the total required program coursework at BRCC.
- earn at least 25% of the total credit hours required in the program of study at BRCC (students in Process Technology must earn 12 of the last 15 process-technology credit hours at BRCC).
- have a cumulative GPA of 2.0 or higher in all credit hours used toward the degree.
- fulfill all financial obligations to BRCC.
- If you received federal direct loans, complete an exit interview at https://studentaid.gov/exit-counseling/.

Technical Diploma and Certificate Requirements
Candidates who are eligible to receive a technical diploma or certificate must:

- apply for graduation by the deadline shown in the *Academic Calendar.*
- complete all required coursework, as defined in the appropriate program of study shown in the governing catalog or, if the program has been modified since a candidate first declared the program, the catalog of entry, as needed.
- complete ENGL 1013 (ENGL 101) with a letter grade of "C" or better, if the certificate program includes this course.
- complete a minimum of 25% of required program coursework at BRCC.
- earn 12 of the final 15 credits at BRCC.
- have a cumulative GPA of 2.0 or higher in all credit hours used toward the award.
- fulfill all financial obligations to BRCC.

- If you received federal direct loans, complete an exit interview at https://studentaid.gov/exit-counseling/.

Concurrent Degrees or Credentials
Students can receive two credentials - degrees, technical diplomas, or certificates - both usually awarded at the same time. Prior to completing requirements for the two credentials, students must notify the Office of Enrollment Services, in writing, of their intent to complete both programs.

To earn concurrent credentials, students must meet all graduation requirements for the concurrent/second credential: if the two credentials are associate degrees, students must earn at least nine additional semester hours for a second associate degree in a second major. Earned credit hours cannot apply toward the first degree, technical diploma, or certificate. In degree programs where there are several concentrations, a different concentration is not considered a second degree, and therefore cannot be used to earn a degree twice. Note that students completing the requirements for an associate degree in which a technical diploma and/or certificate credentials are embedded, or a technical diploma in which certificate credentials are embedded, will be awarded each certificate, technical diploma and/or associate degree. The completion of multiple credentials embedded within a single technical diploma or associate degree is not considered to be concurrent completion.

Graduation Honors
Academic honors are awarded to degree and terminal certificate candidates who have maintained a cumulative grade point average of 3.0 and above and have earned the required semester credit hours toward a degree at Baton Rouge Community College. Students who graduate from BRCC with an overall grade point average (GPA) within the ranges listed below are recognized with the appropriate honors at graduation:

Honors: 3.00 - 3.49 GPA
Dean's Honors: 3.50 - 3.84 GPA
Chancellor's Honors: 3.85 - 4.00 GPA

Reverse Transfer Award of Degree

Reverse Transfer is a process where credits earned at a 4-year college or university after transferring from Baton Rouge Community College (BRCC) are transferred back to BRCC to determine eligibility for an associate degree. This is achieved by combining the credits earned at BRCC with select credits earned at the 4-year institution.
Students who meet the following conditions are eligible for a reverse transfer degree:

- Earned a minimum of 25% of the credit hours in a particular academic program from BRCC
- Enrolled at a 4-year regionally accredited institution
- Earned the credits to fulfill the associate degree in a BRCC program
- Minimum of 2.0 program grade point average

Academic and Student Support Services

Advising

Advising at BRCC
BRCC advisors are here to help students reach their educational and career goals. An academic advisor can guide students through degree completion by helping them understand college policies and procedures, navigate degree checklists, and determine which classes to select each semester. Advisors are also an excellent resource for finding information and other services at BRCC that can assist students with their educational goals. Academic advising at BRCC is available from two sources: the Advising & Career Specialist and the Faculty Advisors.

General Advising
Advising & Career Specialists are located in the Bienvenue Student Center on the Mid City Campus and are available to help students understand their ACT/SAT and ACCUPLACER® placement test scores, determine placement into courses, and register for classes. Advising & Career Specialists provide information regarding course prerequisites**,** degree programs, degree checklists, course offerings and educational and career plans. Students may visit an Advising & Career Specialist in the Bienvenue Student Center or email any questions to advisingservices@mybrcc.edu.

Faculty Advising
Faculty Advisors are located at BRCC's Mid City campus and most off-campus instructional sites and can help students understand their ACT/SAT and ACCUPLACER® placement test scores, determine placement into courses, access degree checklists, and review course offerings. Faculty Advisors assist students in choosing courses and long-term planning for their degree. If students wish to continue their education at a four-year institution a Faculty Advisor can assist in determining which degree path will provide a successful transition to a bachelor's degree.

To obtain a list of Faculty Advisors for each degree program, students can email the division coordinator, visit the advising web page: https://www.mybrcc.edu/academics/advising/index.php, meet with an Advising & Career Specialist, or email the advising staff at advisingservices@mybrcc.edu.

All students are strongly encouraged to speak to an advisor before registering for each semester.

Counseling and Accessibility Services

Counseling Services
The Office of Counseling and Accessibility Services (CAS) provides psychological and emotional support to students as they pursue their academic and personal goals. This department strives to help students grow in self-understanding in order to better cope with immediate situations and future decisions. Services provided include short-term individual counseling, crisis intervention, couples counseling, group sessions, and psychoeducational seminars on topics such as anger management, conflict resolution, and stress/anxiety management. For long-term care or more in-depth therapy, CAS can assist students in locating a local off-campus provider.

To schedule an appointment or find additional information about counseling services, visit our website at **www.mybrcc.edu/counseling_services/index.php** or email **counseling@mybrcc.edu**.

Accessibility Services

The Office of Counseling and Accessibility Services (CAS) ensures equal access to all campus programs and activities. Any self-identifying student with a learning, physical, psychological, or other disability significantly impacting their academic pursuits is potentially eligible for services. CAS provides intake, assessment of needs, and the facilitation of academic, testing, and other accommodations for students with disabilities. Services are provided collaboratively to empower students to advocate for themselves and assume responsibility for their academic outcomes and personal goals. CAS acts as a liaison between students and faculty, as well as with community agencies. CAS also provides training for faculty and staff to increase understanding of the needs and the advantages of a team approach to serving students with disabilities.

To register for accessibility services or find more information, visit our website at www.mybrcc.edu/accessibility_services/index.php or email accessibilityservices@mybrcc.edu.

The Magnolia Library

The Magnolia Library provides services to BRCC students, faculty, staff, and the surrounding community. The library has a variety of materials that meet the information and research needs of its patrons: it houses a core collection of approximately 54,000 physical items, including books, DVD and audio media, CD-ROMs, video games, reference, and reserve items. Patrons can listen to or view media in DVD or CD format. Headphones and graphing and scientific calculators are also available for checkout. Facility amenities include computer terminals, accessible seating space, study rooms, and study carrels. Open-use copiers and printers are available for a nominal charge.

The library also provides a number of electronic resources that are fully accessible off campus. As a member of LOUIS (The Louisiana Library Network), BRCC's Magnolia Library is able to offer extensive electronic resources to its community. These resources include a collection of over 80 electronic databases, which provide over 75,000 full text journals, with access to scholarly journals, magazines, and news sources, which are searchable by title, as well as the library's eBook collection, a full-text database collection of over 84,800 electronic-book titles.

All individuals using the library's resources, services, and facilities are expected to abide by the library's rules and policies. Anyone wishing to check materials out of the library must have a current affiliation with the College and valid BRCC ID. Any fines incurred are the responsibility of the person checking out the materials. Failure to comply with library policies may result in the loss of library privileges and services. For detailed hours of operation or additional information, please visit the library webpage, call (225) 216-8555, or e-mail the library at librarian@mybrcc.edu.

Other Library locations
In addition to the Magnolia Library located on the Mid-City campus, library services are available at all BRCC campuses and sites. Information about hours of service is available on the BRCC website or by calling the Magnolia Library reference desk at (225) 216-8555.

Circulation Services
Circulation Services provides for the greatest possible use of all library material by patrons while ensuring the collection's security. Circulation Services is responsible for textbook reserves, study room reservations, shelving, and stacks maintenance. To checkout materials or use other library resources, a valid BRCC identification card is required. Borrowers must abide by the policies and regulations set by the library; failure to comply will result in the loss of library privileges and access to services. Borrowed materials must be returned and fines paid by the end of each semester, or final grades and transcripts will be withheld.

Reference Services
Reference Services is committed to providing quality information service through one-on-one assistance, brochures, online modules, instructional sessions, courses, and workshops. In order to provide faculty with the opportunity to better acquaint their students with library resources, Reference Services offers library tours and bibliographic instruction sessions, which can be customized to meet the needs of an individual class or particular assignment upon request.

Students are encouraged to seek the assistance of Reference Librarians for their research needs. The main Reference Desk is located on the second floor of the Magnolia Library. Reference Services are available at all sites on a recurring schedule, by contacting the Reference Desk at (225) 216-8555, by using the Ask a Librarian chat, or by emailing librarian@mybrcc.edu.

International Student Services

International Services is part of Enrollment Services, located in the Bienvenue Student Center. International Services addresses the needs and concerns of the College's international student community by providing:

- Admissions applications and other documents required by BRCC,
- An International Student Advisor, who handles immigration matters and assists international students with concerns related to their F-1 visa status, and
- Orientation for international students, which eases the transition to BRCC and provides information on cultural and enrichment programs. Orientation is mandatory for all international students.

Veterans Educational Services

The Office of Veterans Educational Services, in conjunction with the U.S. Department of Veterans Affairs (VA), provides educational benefits to present and former members of the U.S. Armed Forces and students who are eligible to receive veterans' educational benefits. The office counsels, advises, and certifies enrollment of student veterans and submits necessary information to the VA.

All paperwork must be submitted two weeks before the start of each semester (paperwork received after that time will be considered late and payment of benefits may be delayed, in which case other payment arrangements may be necessary). Eligible students should be prepared to meet the initial costs of attending college as benefits may take six to eight weeks to be received.

The Post-9/11 G.I. Bill expanded the number of people who qualify for educational support from the VA. It provides financial assistance for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001; or to individuals discharged with a service-connected disability after 30 days. Applicants must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. To see specific information about how this benefit compares to other education support bills, please visit the bill's webpage at the U.S. Department of Veterans Affairs' website, at **www.gibill.va.gov.**

High School Student Programs

High school students enrolling choosing either the Dual Enrollment or Early College Admissions option are not eligible to select a program of study. Students must enroll as non-degree seeking students unless otherwise decided by the College. Students attending courses at a BRCC location are responsible for transportation to the College. Students wishing to apply for either option are required to complete the same application steps listed on the College's website under High School Programs. Students must submit paper applications with evidence that all of the requirements below are met.

Dual Enrollment

BRCC offers a Dual Enrollment Program to high school students, which provides high school students the opportunity to take college courses taught at the high school campus or at one of BRCC's locations (Mid City or an off-campus instructional site). Students earn college credit while concurrently earning Carnegie units towards high school graduation. Students who wish to enroll in a course at a BRCC location must be at least 16 years of age. All students wishing to enroll in the Dual Enrollment Program pay reduced tuition and fees and must meet the following minimum requirements:

- Be enrolled in a high school or approved home study program.
- Possess a minimum cumulative high school GPA of 2.5 to enroll in academic courses (on the Board of Regents' Master Course Articulation Matrix), or a minimum cumulative high school GPA of 1.5 to enroll in technical skill courses (not a transferable General Education course or listed on the Master Course Articulation Matrix).
- Meet minimum prerequisites for requested course. To enroll in BRCC courses listed in the Board of Regents Master Course Articulation Matrix, a high school student must meet the Board of Regents prerequisite requirements.
- Indicate the high school course in which the student is receiving a Carnegie unit for the college course selected.
- Submit proof of consent from the high school principal/designated official of the high school for enrollment in the College.

Students are expected to adhere to all College, course, and instructor calendars, policies, and requirements. For additional information on the program, visit BRCC's website or email the Office of Dual Enrollment at dualenrollment@mybrcc.edu.

Early College Admission

BRCC offers an Early College Admission program for qualified high school students. Students enrolled in the College through the Early College Admission program work towards college credit only and do not receive high school credit (Carnegie Unit) for courses taken. Entry into this program is subject to the approval of department personnel. Students who enroll as Early College student are responsible for full tuition and fees and must:

- Be 16 years of age and provide proof of age.
- Submit high school transcripts indicating the student is a junior or senior with a minimum cumulative earned 3.00 high school grade-point-average.
- Submit proof of consent from a parent/ guardian.
- Meet all course prerequisites and program requirements.
- Submit ACT/SAT score report indicating minimum college readiness scores in English and math.

Homeschooled students are eligible to participate in either of the high school programs, but they must provide the following documentation as part of the College application:

- Proof that the student is at least 16 years of age to enroll in a course on campus (students attending BRCC through a virtual course do not need to provide proof of age).
- ACT score report or placement test score report.
- An official transcript.
- Current documentation from the Louisiana Board of Elementary and Secondary Education (BESE) verifying enrollment in a BESE Approved Home Study Program (Home Study Approval Letter).

Department of Student Technology Services

The BRCC Department of Student Technology Services is the operational arm of the Student Technology Fee Committee; it implements the directives of the Committee for utilization of the Student Technology Fee, which provides students with the technological support and resources for an enriched and relevant educational experience. Student Technology Services maintains, and upgrades student computer resources, implements new technological resources, and provides technological support for students inside and outside of the classroom.

Open Computer Labs

Student Technology Services provides open computer labs in every campus building; computers in the labs are equipped with the necessary software and hardware to academically support both students and faculty. The open labs are networked, with Internet access, and provide printing capabilities. Full-time Student Technology Services staff members are available to assist students free of charge with course registration, using lab and College software, using Microsoft Office software, and other technology-related issues. A valid BRCC Student Identification Card may be required to use computer labs.

Career and Transfer Services

The Career and Transfer Center is located in the Bienvenue Student Center or online in the Virtual Student Center. Students and alumni may take advantage of a variety of resources offered by the Career and Transfer Center, including:

- Career assessments
- Career and educational support
- Internships and Job Information and Resources
- Résumé Writing and Interview Preparation
- Career, Transfer and Job Fairs

Online Resources include:

Career Coach https://mybrcc.emsicc.com/?radius=&region=Baton%20Rouge%2C%20LA which provides individuals with a free career assessment and resources for selecting a major and choosing a career.

Handshake job system: https://joinhandshake.com/

Optimal Resume: https://mybrcc.optimalresume.com/

CareerWaves2 support for Career and Technical Education students: https://careerwaves2portal.com/

Center for Undergraduate Student Achievement

The Center for Undergraduate Student Achievement at BRCC (Center-USA) is a U.S. Department of Education initiative designed to eradicate barriers in enrolling, persisting, and completing postsecondary education for students. The Center-USA's overall mission is to strengthen Baton Rouge Community College's (BRCC) capacity to serve more low- and middle-income students; to expand higher education opportunities by encouraging college preparation and student persistence; and to strengthen the financial ability of BRCC to serve the academic needs of these students.

We provide:

- A place where life, leadership, academic achievement, workforce development, and entrepreneurial guidance are found in experiences, exposure, professional examples, and access to end game job opportunities.
- Academic counseling that promotes successful college retention, graduation, and transfer to a four-year college by building the right schedule for you with you.
- Academic workshops built to maximize your success in each specific course and throughout your career at BRCC and beyond.
- Workspaces where ideas come alive as they are explored, cultivated, defined & refined in practice.
- Customized tutoring in individual and group settings, each focused on developing the fundamentals of a subject and how to be a successful student in any field.

- Mentoring by peer & successful professionals in the fields of your interest that will help you to unlock your best self and a path to your best future.

For more information, please email danielj3@mybrcc.edu.

The BRCC Archives

The BRCC Archives is on the second floor of the BRCC Magnolia Library and houses archival and special collections. Items in the Archives are available to all researchers. Due to the value of archival content and its importance to the College and community, archival materials are not part of the Library's regularly circulating materials and must be viewed on-site by appointment only. Special Collection items have varying usage policies. Consult the BRCC Library for more information.

The following collections are available:

- *The Baton Rouge Community College Historical Collection* includes important historical material and documents published by the College since its inception in 1997. The collection includes the College's event and ceremony programs, events posters, newsletters, annual reports, copies of the College's original bylaws and founding documents, and various other historically significant College publications. A finding aid for this collection is available upon request at the Magnolia Library Reference Desk.
- *The Carville V. Earle Collection* is an extensive compilation of geographical and anthropological materials comprising more than 2,100 books, maps, and journals from the personal collection of Dr. Carville Earle, renowned scholar and former chair of the LSU Department of Geography and Anthropology. The Earle Collection has been added to the BRCC Library's special collections and can be searched via the BRCC Online Catalog.
- *The Derek Gordon Collection* includes books and other materials from the personal collection of Derek E. Gordon, a former President and CEO of the Arts Council of Greater Baton Rouge. The collection includes a range of books and audiovisual materials on painting, sculpture, music, and the performing arts. The Gordon Collection has been added to the BRCC Library's special collections and can be searched via the Library's Online Catalog.
- *The Louisiana Collection* includes books and materials by BRCC faculty, staff, visiting authors, and local scholars. The Louisiana Collection has been added to the BRCC Library's special collections and can be searched via the BRCC Online Catalog.
- *The Public Relations Office Publications Collection* includes publications issued by the College, such as course schedules, catalogs, and information sheets, as well as published news about the College, such as BRCC-related news clippings from the Baton Rouge Advocate, the New Orleans Times Picayune, and other media outlets. A finding aid for this collection is available upon request at the BRCC Magnolia Library Reference Desk.

Digital Learning and Academic Support Center

The Digital Learning & Academic Support Center (DLASC), located on the first floor of the Magnolia (Library) building and can be accessed online by joining the "Digital Learning & Academic Support Center" Canvas course. The DLASC is the premier individual and group workspace at BRCC. The DLASC

offers various services and programming designed to promote persistence and student success as students strive to meet their educational goals.
For additional information, visit the DLASC webpage at https://www.mybrcc.edu/dlasc/index.php. Alternatively, contact the DLASC via email at DLASC@mybrcc.edu.

College Success Skills Course

BRCC offers the credit course CSSK 1023, College Success Skills, each semester. The course is designed, using the latest empirically-based research, to provide new and returning students a solid foundation for success. The course focuses on a number of topics crucial for student success and persistence, including time management, study skills, note-taking, test taking (i.e. managing anxiety), technology literacy, financial literacy, developing critical thinking skills, and more. CSSK 1023 is typically offered each semester in a variety of delivery methods (face-to-face, online, and hybrid). During fall and spring semesters, CSSK 1023 is offered in 15 week (full semester), 12 week, and 7 week sessions; during the summer, CSSK 1023 is offered for the 8 week (full term) and 4 week sessions. Students who qualify for developmental education courses based on their Accuplacer® placement test scores are strongly encouraged to register for CSSK 1023. For more information contact Associate Professor Vinetta Frie at (225) 216-8504 or friev@mybrcc.edu.

Distance Education/eLearning

Distance Education/eLearning provides BRCC students opportunities to enroll in courses from a variety of disciplines in fully online and hybrid formats (having online and face-to-face/onsite components), and the ability to complete certain academic degrees, diplomas, and certificates virtually. eLearning courses contain the same course objectives, content, rigor, and transferability as courses taught onsite. All eLearning courses have the same testing, prerequisite, and co-requisite requirements as their traditional classroom counterparts. Course are completed using the Canvas Learning Management System. Hybrid courses may require the student to visit a BRCC campus or site to complete certain assessments. For more information on specific course requirements, visit BRCC's website, or contact the Director of eLearning at (225) 216-8534 or elearning@bears.mybrcc.edu.

Testing Center

BRCC operates testing facilities that provide various types of testing. One of the Testing Center's (TC) main responsibilities is the administration of the Accuplacer® test, which is used for placement purposes for BRCC students. A student's performance on the Accuplacer® is used to determine course placement in the gateway courses of English, mathematics, and reading. Students who wish to utilize the TC's services should schedule an appointment using the TC website, at https://www.mybrcc.edu/testingcenter/index.php. Before taking the placement test, students should access the preparation material and study guides, which provide practice questions (located on the TC website listed above). Historically, students who utilize the preparation material have received higher scores than those who take the test with no preparation. Accuplacer® scores are generated immediately after completing a testing session. The TC also provides proctored testing for all students enrolled in an eLearning class at BRCC. Other services offered by the TC included proctored testing for non-BRCC

students, as well as specialized testing such as College Level Examination Program (CLEP), DSST, Work Keys, and HiSET. Students should arrive at least five (5) minutes before an appointment and bring photo identification (valid driver's license, student ID, passport, or military ID). Cell phones, smart watches, graphing calculators, dictionaries, personal digital assistants, and spell checkers are not permitted unless specifically allowed by eLearning faculty or by the OCDS for accommodated testing. Food, drinks and guests (including children) are also prohibited. When operating remotely, other platforms will be utilized to administer exams such as the college's Learning Management System, online proctoring services, and video conferencing software. For additional information, contact the Testing Center at (225) 216-8038 or via email (testingcenter@mybrcc.edu). The Testing Center is located in 160 Magnolia on the Mid City campus.

TRiO Program, Upward Bound

Upward Bound serves first-generation college-bound students and/or low income students attending one of BRCC's target high schools; it provides support to participants in their preparation for entry into college. The program is funded by the U.S. Department of Education and provides opportunities for participants to succeed in pre-college performance and, ultimately, their higher education pursuits. Tutoring and mentoring opportunities also exist for college students; interested students may contact the Upward Bound Program for more information.

Adult Basic Education (ABE) and Jobs for America's Graduates (JAG)
BRCC offers adult basic education through the Work Ready U (WRU) program. Classes are offered at the Acadian instructional site in the mornings and afternoons. Students enrolled in the WRU program are generally 21 years or older and are interested in academic preparation for the ETS HiSET exam and earn their HSE (High School Equivalency). Students enrolled in the WRU program are eligible for 5 for 6 scholarships. For more information contact Susan Nealy at nealys@mybrcc.edu .

The Jobs for America's Graduates (JAG) program is part of a national initiative funded by the U.S. Department of Education. Students enrolled in the JAG program are generally 16 to 21 years old and are interested in finishing their academic preparation for the EST HiSET exam and earn their HSE (High School Equivalency). BRCC currently hosts three JAG programs, at the Acadian (2) and New Roads (1) instructional sites. JAG students are concurrently enrolled in an adult basic education program. For more information contact Reginald Johnson (johnsonr2@mybrcc.edu) or Susan Nealy (nealys@mybrcc.edu).

Student Insurance

Insurance coverage (health, accident) is available to BRCC students through a third-party company. Insurance promotional materials are available in the Office of Student Life.

BRCC Bookstore

The BRCC Bookstore is located in the Bienvenue Student Center. Required textbooks, study aids, and supplies for all BRCC courses are available. The bookstore offers discounted used-textbooks for sale as well, and can accommodate special orders. Snacks, BRCC-licensed apparel, and gifts are also available

for purchase. At the end of each semester, the bookstore purchases textbooks back from students. The bookstore is open Monday through Friday, and on Saturdays during the week before classes begin and the first week of classes. Hours can vary, depending on scheduled school holidays. For more information, call (225) 216-8012, or visit online at www.batonrougeccbookstore.com.

Refund Policy

Refunds are made only during the period(s) posted in the bookstore, at the discretion of the Texas Book Company doing business as BRCC Bookstore. An original cash register receipt is required for a refund. Books are accepted back under the following guidelines:

- Textbooks must be returned within five calendar days of the beginning of the regular semester and within five days of the beginning of the summer session. Books must be in their original, as-purchased condition.
- No refunds are given on study aids, workbooks, and/or reference books.
- Defective books and supplies may be exchanged within three days of purchase with the original receipt.
- Non-required books returned in the condition in which they were purchased are refundable within three days of purchase.
- For a refund on non-electronic supplies, the item(s) must be returned within three days of purchase in original, unopened condition with the original receipt.
- Exchanges are made for electronic instruments or supplies only if the original sales slip is presented and
    1. the instruments/supplies are defective, or
    2. the instruments/supplies are returned within three days of the purchase in their original, unopened package.
- Charges for custom-printed materials, special orders, loose materials, or shrink-wrapped packets are *not* refundable.
- No exchanges or refunds are made for uniforms or computer media.

Textbook Buyback

The money received from selling books back to the bookstore can be used towards the purchase of books for a successive semester. Several factors determine the value of used books:

- *Condition* - Books sold back should be in good condition – binding, covers, and pages should be intact. Excessive highlighting, underlining, or other markings decrease the buyback value.

- *Course-Material orders* - If an instructor requests that a current textbook be used again the following semester, then that book's value increases. This is sometimes worth up to 50% of the original purchase price. Generally, textbooks are repurchased until the bookstore reaches its shelf stock limit.

- *Overstocks and current editions not being used on campus* - Once the shelf stock limit is reached on a particular textbook that is to be used next term, or if the book is a current edition but has not been requested for next term, the bookstore pays the highest market price towards the repurchase of the book.

- *Old* editions - Publishers frequently issue new editions of textbooks. Ordinarily when a new edition is available, old editions retain little or no market value. During the buyback period, students can check with the bookstore for the most current market value of a book.

Student Activities

Student Government Association (SGA)

The Student Government Association (SGA) is composed of elected representatives from the student body. Collectively, they are the voice of the students and promote campus activities that enhance the intellectual, physical, social, and cultural atmosphere of BRCC. The SGA considers matters presented from the student body and coordinates co-curricular programs. For more information on the SGA and how to participate, students should contact the Office of Student Life .

Office of Student Life (OSL)

The Office of Student Life (OSL) is located in the Bienvenue Student Center, Suite 142. The mission of Student Life is to enrich student engagement by offering diverse programming and innovative services to promote retention through holistic student development and to foster a campus culture of leadership. These opportunities provide BRCC students with the attributes and skills to become better students, leaders, and world citizens.

OSL is the primary source for information on student programming. Ideas for new and/or future activities are always welcome. Any student, faculty, or staff member with questions or suggestions should visit the Student Life Office or contact an executive member of the Student Government Association (SGA).

Student Organizations
Educational research shows that students who join a club or get involved in campus life are more likely to succeed in school. To contribute toward a well-rounded academic experience, BRCC's Student Life Office has a wide variety of student organizations. Students who are interested in joining an existing organization should view the active organizations in Bear Life (http://mybrcc.presence.io/). The contact tab is available on the organization's page to help interested students connect with registered student organizations. Additional information is available by contacting the Office of Student Life for assistance.

OSL staff members are constantly striving to improve and expand the College's student leadership and engagement opportunities. Students who are interested in starting a new club or organization should call (225) 216-8432 or stop by the OSL office in the Bienvenue Student Center to speak with the director or assistant director of student life for more information.

Advisors of Student Organizations
Every student organization is required to have a full- or part-time staff or faculty member as an **advisor**. The advisor has various responsibilities to the student club/organization, the most important of which is to help his/her student organization to achieve their programmatic goals and objectives.

Advisors play a critical role in the guidance and fulfillment of student organization goals and are an integral part of campus life. Students benefit most from having advisors who are committed, active, and involved with the organization and its activities. There are a number of general duties and specific

functions that both BRCC and the OSL require faculty/staff advisors to perform (see Student Organizations Handbook posted on the webpage and Bear Life).

Student organization advisors must complete an Advisors' Application to serve as an advisor; this application can be found in Bear Life. Advisors must also attend mandatory meetings at the beginning of the fall and spring semesters; any advisor who is unable to attend should contact Student Life and make an appointment to meet with the OSL staff prior to initiating any student organization activities.

Advisors should be aware of the following guidelines for them and their student organizations:

1. Advisors must be familiar with the BRCC Student Code of Conduct.
2. The primary advisor for each organization must maintain an accurate roster of the club/organization members, a copy of its constitution and bylaws, and the names and contact information of any other club advisors and members to be included in Bear Life.
3. An Event Registration Form must be filled out for each activity sponsored by a club/organization. At least one advisor's contact is required on each form. This form can be located in Bear Life.
4. Every activity sponsored by an organization must be submitted to OSL staff for approval at least two (2) weeks prior to the event.
5. Every approved activity must have at least one advisor present for the duration of the event. There are no exceptions to this guideline.
6. Advisors are responsible for ensuring that regular meetings of the club/organization and its executive committee are held.
7. Only student organizations with national affiliations may collect dues related to the specific organizational guidelines and the Advisor will be responsible for the management of that organization's account.

Scheduling Activities and Meetings

Student activities require prior approval from Student Life. Whenever any campus room or facility is used for student organization activities, the sponsoring organization is responsible for initiating the request by completing the event registration and venue request forms. The sponsoring student organization is also responsible for incurring any costs related to their sponsored event such as security, special lighting, catering, etc. An SGA Funding Request Form may also be completed to seek additional funding sources to host an event. This form must be completed at least three (3) weeks prior to the event.

To schedule an activity/meeting:

1. The student organization must complete an Event Registration Form, Venue Request Form, and a Hold Harmless Participation Waiver (if applicable). The form(s) must be submitted electronically by the organization's president/designee and/or advisor, at least two (2) weeks prior to the proposed activity.
2. The Events Management staff must approve the use of space for the event and the Student Life professional staff will confirm the request form prior to the event at least two weeks in advance.
3. Organization advisors are responsible for following through to ensure all approval processes are completed.

Regulations for Campus Postings

Student Life approves all student organization postings on campus. Publicity materials for BRCC organization activities should be submitted for posting approval *after* submitting an Event Registration

Form. All non-BRCC postings must be submitted to the Office of Student Life by completing a Solicitation Request Form located in Bear Life. The form must be submitted at least two (2) weeks prior to the date of campus visitation or postings and approved by the Office of the Dean of Student. Unauthorized postings or postings for unapproved activities will be removed from campus. Contact the Office of Student Life or Office of the Dean of Students for additional information or questions.

Current Student Organization Listing
BRCC offers a wide range of student organizations with connections to a variety of subject matters and interests. For an up-to-date listing of available organizations, students are encouraged to visit Bear Life (http://mybrcc.presence.io/) or stop by the Office of Student Life for additional information.

Bienvenue Student Center

The Bienvenue Student Center allows for various types of entertainment, refreshments, dining facilities, and offices that provide student services. In addition, it houses the BRCC Bookstore, the BRCC Game Room, BRCC's Student Government Association office, The Store at BRCC (campus food pantry), and student organization meeting spaces.

Athletics

The mission of the Athletic Department is to assist the student athlete in achieving a total educational and athletic experience while competing at the intercollegiate level. Such competition parallels institutional goals with a structured sporting environment that enhances each athlete's personal growth and development and affords the opportunity to advance to four-year institutions. BRCC competes under the guidelines of the National Junior College Athletic Association (NJCAA) in Region 23. The College's athletic department competes in the following Division 1 sports: baseball, women's softball, men's basketball and women's basketball.

The goals of the Athletic Department are:

- To ensure that each student athlete receives the best educational and athletic opportunity.
- To provide an athletic environment that enhances physical, mental, psychological, and social growth and development by encouraging student athletes to practice and compete to their full potential, with proper regard given to sportsmanship and fair play.
- To maintain the highest standards for the health and safety of every student athlete in practice and games.
- To stress the importance of citizenship and community involvement.
- To afford opportunities for participation to a wide segment of the College population with the goal of meeting gender equity guidelines.
- To follow the rules and regulations of the NJCAA pertaining to recruitment, admission, financial aid, and the continuing eligibility of the student athlete.
- To abide by the policies and regulations of BRCC and the Board of Supervisors of the Louisiana Community and Technical College System.

The Athletic Department strives to provide services which will meet the needs of the College, the student athlete, and the community. For additional information, contact the Athletic Department, located in the Bonne Santé Wellness Center, by calling (225) 216-8166, or visit BRCC's Athletic website: www.brccathletics.com .

STUDENT AND CAMPUS POLICIES

Visitors on Campus

Visitors on campus are expected to comply with the rules and policies of the College, including traffic and parking regulations. No visitors, including children, are permitted in classrooms, science labs, or technical labs during regular class hours.

Student Rights and Responsibilities

Baton Rouge Community College (the "College" or "BRCC") was established, in part, to promote the exchange of knowledge in an environment that encourages reasoned discourse, intellectual honesty, and respect for the rights of all persons. The College Community is defined as students, administrators, faculty, and other College employees. Attendance at a public community college is not compulsory; consequently, individuals entering the College Community voluntarily assume all obligations of performance and behavior reasonably expected by the College. The College is a "special purpose" institution and, as such, can set forth higher expectations than those of the community in general. By accepting membership in this community, individuals neither surrender their rights nor escape their responsibilities as citizens, but acquire rights in, as well as responsibilities to, the College Community.

BRCC considers all students enrolled in the College as adult students responsible and accountable for their own behavior. Enrollment in the College carries with it the requirement that all students conduct themselves as responsible members of the campus community and maintain the highest degree of integrity and honesty. It is the expectation of BRCC that students will obey local, state, and federal laws and conduct themselves in accordance with the College's standards of conduct as defined in the BRCC Student Code of Conduct. This document is intended to provide a framework for an orderly and stable College community and to protect the due process rights of students and other members of the campus community.

Expectations of Students

Students are expected to:

1. Be accountable for information contained in the College Catalog, Student Handbook, the Student Code of Conduct and any other published regulations relating to student responsibilities.
2. Be respectful of the rights of others.
3. Comply with the verbal and written directions of College officials and public authorities.
4. Respect and comply with all the laws and rights of good citizenship.
5. Respect the freedom to teach and the freedom to learn.
6. Adhere to the student dress code in regard to safety codes and standards in all academic settings including, science and technical labs.
7. Refrain from using the college address as a home or mailing address. Personal telephone and mail service are not available to students.
8. The Office of Public Safety should be contacted for on-campus emergencies by dialing (225) 216-8888 (6-8888 from a campus line). Students can utilize the red emergency phones to alert

appropriate college personnel for emergency purposes. They are located in strategic areas around campus. Family members that need to contact students to inform them of critical illness or the death of a family member should call the BRCC main phone line, (225) 216-8000 for assistance.

9. Adhere to the no personal pets or animals on campus. Assistance animals are allowed in the academic classroom with prior approval. Animals used for teaching purposes for the Veterinary Technology program are exceptions to the campus policy and are to be supervised by Veterinary Technology staff.
10. Keep all electronic devices turned off and placed securely in belongings, along with any other personal materials before and during classes.

Student Rights

BRCC students have the following rights:

1. The right to be heard in matters that affect their rights and responsibilities.
2. The right to expect a quality education.
3. The right to develop their potential to the best of their ability.
4. The right to examine and discuss issues of importance, legally support popular/unpopular causes in an orderly manner, and recommend improvements in policies, regulations, and procedures affecting the welfare of students. It is critical that students understand they do *not* have the right to disrupt College operations or interfere with the rights of others. Students are encouraged to exercise this right through the use of appropriate channels provided by the SGA and campus officials. To obtain a permit for holding a peaceful demonstration, a student (or group of students) must first complete and submit an Event Request Form to the Office of Student Life at least 72 hours prior to the event. The location must be approved by the Provost/Vice Chancellor for Workforce and Student Development or the Dean of Students.
5. The right to a fair hearing and appeal when disciplinary action is applied to them as an individual or a member of a group.
6. The right to "freedom of the press" in student publications and communications. Individual students and student clubs/organizations have the right to publish, distribute, and broadcast items to the College community, provided that the materials are identified with the name of the student and/or club or organization. All publications/broadcasts should adhere to the canons of responsible journalism, including avoidance of defamation, indecency/obscenity, undocumented allegations, plagiarism, and harassment. All publications must be approved by the Office of Student Life and the Office of the Dean of Students prior to distribution.
7. The right to form and participate in student clubs/organizations that provide educational and social enrichment. Student clubs/organizations duly registered with the Office of Student Life are allowed to meet in rooms and spaces located on the BRCC campus, provided that reservations are made prior to each meeting and the meeting proceeds in accordance with established rules and regulations. Students, clubs/organizations, or student groups may not make room/space reservations at BRCC in their names for use by outside groups/organizations.
8. Student clubs/organizations registered with the Office of Student Life have the right to invite a speaker to their meeting at the College. If there is clear evidence that the event could disrupt the orderly operation of the College, the Provost/Vice Chancellor for Workforce and Student Development has the right to cancel a speaker's invitation. The sponsoring organization will be notified of any such cancellation at the earliest possible time.
9. The right to confidentiality with regard to their student academic records, as subject to existing law. Official records kept at BRCC do not indicate political affiliations, activities, or beliefs and

are not available to unauthorized persons within or outside the institution without the express written, legal consent of the student involved.

10. The right to due process when accused of any violation(s) of the regulations of the BRCC Student Code of Conduct. Due process is based on Student Life Policies and administrative procedures. For violations resulting in suspension/expulsion, students have the right to:
    a) a notice, in writing, of any alleged violation of community standards. .
    b) accept responsibility for the alleged violation(s), waive an appeal, and accept the College's action(s) by way of an informal, Administrative Hearing to be conducted by the dean of students or designee.
    c) accept responsibility for the alleged violation(s) and request a formal hearing.
    d) deny responsibility for the alleged violation(s) occurred and request a formal hearing.
    e) a fair hearing before an impartial committee.
    f) appear in person, or not appear at an appeal with the assurance that failure to do so is not an admission of responsibility.
    g) select an advisor who will attend the appeal along with the student.
    h) call witnesses and present evidence and/or supporting documentation.
    i) receive a list of all participants involved in the case at the request of the student or students' advisor .
    j) participate in the adjudication process by counter-questioning participants involved in the adjudication process.
    k) request a copy of any records or tape recordings used during the course of a formal hearing .
    l) appeal to the Provost/Vice Chancellor for Workforce and Student Development; and if no resolution occurs, directly to the Chancellor of the College.
    m) appeal to the Louisiana Community and Technical College System office in accordance with LCTCS Policy #2.004.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) guarantees students the following rights in respect to personal educational records:

1. The right to request access to personal educational records for inspection and review within 45 days after the date that the College receives the request. A student should submit a written request to the Registrar which identifies the records that the student wishes to review. The Registrar arranges for the student to inspect the records and notifies him/her of a time and place to review them. If student records are maintained by a person other than the Registrar, the student is advised which College official the student should contact.
2. The right to request that one's educational record be amended, if a student believes that his/her records are inaccurate. The student should submit a written request to the College official responsible for maintaining student records, clearly identifying the part of his/her record that needs to be modified and stating the reasons why. If the College does not amend the record as requested, the College is obligated to notify the student of the decision and advise the student of his/her right to a hearing. Information regarding hearing procedures is provided at the time the student is notified that a hearing has been scheduled.
3. The right to consent to disclosures of personal information contained in educational records, unless FERPA authorizes a disclosure without consent. FERPA permits disclosure of information

to school officials who have legitimate educational interests. A school official, according to FERPA, is defined as

a. a person employed by the College in an administrative, supervisory, academic, or research position, or a support staff member (including personnel in the Office of Environmental and Public Safety);
b. a person or company with whom the College is contracted (an attorney, an auditor, or a collection agent);
c. a person serving on the Louisiana Board of Regents;
d. a student serving on a committee in an official capacity such as a disciplinary or grievance committee, or assisting a school official in performing his/her official duties.

A school official has a legitimate educational interest if he/she needs to review an educational record in order to perform his/ her professional responsibilities.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Directory Information

BRCC only distributes student information as defined in the FERPA guidelines. The following information can be legitimately used in the BRCC Directory:

- Student Name
- Local Address/Phone
- Home Address/Phone
- BRCC E-mail Address
- Date & Place of Birth
- Degrees and Awards/Honors Received and Dates
- Dates of Attendance (Current and Past)
- Full or Part-Time Enrollment Status
- Most Recently Attended Educational Institute
- Student Type/Classification
- Curriculum Information (Division, Program of Study or Major and Concentration)

The College can legally disclose this information without prior written consent from a student or parent, unless the student or parent has previously notified the College, in writing, that he/she does not want directory information disseminated or published.

Students who do not want personal information included in the directory should submit a written request to the Office of the Registrar.

Due Process

Baton Rouge Community College officials have the authority to promulgate and implement rules, policies, and procedures. College officials also have the responsibility to ensure that the rules, policies, and procedures are reasonably related to fair and just purposes and are administered in an impartial and unbiased manner. Due process provides the conduit through which the liberty and property rights of students are protected. As a result many College policies that impact the student's right to remain enrolled in the College or receive other benefits associated with attendance at the College have provisions for processes of appeals. Due process provisions do not apply to institutional decisions resulting in suspension or expulsion due to poor academic performance.

It is important for students to know their rights and responsibilities especially as it relates to conduct and disciplinary circumstances. Know your Student Code of Conduct and Student Grievance Procedures both available on the BRCC website at www.mybrcc.edu.

Student Grievance Procedure

The purpose of the Student Grievance Procedure is to ensure that student concerns are promptly addressed and resolutions reached in a fair and just manner. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of the College with the assurance that each will be heard and due process afforded the student. The College seeks to work with the student to understand and address concerns before resorting to formal grievance procedures.

PROCEDURE

1. Definitions
    - 1.1 A Grievance is a complaint by a Baton Rouge Community College student involving an alleged misapplication or violation of any College policy or procedure that adversely impacts the student, or any other dispute within the College that directly impacts the student in an adverse manner.
    - 1.2 A Grievance may include, but is not limited to, complaints alleging
        - (1.2.1) mistreatment by a College employee,
        - (1.2.2) errors in the assessment of fees or other financial obligations,
        - (1.2.3) registration errors, and/or
        - (1.2.4) loss of financial aid eligibility not including Satisfactory Academic Progress as defined in section 2 below.
    - 1.3 A Grievance shall not include complaints or disputes on issues described in section 2 below.
    - 1.4 A Student is an individual who is matriculated or otherwise enrolled to attend class full or part-time at Baton Rouge Community College.
2. Issues and Disputes Not Covered in this Policy
    - 2.1 Requests to review and challenge contents of student records will be processed according to Policy 5-571 FERPA.
    - 2.2 Grievances involving harassment or discrimination will be processed according to Policy 6-602 Title IX and Sexual Misconduct.
    - 2.3 Issues relating to financial aid eligibility will processed according to Policies 5-551 Financial Aid Policy, 5-552 Financial Aid Code of Conduct, and 5-553 Satisfactory Academic Progress.
    - 2.4 Appeals of disciplinary actions will be processed according to Policy 5-541 Student Code of Conduct.
    - 2.5 Appeals or petition regarding instructional or academic issues will be processed according to Policy 1.4340 Academic Appeals.
    - 2.6 Complaints that, on their face, are not subject to possible resolution in a student grievance context. (An example would be a student complaint where the student's requested relief is prohibited by state or federal law).
3. Informal Resolution
    - 3.1 Before initiating the grievance process, the student is encouraged to make every effort to resolve the problem informally with the person(s) alleged to have caused the grievance

3.2 Alternatively or additionally, the student may present the informal grievance in writing to the person(s) alleged to have caused the grievance. This attempt to resolve the grievance informally should be started as soon as the student first becomes aware of the act or condition that is the basis of the grievance.

3.3 The student may present the informal grievance to the direct supervisor of the person alleged to have caused the grievance. Students uncertain about how to identify this person or determine how to proceed may consult the Office of the Provost/Vice Chancellor for Workforce and Student Development who shall identify the appropriate person.

4. Formal Resolution:

Filing a formal grievance is a serious matter and should be done thoughtfully following the process as outlined below.

4.1 If the student is unable to reach an informal resolution, they may present the grievance in writing to the Office of the Provost/Vice Chancellor for Workforce and Student Development. The Vice Chancellor will assign resolution of the grievance to the appropriate next level supervisor. The next level supervisor will conduct an investigation as warranted to resolve any factual disputes.

4.2 The supervisor shall conduct a meeting in order for the student to present any information relevant to their grievance. The student will be allowed to have an advisor of their choice present in meetings throughout the grievance process. Advisors are not permitted to present the case or otherwise participate in the discussion, but may advise the student. Both the College and the student may seek legal advice at their own expense.

4.3 The supervisor's disposition of the grievance shall be reported to the student and the appropriate Vice Chancellor in writing within fifteen (15) business days from the date the written grievance was received and shall inform the student of the decision including the right to appeal and to whom the appeal shall be made.

4.4 If the disposition extends beyond the fifteen (15) business days the supervisor shall inform the student of the delay and the expected response date.

5. Grievance Appeal Procedure

5.1 In all cases, the appropriate Vice Chancellor will be responsible for addressing appeals by a student who is not satisfied with the responses after all reviews by supervisors have been completed.

5.2 To request an appeal, the student must present an appeal statement in writing, together with all supervisors' written responses to the grievance, to the Vice Chancellor within five (5) business days of receipt of the final review and determination.

5.3 The Vice Chancellor will review all documentation. A written decision shall be made within ten business days after reviewing the case.

5.4 A final appeal at the College level may be made to the College Chancellor. To request review of the appeal, the student must present an appeal statement in writing, together with all Vice Chancellor's and supervisors' written responses to the grievance, to the Chancellor within five (5) business days of receipt of the final review and determination by the Vice Chancellor.

5.5 The Chancellor will review all documentation. A written decision shall be made within ten (10) business days after reviewing the case. The decision of the Chancellor shall constitute final College action.

5.6 Any further appeal of a decision regarding the student grievance must be made to the Louisiana Community and Technical College System office in accordance with LCTCS Policy # 2.004.

Student Code of Conduct

The Student Code of Conduct (the Code) is intended to provide the framework for an orderly and stable environment. The Code obligates students to, both within the classroom and outside it, respect the rights and privileges and property of other members of the College community and visitors to the campus. Students are expected to refrain from actions which would interfere with College functions or endanger the health, welfare or safety of other persons, practice high standards of academic and professional honesty and integrity, and comply with the rules and regulations of the College and its departments.

In general, the Code sets forth duties owed by students to each other and to the College. It also sets forth administrative procedures whereby students accused of violating College rules are afforded due process and, if the preponderance of evidence warrants, receive fir discipline. Finally, this Code specifies procedures by which a student may exercise the appeals process for certain decisions. The Student Code of Conduct and Adjudication Processes is available on the College website.

Prohibited Conduct

Baton Rouge Community College expects its students to be accountable for their conduct and to represent the College in a positive, responsible manner. The Code exists to provide parameters for students and their behavior as they represent the College during the entirety of their BRCC experience. A student forfeits the right to remain enrolled if he/she fails to abide by these rules.

Conduct that violates student rights and freedoms and is subject to disciplinary action. This list is not meant to be comprehensive: additional rules or regulations can be enacted during the year as set forth by the established procedures of the College.

Prohibited conduct includes, but is not limited to, the following:

Academic Misconduct:

Plagiarism, cheating, academic dishonesty, fabrication, misuse of academic resources, misrepresentation, violation of class rules, complicity, software fraud, multiple submission of work, unsanctioned collaboration, or other forms of dishonesty in College-related affairs. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the Code.

Disruptive Behavior:

Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting) or disrupts the general operation of the College. This includes, but is not limited to, disorderly, lewd, indecent, or obscene conduct, expressions, or acts which interfere with or adversely affect the normal functioning of the College, or which injures or endangers the welfare of any member of the College community or visitor on College-owned/controlled property or at College-approved/supervised functions. Any extreme, unusual, distracting, or disturbing appearance which disrupts the learning environment.

Deceptive Acts:

Engaging in deceptive acts, including, but not limited to, forgery, falsification, alteration, fabrication, or misuse of College forms, misrepresentation, non-disclosure, misuse of College documents, forms, records, identification cards and/or educational materials documents that are submitted to the College for official/unofficial purposes; Theft of services/property from the College, a member of the College community, or of a campus visitor, to include the possession, sale, or attempted sales of said services/property.

Submitting false, forged, or fraudulent documents, forms, reports, transcripts, records, certificates, tests, identification, legal, and/or written statements; making false statements to a College official; and/or misrepresenting eligibility, qualification, status, achievement, and/or standing to or within the College.

Defrauding, deceiving, coercing, or misleading an instructor into assigning other than an honest grade.

The unauthorized use of College property/services.

Conduct that is Detrimental to College or Campus Safety:

Obstruction, disruption, or unauthorized interruption of teaching, research, administration, disciplinary procedures, or other College activities (including its public service function) or of other authorized activities on College premises.

Disobeying any law or safety personnel on the College campus.

The College bans the possession and prohibits the use of hover boards (also known as self-balancing scooters or smart boards), skateboards and unmanned aircraft system (drones) on College campus grounds.

Physical & Non-Physical Abuse

Any form of verbal or physical abuse of any member or visitor of the College community, or conduct which threatens or endangers the health or safety of any such person.

Participation in hazing, bullying, acts which are degrading or injurious, or acts in which another is held against his or her will. Hazing refers to an act that endangers the mental or physical health or safety of a student, or acts to be considered as any abusive rights for the purpose of initiation, admission into, affiliation with, or as a condition of membership in a group/organization. Bullying is defined as the use of force or coercion to abuse or intimidate others.

Hate Crime: Any criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim based on the victim's race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

Harassment and/or Discrimination:

Participation in hazing, bullying, acts which are degrading or injurious, or acts in which another is held against his or her will. Hazing refers to an act that endangers the mental or physical health or safety of a student, or acts to be considered as any abusive rights for the purpose of initiation, admission into, affiliation with, or as a condition of membership in a group/organization. Bullying is defined as the use of force or coercion to abuse or intimidate others.

Sexual Misconduct:

Sexual harassment, defined as unwelcomed sexual encouragement, requests for sexual favors, and/or other verbal/physical conduct of sexual temperament when:

a. submission to such conduct is made, whether explicitly or implicitly, a term or condition of employment or academic evaluation;

b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic evaluations affecting an individual; and/or
c. such conduct has the purpose or effect of substantially interfering with one's work or academic performance, or of creating an intimidating, hostile, or offensive working/learning environment.
d. Some sexual and/or relationships, misconduct may constitute further criminal violations of college policy.

Stalking, which is defined as repeatedly contacting another person without a legitimate purpose when:

a. the contacting person knows or should know that the contact is unwanted by the other person.
b. it is reasonable for the other person in that situation to have been alarmed or coerced by the contact. (As used in this subsection, "contacting" includes, but is not limited to, coming into the visual or physical presence of the other person, following another person, and sending written communication of any form to the other person, either by themselves or through a third party.)

Any verbal or physical conduct by an individual based on another individual's age, ability, national origin, race, marital status, religion, sex, or sexual orientation that interferes with or prevents the person from conducting his or her customary or usual affairs, puts the person in reasonable fear of his or her safety, or causes the person to suffer actual physical injury.

Conduct less than a physical attack or interference with a person, such as hazing or threatening action, which is intended to subject another person to offensive physical contact, physical injury, or property damage, such as making threatening phone calls, sending or posting (electronically or otherwise) threatening letters, or the vandalism or misappropriation of a person's property.

Sexual assault, which includes, but is not limited to:

a. Rape
b. Sexual misconduct
c. Unwanted sexual contact of any kind or threat of such contact. Sexual contact shall be considered unwelcomed or without consent if no clear consent is freely given; if such contact is inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or otherwise lacks the physical or mental capacity to consent. If sexual contact is inflicted on someone who is intoxicated or impaired in the exercise of their judgment by alcohol or drugs, it will be considered without consent.

Public indecency, defined as exposing one's genitals while in a public place or a place visible from a public place on College-owned or College-controlled property.

Weapons:

Firearms, explosives, fireworks, hover boards or other electrical devices or weapons of any kind are strictly prohibited on or near the college campus or at college-sponsored events.

Tobacco/Drugs/Alcohol:

The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs, as well as being under the influence of narcotics or drugs (except as required for verifiable medical reasons permitted by law and use poses no danger to the college community) while on College property or near campus or at college-sponsored, approved, or supervised activities.

The use of tobacco products is prohibited on any property leased or controlled by BRCC (Facilities Policy 9.1011, Tobacco (Smoke) Free Campus). The Louisiana Community and Technical College

(LCTCS) Board of Supervisors, in response to Act 211 (an update to the Louisiana Smoke-Free Air Act of 2007) signed into Louisiana law on June 10, 2013, created the Smoke-Free Environment Policy (Policy #6.024), which required all LCTCS campuses to adopt smoke-free campus policies. The BRCC policy is available on the College's website.

The use of electronic smoking devices is prohibited.

Smoking is defined as the lighting, burning or use of tobacco or any other material in any type of smoking device or equipment.

Smoking or inhaling any substance, by any method, including but not limited to tobacco products, e-cigarettes, and aromatic smoking products, such as clove cigarettes, herbal cigarettes, etc., and using/consuming any type of tobacco products, including but not limited to chewing tobacco and snuff, is prohibited inside all college-owned and managed facilities including parking garages, covered walkways, temporary enclosed structures, trailers and tents as well as structures placed on college property by contractors and vendors.

Tobacco includes but is not limited to smoking tobacco, chew, snuff nus, and dipping tobacco. This policy also prohibits the use of lit or unlit cigarettes, electronic cigarettes, clove cigarettes, cigars, pipes, hookahs, bidis, blunts, cigarillos, smokeless tobacco or any item that stimulates any of the previously mentioned products.

Appropriate Dress Attire:

Students are expected to dress in a manner representative of a higher education institution. Integrity in appearance and personal cleanliness are most important.

Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the College may be sanctioned and/or reprimanded.

Leaving Children Unattended:

Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities is prohibited. The College assumes no responsibility for the supervision of children.

Violation of Laws, Directives, and Signage:

Violation, or alleged violation, of any federal or state law, city or local ordinance, or College security when such violation interferes with or is detrimental to the mission of the College, or interferes with other students' legitimate educational activities and interests.

Conviction of a felony or misdemeanor under circumstances where it is reasonable to conclude that the presence of the person at the College would constitute a danger to health, personal safety, or property; or where the offense occurred on College-owned or College-controlled property or at College-sponsored or College-supervised activities.

Gambling:

Gambling while on campus, college owned or college-controlled property is prohibited.

Unauthorized Entry and/or Unauthorized Possession:

Unauthorized possession or use of keys to College facilities, including buildings, offices, desks, files, or equipment.

Violation of properly constituted rules and regulations governing the use of motor vehicles on College owned or controlled property, including theft, sale, possession, and/or display of a lost, stolen or unauthorized parking decal.

Behavior that constitutes vandalism, misuse, or destruction to property that the College owns, controls, or uses.

Unauthorized entry into or damage to any College facility.

Unacceptable Use of College Equipment, Network, or System:

Unauthorized use of computer account(s), computer data files and/or computer facilities.

The viewing or public display of pornography on College property; at College-sponsored, approved, or supervised activities; or while using BRCC equipment on or off-campus.

Any unlawful distribution of copyrighted material, including peer-to-peer file sharing.

Unauthorized Pets/Animals:

All pets are prohibited from BRCC campuses, except for service animals specifically trained to perform work or tasks for a person with a disability (see Service Animal Policy - No. 5.533).

Comfort animals are not permitted on campus. While on BRCC property, animals must be attended and restrained at all times.

Tampering with Student Organization, Election, or Vote:

Tampering with any form or phase of the election of any student organization or group.

Group or Organization Conduct:

Clubs/organizations that are not officially registered with the Office of Student Life are prohibited from meeting or gathering in unison for the purpose of conducting business on campus.

Violation of College Policies, Rules, or Regulations:

Assembling on campus for the purpose of rioting or instigating disorderly, disruptive conduct that interferes with the educational processes of the college (BRCC recognizes the right to peacefully assemble).

Distribution of unauthorized literature, handbills, posters, or other printed matter. Publications that do not bear the name of the originator or do not adhere to BRCC publication standards cannot be distributed on the BRCC campus. Prior approval must be granted from the SPAR office for any material distributed.

Failure to respond to a request to report to a College administrative office or to comply with directions of College officials acting in the performance of their duties.

Violation of College policies and regulations as stipulated in this and other official College publications, or as promulgated and announced by authorized personnel.

Abuse of the College judicial program as outlined in this Code including, but not limited to:

a. Falsification, distortion, or misrepresentation of information before any judicial body.
b. Knowingly initiating any judicial proceedings without cause.
c. Attempting to discourage an individual's participation in, or use of, any judicial system.
d. Influencing or attempting to influence another person to commit an abuse of any judicial system.
e. Failure to comply with the sanctions imposed under the Code.

Failure to Comply with College or Civil Authority:

Failure to comply with legitimate directives of authorized college officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.

Recording of Images without Knowledge:

Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation is prohibited. This includes, but is not limited to, taking video or photographic images in the classrooms, hallways, sidewalks, and/or restrooms etc. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

Off Campus Behavior:

The College reserves the right to take disciplinary action against a student for off-campus conduct when such conduct adversely affects the College Community, poses a threat of harm to the College Community; interferes with the College's pursuit of its objectives and mission, and/or if a student is charged with a violation of state or federal law. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Additional Rules of Conduct

1. Additional student dress codes may be required in specific programs to meet safety codes or professional standards.
2. Telephone and mail service are not available to students. Students may not use the College address as a home or mailing address or utilize College telephones without express permission for College-related or emergency situations.
3. Students who have an emergency that involves critical illness or the death of a family member should call the BRCC main phone line, (225) 216-8000. The Office of Public Safety should be contacted for on-campus emergencies by dialing (225) 216-8888 (6-8888 from a campus line). Students can also use the red emergency phones located in strategic areas around campus.
4. Food, drinks, and children are not allowed in the academic classrooms, science labs, or technical labs. Students, faculty, and staff may bring food/beverages into the lobbies, halls, and designated areas in each building.
5. All electronic devices including cell phones should be turned off and placed securely away during classes unless required by faculty.

BRCC Computer Use Policy

Users of BRCC's Open Computer Labs and the College's computer system must adhere to state and federal laws which refer to computer fraud, software piracy, etc., and must not:

- Use BRCC Computers for any dishonest or unethical purpose (including violations of academic integrity standards).
- Disrupt/destroy computer facilities or equipment.
- Violate licenses and copyright agreements, BRCC policies, and state/federal laws.
- Visit pornographic sites or display pornographic material.
- Damage/steal College-owned equipment or software.
- Create or display false system messages.
- Purposefully cause system slow-downs or render a system inoperable.
- Gain or attempt to gain access to an account without proper authorization.
- Introduce virus, worms, or other malicious software into any system.

The Computer Systems Protection Act outlaws certain accesses, alterations, damages, or destruction of a computer systems, computer networks, or computer software/data.

BRCC adheres to Educational Communications (EDUCOM) copyright policies. Most software used on BRCC computers is covered by copyright, license, or non-disclosure agreements. For committing the violations listed below, offending students may be assessed civil penalties in addition to being subjected to disciplinary action. These violations include, but are not limited to:

- Making copies of copyrighted/licensed software without first obtaining proper authorization.
- Using software in violation of copyright, license, or non-disclosure agreements.
- Using College computers for unauthorized private or commercial purposes.

On-campus Internet Usage

It is acceptable to use the Internet for research and educational objectives. Access to the Internet does not provide automatic access to any system connected to the Internet. Unauthorized access will result in termination of Internet Access privileges.

Social Media/Blogging Policy

Students of BRCC are expected to demonstrate courtesy, civility, and respect when interacting with fellow students and College faculty/staff through online and electronic communication. Students should adhere to the Student Code of Conduct when utilizing social media and online environments such as weblogs (blogs), Facebook, Instagram, Snapchat, TikTok, the BRCC App, MySpace, Twitter, Second Life, YouTube, or any new/emerging online environments, particularly when accessed or created using a BRCC Email account.

A student shall not:

1. Circumvent any College IT system security feature including hacking, probing, or attempting to break into other users' accounts.
2. In connection with a College IT system, obtain or use another person's account name, username or password unless specifically authorized to do so by a College administrator.
3. In connection with a College IT system, create, use or transmit a computer virus, worm, spyware or other type of malicious software.
4. In connection with a College IT system, allow another person to use one's account name, username or password unless specifically authorized to do so by a College administrator.
5. Alter, disrupt, or reconfigure any College IT system unless specifically authorized to do so by a College administrator. This prohibition includes (a) the unauthorized introduction of any new hardware, software, network device or telephone on a College IT system; (b) the unauthorized removal or reconfiguration of any College hardware, software, network device, or telephone from a College IT system; and (c) the unauthorized running of an IT server, whether virtual or physical, on any College IT system network.
6. Use a College IT system to access, view, download, create, store, send, or forward sexually inappropriate materials.
7. In connection with a College IT system, forge email or other electronic information or engage in any other conduct that is inappropriate or degrades the accuracy of student or other College data.
8. Engage in unauthorized access of any College IT system, any student data, or any other College data.

9. Access, view, download, create, store, send, or forward spam, pranks, pornographic or obscene images or words, or harassing, vulgar, threatening, solicitations, or intimidating messages on a College IT system.
10. Illegally download copyrighted material or violate any software license agreement or intellectual property rights in any College-related context.

Disciplinary Sanctions and Proceedings

Sanctions are consequential outcomes that may result from the violation of one or more articles of Prohibited Conduct or College rules and policies from the findings of a Formal Conduct Hearing. Stipulations are terms that may be imposed upon a student as a condition of resuming or continuing studies at the College. When a student has violated one or more of the articles of Prohibited Conduct, an informal resolution – an agreement between the Conduct Officer and the student – may include stipulations such as: reflective papers, education courses, community service, workshops, etc. The sanctions imposed following a Formal Conduct Hearing that follow are listed in order of severity. As the result of a disciplinary hearing the Conduct Officer may choose to issue any sanction, in a given case, as deemed warranted by the preponderance of the evidence in that particular case and the student's cumulative disciplinary record.

- **Admonition**: an oral caution or reprimand to the student offender that he or she has violated College regulations.
- **Formal Warning**: an official written reprimand, warning, or notice to the student indicating that certain behavior is unacceptable, and that improvement is expected, or additional disciplinary action (specified or in general) will be taken.
- **Suspension:** a fixed period of time during which the student is physically separated from the College and must leave campus. Students with disciplinary suspensions cannot return to campus and cannot use College facilities for the duration of the suspension. Disciplinary suspension becomes part of a student's permanent academic and personal records. All students who have been suspended from the College for disciplinary reasons must be cleared for readmission by the Provost/Vice Chancellor for Workforce and Student Development and/or designee.
- **Expulsion:** permanent termination or separation of a student from the college. Students who are expelled from BRCC cannot be readmitted, cannot return to campus, and cannot use College facilities/resources. Expelled students may be barred from campus following their expulsion. Expulsion becomes part of a student's permanent academic and personal records.
- **Probation:** a period of restriction whereby the student remains enrolled in the College, but under the stated conditions as outlined in the notification of probation, for the duration of the period. Disciplinary probation can involve exclusion from privileges and specific/all extracurricular activities.
- **Interim Suspension:** A student receiving an interim suspension will immediately be required to vacate College property and shall be restricted from all College activities. An interim suspension may be imposed if the Provost/Vice Chancellor for Workforce and Student Development or designee, determines that the continued presence of the student presents a real or potential danger to himself or herself, any other person, to property or to the campus and/or college. An interim suspension shall remain in effect only until a Conduct meeting can be held.
- **Dismissal:** a separation of the student from the institution. A dismissed student will be removed from all classes and not permitted to re-enroll while the dismissal is in effect. Dismissal may either be definite, for a specific period of time, such as a number of semesters or indefinite, the dismissal in effect until certain conditions are met by the student that allow for readmission. The

dismissed student may be barred from campus and/or from utilizing campus services during the term of their suspension.

- **Conduct Probation:** formal recognition that the student is not currently in good disciplinary standing with the College. Probation may impact the student's eligibility to participate in certain programs (i.e.: student organizations, leadership roles, campus events) or services. Probation may either be definite, for a specific period of time, such as a number of semesters or indefinite, the probation is in effect until certain conditions are met by the student that allow for conduct probation removal.
- **Written Reprimand:** a notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action and future misconduct may lead to a more severe penalty.

EDUCATIONAL SANCTIONS

- **Educational Sanctions:** required participation in community/public service, selected educational programs, and/or the completion of a research project. The student is responsible for the payment of any fees related to the extra programs or research project.
- **Fine:** a payment as penalty for violating College regulations or standards of academic/student conduct.
- **Restitution:** an order to provide compensation or reimbursement for damage to property, and/or appropriate corrective action for a grievance caused to a member of the academic community.
- **Ejection:** the removal of a student from a particular course or other educational program for the term. A student may also be barred from any further participation in certain educational/academic activities. Students who are ejected from a course may either have that course purged from their records or be assigned a grade, as individual circumstances warrant and as approved by the Provost/Vice Chancellor for Workforce and Student Development or designee.
- **Forfeiture of Academic Credit:** certain actions of academic or other misconduct may warrant the forfeiture of any academic credit awarded, particularly if the credit was earned in a manner inconsistent with standards of academic integrity. Forfeiture of Academic Credit due to violations of academic integrity may become part of a student's permanent academic record, as circumstances warrant.
- **Warning:** a notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action.
- **Loss of Privileges:** denial of specified privileges for a designated period of time. This sanction may include, for example, denial of the right to represent the College in such things as student leadership capacities or sports teams, denial of the use of campus facilities, or denial of parking privileges, or loss of privileges to participate in organizations, activities, or events.
- **Restriction/Relocation:** prohibited from entering a building without prior authorization.
- **No Contact Order:** prohibition against having any form of contact with another student for a defined period of time. Such contact includes in person communications, telephone calls, e-mails, or sending messages through a third party, etc.
- **Restitution:** compensation for loss, damage, or injury. This may take the form of service, monetary compensation or material replacement.

- **Mandated Administrative Tasks:** completion of a specific number of hours of administrative tasks. Typically, this service is to the college community.
- **Educational Projects/Initiatives:** projects, classes or assignments designated to educate student in connection with the effects of his/her behavior.
- **Fines:** monetary fine sanctions depend on severity and the degree of the infraction.
- **Meeting with a Professional Counseling Staff Member:** The student will meet with a professional counseling staff member to discuss their choices and behavior related to the incident.
- **Letter of Apology:** Student must write a letter of apology to whomever was affected negatively by their behavior.
- **Other Sanctions:** other sanctions as deemed appropriate by a hearing body/conduct officer.

GENERAL SANCTIONS

- **General Sanctions:** any appropriate action whereby the sanction imposed is related to the offense but does not include probation, suspension, or expulsion. The action may include loss of privileges, inability to participate or hold office in student organizations, loss of scholarship money, or any other sanction that the Provost/Vice Chancellor for Workforce and Student Development or designee approves.

A student facing disciplinary action may receive temporary sanctions from the Vice Chancellor for Student Affairs, such as provisional non-disciplinary suspension pending the final disposition of the case, which may be imposed to maintain the orderly operation of the College.

Sexual Misconduct, Title IX and Campus Sex Crimes Prevention

Baton Rouge Community College (BRCC) is committed to providing a learning and working environment that is safe and encourages integrity and mutual respect. Additionally, BRCC is dedicated to providing an environment that is free of discrimination of any kind on the basis of sex and sexual misconduct. This includes sex discrimination, sexual harassment, sexual violence, rape, dating or intimate relationship violence, domestic violence, sexual assault, stalking and or retaliation. In accordance with Title IX and other applicable law, BRCC prohibits sex discrimination and sexual misconduct and will take appropriate action to prevent, correct, and discipline behavior that violates college policy. Any person (student, visitor, employee, vendor, etc.) found in violation of this policy will be subject to disciplinary action. Such actions can include, but are not limited to suspension, expulsion, criminal charges, and/or separation from the College. Additionally, an individual criminally charged may be subject to prosecution by the Office of the District Attorney under Louisiana Criminal Statutes.

This policy shall apply to all students, employees, vendors and all other individuals conducting business with BRCC. This policy shall apply to any conduct that occurs on the property of any BRCC location or campus building(s) owned or controlled by the College. This includes but is not limited to, BRCC classes (on site or online); BRCC-sponsored events and activities; when a student or employee is representing BRCC; and/or when the conduct of a student or employee would adversely affect the image of the College.

Any student who believes that he/she has been subjected to sexual discrimination, sexual harassment, or sexual misconduct shall report the incident to any student affairs administrator, counselor or Office of Public Safety as soon as possible after the alleged incident occurs. Any person who witnesses an incident or receives a complaint shall be responsible for notifying any of the Title IX administrators for the College. All complaints of sexual discrimination, sexual harassment or sexual misconduct should be reported to the BRCC Police Department. However, a student who feels that he/she is the victim of such conduct has the legal right not to report the incident to the College police or law enforcement. Also, no student or employee is required to report or make a complaint of discrimination, sexual harassment, or sexual misconduct to the person who is or has engaged in the conduct in question.

All incidents relating to sexual misconduct and Title IX will be handled according to College policy 6.602 Title IX and Sexual Misconduct.

Alcohol and Drug Policy

The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires the College to remit certification to the Department of Education that it has adopted and implemented a program to prevent illicit use of drugs and abuse of alcohol by its students and employees. The program includes:

- Standards of conduct concerning the unlawful possession, use, or distribution of drugs; and the illegal use of alcohol by students and employees on College property or at any College activity.
- A description of the legal sanctions for violating the law.
- A clear statement of the College's sanctions issued for the commission of these types of violations.
- A description of any drug and alcohol counseling, treatment, or rehabilitation services offered at BRCC.
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol.

The information provided in this section complies with the requirements of the act.

Statement of Purpose
Alcohol abuse is a major issue in the community and on college campuses. Use of alcohol or drugs can lead to physical abuse, date rape, auto accidents, violence, health issues and other self-destructive behaviors.

BRCC complies with local, state, and federal laws pertaining to alcohol and enforces underage drinking laws. College policy prohibits the consumption, possession, or distribution of alcoholic beverages, and disciplines individuals under the influence of any controlled substance while on College property or participating in College-sponsored trips or activities.

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

College Sanctions
Disciplinary actions are taken for the commission of violations pertaining to BRCC's drug policy by any student. Disciplinary actions for students are issued in accordance with procedures identified in the S*tudent Code of Conduct*.

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

Controlled Dangerous Substances, Schedule I – IV (R.S. 40:981.3)
It is unlawful to possess, sell, distribute, or manufacture those drugs listed in the relevant Louisiana statute(s). These drugs include, but are not limited to, marijuana, cocaine, "crack" cocaine, methamphetamines, heroine, "rush" LSD, "roofies," and prescription drugs without a valid prescription from a licensed physician. Individuals found guilty of a drug violation are subject to a fine of not less than $500, imprisonment at hard labor for up to 30 years, or, if found selling illegal drugs on campus, imprisonment at hard labor for up to 45 years.

Alcohol and Other Drug Prevention Counseling Services
BRCC's Office of Counseling and Accessibility Services can provide immediate, short-term personal counseling for students and referral to community resources. For long-term or in-depth care, the Office can assist students in locating a local area counseling specialist.

Academic Appeals Policy and Procedure

An Academic Appeal (not including student grievances per BRCC Policy No. 1.4330) may be initiated by the student for academic issues that may include, but not be limited to: grade change, retroactive withdrawal request, contest of an awarded grade, general academic issues, faculty member issues not addressed in Student Grievance, Title IX and Sexual Misconduct, Sexual Harassment, and other College policies, and other academic issues arising from extenuating circumstances. A final grade for a course officially entered into the student management system may be changed by a faculty member issuing the grade, unless otherwise resolved through the appeal process or in the case of institutional error.

Informal Appeal:

- Students should first discuss the issue with the faculty member involved as an informal step to resolution of the issue.
- If the issue is not resolved, the student should make an appointment to meet with the appropriate Department Chair to discuss the issue within ten (10) business days of the date of the issue. Every effort will be made at this stage to mediate and resolve all informal appeals.
- The Department Chair will notify the student in writing within five (5) business days of the conclusion of the informal appeal proceedings.

Formal Appeals:
First Level:

- If the issue is not resolved at the informal stage or the issue is of a nature that resolution at the informal stage is not possible, the student may complete an Academic Appeal form and submit the completed form along with attached additional documentation to the Office of the Vice

Chancellor for Academic Affairs (VCAA) within ten (10) business days of the notification of the outcome of the informal process or ten (10) business days from the date of the academic issue giving rise to the appeal . Academic Appeal forms are available on the BRCC website or the Office of the VCAA.

- Submission of the Academic Appeal form constitutes a formal request for a review of the academic issue.
- The Office of the Vice Chancellor for Academic Affairs will forward the matter to the appropriate academic Dean for review and resolution.
- The Dean will review material submitted by the student and will conduct a review of the circumstances surrounding the appeal.
- The Dean will schedule a meeting with the student to afford the student the opportunity to review the matter in detail.
- The Dean will notify the student in writing within five (5) business days of the conclusion of the formal appeal proceeding.

Second Level

- If the student does not feel the matter is resolved to their satisfaction, the matter may be referred to the Vice Chancellor for Academic Affairs (VCAA). No appeals will be considered by the VCAA until all informal and initial appeal at the level of the Dean have been conducted.
- Academic appeals to the VCAA will be conducted through convening an Academic Appeals Committee meeting in which the student will have an opportunity to discuss the matter with the Committee. Appeals will be considered by the Academic Appeals Committee under the following circumstances:

    1. Failure to follow provisions of this or other applicable procedures with such failure resulting in prejudice to the student;
    2. Excessively severe sanction(s);
    3. Newly discovered evidence that could not reasonably have been discovered prior to the hearing.

- Decisions on Academic Appeals made by the Academic Appeals Committee are final.

Grade change/appeals requests must occur within the following semester (including summer) of the original grade issuance. After the one-semester period, a request for review of grade will not be granted unless there are unusual circumstances that were not known within the designated petition period or as determined appropriate by the Division Dean.

Display of Non-College Publications

BRCC is a “free marketplace of ideas” that guarantees the display of non-College publications on campus. The following procedure on the display of non-College publications assists BRCC in managing their display and distribution. BRCC does not approve, disapprove, support, or fail to support the content of such publications.

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

2. OSL assigns display locations, made solely at the discretion of BRCC.
3. Display racks must be provided and used by the vendor to display publications. Each publisher must keep its rack(s) clean and in good order. Only current issues should be displayed. Outdated materials are to be removed and discarded.
4. Publications that are primarily used for advertisement are subject to BRCC's *Sales and Solicitation* policy. The policy must be followed, or the publication will be classified as an advertisement. It will then be removed and discarded, and the agreement with the vendor will be cancelled.
5. BRCC retains the right to modify these regulations, particularly with regard to:
    a. Removing outdated issues of a publication.
    b. Changing display locations.
    c. Canceling agreements.
6. Postings that violate the *Display of Non-College Publications* policy are discarded.

Sales and Solicitation

BRCC does not permit the operation of private business enterprises on campus unless the business is under contract to the College. As specified by related procedures, all private business interests on BRCC property are only operated as auxiliaries to the business, and are under the direct management, control, and supervision of the College's chief business officer.

Procedures for Students and/or Student Organizations

Flyers, handbills, and leaflets advertising the sale or solicitation of items, services, or other information cannot be distributed to BRCC faculty, staff, or students without prior approval from SPAR. Placement of literature and solicitations are regulated by the OSL. Signs or posters cannot be displayed on buildings, trees, sidewalks, handrails or grounds unless approved by the Office of Student Life.

Free Expression Policy

BRCC supports free expression as denoted in the *First Amendment of the United States Constitution*. The College makes provisions for the expression of diverse viewpoints in an academic setting, but in no way supports, fails to support, agrees, or disagrees with ideas that are voiced.

The College has designated locations at each instructional site as areas set aside for use as a Free Expression Area. The following procedures govern its use.

1. Persons can engage in free expression on BRCC property within the published operating hours of the College.
2. Person engaged in free expression are not allowed to impede the free flow of pedestrian traffic or interfere with the ingree/egress of individuals moving to and from buildings on campus.
3. Persons engaged in free expression are not allowed to pose a health or safety threat to the College, the College community, College organizations, or the public. Individuals and/or groups wishing to use Free Expression Areas must complete and submit a Free Expression Area Application to the Office of Student Life at least three (3) working days prior using the areas.

4. All applications/publicity must be approved by the Office of the Dean of Students. Once approved, the Office of the Dean of Students will provide copies of the application form and proposed activity to the Provost/Vice Chancellor for Workforce and Student Development or designee, the Director of Public Safety, the site administrator (if applicable), and the applicant.
5. Disruptive behavior and persistent defiance of the policy is strictly prohibited.
6. Interfering with or precluding a scheduled speaker from being heard is prohibited.
7. Damaging College property, including facilities, equipment, signage, lawns, shrubs, or trees is prohibited.
8. Sound amplification devices are prohibited.
9. The Baton Rouge Community College name and logo can only be used in any form of free expression with the written approval of the Chief Marketing and Public Relations Officer.

Student Assemblies

Students who need to utilize campus facilities for an event must first reserve the facilities through the Office of Student Life. Whenever an activity held in the name of the College includes a speaker, Director of Student Life must officially approve the speaker and coordinate the event with the BRCC Offices of Facility Services and Public Safety.

Campus Services

Office of Public Safety

The Department of Public Safety (DPS) at BRCC is comprised of the Campus Police Department and the Office of Environmental Health & Safety. BRCCDPS is committed to providing a safe and secure educational environment for the entire BRCC community. The Director of Public Safety is the administrator for both Departments and works with the Vice Chancellor for Administration and Finance to ensure that security is maintained at all BRCC locations. DPS works cooperatively to enforce laws and college policies, as well as inspect safety equipment, improve safety programs & working conditions on campus and ensuring compliance in accordance with federal, state, and local laws.

THE BATON ROUGE COMMUNITY COLLEGE POLICE DEPARTMENT

BRCC's Police Department is charged with the responsibility for on-campus security, safety, law enforcement, emergency services, picture I.Ds, traffic, and parking on campus. The department employs commissioned police officers, along with non-commissioned support staff and is located in the Bienvenue Building, which is commonly referred to as the Student Center. The department operates on a schedule that encompasses college operating hours and employs full-time, commissioned police officers, non-armed security officers along with non-commissioned support staff.

Police officers must successfully complete a certified police academy approved by the Louisiana Peace Officer Standards and Training (POST) Commission. The training curriculum is mandated by P.O.S.T. and includes such topics as criminal law and procedures, patrol and investigation practices and techniques, firearms, first aid, and physical training. Security Officers complete training similar to the required training for all security officers in the State modified to address the expectations and duties on a campus. BRCC police officers provide a range of police services and constantly strive to increase professional growth and enhance law enforcement skills by providing an array of in-service training programs, refresher or recertification courses annually.

Police Authority

BRCC police officers are vested with all of the powers, authority, and responsibilities granted to any police officer of the state while on property owned by the college, (including adjacent public streets) as set forth in Section 17:1805 of the Louisiana Revised Statutes. The BRCC PD cooperates fully with federal, state and local law enforcement agencies in cases which involve both on-campus and off-campus jurisdiction, or when the resources of another agency can be used to facilitate the resolution of an investigation.

Visitors on Campus

BRCC makes every effort to provide a safe and secure environment for students, faculty, staff, and visitors to the college. All visitors are required to register with the BRCC Campus Police Department, located in the Bienvenue Building, also *known as the Student Center,* while on the campus of BRCC. Visitors on campus are expected to comply with rules and policies of the College, including traffic and parking regulations. No visitors, including children, are permitted in classrooms during regular class hours.

- **EMERGENCY TELEPHONE NUMBER:** 225.216.8888

- **NON-EMERGENCIES:** 225.216.8001

- **EMERGENCY NOTIFICATION SYSTEM:** *SIGN UP FOR BRCC CAMPUS NOTIFICATION SYSTEM (BRCCCONNECT)*

BRCC will immediately, without delay notify faculty, staff, students, and the BRCC Community when incidents pose an immediate or on-going threat to the health or safety of our constituents. All faculty, staff, and students are encouraged to sign up for BRCCCONNECT**,** -a multi-faceted network designed to provide instant information to the campus and community regarding emergency and weather- related situations. One or more of the following communication tools below will be used to notify students, faculty, staff, and visitors of emergency situations:

- BRCC Webpage Postings
- BRCCCONNECT
- Emergency Text Messaging
- Voice Messages
- Campus Email
- News Media
- BRCC's Social Media outlets on: Facebook, Twitter, WordPress, etc.

REPORTING CRIME OR EMERGENCIES
Anyone who is involved in an emergency, is the victim of a crime, or witnesses any criminal activity while on BRCC's campus should notify BRCC's Police Department as soon as possible by dialing (225) 216-8888, 6-8888 from any campus line or 911 on any Non-Contiguous College Property.

Emergency Buttons are also installed on all desk/office telephones at BRCC Campuses and Non-Contiguous locations. Additionally, if on-campus at **BRCC Mid-City Campus** or **James M. Frazier Sr**. Building, emergency communication tools are available, such as the emergency red phones, emergency call boxes, emergency buttons in Campus offices, or solar-powered outdoor call stations. All calls immediately contact Campus Police. No dialing is necessary.

If you cannot use any of these emergency devices, contact the BRCC Police Department by dialing 225.216.8888. (6-8888 from a campus line).

BRCC Acadian 225.359.9262 or utilize the emergency phones located in every classroom. To activate, push the button; all calls are immediately routed to the Dispatcher on duty. No dialing necessary.

All Other Non-Contiguous College Properties **(BRCC Central /BRCC Jackson / BRCC New Roads/BRCC Port Allen /BRCC Ardendale)**: Dial 911 to reach local law enforcement.
Students can also personally notify any uniformed BRCC police officer patrolling on-campus, or any of the individuals BRCC has designated as a Campus Security Authority (CSA) as defined under the Jeanne Clery Act. Off-campus crimes may be reported to local law enforcement or dial 911 for immediate assistance.

Crimes should be reported promptly to Baton Rouge Community College to ensure inclusion in annual crime statistics and to aid in providing timely warnings to the community when appropriate. Reports of crimes made to non-law-enforcement CSAs are forwarded to BRCC's Department of Public Safety for appropriate action.

Anonymous Tips & Reporting
BRCC encourages the community to report crimes and suspicious activity promptly to maximize the safety of all BRCC constituents. Anonymous reporting allows you to report suspicious behavior and criminal activity. This is not to be used when you expect a police officer to contact you the same day or for an emergency: Dial 911 for emergencies. For non-emergencies, dial 225.216.8001.

Individuals who wish to file a report of criminal activity should note that while BRCC's Police Department accepts reports made anonymously, BRCC Police are legally bound to investigate and take appropriate enforcement action on any criminal activity reported. All anonymous reports made in good faith regarding crimes occurring on campus or BRCC controlled property are included in the annual disclosure of crime statistics. Additionally, since all police reports are public records under state law, BRCC's Police Department cannot hold reports of crime in confidence.

Sending personal information to us is not required; however, if you would like to be contacted about your concern, please complete the name, phone number, and email boxes prior to submitting this form, located in the anonymous tips section on-line on the Public Safety webpage. It is our policy not to trace the origin of an email sent via this form unless it is in the interest of public safety.
Providing false information or messages intending to threaten, terrify or harass could make you subject to fine, imprisonment or both (LRS 14:59 Criminal Mischief and or LRS 14:40.3 Cyber Stalking).

Encouragement of Prompt Reporting
It is the policy of Baton Rouge Community College that all crimes be promptly reported to campus police, campus security authorities, and/or other law enforcement agencies as appropriate. BRCC's All-Hazards Emergency Response Plan provides information to aid in the rapid and accurate reporting of various incidents, such as important details to report and the location of all on-campus emergency phones. Additionally, this policy is reflected in the statements posted on various informational materials (including this document's section on Reporting Crime or Emergencies, below), which encourage faculty, staff, and students to immediately report all suspicious activity to campus police.

Timely Warnings
It is the policy of BRCC and its Police Department to keep the campus community informed of serious incidents. Working in conjunction with other college departments, the Police Department will issue Crime Alerts in a timely manner to the campus community about crimes in and around the campus.

BRCC uses a variety of means to inform students and employees about campus security, crime prevention, and personal safety principles applicable on- or off-campus. When the department receives information that a violent crime against a person or an ongoing serious threat to property, a Crime Alert will be sent out via email and BRCCCONNECT, the Emergency Notification System for the campus. A Crime Alert will also be posted to the BRCC Department of Public Safety Website.
The Crime Alert will contain the following information:

- Type of incident.
- Time of the incident.
- Location of the incident.
- Description of the suspect(s).
- Summary of the incident.

- If possible, information that could help avoids a similar incident.

If a crime or serious incident is reported to a non-police campus administrator, that administrator should notify the BRCC Police Department of the incident. Working with the reporting administrator and other campus officials, the Police Department will decide whether to issue a Crime Alert.

Campus Parking Regulations

The Baton Rouge Community College (BRCC) Traffic & Parking Regulations are published and enforced by the Department of Public Safety located in the Bienvenue Building (Student Center) at the Mid City campus. Our purpose is to facilitate orderly operation of motor vehicles and bicycles on campus and provide pedestrians an environment with minimal risks to their safety. Vehicles are to yield to pedestrians at all intersections and all other designated crosswalks on streets and driveways on the campus. BRCC is not responsible for theft or vandalism in campus lots. Employees, students, and visitors are urged to lock their vehicles at all times while parked on campus and acknowledge they are parking at their own risk while on the campus.

General Regulations

These regulations, signs, street and curb markings indicate BRCC parking and traffic restrictions. It is not possible to mark all areas of BRCC property with signs where parking is prohibited. Consequently, unless an area is signed for parking or has street or curb marking indicating parking, parking at such a location is prohibited. Similarly, driving is prohibited on lawns, sidewalks, and grass areas; in construction areas; or where it will physically damage or destroy campus landscaping, create a safety hazard, interfere with the use of BRCC facilities, or hinder the free movement of traffic. Any questions regarding these regulations can be directed to the Department of Public Safety located in the Bienvenue Student Center or calling (225) 216-8001.

1. All students, employees, and visitors operating motor vehicles on campus must register to obtain a parking permit and obey the Traffic & Parking Regulations. Lack of knowledge or understanding of these regulations will not be accepted as a defense for violations. These regulations attempt to cover all instances of parking and traffic control in specific detail. Interpretation however of the intent of these regulations will be the responsibility of the Department of Public Safety. The final interpretation of these regulations rests with the Traffic Appeals Committee. Specific questions may be directed to the Department of Public Safety located in the Bienvenue Student Center or by calling (225) 216-8001.

2. A vehicle parked on campus must comply with all city ordinances and state laws relating to motor vehicles in order for the registered parking permit to be valid. Any individual receiving a parking permit from the BRCC Police Department (or the individual driving the vehicle if no permit is displayed) is held responsible for all violations by the specific vehicle. It is possible however that if the operator is not the registered owner when a violation is committed, both individuals may be held responsible.

Parking Permits

Motor Vehicle (Vehicle) is defined as a self-propelled wheeled means of transportation designed to carry one or more persons. Any employee, students, visitor, or vendor parking on campus must register their vehicles with the Department of Public Safety and display a valid, Baton Rouge Community College–issued vehicle parking permit. To register your vehicle the Department of Public Safety must be provided with your driver's license, vehicle's registration, and proof of current insurance.

a. "Hang-tags" or "Decals", hereafter referred to as parking permits, are properly displayed when hung from the vehicle's rear view mirror with the parking permit information facing the windshield (note that merely laying your parking permit on the dash is not considered proper display). The parking permit should be clearly visible and free of any obstruction (windshield stickers, sun-visors, etc.). Temporary parking permits must be obtained from BRCC Police located in the Bienvenue Student Center when a permit holder's vehicle is unavailable, and he/she drives and parks another vehicle on campus. By the start of the first official day of classes for each term, a valid BRCC parking permit must be properly displayed in the vehicles of employees and students at all times while parking on campus. (When a permit holder's vehicle is unavailable, and he/she drives and parks another vehicle on campus, the assigned parking permit must be transferred to the alternate vehicle. If the alternate vehicle will be used for an extended period of time, the alternate vehicle must be registered with BRCC campus police.)

b. Students must pay for their parking permit through the Bursar's Office. The parking permit is $50/per semester (Fall & Spring) and $25 for the summer semester. The student must provide their ID-number, driver's license, vehicle's registration, and proof of current insurance to the Department of Public Safety, located in the Bienvenue Student Center. Once the information is verified a parking permit will be issued.

c. Faculty/Staff permits are available for employees and do not entitle friends or relatives of employees to park in staff spaces, even with a parking permit. Faculty/Staff parking permits need not be renewed unless worn or illegible. Employees are not charged for parking permits but their vehicles must be registered with BRCC Police to receive and maintain a parking permit.

d. All visitors must obtain a temporary parking permit from the Department of Public Safety, located in the Bienvenue Student Center. Fifteen-minute parking spaces are available in the Bienvenue Student Center lot for visitors to use while they obtain a temporary parking permit. Temporary Parking Permits are valid for designated visitor parking spaces and general parking lots only. Special arrangements are available for persons who are conducting business on BRCC's campus over the course of several days.

Parking Permits become invalid under the following conditions:

a. Ownership of the vehicle is transferred to another person or entity.
b. The permit holders' association with the College ends.
c. The time period for which the permit is issued expires.
d. The permit holder is issued another permit relating to the same vehicle.
e. The permit holder's parking privileges are forfeited as a result of disciplinary sanctions.
f. The permit holder commits three (3) or more traffic or parking violation in an academic year.

Handicapped Parking Permits

All faculty, staff, and students at the College who possess a valid "handicapped placard" issued by the Louisiana Office of Motor Vehicles are eligible for and must obtain a distinguishable Handicapped Parking Permit from the College, as follows:

a. Complete a Baton Rouge Community College Vehicle Registration form; and
b. Present the registration card for the handicapped-parking placard that has been issued by the Department of Motor Vehicles.

Click here for BRCC's Campus Parking Regulations Policy

Federal Disclosure Requirements

Annual Security Report
Pursuant to the Student-Right-To-Know Act, Baton Rouge Community College's Annual Security Report (ASR) provides statistics for the previous three calendar years concerning reported crimes that occurred in on-campus buildings owned or controlled by Baton Rouge Community College (BRCC); and on public property within, immediately adjacent to, or accessible from the campus. The report also includes institutional policies concerning issues of campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

Availability of BRCC's Annual Security Report
BRCC's annual security report is made available to students, faculty and staff and prospective students, faculty and staff via the BRCC Police Department (BRCC PD) section of BRCC's website. An electronic notice of the report's release and availability is disseminated to current students, faculty, and staff members. The direct link to the report is: http://www.mybrcc.edu/public_safety/jeanneclery.php. If desired, a paper copy may be obtained by contacting Baton Rouge Community College's Police Department at 225-216-8001, the Site Administrator at the other campuses, or by email at publicsafety@mybrcc.edu. The BRCC PD is responsible for preparing and distributing this report, which is compiled through a cooperative effort with other departments of the College and local law enforcement agencies. The Annual Security Report may be updated throughout the year and modified to reflect current employees of the institution, safety programs & campus resources, emergency response and evacuation procedures, and/or institutional polices as needed. We encourage members of the Baton Rouge Community College community to use this report as a guide for safe practices both on and off campus.

Sex Offender Statement
The Campus Sex Crimes Prevention Act of 2000 (CSCPA), signed into law October 28, 2000, amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, and the Clery Act.

Any person required to register under a state sex offender registration program must notify the state regarding whether he/she is enrolled or works at an institution of higher education; identify each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student; and alert the state of any change in enrollment or employment status. CSCPA is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, such institutions; it requires state law enforcement agencies to provide Baton Rouge Community College with a list of registered sex offenders who have indicated that they are enrolled, employed, or carrying on a vocation at the college.

The Louisiana State Police maintains the Louisiana Sex Offender and Child Predator Registry (SOCPR) for the State of Louisiana and is responsible for the enforcement of the applicable sections of law cited above. Information about any such registered individual affiliated with Baton Rouge Community College may be found at the public SOCPR website: www.lasocpr.lsp.org/socpr. In addition to the amendments previously mentioned, the CSCPA also amends the *Family Educational Rights and Privacy Act of 1974* (FERPA) to clarify that nothing in FERPA can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Non-Discrimination Statement
Baton Rouge Community College (BRCC) complies with Title IX of the Education Amendments of 1972, which is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. BRCC does not discriminate on the basis of gender in admission to or employment in its education programs or activities.

Identification Cards (IDs)
College Identification badges are issued to all faculty, staff, and students. ID services are available Monday-Thursday from 8am-6pm & 8am -5pm on Fridays and can be obtained from the Campus Police Department in the Bienvenue Student Center. For safety reasons, individuals on the campus may be required to present a current ID card upon request by personnel from the BRCCPD in the performance of their duties. Failure to follow instructions or comply with Campus Police personnel may result in disciplinary actions, up to and including a referral to the Vice Chancellor of Student Affairs and/or removal from campus. A $5.00 fee is assessed for replacing student ID cards; the fee is paid at the Bursars Office.

Lost and Found
The Campus Police Department is a repository for lost and found items. All items turned over to DPS employees are documented and inventoried for accurate return. Lost and Found services are located in the Bienvenue Student and available Monday-Thursday from 8am-6pm & 8am -5pm on Fridays.

THE ENVIRONMENTAL HEALTH AND SAFETY DEPARATMENT
The Environmental Health & Safety Office is responsible for implementing a safety plan which meets applicable federal, state and local safety laws and codes, such for the principal purposes of establishing and maintaining safe and healthy conditions in our workplace.

Environmental Health & Safety Authority
The powers and duties of the Office of Environmental Safety at Baton Rouge Community College are found in L.R.S. 39:1543 under the Loss Prevention Unit.

Hazard, Incident, or Injury Reporting
Baton Rouge Community College (BRCC) makes every effort to ensure the highest standard of safety for all faculty, staff, students, and visitors at the College. The management of BRCC is committed to serving our constituents by providing safe working conditions that promote a healthy environment.

A fundamental objective of the College is to implement a comprehensive safety plan that meets all federal, state, and local laws for our constituents. Therefore, employees, students, and visitors of the College must accept personal responsibility for their own safety and well-being by reporting hazardous conditions or incidents that pose an immediate or on-going threat to the health or safety of the College.

Therefore, employees and students must contribute to the elimination of potential hazards by adopting safe and efficient work practices. Employees must be knowledgeable of the standards that are applicable to their respective work area or job and abide by such standards. This is demonstrated through personal adherence to safety standards, participation in safety training, and attendance at safety meetings. Each employee is obligated to immediately report any potentially unsafe condition or work practice to the proper authority, and to take effective temporary action to minimize any risk to the employee, students, and to others.

Please report any unsafe behavior/conditions, urgent incidents, and/or severe injuries to the Office of Environmental Health and Safety located in the Governor's Building, room # 235 at **225.216.8283** or **225.216.8187** BRCCPD can be reached at **225.216.8001 or 225.216.8888** for emergencies on campus. (**6.8888** from any campus phone).

Emergency Preparedness Plan

Baton Rouge Community College has an extensive Emergency Preparedness Plan in place that includes procedures to ensure an immediate response to crisis situations. Our Emergency Preparedness Plan, which is also referred to the All Hazards Emergency Response Plan, provides detailed information on the College's procedures in responding to various emergencies and incidents; a printed copy of the plan is posted in various locations throughout the College.

The goal of the All Hazards Emergency Response Plan at all BRCC locations is to prevent, prepare for, respond to and recover from any and all emergencies that could affect each location. At the direction of local law enforcement, emergency response/officials, and the BRCC Crisis Management Team, drills are conducted each year. All emergency equipment *(call boxes, red phones, etc.)* is tested and evaluated on a regular basis.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Initial Reporting

The Office of Environmental Safety and the BRCC Police Department actively monitor the campus for hazardous conditions. In the case of inclement weather or naturally occurring conditions that can develop into emergencies, the Office of Environmental Safety will monitor weather conditions to establish the safety of our students, employees, and visitors for all BRCC locations. In such cases, the Crisis Management Team is notified, and in consultation with other team members, recommendations to cancel classes and/or close the College or other safety measures may be considered to ensure the safety of our constituents.

The BRCC Police Department is responsible for emergencies or incidents reported that pose an immediate or on-going threat to the BRCC Community. Upon confirmation, incidents are assessed to determine if additional resources are needed, including the activation of **BRCCCONNECT**- BRCC's Emergency Notification System used to notify constituents of the college in the event of an emergency. In such cases, the Crisis Management Team is immediately notified and will coordinate with BRCC Police, Media Relations, and other team members to determine the content of the emergency message. The message will be communicated by utilizing various or all College emergency notification tools available to disseminate the information to maximize safety of all constituents.

Additionally, students, faculty, and staff are encouraged to report emergencies and/or any incident that pose an immediate or on-going threat to the health or safety of BRCC's students, faculty, staff, or visitors to the BRCC Police Department.

Emergency Response

A. Determination of Notification

Taking into account the safety of the college community, BRCC's Crisis Management Team will, without delay, take the following actions:

- Use the information reported to determine if the emergency is of significance to require notification to the campus and college community,
- Determine the content of any such notification and who should be notified, and
- Authorize the activation of the institution's emergency notification systems and dissemination of the notification identified by the College.

The BRCC Police Department may decline to take any action or disseminate any information that, in their professional judgment, would compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

B. Dissemination of Information

BRCC will immediately, without delay, notify faculty, staff, students, and the BRCC Community when incidents pose an immediate or on-going threat to the health or safety of our constituents. One or more of the following communication tools below will be used to notify students, faculty, staff, and visitors of emergency situations:

- BRCC Webpage Postings
- **BRCCCONNECT**
- Emergency Text Messaging
- Voice Messages
- Campus Email
- News Media
- BRCC's Social Media outlets on: Facebook, Twitter, etc.

C. Campus Evacuations

If you are instructed to evacuate, you should leave the indicated location at once. Evacuation requires community members to exit a building or area and in some instances the campus.

If the need exists to evacuate the campus or an area of campus, faculty, staff, students, and visitors will receive instructions (including what areas need to be evacuated & where you should assemble or relocate) from law enforcement personnel, members of BRCC's Crisis Management Team, Campus Administrators, and/or first responders in the community working in concert with law enforcement agencies. If a decision to evacuate is made, Stay CALM! Listen carefully to instructions & follow procedures outlined below.

Evacuation Procedures

BRCC's Police Department has primary responsibility for evacuating the campus facilities and grounds. When an evacuation of a building is ordered, the evacuation will be performed in an orderly and safe manner. All faculty and staff are to assemble in designated areas. Evacuation orders may be given for multiple purposes, therefore, please follow directions and procedures given to affect a safe and rapid evacuation by using the tips below:

- Become familiar with work areas.
- When the fire alarm is activated, prepare to evacuate immediately.
- Do not panic but walk quickly to the closest emergency exit.
- The last person out of a room should close the door.
- Do not use elevators.
- Walk in a single file on the right through corridors and stairwells.
- Avoid unnecessary talking and keep the lines moving.
- Individuals requiring assistance in evacuation should proceed to the stairwell entrance areas and wait for assistance.
- If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.

- When approaching a closed door, feel the door with the back of your hand; if cool, carefully open the door and, if safe, proceed with the evacuation.
- No one is allowed to return to the building unless authorized by the BRCC Police Department or other law enforcement personnel.

D. Crisis Management Team Members & Key Personnel

The Crisis Management Team at BRCC is the group charged with executing the college's emergency response and evacuation procedures in the event of an incident on campus and make appropriate recommendations to the Chancellor of the College (or designee) for action. Through this Plan, the College seeks to minimize risk and prevent the severity of such emergencies in an effort to ensure the safety of our students, employees and neighbors in the local community.

The Crisis Management Team is led by the Chief of Police, and comprised of the Provost/Vice Chancellor for Workforce and Student Development; Vice Chancellor for Finance and Administration; Vice Chancellor for Institutional Advancement/ Executive Director of the Foundation; Chief Information Officer; Executive Director of Facility Services; Director of Environmental Health & Safety; Dean of Students; and additional support staff as needed. The Chancellor of the College and Executive Director of Marketing and Public Relations will be centrally involved in each emergency response.

Emergency Communications

In the event of an emergency, BRCC will communicate vital information as quickly and efficiently as possible in a manner to provide the greatest safety for the college community. One or more of the following communication tools will be used to notify students, faculty, and staff:

- BRCC Webpage Postings
- BRCCCONNECT
- Emergency Text Messaging
- Voice Messages
- Campus Email
- News Media
- BRCC's Social Media outlets on: Facebook, Twitter, etc.

Disabled Students/Employees/Visitors

Baton Rouge Community College adheres to Federal laws and standards regarding the availability of services to the disabled. The institution utilizes a variety of means to offer those with disabilities access to emergency resources and to ensure their inclusion in the institution's emergency response and evacuation procedures. Some examples of how the college makes its emergency services available to the disabled include:

- Evacutrac stairwell evacuation systems are used for multi-floor buildings.
- Wheelchair-accessible and push-button emergency phones and call boxes.
- Readily accessible Automatic External Defibrillators (A.E.D.'s) are in Campus buildings.
- BRCCCONNECT Electronic Emergency Alerts (desk/mobile phone, PDA, text message, voice messages, etc.)
- Handicapped parking and access ramps.

Additionally, BRCC's Office of Environmental Safety, members of Facility Services and Campus Administrators of each building will provide assistance to students, employees, and visitors of the college in the event of an evacuation as necessary. The College complies with the National Fire

Protection Association fire protection standards and the Louisiana State Fire Marshal's Office inspects and enforces the fire protection regulations on Campus. The Fire Marshal visits BRCC locations at least once a year to conduct inspections. If corrections are needed, the Director of Environmental Health & Safety works in conjunction with members of Facility Services as a cooperative effort to correct any identified deficiencies.

Smoke-Free Campus

BRCC is a smoke-free Campus and complies with Louisiana Revised Statute Title 40 - Public Health and Safety 40:1293.3 that prohibits smoking on state property. BRCC provides a smoke-free environment and actively works to prevent the usage of tobacco products by employees, students, vendors, contractors, and guests at the College.

General Education Requirements

BRCC's General Education Requirements uphold the College's mission "to be the preferred provider of talent in a global marketplace". General Education coursework establishes a foundation of broad knowledge and skills for students to describe, evaluate, and appreciate their world. In addition, General Education coursework prepares students for meaningful, lifelong learning and supports programs designed to enhance personal growth, prepare students to transfer to a four-year institution, and prepare students in an applied program for entry into the workforce.

Below are the Core Competencies and General Education Learning Outcomes identified by BRCC Faculty for assessing the General Education components of BRCC programs of study.

Core Competency	General Education Learning Outcome
Communication	• Determine the meaning of words as they are used in context. • Interpret others' ideas in written and spoken form. • Construct written and/or verbal arguments. • Create compositions for specific contexts.
Critical Thinking	• Use information to inquire and problem solve. • Draw conclusions based on relevant criteria and standards. • Examine issues by identifying and challenging assumptions. • Organize observations on specific problems and issues. • Evaluate solutions based on practical and/or ethical implications. • Evaluate the relevance of arguments.
Diverse Perspectives	• Analyze the interdependence of distinctive world-wide social, economic, geo-political, and cultural systems. • Examine individual as well as others' personal ethical systems and values within social institutions. • Interpret historic, political, cultural, social, environmental, or economic factors that shape diverse groups and institutions. • Interpret the human condition and cultures in works of art. • Assess the impact social institutions have on individuals and cultures. • Evaluate the impact the arts and humanities have on individuals and cultures.
Information Literacy	• Adhere to guidelines for using information. • Differentiate degrees of credibility, accuracy, and reliability of data.
Quantitative and Symbolic Reasoning	• Use processes and models to solve quantitative problems. • Interpret data presented graphically, symbolically, and numerically. • Represent mathematical information numerically, symbolically, and visually, using graphs and charts. • Reason by deduction, induction and analogy.
Scientific Reasoning	• Apply scientific concepts to explain the natural world. • Apply scientific concepts to explain the physical world. • Explain scientific concepts or conclusions through the interpretation of graphs, tables, or diagrams. • Use scientific concepts to analyze environmental issues and civic responsibility. • Engage the scientific method of inquiry, analysis, and problem solving.

Teamwork	• Examine social responsibilities, ethics, and individual rights in a democratic society. • Demonstrate skills needed to enhance professional and/or academic performance standards. • Formulate responses to different points of view. • Evaluate the impact of an individuals' decision(s) on personal and/or professional goals.

Standards and Requirements

In compliance with the Board of Regents' Academic Affairs policy 2.16, Statewide General Education Requirements, associate degrees and two types of certificates (the certificate of applied science and the general studies certificate) require the completion of specific number of credit hours in General Education. Students should review and be aware of the General Education course requirements when deciding on a program of study. Because of their foundational nature in many degree programs, students should begin working on the General Education requirements starting in the first semester of attendance. Students must earn a grade of "D" or better in all General Education requirements and a "C" or better in ENGL 1013 (ENGL 101) and ENGL 1023 (ENGL 102), unless otherwise specified by the requirements of the degree/program of study. Students must earn a "C" or better in General Education courses that are prerequisites for other courses. Only those courses on the approved list may be used to satisfy General Education requirements.

In addition to the specific requirements set by the Board of Regents in Academic Affairs Policy 2.16, associate degrees must also meet the general education requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Note in particular that the Board of Regents accepts courses in Foreign Language and Speech/Communications for the fulfillment of the Humanities requirement of an Associate of Applied Science (AAS) degree, but SACSCOC does not: only approved courses in English Literature, History, Humanities, and Philosophy will satisfy the requirements of both the Board of Regents and SACSCOC for AAS degrees (SACSCOC Core Requirement 9.3, General Education).

Approved General Education Courses

I. ENGLISH COMPOSITION

All students must earn a grade of "C" or better in ENGL 1013 and ENGL 1023, or the equivalent.

Course	**Credit Hours**
ENGL 1013, English Composition I	3
ENGL 1023, English Composition II	3

II. MATHEMATICS/ANALYTICAL REASONING

Credit will not be awarded for the following course combinations:

- MATH 1113 and MATH 1213
- MATH 1235 and MATH 1113
- MATH 1235 and MATH 1213
- MATH 1235 and MATH 1223

- MATH 2303 and MATH 1303
- MATH 2313 and MATH 1303

Course	Credit Hours
Mathematics (MATH)	
MATH 1003, The Nature of Mathematics	3
MATH 1103, Introduction to Contemporary Mathematics	3
MATH 1203, Survey of Algebra	3
MATH 1213, College Algebra	3
MATH 1223, Plane Trigonometry	3
MATH 1235, College Algebra and Trigonometry	5
MATH 2103, Calculus for Non-Science Majors	3
MATH 2303, Basic Statistics I	3
MATH 2313, Basic Statistics II	3
MATH 1303, Elementary Statistics	3
MATH 2084, Introduction to Statistical Analysis	4
MATH 2115, Calculus I	5
MATH 2125, Calculus II	5
MATH 2134, Multidimensional Calculus	4
Philosophy (PHIL)	
PHIL 2113, Introduction to Logic	3

III. SOCIAL/BEHAVIOR SCIENCES

Credit will not be awarded for the following course combinations:

- ECON 2213 and ECON 2113
- ECON 2223 and ECON 2113

Course	Credit Hours
Anthropology (ANTH)	
ANTH 1013, Introduction to Physical Anthropology and Pre-history	3
ANTH 2013, Introduction to Cultural and Social Anthropology	3
Criminal Justice (CJUS)	3
CJUS 1013, Introduction to Criminal Justice	
Economics (ECON)	
ECON 2213, Principles of Macroeconomics	3
ECON 2223, Principles of Microeconomics	3
ECON 2113, Economic Principles	3
Geography (GEOG)	
GEOG 2013, Introduction to Geography	3
GEOG 2113, Cultural Geography	3
Political Science (POLI)	
POLI 2023, International Relations	3
POLI 2113, Constitutional Law	3
POLI 2013, American Government	3

POLI 2213, Introduction to Comparative Politics	3
POLI 2603, Introduction to Political Theory	3
Psychology (PSYC)	3
PSYC 2013, Introduction to Psychology	
PSYC 2113, Psychology of Development	
Sociology (SOCL)	
SOCL 2013, Introduction to Sociology	3
SOCL 2413, Race Relations	3
SOCL 2113, Contemporary Social Problems	3

IV. NATURAL SCIENCES

Credit will not be awarded for the following course combinations:

- BIOL 1013 and BIOL 1033
- BIOL 1023 and BIOL 1043

Course	**Credit Hours**
Life Sciences	
Biology (BIOL)	
BIOL 1013, General Biology I	3
BIOL 1023, General Biology II	3
BIOL 1033, Biology I for Science Majors	3
BIOL 1043, Biology II for Science Majors	3
BIOL 2103, General Microbiology	3
BIOL 2213, Anatomy and Physiology I	3
BIOL 2223, Anatomy and Physiology II	3
Physical Sciences	
Astronomy (ASTR)	
ASTR 1103, Introduction to Astronomy	3
Chemistry (CHEM)	
CHEM 1003, Introduction to Chemistry	3
CHEM 1123, Chemistry I for Science Majors	3
CHEM 1133, Chemistry II for Science Majors	3
Geology (GEOL)	
GEOL 1103, Physical Geology	3
Physical Science (PHSC)	
PHSC 1023, Physical Science I	3
PHSC 1033, Physical Science II	3
Physics (PHYS)	
PHYS 1013 Introduction to Concepts in Physics	3
PHYS 2113, General Physics I	3
PHYS 2123, General Physics II	3

PHYS 2133, Engineering Physics I	3
PHYS 2143, Engineering Physics II	3
PHYS 2153, Engineering Physics III	3

Courses used as Life or Physical Science at BRCC

Biology (BIOL)

BIOL 2413, Introduction to Oceanography	3

Environmental Science (ENSC)

ENSC 1103, Environmental Science	3

Renewable Natural Resources (RNRE)

RNRE 1013, Natural Resource Conservation	3
RNRE 2103, Ecology	3

V. FINE ARTS

Course	**Credit Hours**
Arts (ARTS)	
ARTS 1023, Introduction to Visual Arts	3
ARTS 1003, Non-Western Art	3
ARTS 2103, Art History I	3
ARTS 2113, Art History II	3
Film (FILM)	
FILM 2003, Introduction to Cinema Studies	3
FILM 2013, Introduction to Cinema History	3
Music (MUSC)	
MUSC 1013, Music Appreciation	3
MUSC 1023, History of Jazz	3
Theatre (THTR)	
THTR 1013, Introduction to Theatre	3

VI. HUMANITIES

Course	**Credit Hours**
American Sign Language Studies (ASLS)	
ASLS 1013, American Sign Language I	3
ASLS 1023, American Sign Language II	3
ASLS 1113, American Sign Language III	3
ASLS 1123, American Sign Language IV	3
English Literature (ENGL)	
ENGL 2133, Literature and Ethnicity	3
ENGL 2303, Introduction to Fiction	3
ENGL 2313, Introduction to Poetry and Drama	3

ENGL 2123, Major British Writers	3
ENGL 2173, Major American Writers	3
ENGL 2223, Major World Writers	3
ENGL 2323, Introduction to Literature	3
ENGL 2403, Introduction to African-American Literature	3
ENGL 2423, Film as Literature	3
ENGL 2503, Introduction to Folklore	3
ENGL 2483, Shakespeare: The More Popular Plays	3

French (FREN)

FREN 1013, Elementary French I	3
FREN 1023, Elementary French II	3
FREN 2013, Intermediate French I	3
FREN 2023, Intermediate French II	3

History (HIST)

HIST 1113, World Civilizations to 1500	3
HIST 1123, World Civilizations 1500 to Present	3
HIST 2003, History of Roman Republic and Empire	3
HIST 2013, American History Colonial to 1865	3
HIST 2023, American History 1865-Present	3
HIST 2033, Louisiana History	3
HIST 2103, African American History	3
HIST 2203, History of Medieval Europe	3
HIST 2213, Modern Europe 1500-1848	3
HIST 2223, Modern Europe 1848 to Present	3
HIST 2403, The World Since 1960	3

Humanities (HUMN)

HUMN 2103, World Mythology	3
HUMN 2013, Africa and the Middle East	3
HUMN 2213, Western Humanities I	3
HUMN 2223, Western Humanities II	3
HUMN 2553, Asia and the Americas	3
HUMN 2753, The Heroic Journey: From Classical to Contemporary	3

Philosophy (PHIL)

PHIL 1013, Introduction to Philosophy	3
PHIL 2013, Introduction to Ethics	3
PHIL 2283, Philosophy of Religion	3

Spanish (SPAN)

SPAN 1013, Elementary Spanish I	3
SPAN 1023, Elementary Spanish II	3
SPAN 2013, Intermediate Spanish I	3
SPAN 2023, Intermediate Spanish II	3

Speech (SPCH)

SPCH 1013, Fundamentals of Speech	3
SPCH 2013, Public Speaking	3
SPCH 2113, Argumentation and Debate	3
SPCH 2213, Interpersonal Communication	3
SPCH 2313, Communication for Business Professionals	3
SPCH 2403, Performance of Literature	3
SPCH 2413, Small Group Communication	3

Programs of Study

BRCC's academic programs enable students to succeed personally and professionally. Academic programs prepare students for transfer to four-year institutions, satisfying and rewarding careers, or personal growth and fulfillment.

Associate Degrees
The College's Associate of Arts (AA) and Associate of Science (AS) degree programs are designed for students who plan to continue their education at a four-year educational institution in pursuit of a baccalaureate degree**.** These programs provide the basic foundational courses generally required for the first two years of baccalaureate programs in the specified field. Additionally, BRCC is a member of the **Board of Regents' Statewide Articulation Consortium**, which facilitates successful transfer of coursework between and among post-secondary institutions of higher education. While the vast majority of courses in an Associate of Arts or Associate of Science program is designed for transfer, students are *always* responsible for checking with an advisor at both BRCC and the intended destination institution to verify which courses taken at BRCC will be accepted.

Louisiana Transfer Degrees
BRCC offers two associate degrees developed by the Louisiana Board of Regents: the **Associate of Arts Louisiana Transfer degree (AALT)**, with concentrations in Business, Criminal Justice, Humanities, and Social Sciences; and the **Associate of Science Louisiana Transfer degree (ASLT)**, with concentrations in Biological Sciences and Physical Sciences. The transfer degrees "are offered by 2-year or community colleges as an interim step to the bachelor's degree. They allow students to complete the first 60 hours of college work toward a 4-year degree while attending a 2-year or community college. The degrees are designed to give students the foundation to earn a bachelor's degree and to help students make wise choices about the majors that are best for them" (http://latransferdegree.org).

Applied Degrees
Associate of Applied Science (AAS) degree programs are designed primarily for students who wish to gain practical knowledge for immediate entry into the workforce or for career advancement. All AAS programs include some General Education coursework, and may also include a limited number of academic courses which may be accepted for transfer to a four-year institution. While not specifically designed for transfer, articulation agreements with some four-year institutions provide for the transfer of selected AAS degree programs.

Technical Diplomas and Certificates
Technical Diplomas (TD), Certificates of Technical Studies (CTS), Career and Technical Certificates (CTC), and Certificates of Applied Science (CAS) provide defined work skills in a specific career area to prepare students for employment or advancement in that field. Students in CAS programs take a limited number of General Education courses that may transfer to four-year institutions; however, the overwhelming focus of the CTS, CTC, and CAS is to renew or establish a specific range of employable skills to facilitate students' entry or advancement in the workforce. The Certificate of General Studies (CGS) is defined by the Board of Regents as "an academically-oriented offering designed to provide students with a broad foundation of fundamental academic skills, primarily for personal growth or as preparation for further collegiate study" (Board of Regents Academic Affairs Policy 2.15, Definitions of Undergraduate/Graduate Certificates and Undergraduate Degrees). The CGS framework allows students to tailor their courses to meet admission or pre-requisite requirements of a transfer institution.

Programs at a Glance

Transfer Degrees (AA, AALT, AS, ASLT*): 60-72 credits

American Sign Language Studies (AA)
Biological Sciences (ASLT)
Business (AS)
Computer Science (AS)
Criminal Justice (AALT)
Criminal Justice (AS)
Fine Arts (AALT)
General Business (AALT)
General Science (AS)
Humanities (AALT)
Liberal Arts (AA)
Nursing (ASN)
Physical Science (ASLT)
Pre-Engineering (AS)
Social Sciences (AALT)
Surgical Technology (AS)
Teaching, Gr 1-5 (AS)

Applied Degrees (AAS*): 60-72 credits

Aviation Maintenance Technology
Business Administration
Care and Development of Young Children
Computing and Information Systems, Application Software Development concentration
Computing and Information Systems, Cloud Computing concentration
Computing and Information Systems, Cybersecurity concentration
Construction Management
Diagnostic Medical Sonography
Paralegal Studies
Process Technology
Technical Studies
Vehicle Maintenance and Repair Technologies
Veterinary Technology

Technical Diplomas (TD*): 45-59 credits

Automotive Technician
Auto Body Repair Technician
Carpentry
Cosmetology
Culinary Arts and Occupations
Diesel Heavy Truck Technician
Drafting and Design Technician
Horticulture Technician
HVAC/R Technician
NCCER Electrical Level 4
NCCER Instrumentation Level 4
NCCER Millwright Level 4
NCCER Pipefitting Level 4
Practical Nursing
Welding

Certificates (CAS, CGS, CTS, CTC*): 6-42 credits

Accounting Technology (CTS)
Aviation Maintenance Technician, Airframe (CTS)
Aviation Maintenance Technician, Powerplant (CTS)
BusinessAdministrationCAS
Computer Networking (CTS)
Customer Service and Sales CTC
Emerency Medical Technician-Paramedic (CTS)
Enrolled Agent (CTS)
Film and New Media Production (CTC)
General Studies (CGS)
Graphic Arts (CTS)
Medical Assistant (CTS)
Music Studio Production (CTC)
Retail Management (CTS)
Sterile Processing (CTC)
Web Design (CTC)

* AA, Associate of Arts; AALT, Associate of Arts, Louisiana Transfer; AS, Associate of Science; ASLT, Associate of Science, Louisiana Transfer; ASN, Associate of Science in Nursing; CAS, Certificate of Applied Science; CGS, Certificate of General Studies; CTC, Career and Technical Certificate; CTS, Certificate of Technical Studies

Programs by Location and Mode of Delivery[1]

Program	Distance Education Delivery	Location/ Instructional Site
Accounting Technology (CTS)	O	Mid City
American Sign Language Studies (AA)	S	Mid City
Aviation Maintenance Technology, Airframe and Powerplant (AAS)	H	Central
Business (AS)	O	Mid City
Business Administration (CAS)	O	Mid City
Business Administration (AAS)	O	Mid City
Care and Development of Young Children (AAS)	H	Acadian
Carpentry (TD)	H	Acadian
Computer Networking (CTS)	O	Mid City; East Baton Rouge Parish Career and Technical Education Center (CTEC)
Computer Science (AS)	O	Mid City
Computing and Information Systems (AAS):		
Application Software Development concentration	H	Mid City, East Baton Rouge Parish Career and Technical Education Center (CTEC)
Cloud Computing concentration	H	Mid City
Cybersecurity concentration	H	Mid City
Construction Management (AAS)	H	Mid City
Cosmetology (TD)	H	Frazier
Criminal Justice (AS)	H	Mid City
Culinary Arts & Occupations (TD)	H	Acadian
Customer Service and Sales (CTC)	?	Mid City
Diagnostic Medical Sonography (AAS)	H	Mid City[2]
Emergency Medical Technician-Paramedic (CTS)	H	
Enrolled Agent (CTS)		Mid City
Film and New Media Production (CTC)	H	Mid City
General Science (AS)	O	Mid City
General Studies (Certificate/CGS)	O	Mid City
Graphic Arts (CTS)	S	Frazier
Horticulture Technician (TD)	H	Mid City
HVAC/R Technician (TD)	H	Acadian
Liberal Arts (AA)	O	Mid City
Louisiana Transfer, Associate of Arts (AALT)		
Criminal Justice concentration	O	Mid City
Fine Arts concentration	O	Mid City
General Business concentration	O	Mid City
Humanities concentration	O	Mid City, Central High School, Glen Oaks Magnet High School
Social Sciences concentration	O	Mid City

Program	Distance Education Delivery	Location/ Instructional Site
Louisiana Transfer, Associate of Science (ASLT):		
Biological Sciences concentration	O	Mid City
Physical Sciences concentration	O	Mid City
Medical Assistant (CTS)	H	Acadian[2]
Music Studio Production (CTC)	H	Mid City
Nursing (ASN)	H	Acadian[2]
Paralegal Studies (AAS)	H	Mid City
Practical Nursing (TD)	H	Acadian
Pre-Engineering (AS)	O	Mid City
Process Technology (AAS)	H	Central
Retail Management (CTS)	O	Mid City
Sterile Processing (CTC)	H	Acadian[2]
Surgical Technology (AS)	H	Acadian[2]
Teaching Gr 1-5 (AS)	O	Mid City
Technical Studies (AAS):	H	
Air Conditioning and Refrigeration concentration	H	Acadian
Electrical concentration	H	Acadian, Jackson
Instrumentation concentration	H	Acadian, Central
Millwright concentration	H	Jackson
Pipefitting concentration	H	Acadian, Port Allen
Welding concentration	H	Acadian, Jackson, Port Allen
Vehicle Maintenance and Repair Technologies (AAS):	H	
Auto Body Repair concentration	H	Ardendale
Automotive Technology concentration	H	Ardendale
Diesel Heavy Truck Technology concentration	H	Ardendale
Veterinary Technology (AAS)	H	Mid city
Web Design (CTC)	O	Mid City
Welding (TD)	H	Acadian, Jackson, Port Allen, West Feliciana High School

1 All programs are available in standard (S) face-to-face delivery mode. Some programs are also available via hybrid delivery (H, a mix of face-to-face and online courses) or may be completed entirely online (O).

2 Temporary location, for 2023-2024 Academic Year.

Addresses of BRCC Locations and Building Codes

Address	Building(s)	Code
BRCC Frazier Site 555 Julia Street Baton Rouge, LA 70802	Frazier site, Annex ("1909") building Frazier site, main building	BBANX BBFRA
BRCC Mid City 201 Community College Drive Baton Rouge, LA 70806	Bonne Santé Wellness Center Bienvenue Student Center Cypress Building Governor's Building Louisiana Building Magnolia Performing Arts Center Online courses	BABON BABSC BACYP BAGOV BALA BAMAG BBRCC
Off-site location (for clinic or internship)	Varies	BAOFST
BRCC Acadian Site 3250 North Acadian Thruway E. Baton Rouge, LA 70805	Acadian site, Main Building Acadian Site, Welding Building	BEACAD BEWELD
BRCC Jackson Site 3337 Highway 10 Jackson, LA 70748	Jackson, Main Building Jackson, Industrial Shop	BFJKSN BFWELD
BRCC New Roads Site 605 Hospital Road New Roads, LA 70760	New Roads, Main Building New Roads, Welding Shop	BGNWRD BGWELD
BRCC Central Site 10700 Hooper Road Central, LA 70818	Central	BHOOP
BRCC Port Allen Site 3233 Rosedale Road Port Allen, LA 70767	Port Allen, Main Building Port Allen, Welding Shop	BHPTAL BHWELD
BRCC Ardendale Site 1969 North Lobdell Baton Rouge, LA 70806	McKay Automotive Training Center Automotive Collision Center	BOMATC BOCOLL
East Baton Rouge Parish Career and Technical Education Center 2101 North Lobdell Baton Rouge, LA 70806	EBR CTEC	BDECTC
Central High School 10200 East Brookside Drive Baton Rouge, LA 70818		
Glen Oaks Magnet High School 6650 Cedar Grove Drive Baton Rouge, LA 70812		
Correctional Facilities		
Louisiana State Penitentiary, 17544 Tunica Trace, Angola, LA 70712		BJANGL
Louisiana Correctional Institution for Women, 15200 Scenic Highway, Baker, LA 70714		BKLCIW
Elayn Hunt Correctional Center, 6925 Highway 74, St. Gabriel, LA 70776		BLHUNT
Dixon Correctional Institute, P.O. Box 788, Jackson, LA 70748		BMDCI

Articulation Agreements

BRCC has specific Articulation Agreements for the program areas listed below with the indicated school(s). Articulation Agreements are explicit arrangements between BRCC and other four-year institutions to help ensure maximum transferability of credits for students within a specific degree program. Students who complete the required coursework and transfer to a participating institution to continue their studies within that program enter the receiving institution as a junior. Please see your advisor for additional information.

Aspen University
Business
Business Technology
Criminal Justice
Liberal Arts
Nursing
Teaching

Franciscan Missionaries of Our Lady University
Business
English (Associate of Arts Liberal Arts)
General Science
Nursing

Grand Canyon University
Nursing

Louisiana State University
Business
Computer Science
General Science
Pre-Engineering (Biological, Chemical, Civil, Electrical & Computer, Environmental, Industrial, Mechanical, and Petroleum concentrations)

Louisiana State University at Alexandria
Business (for 100% online mode of delivery)

McNeese State University
Nursing

Nicholls State University
Business

Northwestern State University
Criminal Justice
Nursing
Diagnostic Medical Sonography
Surgical Technology

Our Lady of Holy Cross College
Nursing

Southeastern Louisiana University
Business
Computer Science
Criminal Justice

Southern University A&M College
Computer Science
General Science
Social Sciences concentration, Louisiana Transfer Associate of Arts (POLI, PSYC, SOCL)
Humanities concentration, Louisiana Transfer Associate of Arts (HIST)
Business
Criminal Justice
Pre-Engineering (Civil, Electrical, and Mechanical concentrations)
Military Science/Army ROTC

University of Louisiana at Lafayette
Computer Science
Pre-Engineering (Chemical, Civil, Electrical & Computer, Mechanical, and Petroleum concentrations)

Western Governors University
Business concentration, Louisiana Transfer Associate of Arts
Nursing
Teaching

Accounting Technology (Certificate of Technical Studies)

The Certificate of Technical Studies in Accounting provides the knowledge and skills necessary for entry-level accounting and bookkeeping, with a focus on the employment needs of local/state governments and the area parishes' business community. It also provides the necessary credit hours to meet state civil service accounting requirements for advancement in several entry-level accounting positions. This program of study is not designed for college transfer.

To receive this certificate, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the certificate.
- Earn a "C" or better in all courses.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Explain basic accounting concepts, such as the accounting equation, and accounting terms, e.g. debits and credits, used in business and government employment positions.
2. Perform basic accounting skills, such as journalizing and posting of transactions and the preparation and analysis of financial statements.
3. Demonstrate the accounting functions with computerized accounting software.
4. Explain auditing and accounting information systems and relate to other accounting functions.
5. Train for accounting careers in bookkeeping and other accounting entry-level employment positions in business and government.

PROGRAM OF STUDY

		Credit Hours
ACCT 2313[1]	Financial Accounting I	3
ACCT 2323[1, 2]	Financial Accounting II	3
ACCT 2103[3]	Introduction to Auditing	3
ACCT 2213[3]	Introduction to Managerial Accounting	3
ACCT 2413[3]	Computer-Based Accounting	3
ACCT 2353[3]	Accounting Information Systems	3
ACCT elective	*(see below)*	3
ACCT elective	*(see below)*	3
		24

ACCT Electives: *Choose from the following:*
ACCT 2123[4], Intro to Governmental and Not-for-Profit Accounting
ACCT 2513[3], Payroll Accounting
ACCT 2613[4], Introduction to Federal Taxation

[1] Students may take ACCT 2113 in place of ACCT 2313 and 2323. Students choosing this option must then take an additional ACCT elective. Credit will not be given for both ACCT 2313/2323 and ACCT 2113.
[2] Prerequisite is ACCT 2313.
[3] Prerequisite is ACCT 2323 or 2113.
[4] Prerequisite is ACCT 2313 or 2113.

For more information, contact the Division of Business and Law at (225) 216-8154.

American Sign Language Studies (Associate of Arts)

The Associate of Arts (AA) in American Sign Language Studies provides students with a foundation in American Sign Language (ASL) communication skills and awareness of Deaf culture and community, in preparation for advanced study of ASL at a four-year college or university.

The degree is designed to allow students to successfully complete foundational ASL coursework, with emphasis placed on the General Education courses required by most senior institutions. The degree specifically focuses on preparing students to engage in practical, interactive ASL conversation, particularly ASL to spoken English and spoken English to ASL. Students complete courses that present the fundamentals of ASL communication, insights into Deaf culture and community, and an overview of the vital role ASL interpreters play as participants in equitable and ethical communication.

AA-American Sign Language Studies students conclude their coursework after satisfactorily completing the degree's practicum course—an immersive, capstone course that requires face-to-face interaction and engagement with individuals from the Deaf community.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in major courses, in ENGL 1013 and ENGL 1023, and in courses that are prerequisites for other courses.
- Take at least 12 hours at the 2000 level.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate fluency in ASL when conversing with both Deaf and hearing peers.
2. Communicate during face-to-face encounters in dialogic/one-on-one, small group, and low-risk monologic settings with a variety of participants.
3. Express awareness of and sensitivity to Deaf history, culture, and perspectives, including current concerns of the global Deaf community.
4. Develop skills and experiences necessary for applying ASL communication to careers in education, government, social services, and other sectors.

Program of Study

First Semester		**Credit Hours**
ENGL 1013	English Composition I	**3**
Any Gen. Ed. Social Science[1]		**3**
Any Gen. Ed. Fine Arts		**3**
ASLS 1003	Deaf Culture	**3**
ASLS 1013	American Sign Language I	**3**
	Semester Total:	**15**

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	**3**
Any Gen. Ed. Natural Science (first in sequence)[2]		**3**
Any Gen. Ed. Mathematics or Analytical Reasoning[3]		**3**

ASLS 1023	American Sign Language II		**3**
ASLS 1033	Fingerspelling and Numbers		**3**
		Semester Total:	**15**

Third Semester			**Credit Hours**
Any Gen. Ed. ENGL literature course			**3**
Any Gen. Ed. Natural Science (second in sequence)[2]			**3**
ASLS 1113	American Sign Language III		**3**
ASLS 1133	Introduction to Interpreting		**3**
ASLS 1143	ASL and English Translations		**3**
		Semester Total:	**15**

Fourth Semester			**Credit Hours**
Any Gen. Ed. Social Science at the 2000 level[1]			**3**
ASLS 1123	American Sign Language IV		**3**
ASLS 2013	English-to-ASL Interpreting		**3**
ASLS 2023	ASL-to-English Interpreting		**3**
ASLS 2033	ASLS Practicum		**3**
		Semester Total:	**15**

Total Program Credit Hours:	**60**

[1] Credit will not be awarded for ECON 2113 and ECON 2213 or ECON 2223.

[2] A Natural Science sequence consists of two sequential courses in the same discipline (e.g., BIOL 1013 and 1023, PHSC 1023 and 1033, etc.). The first course in the sequence should be taken during one semester, and the second course in the sequence should be taken during the following semester. No lab is required.

[3] PHIL 2113, Introduction to Logic is a Gen. Ed. Analytical Reasoning course.

For more information, contact the Division of Liberal Arts at 225-216-8165.

Automotive Technician (Technical Diploma)

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 are 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 **ASE Education Foundation**.

A Certificate of Technical Studies (CTS) may be earned in the first semester, and the Automotive Technician Technical Diploma (TD) may be earned upon completion of all technical courses. Students also have the option to complete the Vehicle Maintenance and Repair Technologies Associate of Applied Science with a concentration in Automotive Technology by completing General Education courses in addition to the technical courses.

To receive an Automotive credential, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the credential
- Earn a "C" or better in all MVSB and AUTO courses
- Earn an "S" (Satisfactory) in AUTO 1152 and AUTO 1252

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate the skills needed for entry and advanced levels of employment in an automotive technology career.
2. Engage in the servicing and maintenance of all types of automobiles.
3. Demonstrate the appropriate selection, safe use, and maintenance of hand and power tools, jacks, and hoisting equipment.
4. Demonstrate the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, drive train, and suspension systems.
5. Demonstrate knowledge needed to pass the certification exams given by the National Institute for Automotive Service Excellence (ASE).
6. Demonstrate safe and efficient work practices, basic occupational skills, employability skills, and strong work ethics.

Program of Study:

First Semester		Credit Hrs.
MVSB 1002	Fundamentals of Safety	2
MVSB 1003	Motor Vehicle Service Basics	3
MVSB 1604	Electrical Essentials	4
AUTO 1404	Steering and Suspension Systems	4
AUTO 1504	Brake Systems	4

		Semester credit hours:	**17**
Second Semester			
AUTO 1204	Automatic Transmission Systems		4
AUTO 1304	Manual Drivetrain and Axles		4
AUTO 1103	Engine Design		3
AUTO 1614	Automotive Advanced Electrical		4
AUTO 1152	Automotive Internship I		2
		Semester credit hours:	**17**
Third Semester			
MVSB 1703	Heating and Air Conditioning		3
AUTO 1806	Engine Performance		6
AUTO 1252	Automotive Internship II		2
		Semester credit hours:	**11**
		Total program hours:	**45**

Automotive Credentials Available:

		Credit Hours
MVSB 1002	Fundamentals of Safety	2
MVSB 1003	Motor Vehicle Service Basics	3
MVSB 1604	Electrical Essentials	4
AUTO 1404	Suspension and Steering Systems	4
AUTO 1504	Brake Systems	4
	CTS: Suspension, Steering, and Brakes Technician	**17**

		Credit Hours
MVSB 1002	Fundamentals of Safety	2
MVSB 1003	Motor Vehicle Service Basics	3
MVSB 1604	Electrical Essentials	3
MVSB 1703	Heating and Air Conditioning	3
AUTO 1103	Engine Design	4
AUTO 1204	Automatic Transmission Systems	4
AUTO 1304	Manual Drivetrain and Axles	4
AUTO 1404	Steering and Suspension Systems	4
AUTO 1504	Brake Systems	4
AUTO 1614	Automotive Advanced Electrical	4
AUTO 1806	Engine Performance	6
AUTO 1152	Automotive Internship I	2
AUTO 12512	Automotive Internship II	2
	TD: Automotive Technician	**45**

Students interested in pursuing the Vehicle Maintenance and Repair Technologies Associate of Applied Science degree with a concentration in Automotive Technology should contact the Technical Education Division at 225-216-8367 for more information.

Auto Body Repair Technician (Technical Diploma)

This program is designed to prepare students to complete safe and quality repairs and become knowledgeable vehicle repair and maintenance technicians. Students completing the Auto Body Repair concentration are prepared to complete structural, non-structural, mechanical, and electrical repairs as well as to conduct damage appraisals in the auto body repair industry. Specialized classroom instruction and practical shop experience prepare students for employment in a variety of jobs in the field of auto body repair. This program covers curriculum developed by I-CAR. Students who successfully complete the program will be nationally certified by I-CAR.

A Career and Technical Certificate (CTC) may be earned after the first semester, and the Auto Body Repair Technician Technical Diploma (TD) may be earned upon completion of all technical courses. Students have the option to complete the Vehicle Maintenance and Repair Technologies Associate of Applied Science with a concentration in Auto Body Repair by completing General Education courses in addition to the technical courses.

To receive this degree, the student must:

- Complete the program of study below.
- Earn a "C" or better in all courses that are to be used towards the degree.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate the skills needed for entry and advanced levels of employment in a collision repair career.
2. Demonstrate the ability to diagnose, repair, and maintain the operation of motor vehicles.
3. Demonstrate safe and efficient work practices, basic occupational skills, employability skills, and strong work ethics.

Program of Study

First Semester			**Credit Hours**
MVSB 1002	Fundamentals of Safety		**2**
MVSB 1003	Motor Vehicle Service Basics		**3**
MVSB 1604	Electrical Essentials		**4**
CLRP 1105	Non-Structural Damage		**5**
CLRP 1114	Straighten, Pull, and Anchor		**4**
		Semester Total:	**18**

Second Semester			**Credit Hours**
CLRP 1218	Collision Repair Appraisal		**8**
CLRP 1224	Paint and Refinish		**4**
CLRP 1152	Auto Body Internship I		**2**
		Semester Total:	**14**

Third Semester		**Credit Hours**
MVSB 1703	Heating & Air Conditioning	**3**
CLRP 1314	Section, Cut, and Weld	**4**
CLRP 1324	Auto Body Welding	**4**

CLRP 1252	Auto Body Internship II	**2**
	Semester Total:	**13**
	Total Program Credit Hours:	**45**

Auto Body Repair Credentials

		Credit Hours
MVSB 1002	Fundamentals of Safety	**2**
MVSB 1003	Motor Vehicle Service Basics	**3**
MVSB 1604	Electrical Essentials	**4**
CLRP 1105	Non-Structural Damage	**5**
CLRP 1114	Straighten, Pull, and Anchor	**4**
	CTC, Non-Structural Technician :	**18**

		Credit Hours
MVSB 1002	Fundamentals of Safety	**2**
MVSB 1003	Motor Vehicle Service Basics	**3**
MVSB 1604	Electrical Essentials	**4**
MVSB 1703	Heating & Air Conditioning	**3**
CLRP 1105	Non-Structural Damage	**5**
CLRP 1114	Straighten, Pull, and Anchor	**4**
CLRP 1218	Collision Repair Appraisal	**8**
CLRP 1224	Paint and Refinish	**4**
CLRP 1152	Auto Body Internship I	**2**
CLRP 1314	Section, Cut, and Weld	**4**
CLRP 1324	Auto Body Welding	**4**
CLRP 1252	Auto Body Internship II	**2**
	TD, Auto Body Repair Technician	**45**

Students interested in pursuing the Vehicle Maintenance and Repair Technologies Associate of Applied Science degree with a concentration in Auto Body Repair should contact the Technical Education Division at 225-216-8367.

Aviation Maintenance Technician, Airframe (Certificate of Technical Studies)

This Certificate signifies that the student has completed the coursework in General Curriculum Sujbects and in Airframe Curriculum Subjects and confirms eligibility to take the General and Airframe written exams, as well as the oral and practical exam of the FAA Airframe Mechanic exam.

To receive this certificate, students must

- Have a cumulative GPA of 2.00 or higher in the courses required for the CTS.
- Complete the following Program of Study.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate how to identify, troubleshoot, and repair airframe deficiencies..
2. Demonstrate basic electrical and avionics competencies.
3. Demonstrate familiarity with required regulatory and documentation procedures used in aviation maintenance.

Program of Study

First Semester		**Credit Hours**
AMTG 1016, General Maintenance Practices		**6**
AMTG 1026, General Maintenance Processes		**6**
	Semester Total:	**12**

Second Semester		**Credit Hours**
AMTA 1216, Aircraft Structures		**6**
AMTA 1224, Aircraft Finishes		**4**
	Semester Total:	**10**

Third Semester		**Credit Hours**
AMTA 1236, Aircraft Electrical		**6**
AMTA 1244, Aircraft Systems		**4**
	Semester Total:	**10**

Aviation Maintenance Technician, Airframe, Certificate of Technical Studies:	**32**

For additional information, contact the Technical Education Division at 225-216-8367.

Aviation Maintenance Technician, Powerplant (Certificate of Technical Studies)

This Certificate signifies that the student has completed the Coursework in General Curriculum Subjects and in Powerplant Curriculum Subjects and confirms eligibility to take the General and Powerplant written exams as well as the oral and practical exam of the FAA Powerplant Mechanic exam.

To receive this certificate, students must

- Have a cumulative GPA of 2.00 or higher in the course required for the CTS.
- Complete the following Program of Study.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate how to identify, troubleshoot, and repair powerplant faults.
2. Demonstrate basic electrical and avionics competencies.
3. Demonstrate familiarity with required regulatory and documentation procedures used in aviation maintenance.

Program of Study

First Semester		**Credit Hours**
AMTG 1016	General Maintenance Practices	**6**
AMTG 1026	General Maintenance Processes	**6**
		12

Second Semester		**Credit Hours**
AMTP 1116	Powerplant Accessories	**6**
AMTP 1126	Powerplant Systems	**6**
		12

Third Semester		**Credit Hours**
AMTP 1134	Reciprocating Engine Overhaul	**4**
AMTP 1144	Turbine Engine Overhaul	**4**
		8

Aviation Maintenance Technician, Powerplant, Certificate of Technical Studies: 32

For additional information, contact the Technical Education Division at 225-216-8367.

Aviation Maintenance Technology (Associate of Applied Science)

The objective of the Aviation Maintenance Technology Associate of Applied Science degree is for students to become qualified to enter careers in the fields of aviation servicing, maintenance, construction and inspection. This degree prepares students to complete all requirements to qualify for, take, and pass the Federal Aviation Administration (FAA) Airframe and Powerplant (A&P) licensing exams. Written, Oral, and Practical portions of the license exams are covered in depth.

Special Comments: The grading scale utilized in this program is set by the FAA. According to the FAA grading scale, the minimum grade required in all Aviation Maintenance Technology major-specific courses is 70%. All AMTG, AMTA, AMTP courses are FAA Certificated, all other courses listed (General Education) are not FAA Certificated.

To receive this degree, students must:

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the degree.
- Earn a "C" or better in MATH 1213/1103 and ENGL 1013.
- Complete the coursework listed below.
- Complete every AMTG, AMTA, AMTP practical project with at least a 70%.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate how to identify, troubleshoot, and repair powerplant faults.
2. Demonstrate how to identify, troubleshoot, and repair airframe deficiencies.
3. Demonstrate basic electrical and avionics competencies.
4. Demonstrate familiarity with required regulatory and documentation procedures used in aviation maintenance.

PROGRAM OF STUDY

First Semester		**Credit Hours**
MATH 1213	College Algebra, or	**3**
MATH 1103	Introduction to Contemporary Mathematics	
ENGL 1013	English Composition I	**3**
Any SACSOC-accepted General Education course in Humanities*		**3**
AMTG 1016	General Maintenance Practices	**6**
	Semester credit hours	**15**

Second Semester		**Credit Hours**
General Education course in the Social/Behavioral Sciences		**3**
PHSC 1023	Physical Science I	**3**
AMTG 1026	General Maintenance Processes	**6**
	Semester credit hours	**12**

Third Semester		**Credit Hours**
AMTA 1216	Aircraft Structures	**6**
AMTA 1224	Aircraft Finishes	**4**
Any approved General Education course		**3**

		Semester credit hours	**13**
Fourth Semester			**Credit Hours**
AMTA 1236	Aircraft Electrical		**6**
AMTA 1244	Aircraft Systems		**4**
		Semester credit hours	**10**
Fifth Semester			**Credit Hours**
AMTP 1116	Powerplant Accessories		**6**
AMTP 1126	Powerplant Systems		**6**
		Semester credit hours	**12**
Sixth Semester			**Credit Hours**
AMTP 1134	Reciprocating Engine Overhaul		**4**
AMTP 1144	Turbine Engine Overhaul		**4**
		Semester credit hours	**8**
		Total Program Hours	**70**

Aviation Maintenance Technician Credentials

Required Courses:		**Credit Hours**
AMTG 1016	General Maintenance Practices	**6**
AMTG 1026	General Maintenance Processes	**6**
AMTA 1216	Aircraft Structures	**6**
AMTA 1224	Aircraft Finishes	**4**
AMTA 1236	Aircraft Electrical	**6**
AMTA 1244	Aircraft Systems	**4**
	Aviation Maintenance Technician, Airframe, CTS	**32**
AMTG 1016	General Maintenance Practices	**6**
AMTG 1026	General Maintenance Processes	**6**
AMTP 1116	Powerplant Accessories	**6**
AMTP 1126	Powerplant Systems	**6**
AMTP 1134	Reciprocating Engine Overhaul	**4**
AMTP 1144	Turbine Engine Overhaul	**4**
	Aviation Maintenance Technician, Powerplant, CTS	**32**

AAS, Aviation Maintenance Technology: all aviation maintenance courses (52 semester credit hours) and General Education courses (18 credit hours: ENGL 1013, MATH 1213/1103, PHSC 1023, Social/Behavioral Science elective, SACSCOC-accepted Humanities elective*, and one other General Education course from any category) **70**

* Any approved General Education course in English Literature, History, Humanities, or Philosophy.

Note: Either the Airframe or Powerplant technical courses may be taken first depending on offerings and availability.

For more information, contact the Technical Education Division at 225-216-8367.

Biological Sciences (Associate of Science Louisiana Transfer Degree)

The Louisiana Transfer Associate of Science, Biological Sciences concentration, provides students with the foundational knowledge necessary to continue their education in pursuit of a four-year degree in the biological/life sciences.

Completion of a Louisiana Transfer degree guarantees that the student has met, in full, all lower division general education requirements for all receiving Louisiana public universities. Graduates who transfer with a Louisiana Transfer degree will be assigned junior status at the receiving institution. Note that course and GPA requirements for specific majors, departments, and schools must be met independently and should be verified by the student.

Students should carefully note that Natural Science courses for science majors must be chosen (e.g., BIOL 1033 instead of BIOL 1013, etc.).

To receive this degree, the student must:

- Earn a "C" or better in all courses used towards the degree.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Develop competencies in the key concepts in biological science disciplines.
2. Apply the process of science using quantitative reasoning, modeling and technology.
3. Analyze the dynamic interactions of science, technology and society.
4. Develop competencies in biological sciences required for various transfer pathways in biological sciences.

PROGRAM OF STUDY

First Semester		**Credit Hours**
BIOL 1033	Biology I for Science Majors	3
BIOL 1031	Biology I Lab for Science Majors	1
ENGL 1013	English Composition I	3
Any Gen Ed Humanities[1]		3
Gen. Ed. Fine Arts Elective		3
Choose one of the following based on your math placement scores:		3-5
MATH 1213	College Algebra	
MATH 1223	Plane Trigonometry	
MATH 1235	College Algebra and Trigonometry	
Any Statistics Course[1]		
MATH 2115	Calculus I	
MATH 2125	Calculus II	
		16-18

Second Semester		**Credit Hours**
BIOL 1043	Biology II for Science Majors	3
BIOL 1041	Biology II Lab for Science Majors	1

ENGL 1023	English Composition II	3
CHEM 1123	Chemistry I for Science Majors	3
CHEM 1121	Chemistry I Lab	1
Choose one of the following (must be a higher level MATH than first semester):		3-5
MATH 1223	Plane Trigonometry	
MATH 1235	College Algebra and Trigonometry	
MATH 2115	Calculus I	
MATH 2125	Calculus II	
Any Statistics Course[1]		
		14-16

Third Semester	**Credit Hours**
Natural Science[2]	3
Natural Science[2]	3
Natural Science[2] or MATH[3]	3-5
Any Gen-Ed. Humanities	3
Any Gen-Ed. Social Science	3
	15-17

Fourth Semester	**Credit Hours**
Natural Science[2]	3
Any Gen-Ed. Literature	3
Natural Science[2] or MATH[3]	3-5
Any Gen-Ed. Social Science at the 2000 level	3
Natural Science[2] or MATH[3]	3-5
	15-19

Total Program Hours **60**

[1] To take a Statistics course, students must complete MATH 1303, MATH 2084 or both MATH 2303 and MATH 2313 to meet the Statistics requirement at four-year universities.

[2] Choose up to16 hours from Natural Science lecture and lab courses; Chemistry II for Science Majors, Organic Chemistry (I, II), Biology (Anatomy and Physiology, Genetics, Microbiology), Physics, and other natural science courses.

[3] The maximum credit hours in Mathematics/Analytical Reasoning for the degree is 12 (6 credit hours must be in approved General Education coursework).

Contact the STEM Division for courses that are only offered in fall or spring semester.

For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.

Business (Associate of Science)

The Associate of Science in Business is accredited by the Accreditation Council of Business Schools and Programs (ACBSP) and provides a course of study for students who intend to transfer to four-year colleges or universities as Business majors. It is vital that students follow the curriculum specifically designed for their intended four-year transfer college (LSU, FranU, SELU, SU, etc.) in order to maximize course transferability. Students transferring to an institution with which BRCC does not have an explicit 2+2 agreement should always check the admission requirements of that institution and verify their individual status/coursework for the program in which they intend to enroll.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree
- Earn a "C" or better in major courses* Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Apply accounting terms and concepts to make business decisions.
2. Apply economic theory in business decisions.
3. Organize, analyze, and make information useful by employing mathematic principles.
4. Use oral and written communication skills appropriate to targeted audiences.

PROGRAM OF STUDY (*NO SPECIFIC INTENDED TRANSFER INSTITUTION*)

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
Any GenEd History[1]	(General Education, Humanities)	3
Choose one:[1]		3
CSCI 2203	Microcomputer Applications in Business	
CIST 1503	Spreadsheets I	
Choose one:		3
ARTS 1023	Introduction to Visual Arts	
MUSC 1013	Music Appreciation	
		15

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
Gen-Ed. Natural Science (first in sequence)[1]		3
Choose one:[2]		3
MATH 2103	Calculus for Non-Science Majors	
MATH 2303	Basic Statistics I	
Choose one:[3]		3
SPCH 2013	Public Speaking	

BUSN2403	Business Communications	
Choose one:[1]		3
PSYC 2013	Introduction to Psychology	
SOCL 2013	Introduction to Sociology	
ECON 2213	Principles of Macroeconomics	3
		15

Third Semester		**Credit Hours**
ACCT 2113[4]*	Financial Accounting III	3
Gen-Ed. Natural Science (second in sequence) [1]		3
Choose one:[2]		3
MATH 2303	Basic Statistics I	
MATH 2313	Basic Statistics II	
Choose one:		3
ENGL 2133	Literature and Ethnicity	
ENGL 2303	Introduction to Fiction	
ENGL 2313	Introduction to Poetry and Drama	
ENGL 2123	Major British Writers	
ENGL 2173	Major American Writers	3
Choose one:[1]		3
ECON 2213	Principles of Macroeconomics	
ECON 2223	Principles of Microeconomics	
		15

Fourth Semester		**Credit Hours**
Approved Business Elective[5]		3
Approved Business Elective[5]		3
Approved Business or Related Elective[6]		3
Gen-Ed. Natural Science (opposite from sequence)[1]		3
Choose one:[1]		3
ECON 2213	Principles of Macroeconomics	
ECON 2223	Principles of Microeconomics	
ECON 2313	Economics of Money and Banking	
		15
	Total Program Hours	**60**

[1] Students should refer to institution specific checklists for specific requirements.

[2] Students who intend to transfer to LSU or SU must take MATH 2103. Student who intend to transfer to LSU need to take four math classes: MATH 1113/1213, MATH 2103, MATH 2303, and MATH 2313.

[3] Students who intend to transfer to SU should take SPCH 2013.

[4] Students may use ACCT 2313 and 2323 in place of ACCT 2113; credit will not be given for both ACCT 2313/2323 & ACCT 2113. ACCT 2313 does not transfer to LSU, Franciscan Missionaries of Our Lady University, SLU, or SU. However, it is a prerequisite for ACCT 2323 which does transfer.

[5] Approved Business Electives: ACCT 2213, BUSN 1003, BUSN 2103, BUSN 2403, ECON 2313, and MATH 2313.

[6] Approved Business or Related Elective: Choose either one more course from the list above of approved business electives OR (1) SOCL 2013 OR (2) GenEd History. (For maximum potential transferability, it is recommended that students choose another approved business elective from the list above.)

PROGRAM OF STUDY BY TRANSFER INSTITUTION

LOUISIANA STATE UNIVERSITY at ALEXANDRIA (LSU-A)

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
CSCI 2203	Microcomputer Applications in Business	3
Choose one:		
HIST 2013	American History Colonial to 1865	
HIST 2023	American History 1865 to Present	3
Choose one:		3
ARTS 1023	Introduction to Visual Arts	
MUSC 1013	Music Appreciation	
	Semester Total:	**15**

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
MATH 2103	Calculus for Non-Science Majors	3
BIOL 1013	General Biology I	3
ECON 2213	Principles of Macroeconomics	3
BUSN 1003	Introduction to Business	3
	Semester Total:	**15**

Third Semester		**Credit Hours**
ACCT 2113[1]*	Financial Accounting III	3
BIOL 1023	General Biology II	3
ECON 2313*	Economics of Money and Banking	3
MATH 2303*	Basic Statistics I	3
SPCH 2013*	Public Speaking	3
	Semester Total:	**15**

Fourth Semester	**Credit Hours**

ACCT 2213*	Introduction to Managerial Accounting	3
ECON 2223	Principles of Microeconomics	3
BUSN 2403	Business Communication	3
Choose one:		3
CHEM 1123	Chemistry I for Science Majors	
PHSC 1023	Physical Science I	
Choose one:		3
ENGL 2303	Introduction to Fiction	
ENGL 2313	Introduction to Poetry and Drama	
	Semester Total:	**15**
	Total Program Hours	**60**

[1] Students may use ACCT 2313 and 2323 in place of ACCT 2113; credit will not be given for both ACCT 2313/2323 & ACCT 2113.

LOUISIANA STATE UNIVERSITY, BATON ROUGE (LSU)

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
CSCI 2203	Microcomputer Applications in Business	3
Choose one:		3
HIST 2013	American History Colonial to 1865	
HIST 2023	American History 1865 to Present	
HIST 1113	World Civilization to 1500	
HIST 1123	World Civilization 1500 to present	
Choose one:		
ARTS 1023	Introduction to Visual Arts	
MUSC 1013	Music Appreciation	3
		15

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
MATH 2103	Calculus for Non-Science Majors	3
BIOL 1013	General Biology I	3
ECON 2213	Principles of Macroeconomics	3
Choose one:		3
HIST 2013	American History Colonial to 1865	
HIST 2023	American History 1865 to Present	
HIST 1113	World Civilization to 1500	
HIST 1123	World Civilization 1500 to present	
		15

Third Semester		**Credit Hours**
ACCT 2113[1]*	Financial Accounting III	3
BIOL 1023	General Biology II	3
ECON 2313*	Economics of Money and Banking	3
MATH 2303*	Basic Statistics I	3
Choose one:		3
BUSN 2403	Business Communication	
SPCH 2013*	Public Speaking	
		15

Fourth Semester		**Credit Hours**
ACCT 2213*	Introduction to Managerial Accounting	3
ECON 2223	Principles of Microeconomics	3
MATH 2313*	Basic Statistics II	3
PHSC 1023	Physical Science I	3
Choose one:		3
ENGL 2303	Introduction to Fiction	
ENGL 2313	Introduction to Poetry and Drama	
		15
	Total Program Hours	**60**

[1] Students may use ACCT 2313 and 2323 in place of ACCT 2113; credit will not be given for both ACCT 2313/2323 & ACCT 2113.

LOUISIANA STATE UNIVERSITY, ALEXANDRIA (LSU-A)

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
CSCI 2203	Microcomputer Applications in Business	3
Choose one:		3
HIST 2013	American History Colonial to 1865	
HIST 2023	American History 1865 to Present	
Choose one:		
ARTS 1023	Introduction to Visual Arts	
MUSC 1013	Music Appreciation	3
		15

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
MATH 2103	Calculus for Non-Science Majors	3
BIOL 1013	General Biology I	3

ECON 2213	Principles of Macroeconomics	3
SPCH 2013	Public Speaking	3
		15

Third Semester		**Credit Hours**
ACCT 2113[1]*	Financial Accounting III	3
BIOL 1023	General Biology II	3
ECON 2313*	Economics of Money and Banking	3
MATH 2303*	Basic Statistics I	3
BUSN 1003	Introduction to Business	3
		15

Fourth Semester		**Credit Hours**
ACCT 2213*	Introduction to Managerial Accounting	3
ECON 2223	Principles of Microeconomics	3
BUSN 2403	Business Communication	3
PHSC 1023	Physical Science I	3
Choose one:		3
ENGL 2303	Introduction to Fiction	
ENGL 2313	Introduction to Poetry and Drama	
		15
	Total Program Hours	**60**

[1] Students may use ACCT 2313 and 2323 in place of ACCT 2113; credit will not be given for both ACCT 2313/2323 & ACCT 2113.

Franciscan Missionaries of Our Lady University (Bachelor of Business Administration/General Business/Management Tracks)

First Semester		**Credit Hours**
ENGL 1013*	English Composition I	3
MATH 1213*	College Algebra	3
Choose one:		3
CSCI 2203	Microcomputer Applications in Business (preferred)	
CIST 1503	Spreadsheets I	
Choose one:		3
HIST 2013	American History Colonial to 1865	
HIST 2023	American History 1865 to Present	
Choose one:		3
ARTS 1023*	Introduction to Visual Arts	
MUSC 1013*	Music Appreciation	
		15

Second Semester		**Credit Hours**
ENGL 1023*	English Composition II	3
BUSN1003	Introduction to Business	3
BIOL 1013*	General Biology I	3
ECON 2213*	Principles of Macroeconomics	3
Choose one:		3
MATH 2103	Calculus for Non-Science Majors	
MATH 2303	Basic Statistics I	
		15

Third Semester		**Credit Hours**
ACCT 2113[1]*	Financial Accounting III	3
BIOL 1023*	General Biology II	3
ECON 2313	Money and Banking	3
SPCH 2013*	Public Speaking	3
Choose one:		3
MATH 2303	Basic Statistics I	
MATH 2313	Basic Statistics II	
		15

Fourth Semester		**Credit Hours**
ECON 2223*	Principles of Microeconomics	3
BUSN2103	Business Law	3
BUSN2403	Business Communication	3
General Education English Literature[2]		3
Choose one:		3
PHSC 1023*	Physical Science I	
CHEM 1123*	Chemistry I for Science Majors	
		15

Total Program Hours **60**

[1] Students may use ACCT 2313 and 2323 in place of ACCT 2113; credit will not be given for both ACCT 2313/2323 & ACCT 2113.

[2] Choose any one of the following: ENGL 2133, ENGL 2303, ENGL 2313, ENGL 2123, or ENGL 2173.

SOUTHEASTERN LOUISIANA UNIVERSITY (SELU)

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
CSCI 2203	Microcomputer Applications in Business	3
Choose one:		3

HIST 2013	American History Colonial to 1865	
HIST 2023	American History 1865 to Present	
Choose one:		3
ARTS 1023	Introduction to Visual Arts	
MUSC 1013	Music Appreciation	
		15

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
MATH 2303	Basic Statistics I	3
Gen-Ed. Natural Science (first in sequence)		3
ECON 2213	Principles of Macroeconomics	3
Choose one:		3
PSYC 2013*	Introduction to Psychology	
SOCL 2013*	Introduction to Sociology	
		15

Third Semester		**Credit Hours**
Gen-Ed. Natural Science (second in sequence)		3
ACCT 2113[1]*	Financial Accounting III	3
MATH 2313*	Basic Statistics II	3
ECON 2223	Principles of Microeconomics	3
SPCH 2013	Public Speaking	3
		15

Fourth Semester		**Credit Hours**
BUSN 2103*	Business Law	3
BUSN 2403*	Business Communication	3
Gen-Ed. Natural Science (opposite from sequence)		3
Choose one:		
ENGL 2123	Major British Writers	
ENGL 2173	Major American Writers	3
Choose one:		3
ACCT 2213[2]	Introduction to Managerial Accounting	
BUSN1003[2]	Introduction to Business	
		15
	Total Program Hours	**60**

[1] Students may use ACCT 2313 and 2323 in place of ACCT 2113; credit will not be given for both ACCT 2313/2323 & ACCT 2113.

[2] Students who intend to pursue BS Accounting degree at SELU should take BUSN 1003. Students who intend to pursue other business degrees at SELU should take ACCT 2213.

SOUTHERN UNIVERSITY (SU)

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
CIST 1503*	Spreadsheets I	3
Choose one:		3
HIST 2013	American History Colonial to 1865	
HIST 2023	American History 1865 to Present	
Choose one:		
ARTS 1023	Introduction to Visual Arts	
MUSC 1013	Music Appreciation	3
		15

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
MATH 2103	Calculus for Non-Science Majors	3
PSYC 2013	Introduction to Psychology	3
BIOL 1013	General Biology I	3
ECON 2213	Principles of Macroeconomics	3
		15

Third Semester		**Credit Hours**
ACCT 2113[1]*	Financial Accounting III	3
BIOL 1023	General Biology II	3
ECON 2223	Principles of Microeconomics	3
MATH 2303*	Basic Statistics I	3
SPCH 2013	Public Speaking	3
		15

Fourth Semester		**Credit Hours**
ACCT 2213*	Introduction to Managerial Accounting	3
BUSN 1003*	Introduction to Business	3
SOCL 2013	Introduction to Sociology	3
Choose one:		3
ENGL 2303	Introduction to Fiction	
ENGL 2313	Introduction to Poetry and Drama	
PHSC 1023	Physical Science I	3
		15
	Total Program Hours	**60**

[1] Students may use ACCT 2313 and 2323 in place of ACCT 2113; credit will not be given for both ACCT 2313/2323 & ACCT 2113.

For more information, contact the Division of Business and Law at (225) 216-8154.

Business Administration (Associate of Applied Science)

The Associate of Applied Science in Business Administration is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). This program is not intended for college transfer. It consists of 60 credit hours of course work and provides general education as well as courses in the key business areas of accounting, business communication, customer service, economics, information systems, finance, and management.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or higher in all credit hours to be used towards the degree.
- Earn a "C" or better in major and required, related courses (ACCT, BUSN, CSCI, FINA, MANG).
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Apply accounting terms and concepts to make business decisions;
2. Apply economic theory in business decisions;
3. Use financial tools in making business decisions;
4. Identify legal considerations in a business;
5. Use oral and written communication skills appropriate to targeted audiences;
6. Demonstrate tenets of professionalism including professional image, teamwork, and customer relations; and
7. Use the functions of management to address a standardized management situation in keeping with organizational goals.

PROGRAM OF STUDY

First Semester		**Credit Hours**
BUSN 1003	Introduction to Business	3
CSCI 2203	Microcomputer Applications in Business	3
BUSN 1503	Professional Selling	3
BUSN 2403	Business Communication	3
ENGL 1013	English Composition I	3
	Semester Total:	15

Second Semester		**Credit Hours**
MANG 2213	Human Resource Management	3
MANG 2283	Organizational Behavior	3
MANG 2273	Retail Management	3
BUSN 2003	Principles of Marketing	3
General Education Mathematics/Analytical Reasoning – Choose one:		3
MATH 1103	Introduction to Contemporary Math	
MATH 1213	College Algebra	
	Semester Total:	15

Third Semester		**Credit Hours**
ACCT 2113	Financial Accounting III	3
BUSN 2103	Business Law	3

MANG 1503	Negotiations in Business	3
FINA 1503	Introduction to Financial Management	3
General Education Social Science – Choose one:		3
ECON 2213	Principles of Macroeconomics	
ECON 2223	Principles of Microeconomics	
ECON 2113	Economic Principles	
	Semester Total:	**15**

Fourth Semester		**Credit Hours**
ACCT 2213	Introduction to Managerial Accounting	3
ACCT 2413	Computer-Based Accounting	3
General Education Natural Science Elective		3
Business Elective – Choose one[2]:		3
BUSN 2703	Introduction to Logistics	
MANG 2413*	Introduction to Entrepreneurship	
General Education Humanities – Choose one:		3
HIST 2013	American History Colonial to 1865	
HIST 2023	American History 1865 to Present	
	Semester Total:	**15**
	Total Program Hours:	**60**

[1] Students may use ACCT 2313 and 2323 in place of ACCT 2113; credit will not be given for both ACCT 2313/2323 and ACCT 2113.

[2] Students may take either BUSN 2703 ***OR*** MANG 2413 to complete their 60 credit hour requirement; Credit will not be given for both BUSN 2703 and MANG 2413.

Additional credential available:

Customer Service and Sales Career and Technical Certificate (CTC)

Required Coursework		**Credit Hours**
BUSN 1003	Introduction to Business	3
CSCI 2203	Microcomputer Applications in Business	3
BUSN 1503	Professional Selling	3
BUSN 2403	Business Communication	3
	Total Program Hours:	12

Retail Management Certificate of Technical Studies (CTS)

Required Coursework:		**Credit Hours**
BUSN 1003	Introduction to Business	3

BUSN 1503	Professional Selling	3
BUSN 2003	Principles of Marketing	3
MANG 2213	Human Resource Management	3
MANG 2283	Organizational Behavior	3
MANG 2273	Retail Management	3
	Total Program Hours:	18

Business Administration Certificate of Applied Science (CAS)

Required Coursework:		**Credit Hours**
ENGL 1013	English Composition I	3
MATH 1103/1213	Introduction to Contemporary Math or College Algebra	3
General Education Social Science: Choose one		3
ECON 2213	Principles of Macroeconomics	
ECON 2223	Principles of Microeconomics	
ECON 2113	Economic Principles	
BUSN 1003	Introduction to Business	3
FINA 1503	Introduction to Financial Management	3
CSCI 2203	Microcomputer Applications in Business	3
ACCT 2313/2113	Financial Accounting I/Financial Accounting III	3
MANG 1503	Negotiations in Business	3
BUSN 2103	Business Law	3
MANG 2283	Organizational Behavior	3
	Total Program Hours:	30

For more information, contact the Division of Business and Law at (225) 216-8154.

Business Administration (Certificate of Applied Science)

The Certificate of Applied Science in Business Administration is designed to meet the entry-level employment needs of the Greater Baton Rouge metropolitan area business community. It provides a general education and the work skills needed for employment. This program of study is not designed for college transfer.

To receive this certificate, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in all courses required for completion of the certificate.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Perform basic accounting skills including applying accounting terms and concepts.
2. Apply economic theory in business decisions.
3. Examine challenges of effective organizational communication.

PROGRAM OF STUDY

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
Choose one (General Education, Mathematics/Analytical Reasoning):		3
MATH 1103	Introduction to Contemporary Mathematics	
MATH 1213	College Algebra	
CSCI 2203	Microcomputer Applications in Business	3
MANG 1503	Negotiations in Business	3
BUSN 1003	Introduction to Business	3
	Semester Total:	15

Second Semester		**Credit Hours**
BUSN 2103	Business Law	3
FINA 1503	Introduction to Financial Management	3
MANG 2283	Organizational Behavior	3
Choose one:		3
ACCT 2113	Financial Accounting III	
ACCT 2313	Financial Accounting I	3
Choose one (General Education Social/Behavioral Science):		3
ECON 2213	Principles of Macroeconomics	
ECON 2223	Principles of Microeconomics	
ECON 2113	Economic Principles	
	Semester Total:	15

Total Program Hours	**30**

For additional information, contact the Division of Business and Law at (225)-216-8154.

Care and Development of Young Children (Associate of Applied Science)

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 principle 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.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in all coursework.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate the knowledge, skills, and abilities required 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.
2. Discuss the cognitive, physical, emotional, and social growth and development of young children.
3. Demonstrate the ability to plan and implement developmentally appropriate learning experiences that support young children's optimal development socially, emotionally, cognitively, and physically as suggested by the National Association for the Education of Young Children (NAEYC).
4. Prepare for Child Development Associate (CDA) credentialing.*
5. Demonstrate safe and efficient work practices, basic occupational skills, employability skills, and strong work ethics.

PROGRAM OF STUDY

First Semester		**Credit Hours**
CDYC 1103	Working With Young Children	3
CDYC 1113	Development of Young Children	3
CDYC 1123	Preschool Curriculum	3
CDYC 1133	Infant and Toddler Curriculum	3
		12

Second Semester		**Credit Hours**
CDYC 1203	Health, Safety, and Nutrition	3
CDYC 1213	Observation and Participation Lab	3
CDYC 1223	Child Guidance and Behaviors	3
CDYC 1233	Infant and Toddler Lab	3
CDYC 1243	Preschool Lab	3
CDYC 1252	Children With Special Needs	2
		17
	Exit Point: CTS, Child Care Teacher (Total Hours)	**29**

Third Semester		**Credit Hours**
CDYC 2103	Literature and Language Methods	3
CDYC 2113	Preschool Methods	3
CDYC 2123	Organization and Administration	3
CDYC 2132	Family Relationships and Issues	2
CDYC 2145	Practicum	5
		16
	Exit Point: TD, Care and Development of Young Children (Total Hours)	**45**

Fourth Semester		**Credit Hours**
ENGL 1013	English Composition I	3
Any General Education course in Mathematics or analytical reasoning (PHIL 2113)		3
PSYC 2013	Introduction to Psychology	3
Any General Education course in Natural Sciences		3
Any General Education course in Humanities (excluding Foreign Languages and Communication/Speech)		3
		15
	AAS: Care and Development of Young Children (Total Hours)	**60**

*The Child Development Associate (CDA) credential is granted by the Council for Professional Recognition.

For more information, contact the Division of Liberal Arts at (225) 216-8165.

Carpentry (Technical Diploma)

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.

To receive this diploma, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in all coursework.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate skills needed for entry and advanced levels of employment in a carpentry career.
2. Demonstrate the ability to build, repair, and maintain residential and commercial buildings.
3. Demonstrate safe and efficient work practices, basic occupational skills, employability skills, and strong work ethics.

PROGRAM OF STUDY

First Semester		**Credit Hours**
CARP 1103	Introduction and Safety	3
CARP 1113	Building Calculations	3
CARP 1125	Introduction to Tools	5
CARP 1134	Fundamentals of Carpentry	4
	Semester Total:	**15**

Second Semester		**Credit Hours**
CARP 1214	Building Materials	4
CARP 1224	Blueprint Basics	4
CARP 1234	House Framing	4
	Semester Total:	**12**

Third Semester		**Credit Hours**
CARP 1312	Commercial Blueprints	2
CARP 1323	Roofing Applications	3
CARP 1332	Insulation and Moisture Barrier Concepts	2
CARP 1343	Exterior Finishing	3
CARP 1352	Commercial Framing	2
CARP 1363	Drywall	3
CARP 1373	Interior Finishing	3
	Semester Total:	**18**
	Total Program Credit Hours:	**45**

Embedded Award:

Carpentry Helper Career and Technical Certificate (CTC)		**Credit Hours**
CARP 1103	Introduction and Safety	3
CARP 1113	Building Calculations	3
CARP 1125	Introduction to Tools	5
CARP 1134	Fundamentals of Carpentry	4
	Total for award:	**15**

For additional information, contact the Technical Education Division at (225)-216-8367.

Computer Networking (Certificate of Technical Studies)

The Computer Networking Certificate of Technical Studies is an industry-linked program which prepares students for careers in computer networking in the computer science industry. Students gain the knowledge, skills, and abilities for entry into the workforce. Students choosing computer networking as an area of interest may pursue jobs in network security and support.

To receive this certificate, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the degree.
- Earn a "C" or better in major courses, ENGL 1013, CSCI 1923, MATH 1213, approved electives, and courses that are prerequisites for other courses.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Apply knowledge of the fundamental concepts in computer networking in the workforce.
2. Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams.
3. Use technological tools to manage computer networks and data.
4. Comply with established network protocols and policies.
5. Qualify for TestOut Security Pro, Network Pro, and PC Pro certifications.

PROGRAM OF STUDY

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
CSCI 1923	Introduction to Computers: Programming Logic and Design	3
CNET 1733	Introduction to PC Operating Systems	3
CNET 2103	Introduction to Computer Networking	3
		15

Second Semester		**Credit Hours**
CNET 2403	Desktop/Server and Networking Support	3
CNET 2503	PC and Network Security	3
Certificate elective *(see below)*		3
Certificate elective *(see below)*		3
Certificate elective *(see below)*		3
		15

Total Certificate Hours **30**

Certificate Electives

Choose from the following:

CNET 2603 Wireless Communications
CSCI 2203 Microcomputer Applications in Business
CSCI 1933 Software Design and Programming I

CSCI 1943 Software Design and Programming II
CSCI 2003 Discrete Structures
CSCI 2103 Intro to Data Structures and Algorithms
CSCI 2903 Object-Oriented Programming (JAVA)

For more information, contact the Division of STEM at (225) 216-8226.

Computer Science (Associate of Science)

The Associate of Science in Computer Science degree is an industry-linked program which prepares students for transfer to a 4 year institution as well as for careers as programmers, technicians and specialists in the computer science industry. Students planning to transfer to another institution of higher education should discuss their plans with an academic advisor at both BRCC and the receiving institution to ensure maximum transferability of credits.

To receive this degree, the student must:

- Earn a "C" or better in all courses to be used towards the degree.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Identify technical requirements for rapidly changing computing problems.
2. Solve computer related problems using critical thinking skills independently and in team settings.
3. Demonstrate the knowledge and skills necessary for transfer to a four-year institution and permit entry into the workforce, according to their career goals.

PROGRAM OF STUDY

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
Any General Education course in the Humanities[1]		3
BIOL 1013 / 1033	General Biology I/Biology I for Science Majors	3
BIOL 1011 / 1031	General Biology I Lab/Biology I Lab for Science Majors	1
CSCI 1923	Introduction to Programming: Logic and Design	3
MATH 2115	Calculus I[2]	5
		18

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
BIOL 1023/BIOL 1043	General Biology II/Biology II for Science Majors	3
BIOL 1021/BIOL 1041	General Biology II Lab/Biology II Lab for Science Majors	1
Any General Education Fine Arts Elective[3]		3
CSCI 1933	Software Design and Programming I	3
MATH 2125	Calculus II	5
		18

Third Semester		**Credit Hours**
Choose one:		
Any General Education ENGL or HUMN Elective		
Math 2904 Elementary Differential Equations and Linear Algebra[4]		3
CSCI 1943	Software Design and Programming II	3
CSCI 2003	Discrete Structures	3

Choose one[5]:		
CHEM 1123	Chemistry I for Science Majors	
PHYS 2113	General Physics I	3
		12

Fourth Semester		**Credit Hours**
Any General Education Social or Behavioral Science Elective		3
CSCI 2103	Data Structures	3
CSCI 2903	Object-Oriented Programming (JAVA)	3
Choose one:		
CHEM 1133	Chemistry II for Science Majors	
PHYS 2123	General Physics II	3
		12
	Total Program Hours	**60**

1 Students should refer to their transfer institution for specific Humanities course requirement
2 Appropriate placement test score or MATH 1213 and MATH 1223 or MATH 1235 (with a grade of C or better)
3 Student may choose from the following: ARTS 1023, MUSC 1013, THTR 1013
4 Based on transfer institution requirement
5 Student must take both courses in the CHEM or PHYS sequence

For more information, contact the Science, Technology, Engineering, and Math Division at (225) 216-8226.

Computing and Information Systems (Associate of Applied Science), Application Software Development Concentration

The Associate of Applied Science in Computing and Information Systems provides students with the foundational knowledge necessary to meet entry-level employment needs of the regional labor market that includes Baton Rouge. Students gain knowledge, professional skills, and specialized hands-on technical training to position them for application development opportunities.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 of higher in all credit hours to be used towards the degree.
- Earn a "C" or better in all courses in the program of study outline below.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Use programming techniques, skills, and tools to solve problems in a rapidly changing environment.
2. Communicate effectively with a wide range of audiences by explaining the software development life cycle.
3. Recognize professional, ethical, legal, security, and social issues and responsibilities.
4. Contribute effectively in a team environment to accomplish a common goal.
5. Demonstrate the skills necessary for entry-level employment.

Program of Study

First Semester		**Credit Hours**
ENGL 1013	English Composition I	**3**
BIOL 1013	General Biology I	**3**
MATH 1235	College Algebra & Trigonometry	**5**
CSCI 2203	Microcomputer Applications in Business	**3**
CSCI 1923	Introduction to Computers: Programming Logic and Design	**3**
	Semester Total:	**17**

Second Semester		**Credit Hours**
CSCI 1933	Software Design and Programming I	**3**
CSCI 2003	Discrete Structures	**3**
CSCI 1823	Introduction to Database Design	**3**
CSCI 1973	Emerging Technology	**3**
CSCI 1953	Society and Ethics in Computing	**3**
	Semester Total:	**15**

Third Semester		**Credit Hours**
CSCI 1943	Software Design and Programming II	**3**
PSYC 2013	Introduction to Psychology	**3**
CSCI 2153	Linux/Unix System Programming	**3**
CSCI 2604	Mobile Application Development	**4**
HIST 1113	World Civilization to 1500	**3**
	Semester Total:	**16**

Fourth Semester		Credit Hours
CSCI 2903	Object-Oriented Programming (Java)	**3**
CSCI 2724	Web Programming	**4**
CSCI 2103	Introduction to Data Structures and Algorithms	**3**
CSCI 2783	Systems Analysis and Design	**3**
	Semester Total:	**13**
	Total Program Credit Hours:	**61**

For more information, contact the Division of Science, Technology, Engineering, and Mathematics (STEM) at 225-216-8226.

Computing and Information Systems (Associate of Applied Science), Cloud Computing Concentration

The Associate of Applied Science in Computing and Information Systems with a Cloud Computing concentration provides students with a strong cloud computing foundation for employment. Students gain technical skills that allows them acquire specialized hands-on training to position them for entry-level cloud computing opportunities.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 of higher in all credit hours to be used towards the degree.
- Earn a "C" or better in all courses in the program of study outline below.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Identify cloud infrastructure mechanisms such as virtual servers, storage, and usage.
2. Apply current technical tools and methodologies to create cloud solutions.
3. Evaluate cloud computing trends, practices, and products.
4. Discuss emerging and fundamental database concepts and technologies.
5. Communicate effectively with a wide range of audiences.

Program of Study

First Semester		**Credit Hours**
ENGL 1013	English Composition I	**3**
MATH 1213	College Algebra	**3**
CSCI 1923	Introduction to Computers: Programming Logic and Design	
CSCI 1953	Society and Ethics in Computing	**3**
HIST 1113	World Civilizations to 1500	**3**
	Semester Total:	**15**

Second Semester		**Credit Hours**
CSCI 1823	Introduction to Database Design	**3**
CSCI 1933	Software Design and Programming I	**3**
CSCI 2113	Cloud Computing Foundations	**3**
CNET 2103	Introduction to Networking	**3**
INTE 1103	Install and Troubleshoot Part I	**3**
	Semester Total:	**15**

Third Semester		**Credit Hours**
CSCI 1993	Advanced Database Storage and Management	**3**
CSCI 1943	Software Design and Programming II	**3**
CSCI 2153	Linux/Unix System Programming	**3**
INTE 1113	Install and Troubleshoot Part II	**3**
PSYC 2013	Introduction to Psychology	**3**
	Semester Total:	**15**

Fourth Semester		Credit Hours
CNET 2503	PC and Network Security	**3**
BIOL 1013	General Biology I	**3**
INTE 2013	Windows Server I	**3**
CSCI 2653	Virtual Infrastructure: Installation and Configuration	**3**
CSCI 2783	Systems Analysis and Design	**3**
	Semester Total:	**15**
	Total Program Credit Hours:	**60**

For more information, contact the Division of Science, Technology, Engineering, and Mathematics (STEM) at 225-216-8226.

Computing and Information Systems (Associate of Applied Science), Cybersecurity Concentration

The Associate of Applied Science in Computing and Information Systems provides students with the foundational knowledge necessary to meet entry-level employment needs of the regional labor market that includes Baton Rouge. Students gain knowledge, professional skills and specialized hands-on technical training to position them for entry-level network security specialists.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 of higher in all credit hours to be used towards the degree.
- Earn a "C" or better in all courses in the program of study outline below.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Apply written, oral, and graphical communication in both technical and non-technical environments
2. Utilize critical thinking skills to collect, analyze, and interpret technical data collected through investigation and experimentation
3. Evaluate the human role in security systems with an emphasis on ethics, social engineering vulnerabilities and training.
4. Use appropriate security protocols to interpret and forensically investigate security incidents.

Program of Study

First Semester		**Credit Hours**
ENGL 1013	English Composition I	**3**
BIOL 1013 or	General Biology I or	**3**
BIOL 1033	Biology for Science Majors	
MATH 1213	College Algebra	**3**
CSCI 1923	Introduction to Computers: Programming Logic and Design	**3**
CSCI 2123	Introduction to Cybersecurity	**3**
	Semester Total:	**15**

Second Semester		**Credit Hours**
CSCI 1933	Software Design and Programming I	**3**
CSCI 1953	Society and Ethics in Computing	**3**
CSCI 2113	Cloud Computing Foundations	**3**
CNET 2103	Introduction to Networking	**3**
INTE 1103	Install and Troubleshoot Part I	**3**
	Semester Total:	**15**

Third Semester		**Credit Hours**
CSCI 1943	Software Design and Programming II	**3**
CSCI 2153	Linux/Unix System Programming	**3**
CSCI 2313	Cyber and Digital Forensics	**3**
INTE 1113	Install and Troubleshoot Part II	**3**
PSYC 2013	Introduction to Psychology	**3**
	Semester Total:	**15**

Fourth Semester		**Credit Hours**
CSCI 2723	Penetration Testing and Incident Response	**3**
CSCI 2753	Information Assurance and Security	**3**
CNET 2503	PC and Network Security	**3**
INTE 2013	Windows Server Part I	**3**
HIST 1113	World Civilization to 1500	**3**
	Semester Total:	**15**
	Total Program Credit Hours:	**60**

For more information, contact the Division of Science, Technology, Engineering, and Mathematics (STEM) at 225-216-8105.

Construction Management (Associate of Applied Science)

The Associate of Applied Science in Construction Management prepares students with the education and skills needed to enter the high-growth industry of construction.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used toward the degree.
- Earn a "C" or better in all courses.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Apply effective communication, both orally and in writing.
2. Apply the skills to estimate quantities and costs for the bidding process in a construction project.
3. Apply the aptitude to schedule a basic construction project.
4. Apply current technology related to the construction process.
5. Apply the interpretation of construction documents (contracts, specifications, and drawings) used in managing a construction project.
6. Apply basic principles of construction accounting.
7. Apply basic surveying techniques used in building layout.
8. Understand basic principles of ethics in the construction industry.
9. Understand the fundamentals of contracts, codes, and regulations that govern a construction project.
10. Understand basic construction methods, materials and equipment.
11. Understand basic safety hazards on a construction site and standard prevention measures.
12. Understand the basic principles of structural design.
13. Understand the basic principles of mechanical, electrical and piping systems.

PROGRAM OF STUDY

First Semester		**Credit Hours**
MATH 1213	College Algebra	3
ENGL 1013	English Composition I	3
CMGT 1103	Blueprint Reading and Graphics	3
CMGT 1213	Construction Materials and Methods	3
CMGT 1033	Construction Safety	3
		15

Second Semester		**Credit Hours**
MATH 1223	Plane Trigonometry	3
CMGT 2253	Mechanical and Electrical Systems	3
CMGT 2103	Construction Estimating	3
SPCH 2013	Public Speaking	3
Gen Ed. Humanities Elective (History, Humanities, or Philosophy)		3
		15

Third Semester		**Credit Hours**
CMGT 2303	Statics and Strengths of Materials	3
CMGT 2003	Contracts and Construction Law	3
CMGT 2353	Construction Surveying and Site Layout	3
ECON 2113	Economic Principles	3
Choose one:		3
PHSC 1023	Physical Science I	
PHYS 2113[1]	General Physics I	
		15

Fourth Semester		**Credit Hours**
CMGT 2203	Construction Project Management	3
CMGT 2413	Planning and Scheduling	3
CMGT 2513	Commercial and Industrial Estimating	3
MANG 1503	Negotiations in Business	3
Choose one[1]:		3
ACCT 2313	Financial Accounting I	
ACCT 2113[1]	Financial Accounting III	
		15
	Total Program Hours	**60**

[1]Students are advised to select ACCT 2113 and PHYS 2113 for credit transfer to a four year institution.

For more information, contact the Division of Business and Law at (225) 216-8154.

Cosmetology (Technical Diploma)

The Cosmetology program prepares students to work as cosmetologists and/or hair stylists. Classroom training includes shampoo, rinses, scalp treatments, hair cutting, styling, coloring, permanent waving and relaxing, facials, make up application, manicuring, and pedicuring. Anatomy, safety/sanitation, and salon management are also included. Practical skills are developed through hands-on experience in an on-site salon which is equipped and managed according to industry standards by the students with instructor supervision. Upon completion of this program and 1500 hours of training, students are eligible to take the LA State Board of Cosmetology licensure examination. After successful completion of the State Board examination, graduates are qualified to practice as licensed cosmetologists in Louisiana.

To receive this diploma, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in all coursework.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate the skills needed for employment in a cosmetology career.
2. Demonstrate the knowledge, skills, and abilities to pass the LA State Board of Cosmetology licensure examination.
3. Demonstrate safe and efficient work practices, basic occupational skills, employability skills, and strong work ethics.

PROGRAM OF STUDY

First Semester		**Credit Hours**
COSM 1002	Basics of Skin, Scalp and Hair	2
COSM 1003	Fundamental Hair Treatments	3
COSM 1004	Safety and Sanitation	4
COSM 1104	Wet Hair Styling	4
		13

Second Semester		**Credit Hours**
COSM 1203	Hair Cutting	3
COSM 1302	Chemical Hair Relaxing	2
COSM 1405	Hair Coloring	5
COSM 1503	Artistry of Artificial Hair	3
		13

Third Semester		**Credit Hours**
COSM 2003	Manicuring and Pedicuring	3
COSM 2103	Facial Services and Make-Up	3
		6

Fourth Semester		**Credit Hours**
COSM 2104	Permanent Waving	4
COSM 2203	Thermal Services	3

COSM 2402	Electricity and Light Therapy	2
COSM 2504	Salon Management	4
		13
	TD: Cosmetology (Total Hours)	**45**

For more information, contact the Division of Technical Education at (225) 216-8367.

Criminal Justice (Associate of Arts Louisiana Transfer Degree)

The Associate of Arts in Criminal Justice provides students with the foundational knowledge necessary to continue their education in pursuit of a four-year degree in the social sciences. The curriculum is part of the Associate of Arts Louisiana Transfer Degree program (AALT).

Completion of a Louisiana Transfer degree guarantees that the student has met, in full, all lower division general education requirements for all receiving Louisiana public universities. Graduates who transfer with a Louisiana Transfer degree will be assigned junior status at the receiving institution. Note that course and GPA requirements for specific majors, departments, and schools must be met independently and should be verified by the student.

Students should carefully note the *Exclusionary Courses* listed in the **General Education Requirements** section – some courses are exclusive to each other and cannot both be taken for credit (e.g., MATH1113 and 1213). To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in all courses.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Communicate in standard edited English, write and speak with clarity, coherence, and persuasiveness.
2. Recognize when information is needed; locate, evaluate, understand, and analyze a variety of texts; and apply that learning to academic, personal, and professional contexts.
3. Think critically, independently, and creatively so that they can make ethical, informed, and logical judgements of the arguments of others, arrive at reasoned and meaningful arguments and positions, and formulate and apply ideas to new contexts.
4. Demonstrate a practical and working knowledge of the American Criminal Justice System process as it relates to police, courts, and corrections.

PROGRAM OF STUDY

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
Any Gen.-Ed. Math[1]		3
Any Gen.-Ed. Fine Arts		3
CJUS 1013	Introduction to Criminal Justice	3
Choose one: [1]		
SPCH 2013	Public Speaking	
SPCH 2213	Interpersonal Communication	3
		15

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
Any Gen-Ed. Introductory Statistics		3

Gen-Ed. Natural Science (1st in sequence) [2]		3
CJUS 2313	Police Systems and Practices	3
Any Gen-Ed. Psychology or Sociology[1]		3
		15

Third Semester		**Credit Hours**
Gen-Ed. Natural Science (2nd in sequence)[2]		3
Gen.-Ed. History[1]		3
Gen.-Ed. Humanities Literature		3
CJUS 2013	Corrections Systems and Practices	3
POLI 2013	American Government	3
		15

Fourth Semester	**Credit Hours**
Gen-Ed. Natural Science (opposite from seq.)[2]	3
Approved Electives (*see below*)	12
	15
Total Program Hours	**60**

Approved electives

Choose 12 hours from the following categories, in any combination, following the listed maximums:

- 0-9 hours from any Humanities (foreign language recommended).
- 0-3 hours from any Gen.-Ed. History course.
- 0-3 hours from any Gen.-Ed. Psychology or Sociology course.
- 0-6 hours from any Social Sciences (Check with your intended transfer institution to see which CJUS courses will transfer from BRCC as Social Science electives).

[1] Students are strongly encouraged to consult with an advisor at their expected transfer institution to obtain program requirements and specific course recommendations in order to prepare for a particular Criminal Justice major.

- Check with your intended transfer institution to see if College Algebra is recommended or required.
- Check with your intended transfer institution to see if an additional Gen-Ed. History is recommended or required.
- Check with your intended transfer institution to see if an additional Psychology or Sociology course is recommended or required.

[2] Both biological and physical sciences must be taken to meet the requirements for this degree program. If the two-course sequence is taken in the biological sciences, the remaining lecture credit hours must be from the physical sciences, and vice versa.

For more information, contact the Division of Business and Law at (225) 216-8154.

Criminal Justice (Associate of Science)

The Associate of Science in Criminal Justice (AS) prepares students with the education and skills needed to pursue a career in the criminal justice system in municipal, parish, and state law enforcement/corrections agencies; court systems; and other public and private agencies. The program also provides a course of study and degree for students who intend to transfer to a criminal justice program at a four-year college or university, in addition to enhancing the capabilities of incumbent workers currently employed in the field. The program focuses on the interrelationship between crime, the criminal justice system, and society as a whole.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours used toward the degree.
- Earn a "C" or better in all major courses and in English 1013 and 1023.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate a practical and working knowledge of the American Criminal Justice System process as it relates to Police, Courts, and Corrections.
2. Determine the differences between the major criminological theories of the causes of crime and the evolution of punishment.
3. Explain how perceptions of the criminal justice system vary cross-culturally, and how such differences influence policy and public perception.
4. Demonstrate a practical and working knowledge of the core values of the criminal justice field and the professional code of ethics.

PROGRAM OF STUDY

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
CJUS 1013	Introduction to Criminal Justice	3
HIST 2023	American History 1865 to Present	3
CJUS 2253	Ethics in Criminal Justice	3
Any Gen-Ed. Fine Arts		3
		15

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
CJUS 2313	Police Systems and Practices	3
CJUS 2613	Court Systems and Practices	3
Any Gen-Ed. Math		3
Any Gen-Ed. Natural Science		3
		15

Third Semester		**Credit Hours**
CJUS 2013	Corrections Systems and Practices	3
CJUS 2213	Criminal Law	3
PSYC 2013	Introduction to Psychology	3

Criminal Justice elective *(see below)*	3
Any General Education course in Math/Analytical Reasoning[1]	3
	15

Fourth Semester		**Credit Hours**
CJUS 2303	Criminal Justice Internship	3
SOCL 2413	Race Relations	3
Any Gen-Ed. Natural Science		3
Criminal Justice elective *(see below)*		3
Criminal Justice elective *(see below)*		3
		15

Total Program Hours	**60**

Criminal Justice electives:
POLI 2113, Constitutional Law
CJUS 2103, Careers in Criminal Justice (Fall/Spring)
CJUS 2413, Juvenile Delinquency (Spring)
CJUS 2513, Criminology (Fall)
CJUS 2243, Crime Scene Investigation (Summer)

1 Students are strongly encouraged to consult with an advisor at their expected transfer institution to obtain program requirements and specific course recommendations in order to prepare for a particular major.

For more information, contact the Division of Business and Law at (225) 216-8154.

Culinary Arts and Occupations (Technical Diploma)

This program prepares students to work in service, production, fast foods, and baking areas of the food service industry. Program content includes American Culinary Federation information. Students will be provided with safe and efficient work practices, basic occupational skills, employability skills, and strong work ethics.

To receive any credential in this program, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the credential.
- Earn a "C" or better in all coursework.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate the skills needed for entry and advanced levels of employment in a culinary career.
2. Demonstrate the skills needed to work in service, production, fast foods, and baking areas of the food service industry.
3. Demonstrate safe and efficient work practices, basic occupational skills, employability skills, and strong work ethics.

PROGRAM OF STUDY

First Semester		**Credit Hours**
CULN 1113	Culinary Calculations	3
CULN 1123	Hospitality Industry Overview	3
CULN 1133	Sanitation and Safety	3
CULN 1143	Basic Culinary Skills	3
CULN 1153	Culinary Nutrition	3
		15

Second Semester		**Credit Hours**
CULN 1213	Dining Room Service	3
CULN 1249	Food Preparation and Service	9
CULN 1233	Restaurant Management	3
		15

Third Semester		**Credit Hours**
CULN 1316	Baking and Pastry	6
CULN 1323	Regional Cuisine	3
CULN 1333	International Cuisine	3
CULN 1343	À La Carte	3
		15

Total Hours, Culinary Arts and Occupations Technical Diploma **45**

Culinary Arts and Occupations Credentials Available:

CULN 1113	Culinary Calculations		3
CULN 1123	Hospitality Industry Overview		3
CULN 1133	Sanitation and Safety		3
CULN 1143	Basic Culinary Skills		3
CULN 1223	Culinary Nutrition		3
		CTC, Prep Cook	**15**

For more information, contact the Division of Technical Education at (225) 216-8367.

Customer Service and Sales (Career and Technical Certificate)

The Customer Service and Sales Career and Technical Certificate is designed to prepare students with information and practice in utilizing appropriate customer service skills in current and future career and community endeavors. It includes 12 total hours of coursework in business communications, selling techniques, and business computer applications. These courses allow students to develop a broad range of skills in key areas that will enhance their ability to deliver excellent customer service in any field or industry. Students will have the opportunity to receive a professional credential upon passing a certification exam. This program of study is not designed for college transfer.

To receive this certificate, the student must:

- Have a cumulative GPA of 2.00 or better in all credits to be used towards the certificate.
- Earn a "C" or better in all courses.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Describe various approaches to personal selling and its role in organizations.
2. Identify the key functions of a business.
3. Demonstrate the ability to work successfully in a team.
4. Demonstrate skills (create, edit, organize, and visually enhance documents) using four basic software applications incorporated in Microsoft Office, with an emphasis on advanced topics in Microsoft Excel.

PROGRAM OF STUDY

		Credit Hours
BUSN 1003	Introduction to Business	3
BUSN 1503	Professional Selling	3
BUSN 2403	Business Communication	3
CSCI 2203	Microcomputer Applications in Business	3
	Total Program Hours	**12**

For more information, contact the Division of Business and Law at (225) 216-8154.

Diagnostic Medical Sonography (Associate of Applied Science)

The Associate of Applied Science in Diagnostic Medical Sonography is a 62 credit-hour program designed to provide students with the necessary knowledge, skills, values, and competencies for a career in diagnostic ultrasound. The curriculum is based on requirements of the American Registry of Diagnostic Medical Sonography (ARDMS). Graduates will receive an Associate of Applied Science in Diagnostic Medical Sonography, and will be eligible to take the ARDMS certification examination in Obstetrics/Gynecology, Abdomen, and Ultrasound Physics/Sonography Principles and Instrumentation.

A selective admissions process is used to select candidates for enrollment in the program.

Admission Criteria
The following courses are prerequisites for admission to the Sonography program. Students must earn a grade of "C" or better in all of prerequisite courses listed.

Prerequisite Courses

Course		**Credit Hours**
ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
BIOL 2213	Anatomy and Physiology I	3
BIOL 2211	Anatomy and Physiology I Lab	1
BIOL 2223	Anatomy and Physiology II	3
BIOL 2221	Anatomy and Physiology II Lab	1
PHYS 1013	Introduction to Concepts in Physics	3
PSYC 2013	Introduction to Psychology	3
HLSC 1103	Medical Terminology	3
PHIL 2253	Biomedical Ethics	3
SONO 1011	Foundations of Sonography	1
Any SACSCOC-accepted General Education Humanities course*		3
	Total Prerequisite Hours	30

In addition, to be eligible for entry into the Sonography program, students must:

- Have a calculated GPA of 2.75 or higher in the 30 credit hours of prerequisite courses only.
- Achieve a composite score of 65 or better on the sonography admission exam.

It is important to note that admission to the Sonography program is competitive: *meeting the minimum requirements listed here does not guarantee admission.*

Application Process
The application for admission to the Diagnostic Medical Sonography Program is available on the BRCC website once a year, during the fall semester. Detailed instructions for completing the admission application are included in the application packet. Completed and signed applications are due by the deadline indicated on the application. Late applications will not be accepted.

A selective admissions process is used to select candidates for enrollment in the program. Students admitted to sonography will receive additional instructions regarding program requirements that include but are not limited to: submission of personal health history, a physical examination, a TB skin test, various immunizations/vaccinations, a urine drug screen, and CPR certification. A positive urine drug screen or any attempt to tamper with a specimen may disqualify an applicant and/or result in dismissal from the Sonography program. Costs for all requirements are incurred by the student.

Criminal Background Check
Applicants to the Sonography program must submit to a criminal background check, with all costs borne by the student. Applicants who have been charged with, pled guilty or *nolo contendere* to, been convicted of, or committed a criminal offense that involves a crime of violence or distribution of drugs may be denied the right to take national certification exams offered by the American Registry of Diagnostic Medical Sonography (ARDMS).

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. Recognize the importance of patient care and comfort.
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Demonstrate sound clinical judgment in the performance of sonographic and other diagnostic services.
5. Demonstrate appropriate communication skills with patients, families and colleagues.
6. Demonstrate professionalism and ethical behavior.
7. Provide patient education related to medical ultrasound and other diagnostic procedures.

PROGRAM OF STUDY

First Semester		**Credit Hours**
MATH 1213	College Algebra	3
ENGL 1013	English Composition I	3
PSYC 2013	Introduction to Psychology	3
BIOL 2213	Anatomy and Physiology I	3
BIOL 2211	Anatomy and Physiology I Lab	1
SONO 1011	Foundations of Sonography	1
		14

Second Semester		**Credit Hours**
BIOL 2223	Anatomy and Physiology II	3
BIOL 2221	Anatomy and Physiology II Lab	1
PHYS 1013	Introduction to Concepts in Physics	3
HLSC 1103	Medical Terminology	3
PHIL 2253	Biomedical Ethics	3
Any SACSCOC-accepted General Education Humanities course*		3
		16

Third Semester		**Credit Hours**
SONO 1102	Physics and Instrumentation I	2
SONO 1143	Ultrasound Learning Lab I	3

SONO 1203	Sonographic Sectional Anatomy	3
		8
Fourth Semester		**Credit Hours**
SONO 1122	Abdominal Ultrasound I	2
SONO 1161	Ultrasound Practicum I	1
SONO 1182	Ultrasound OB/GYN I	2
SONO 2101	Physics and Instrumentation II	1
		6
Fifth Semester		**Credit Hours**
SONO 2123	Abdominal Ultrasound II	3
SONO 2163	Ultrasound Practicum II	3
SONO 2183	Ultrasound OB/GYN II	3
SONO 2201	Physics and Instrumentation III	1
		10
Sixth Semester		**Credit Hours**
SONO 2302	Abdominal Ultrasound III	2
SONO 2403	Ultrasound Practicum III	3
SONO 2502	Ultrasound OB/GYN III	2
SONO 2601	Comprehensive Seminar	1
		8
	Total Program Hours	**62**

* Approved General Education course in English literature, History, Humanities, or Philosophy (except PHIL 2113, Introduction to Logic)

For more information, contact the Division of Nursing and Allied Health at (225) 216-8044.

Diesel Heavy Truck Technician (Technical Diploma)

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 medium/heavy trucks 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; suspension systems and maintenance are included.

The competencies in the Diesel Heavy Truck Technology program are directly correlated with the knowledge required to prepare an individual for the certification tests 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 **ASE Education Foundation.**

A Certificate of Technical Studies (CTS) may be earned at the end of the first semester, and the Diesel Heavy Truck Technician Technical Diploma (TD) may be earning upon completion of all technical courses. Students also have the option to complete the Vehicle Maintenance and Repair Technologies Associate of Applied Science with a concentration in Diesel Heavy Truck Technology by completing General Education courses in addition to the technical courses.

To receive any Diesel Heavy Truck credential, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the credential
- Earn a "C" or better in MVSB and DHTT courses
- Earn an "S" (Satisfactory) in DHTT 1152 and DHTT 1252

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate the skills needed for entry and advanced levels of employment in the diesel heavy truck technology industry.
2. Demonstrate the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, and brake systems, drivetrain, and suspension systems.
3. Demonstrate the knowledge needed to pass the certification exams given by the National Institute for Automotive Service Excellence (ASE).
4. Demonstrate safe and efficient work practices, basic occupational skills, employability skills, and strong work ethics.

PROGRAM OF STUDY

First Semester		**Credit Hrs.**
MVSB 1002	Fundamentals of Safety	2
MVSB 1003	Motor Vehicle Service Basics	3
MVSB 1604	Electrical Essentials	4
DHTT 1404	Truck Brake Systems	4
DHTT 1504	Truck Suspension and Steering	4
	Semester credit hours:	**17**

Second Semester		
DHTT 1803	Preventative Maintenance Inspection	3
DHTT 1903	Hydraulic Systems	3
DHTT 1304	Truck Drivetrain	4
DHTT 1614	Truck Advanced Electrical	4
DHTT 1152	Truck Internship I	2
	Semester credit hours:	**16**
Third Semester		
MVSB 1703	Heating and Air Conditioning	3
DHTT 1103	Truck Engine Design	3
DHTT 1014	Truck Engine Controls	4
DHTT 1252	Truck Internship II	2
	Semester credit hours:	**12**
	Total Program Credit Hours:	**45**

Diesel Heavy Truck Technology Credentials

		Credit Hours
MVSB 1002	Fundamentals of Safety	**2**
MVSB 1003	Motor Vehicle Service Basics	3
MVSB 1604	Electrical Essentials	4
DHTT 1404	Truck Brake Systems	4
DHTT 1504	Truck Suspension and Steering	4
	CTS, Truck Suspension, Steering, and Brakes	**17**

		Credit Hours
MVSB 1002	Fundamentals of Safety	2
MVSB 1003	Motor Vehicle Service Basics	3
MVSB 1604	Electrical Essentials	4
MVSB 1703	Heating and Air Conditioning	3
DHTT 1014	Truck Engine Controls	4
DHTT 1103	Truck Engine Design	3
DHTT 1304	Truck Drivetrain	4
DHTT 1404	Truck Brake Systems	4
DHTT 1504	Truck Suspension and Steering	4
DHTT 1614	Truck Advanced Electrical	4
DHTT 1803	Preventative Maintenance Inspection	3
DHTT 1903	Hydraulic Systems	3
DHTT 1152	Truck Internship I	2
DHTT 1252	Truck Internship II	2
	TD, Diesel Heavy Truck Technician	**45**

Students interested in pursuing the Vehicle Maintenance and Repair Technologies Associate of Applied Science degree with a concentration in Diesel Heavy Truck Technology should contact the Division of Technical Education225-216-8367.

Film and New Media Production (Career and Technical Certificate)

The Career and Technical Certificate (CTC) in Film and New Media Production covers all phases of the production cycle, including pre-production, production, and post-production. Courses in the CTC cover editing and visual effects/motion graphics using Adobe Premiere and Adobe AfterEffects. Upon completion of the CTC in Film and New Media Production, students will be eligible to test for the Adobe Certified Associate – Video Communication using Adobe Premiere Pro or Adobe Certified Associate – Visual Effects and Motion Graphics using AfterEffects.

To receive this certificate, the student must:

- Complete FILM 1023: Film and New Media Production I with a grade of C or better
- Complete FILM 2033: Film and New Media Production II with a grade of C or better
- Complete FILM 2043: Post Production Editing and VFX with a grade of C or better

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Develop digital video projects using structural elements such as tracks, timelines, and layers.
2. Create visual elements and effects as part of a digital video project.
3. Publish and export projects using media encoders.

Program of Study

First Semester		**Semester Credit Hours**	**Semester Contact Hours**
FILM 1023	Film and New Media Production I	**3**	**45**
	Semester Total:	**3**	**45**

Second Semester		**Semester Credit Hours**	**Semester Contact Hours**
FILM 2033	Film and New Media Production II	**3**	**45**
FILM 2043	Post-Production Editing and VFX	**3**	**45**
	Semester Total:	**3**	**45**
	Total for credential:	**9**	**135**

For more information, contact the Division of Liberal Arts at 225-216-8165.

Drafting and Design Technician (Technical Diploma)

The Drafting and Design Technician curriculum is designed to give the student essential knowledge and skills required for efficient and productive performance in the drafting field while facilitating the competitiveness of graduates for entry-level technical and supervisory positions. To provide options for students seeking varying amounts of technical expertise in Drafting, a career and technical certificate (CTC) may be earned in the first semester and a certificate of technical studies (CTS) may be earned in the second semester; a technical diploma may be earned upon completion of all technical courses. Students also have the option to complete the Technical Studies Associate of Applied Science with a concentration in Drafting and Design Technology by completing General Education courses in addition to the technical courses.

To receive any Drafting credential, the student must:

- Complete the program of study below.
- Earn a "C" or better in all courses that are used toward the credential.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate the essential knowledge and skills required for efficient and productive performance in the drafting field.
2. Demonstrate fundamental drafting skills with introductory training in several drafting disciplines and fundamentals in Computer-Aided Drafting.
3. Demonstrate the skills for one or more areas of specialization which includes the application of Computer-Aided Drafting in the selected discipline.
4. Demonstrate safe and efficient work practices, basic occupational employability skills, and strong work ethics.

Program of Study

First Semester		**Credit Hours**
CORE 1003	Introduction to Craft Skills	3
DRFT 1113	Introduction to Industrial Technology	3
DRFT 1123	Engineering Drafting	3
CSCI 1013/2203	Introduction to Computer Technology/Microcomputer Applications in Business	3
Select one of the following (first in student's area of interest)[1]:		3
ARTS 2103	Art History I[2]	
or		
CMGT 1033	Construction Safety	
or		
PTEC 1013	Introduction to Process Technology	
	Semester Total:	15

Second Semester		**Credit Hours**
DFRT 1213	Descriptive Geometry	3
DRFT 1223	Architectural Drafting	3

DRFT 1233	Pipe Drafting	3
DRFT 1243	Machine Design Drafting	3
Select one of the following (second in student's area of interest)[1]:		3
ARTS 2103	Art History II[2]	
or		
CMGT 1213	Construction Materials and Methods	
or		
PTEC 2033	Safety, Health, and Environment	
	Semester Total:	15

Third Semester		**Credit Hours**
DRFT 1313	Light Commercial Building Drafting	3
DRFT 1323	Civil Drafting Technology	3
DRFT 1333	Drafting and Design Portfolio	3
ARTS 1113/1123	Introduction to 2D Design/Introduction to 3D Design	3
Approved Drafting-related Elective[3]		3
	Semester Total:	15
	Total Program Credit Hours:	45

1 Students should speak with an advisor before or shortly after declaring this program of study to determine which electives are appropriate for the students' educational and career/employment goals.

2 These approved General Education courses will not count towards both the completion of the technical diploma and fulfill the General Education requirement for three (3) credit hours of coursework in Fine Arts for students interested in completing the Technical Studies Associate of Applied Science (AAS).

3 Chose from the following according to the area of interest and education and career/employment goals:

- ARTS 1023, Introduction to Visual Arts (may not be taken to fulfill both the General Education requirement for three (3) credit hours of Fine Arts for students interested in completing the Technical Studies Associate of Applied Science and the Approved Drafting Elective requirement.
- ARTS 2003, Digital Art
- CMGT 2203, Construction Project Management (note that the prerequisite for this course is Eligibility for ENGL 1013)
- SPCH 2013, Public Speaking, is recommended for students interested in transferring to a four-year college or university.

Drafting and Design Credentials:

		Credit Hours
CORE 1003	Introduction to Craft Skills	**3**
DRFT 1113	Introduction to Industrial Technology	**3**
DRFT 1123	Engineering Drafting	**3**
	CTC: Drafting Fundamentals	**9**

		Credit Hours
CORE 1003	Introduction to Craft Skills	**3**
DRFT 1113	Introduction to Industrial Technology	**3**
DRFT 1123	Engineering Drafting	**3**
CSCI 1013/2203	Introduction to Computer Technology/Microcomputer Applications in Business	**3**
DRFT 1213	Descriptive Geometry	**3**
DRFT 1223	Architectural Drafting	**3**
DRFT 1233	Pipe Drafting	**3**
DRFT 1243	Machine Design Drafting	**3**
	CTS: Engineering Aid	**24**

		Credit Hours
CORE 1003	Introduction to Craft Skills	**3**
DRFT 1113	Introduction to Industrial Technology	**3**
DRFT 1123	Engineering Drafting	**3**
CSCI 1013/2203	Introduction to Computer Technology/Microcomputer Applications in Business	**3**
DRFT 1213	Descriptive Geometry	**3**
DRFT 1223	Architectural Drafting	**3**
DRFT 1233	Pipe Drafting	**3**
DRFT 1243	Machine Design Drafting	**3**
DRFT 1313	Light Commercial Building Drafting	**3**
DRFT 1323	Civil Drafting Technology	**3**
DRFT 1333	Drafting and Design Portfolio	**3**
ARTS 1113/1123	Introduction to 2D Design/Introduction to 3D Design	**3**
ELECTIVES		**9**
	TD: Drafting and Design Technician	**45**

Students interested in pursuing the Technical Studies Associate of Applied Science degree with a concentration in Drafting and Design Technology should contact the Division of Technical Education at 225-216-8367 for more information.

Enrolled Agent (Certificate of Technical Studies)

The Certificate of Technical Studies - Enrolled Agent provides the knowledge and skills necessary for tax preparation, and is designed to prepare students to take the Enrolled Agent Examination. An Enrolled Agent is a person who has earned the privilege of representing taxpayers before the Internal Revenue Service. Enrolled Agents, like Attorneys and certified public accountants (CPAs), are generally unrestricted as to which taxpayers they can represent, what types of tax matters they can handle, and which IRS offices they can represent clients before. This program of study is not designed for college transfer.

To receive this certificate, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards this certificate
- Earn a "C" or better in all courses
- Complete the coursework listed below

Program Outcomes. Upon successful completion of the program, the student will be able to:

1. Complete and electronically transmit a federal tax return.
2. Identify the different forms of business organizations.
3. Calculate taxable income, tax due, deductions, and credits for all legal entities.
4. Calculate payroll taxes.

Program of Study

First Semester		**Credit Hours**
ACCT 2313[1]	Financial Accounting I	**3**
	Total Credit Hours	**3**
Second Semester		**Credit Hours**
ACCT 2323[2]	Financial Accounting II	**3**
ACCT 2613[3]	Intro to Federal Taxation	**3**
ACCT 2513[3]	Payroll Accounting	**3**
	Total Credit Hours	**9**
Third Semester		**Credit Hours**
ACCT 2413[4]	Computer-Based Accounting	**3**
ACCT 2623[5]	Advanced Federal Taxation	**3**
Accounting Elective	(see below)	**3**
ACCT 2633[6]	Enrolled Agent Policies & Procedures	**2**
	Total Credit Hours	**11**
	Total Program Credit Hours:	**23**

ACCT Electives: *Choose from the following:*

ACCT 2123[3], Intro to Governmental and Not-for-Profit Accounting
ACCT 2103[3], Introduction to Auditing

[1] Students may take ACCT 2113 in place of ACCT 2313 and 2323. Students choosing this option must then take an additional ACCT elective. Credit will not be given for both ACCT 2313/2323 and ACCT 2113.

[2] Prerequisite is ACCT 2313

[3] Prerequisite is ACCT 2313 or 2113

[4] Prerequisite is ACCT 2323 or 2113

[5] Prerequisite is ACCT 2613

[6] Prerequisite is ACCT 2623 or ACCT 2613 with Department approval

For more information, contact the Division of Business and Law at 225-216-8154.

Fine Arts (Associate of Arts Louisiana Transfer Degree)

The Fine Arts Track of the Associate of Arts degree program provides students with the foundational knowledge necessary to continue their education in pursuit of a four-year degree in fine arts. The curriculum is part of the Associate of Arts Louisiana Transfer Degree program (AALT).

Completion of a Louisiana Transfer degree guarantees that the student has met, in full, all lower division general education requirements for all receiving Louisiana public universities. Graduates who transfer with a Louisiana Transfer degree will be assigned junior status at the receiving institution. Note that course and GPA requirements for specific majors, departments, and schools must be met independently and should be verified by the student.

Students should carefully note the *Exclusionary Courses* listed in the **General Education Requirements** section – some courses are exclusive to each other and cannot both be taken for credit (e.g., MATH 1113 and 1213).

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in all coursework to be used toward the degree.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Communicate in standard edited English, write and speak with clarity, coherence, and persuasiveness.
2. Recognize when information is needed; locate, evaluate, understand, and analyze a variety of texts; and apply that learning to academic, personal, and professional contexts.
3. Think critically, independently, and creatively so that they can make ethical, informed, and logical judgements of the arguments of others, arrive at reasoned and meaningful arguments and positions, and formulate and apply ideas to new contexts.
4. Demonstrate an understanding of the creative process of the fine arts, the pleasures and challenges of artistic expression, and the role and value of the arts in society and culture.

PROGRAM OF STUDY

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
Any Gen-Ed. Mathematics/Analytical Reasoning		3
Any Gen-Ed. Social Science		3
Gen-Ed. Natural Science (first in sequence)[1]		3
Any Gen-Ed. Fine Arts		3
		15

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
Any Gen-Ed. Mathematics/Analytical Reasoning		3

Any Gen-Ed. Humanities	3
Gen-Ed. Natural Science (second in sequence)[1]	3
Concentration Core Selection (*see below*)	3
	15

Third Semester	**Credit Hours**
Any Gen-Ed. Humanities	3
Any Gen-Ed. Social Science	3
Gen-Ed. Natural Science (opposite from seq.)[2]	3
Concentration Core Selection *(see below)*	3
Concentration Core Selection *(see below)*	3
	15

Fourth Semester	**Credit Hours**
Any Gen-Ed. ENGL Literature	3
Concentration Core Selection *(see below)*	3
Concentration Elective *(see below)*	3
Concentration Elective *(see below)*	3
Concentration Elective *(see below)*	3
Concentration Lab Elective (optional)	0-1
	15-16

Total Program Hours **60-61**

Concentration Core Selections

(Three of the four concentration core selections must be from 3 different areas)

Any Fine Arts history

Any Fine Arts appreciation

Any Fine Arts basic skills

Any Fine Arts theory

AREA	ARTS	MUSIC	FILM	THEATRE
APPRECIATION	1023, 1003	1013, 1303, 1413[4]	2003	1013
SKILLS	1153, 1303, 1313, 1403, 1423, 1433, 1503, 1513[3], 2003[3], 2023, 2033[3], 2123, 2203, 2213, 2313, 2323	1081, 1091, 1203, 1213, 1403, 1441, 1451, 2301, 2313[4], 2323[4], 2441, 2451	1023[5], 2033[5], 2043[5]	2103, 2113, 2203
HISTORY	2103, 2113	1023, 2013, 2023	2013, 2023	
THEORY	1113, 1123	1003, 2003		

Concentration Electives

(Choose from any category listed below, within the limits listed, to complete required hours)

Any Humanities course (ENGL Literature, FREN, HIST, HUMN, PHIL, SPAN, SPCH, etc.)	0-3
Any Social/Behavioral Science (ECON, GEOG, POLI, PSYC, SOCL, etc.)	0-3
Any Natural Science Lab course complementary to one of the Gen-Ed. Natural Science courses chosen	0-1

Any Fine Arts courses	0-9

[1] A Natural Science sequence consists of two sequential courses in the same discipline (e.g., BIOL 1013 and 1023, PHSC 1023 and 1033, etc.). The first course in the sequence should be taken during one semester, and the second course in the sequence should be taken during the following semester. No lab is required.

[2] Both biological and physical sciences must be taken to meet the requirements for this degree program. If the two-course sequence is taken in the biological sciences, the remaining lecture credit hours must be from the physical sciences, and vice versa.

[3] ARTS: This course is one of three needed to complete the CTC-Web Design.

[4] MUSIC: This course is one of three needed to complete the CTC-Music Studio Production.

[5] FILM: This course is one of three need to complete the CTC-Film and New Media Production.

Students are strongly encouraged to consult with an advisor for course recommendations within their area of interest.

For more information, contact the Division of Liberal Arts at (225) 216-8165.

General Business (Associate of Arts Louisiana Transfer Degree)

The Louisiana Transfer Degree program in Business provides students with the foundational knowledge necessary to continue their education in pursuit of a four-year degree in business and business-related fields.

Completion of a Louisiana Transfer degree guarantees that the student has met, in full, all lower division general education requirements for all receiving Louisiana public universities. Graduates who transfer with a Louisiana Transfer degree will be assigned junior status at the receiving institution. Note that course and GPA requirements for specific majors, departments, and schools must be met independently and should be verified by the student.

Students should carefully note the *Exclusionary Courses* listed in the **General Education Requirements** section – some courses are exclusive to each other and cannot both be taken for credit (e.g., MATH 1113 and 1213). To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in all courses.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Communicate in standard edited English, write and speak with clarity, coherence, and persuasiveness.
2. Recognize when information is needed; locate, evaluate, understand, and analyze a variety of texts; and apply that learning to academic, personal, and professional contexts.
3. Think critically, independently, and creatively so that they can make ethical, informed, and logical judgements of the arguments of others, arrive at reasoned and meaningful arguments and positions, and formulate and apply ideas to new contexts.
4. Apply accounting terms and concepts to make business decisions.

PROGRAM OF STUDY

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
CSCI 2203[1]	Microcomputer Applications in Business	3
Gen-Ed. Humanities[1]		3
Gen-Ed. Fine Arts		3
		15

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
ECON 2213	Principles of Macroeconomics	3
Gen-Ed. Natural Science (first in sequence)[2]		3
Any PSYC or SOCL[1]		3
MATH 2103	Calculus for Non-Science Majors	3
		15

Third Semester		**Credit Hours**
MATH 2303	Basic Statistics I	3
ECON 2223	Principles of Microeconomics	3
ACCT 2113	Financial Accounting III	3
Gen-Ed. Natural Science (second in sequence)[2]		3
Choose one:[1]		3
SPCH 2013	Public Speaking	
SPCH 2213	Interpersonal Communication	
		15

Fourth Semester		**Credit Hours**
ACCT 2213	Introduction to Managerial Accounting	3
Any Gen-Ed. ENGL Literature course		3
Gen-Ed. Natural Science (opposite from seq.)[2]		3
Humanities Elective[1]		3
Free Elective (any course)[1]		3
		15

Total Program Hours	**60**

[1]Students are strongly encouraged to consult with an advisor at their expected transfer institution to obtain program requirements and specific course recommendations in order to prepare for a particular business major.

- Some four-year institutions require at least one History course as their general education humanities.
- Some four-year institutions may require a Gen-Ed PSYC or SOCL class as part of their curriculum.

[2]Both biological and physical sciences must be taken to meet the requirements for this degree program. If the two-course sequence is taken in the biological sciences, the remaining lecture credit hours must be from the physical sciences, and vice versa.

For more information, contact the Division of Business and Law at (225) 216-8154.

General Science (Associate of Science)

The General Science AS degree is designed for students who plan to transfer to baccalaureate degree-granting institutions and wish to customize their general science degree program. In addition to the General Education Requirements, students may select 21 credit hours of appropriate coursework in mathematics, biology, chemistry, physics, environmental sciences, natural resources, and other approved sciences to complete the degree.

To maximize possible transfer of courses to senior institutions, students should select a college/university as soon as possible and obtain a catalog from that institution. Students planning to transfer should discuss their plans with an advisor at BRCC and at the receiving institution to ensure maximum portability of credit hours. Students can also access the Board of Regents master course articulation matrix online (http://www.regents.la.gov/page/master-course-articulation-matrix) to determine which courses are accepted between Louisiana institutions of higher education.

To receive this degree, the student must:

- Earn a "C" or better in all courses used towards the degree.
- Take at least 12 hours at the 2000 level.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate knowledge of the basic principles of biology, chemistry, physics, other science disciplines, and mathematics as determined by the student's individual study plan.
2. Apply the process of science using quantitative reasoning, modeling and technology.
3. Analyze the dynamic interactions of science, technology and society.

PROGRAM OF STUDY

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
Gen-Ed. Mathematics		3-5
Gen-Ed. Natural Science (first in sequence)[1]		3
Gen-Ed. Social Science Elective (2000 level)		3
Gen-Ed. Humanities Elective[2]		3
		15-17

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
Gen-Ed. Mathematics		3-5
Gen-Ed. Natural Science (second in sequence)[1]		3
Gen-Ed. Natural Science (opposite from seq.)[1]		3
Natural Science[2]		3
		15-17

Third Semester	**Credit Hours**
MATH or Natural Science[3]	3
MATH or Natural Science[3]	3

MATH or Natural Science[3]	3
ENGL Literature or Gen. Ed. Humanities Elective[2]	3
Gen-Ed. Arts Elective	3
	15

Fourth Semester	**Credit Hours**
MATH or Natural Science[3]	3
MATH or Natural Science[3]	3
MATH or Natural Science[3]	3
Gen-Ed. Humanities Elective[2]	3
Social Science Elective (2000 Level)	3
	15

Total Program Hours	**60**

[1]Both biological and physical sciences must be taken to meet the requirements for this degree program. If the two-course sequence is taken in the biological sciences, the remaining lecture credit hours must be from the physical sciences, and vice versa. The completion of sequences with laboratories is strongly recommended.

[2]The anticipated major or area of interest will impact the type of humanities classes that should be completed.

[3]Students may select approved mathematics and natural science courses.

Contact the STEM Division for courses that are only offered in fall or spring semester.

For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.

General Studies (Certificate)

The Certificate in General Studies provides a strong initial grounding in liberal education. Upon completion, students are prepared to successfully meet transfer requirements at most four-year universities and have the knowledge and skills frequently identified by employers as being desirable qualities in an employee. The certificate program may be taken by students who wish to eventually pursue an associate/baccalaureate degree, or by students who only wish to expand their personal knowledge and do not intend to obtain a more advanced degree.

To receive this certificate, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours used toward the certificate.
- Earn a "C" or better in English 1013 and 1023.
- Complete the course work listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Communicate in standard edited English, write and speak with clarity, coherence, and persuasiveness.
2. Recognize when information is needed and have the ability to locate, evaluate, understand, and analyze a variety of texts and apply that learning to academic, personal, and professional contexts.
3. Comprehend and apply quantitative and scientific principles, concepts and methods.
4. Demonstrate an understanding of the creative process, the pleasures and challenges of artistic expression, and the role and value of the arts in society and culture.
5. Think critically, independently, and creatively so that they can make ethical, informed and logical judgments of the arguments of others, arrive at reasoned and meaningful arguments and positions, and formulate and apply ideas to new contexts.

PROGRAM OF STUDY

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
Any Gen-Ed. Mathematics		3
Any Gen-Ed. Social Science at the 2000 level[1]		3
Any Gen-Ed. Fine Arts		3
Any Gen-Ed. Natural Science		3
		15

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
Any Gen-Ed. Humanities, Mathematics/Analytical Reasoning, Natural Science, or Social Science		3
Any Gen-Ed. Humanities		3
Certificate Elective (any course)		3
Certificate Elective (any course)		3
		15

Total Program Credits	**30**

[1]ECON 2113 may not be used with either ECON 2213 or ECON 2223

For more information, contact the Division of Liberal Arts at (225) 216-8165.

Graphic Arts (Certificate of Technical Studies)

The Certificate of Technical Studies in Graphic Arts prepares students for work in the field of visual communication. Students who earn the certificate will also have a foundation of completed coursework for continued study toward an associate or bachelor degree. To receive this Certificate of Technical Studies in Graphic Studies, the student must complete the following program of study.

To receive this certificate, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in all courses that are prerequisites for other courses.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate effective craftspersonship, creative problem solving, and critical thinking techniques by producing quality digital art projects.
2. Develop personal aesthetic and technical proficiency within the context of contemporary visual communication using professional-level design software.
3. Acquire practical and technical job skills necessary to secure entry-level employment in a graphic design field.
4. Develop professional application skills required to secure employment including a portfolio, curriculum vitae, and interviewing skills.

Program of Study

First Semester		**Credit Hours**
ARTS-Lecture	Any ARTS lecture elective (see below)	3
ARTS 1113	Introduction to Two-Dimensional Design	3
ARTS 1153	Introduction to Digital Photography	3
ARTS 2003	Digital Art	3
ARTS or CSCI	Any Certificate Elective (see below)	3
	Semester Credit Hours	15

Second Semester		**Credit Hours**
ARTS 2203	Beginning Drawing	3
ARTS 2313	Introduction to Graphic Design	3
ARTS or CSCI	Any Certificate Elective (see below)	3
ARTS or CSCI	Any Certificate Elective (see below)	3
ARTS or CSCI	Any Certificate Elective (see below)	3
	Semester Credit Hours	15
	Total Program Credit Hours:	**30**

ARTS Lecture Electives

ARTS 1003 Non-Western Art
ARTS 1023 Introduction to Visual Arts
ARTS 2103 Art History I

ARTS 2113 Art History II

Certificate Electives

ARTS 1003 Non-Western Art
ARTS 1023 Introduction to Visual Arts
ARTS 1513 Introduction to Web Design*
ARTS 2103 Art History I
ARTS 2113 Art History II
ARTS 2023 Relief Printmaking
ARTS 2123 Silkscreen Printmaking
ARTS 2323 Intermediate Graphic Design
ARTS 2333 Typography
CSCI 1923 Introduction to Computers: Programming Logic and Design
CSCI 1933 Software Design and Programming Logic I
CSCI 1943 Software Design and Programming Logic II
CSCI 1953 Society and Ethics in Computing
CSCI 1973 Emerging Technology

* This course is one of three needed to complete the Web Design Career and Technical Certificate (CTC).

For more information, contact the Division of Liberal Arts at 225-216-8165.

Horticulture Technician (Technical Diploma)

This program is designed to prepare students for employment in the areas of production and management in horticultural enterprises. It includes instruction and practical experience in the lab which is equipped and managed according to industry standards. Upon graduation of this program students are qualified to take LA State examinations to become licensed horticultural professionals such as Arborists, Horticulturists, Landscape Contractors, and Certified Commercial Pesticide Applicators. Permits may also be obtained to become Nursery Stock and Cut Flower Dealers.

To receive this diploma and/or the embedded certificate of technical studies, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the award.
- Earn a "C" or better in all coursework.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate the skills needed for entry and intermediate levels of employment in the areas of production and management in horticultural enterprises.
2. Demonstrate the skills needed for nurseries, landscaping, turf installation, interior-scaping, and professional lawn care.
3. Demonstrate the ability to install plants and diagnose ailments in plants (including lawns), knowledge of laws and regulations of the industry, and specialize in plant identification.
4. Demonstrate safe and efficient work practices, legal and efficient work practices, licensed and certified knowledge of the field, employability skills, and strong work ethics.
5. Demonstrate knowledge and skills necessary to pass licensing exams administered by the Louisiana Department of Agriculture and Forestry, Horticulture Commission, and the Louisiana Nursery and Landscape Association.

PROGRAM OF STUDY

First Semester		**Credit Hours**
HORT 1113	Introduction to Plant Science	**3**
HORT 1123	Native Plants of Louisiana I	**3**
HORT 1133	Plant Propagation	**3**
HORT 1141	Louisiana Laws and Regulations	**1**
HORT 1154	Soils, Fertilizers, and Water	**4**
HORT 1162	Horticulture Lab I	**2**
	Semester Total:	**16**

Second Semester		**Credit Hours**
HORT 1213	Greenhouse Procedures	**3**
HORT 1222	Turfgrass	**2**
HORT 1232	Introduction to Irrigation	**2**
HORT 1244	Plant Pest Control	**4**
HORT 1253	Native Plants of Louisiana II	**3**
HORT 1262	Horticulture Lab II	**2**
	Semester Total:	**16**

Third Semester	**Credit Hours**

HORT 1313	Landscape Calculations	**3**
HORT 1322	Landscaping Equipment	**2**
HORT 1336	Landscaping	**6**
HORT 1342	Horticulture Lab III	**2**
	Semester Total:	**13**

Total Program Credit Hours:	**45**

Additional Horticulture Credential Available:

		Credit Hours
HORT 1113	Introduction to Plant Science	**3**
HORT 1123	Native Plants of Louisiana I	**3**
HORT 1133	Plant Propagation	**3**
HORT 1141	Louisiana Laws and Regulations	**1**
HORT 1154	Soils, Fertilizers, and Water	**4**
HORT 1162	Horticulture Lab I	**2**
HORT 1213	Greenhouse Procedures	**3**
HORT 1222	Turfgrass	**2**
	CTS: Ornamental and Turf Pest Control Technician	**21**

For more information, contact the Division of Technical Education at (225)-216-8367.

HVAC/R Technician (Technical Diploma)

The HVAC/R Technician Technical Diploma is designed to provide specialized classroom instruction and practical shop experience that prepare students for employment in a variety of jobs in the field of heating, ventilation, air conditioning, and refrigeration. The curriculum includes training in the installation, diagnosis, repair, and maintenance of the operation conditions of residential and commercial heating, air conditioning, and refrigeration systems. A career and technical certificate (CTC) may be earned in the first semester and a certificate of technical studies (CTS) may be earned in the second semester; a technical diploma may be earned upon completion of all technical courses. Students also have the option to complete the Technical Studies Associate of Applied Science with a concentration in Air Conditioning and Refrigeration.

To receive any credential in this program, the student must:

- Complete the coursework listed below.
- Earn a "C" or better in all courses that are to be used toward the credential.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate the skills needed for entry and advanced levels of employment in an air conditioning and refrigeration career.
2. Demonstrate the installation, diagnosis, repair, and maintenance of residential heating, air conditioning, and refrigeration systems.
3. Demonstrate safe and efficient work practices, basic occupational skills, employability skills, and strong work ethics.

Program of Study

First Semester			**Credit Hours**
HACR 1113	Electrical Fundamentals		**3**
HACR 1123	Electrical Components		**3**
HACR 1133	Electrical Motors		**3**
HACR 1143	Applied Electricity		**3**
HACR 1213	Introduction to HVAC		**3**
		Semester Total:	**15**

Second Semester			**Credit Hours**
HACR 1229	Principles of Refrigeration		**9**
HACR 1234	Commercial Air Conditioning		**4**
HACR 1245	Commercial Refrigeration Systems		**5**
		Semester Total:	**18**

Third Semester			**Credit Hours**
HACR 2118	Heating Systems		**8**
HACR 2124	Residential Heat Pumps		**4**
		Semester Total:	**12**
		Total Program Credit Hours:	**45**

Air Conditioning and Refrigeration Credentials Available:

		Credit Hours
HACR 1113	Electrical Fundamentals	**3**
HACR 1123	Electrical Components	**3**
HACR 1133	Electrical Motors	**3**
HACR 1143	Applied Electricity	**3**
	CTC: HVAC and Refrigeration Helper I	**12**

		Credit Hours
HACR 1113	Electrical Fundamentals	**3**
HACR 1123	Electrical Components	**3**
HACR 1133	Electrical Motors	**3**
HACR 1143	Applied Electricity	**3**
HACR 1213	Introduction to HVAC	**3**
HACR 1229	Principles of Refrigeration	**9**
	CTS: HVAC and Refrigeration Helper II (all courses required for HVAC and Refrigeration Helper I plus HACR 1213 and HACR 1229)	**24**

Students interested in pursuing the Technical Studies Associate of Applied Science with a concentration in Air Conditioning and Refrigeration should contact the Division of Technical Education at 225-216-8367 for more information.

Humanities (Associate of Arts Louisiana Transfer Degree)

The Humanities concentration of the Liberal Arts degree program provides students with the foundational knowledge necessary to continue their education in pursuit of a four-year degree in any field of the humanities. The curriculum is part of the Associate of Arts Louisiana Transfer Degree program (AALT).

Completion of a Louisiana Transfer degree guarantees that the student has met, in full, all lower division general education requirements for all receiving Louisiana public universities. Graduates who transfer with a Louisiana Transfer degree will be assigned junior status at the receiving institution. Note that course and GPA requirements for specific majors, departments, and schools must be met independently and should be verified by the student.

Students should carefully note the *Exclusionary Courses* listed in the **General Education Requirements** section – some courses are exclusive to each other and cannot both be taken for credit (*e.g.*, MATH 1113 and 1213). To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better all in coursework to be used toward the degree.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Communicate in standard edited English, write and speak with clarity, coherence, and persuasiveness.
2. Recognize when information is needed; locate, evaluate, understand, and analyze a variety of texts; and apply that learning to academic, personal, and professional contexts.
3. Think critically, independently, and creatively so that they can make ethical, informed, and logical judgements of the arguments of others, arrive at reasoned and meaningful arguments and positions, and formulate and apply ideas to new contexts.
4. Recognize and understand cultural diversity and have a global perspective grounded in the understanding of international cultures, issues, and trends linking communities around the world.

PROGRAM OF STUDY

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
Any Gen-Ed. Mathematics/Analytical Reasoning		3
Any Gen-Ed. Social Science at the 2000 level[1]		3
Any Gen-Ed. Fine Arts		3
Gen-Ed. Natural Science (first in sequence)[2]		3
		15

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
Any Gen-Ed. Mathematics/Analytical Reasoning		3
Any Gen-Ed Social Science at the 2000 level[1]		3

Any Gen-Ed. Humanities	3
Gen-Ed. Natural Science (second in sequence)[2]	3
	15

Third Semester	**Credit Hours**
Any Gen-Ed. Literature course	3
Any Gen-Ed Humanities	3
Any Humanities[3]	3
Any Humanities[3]	3
Gen-Ed. Natural Science (opposite from seq.)[2]	3
	15

Fourth Semester	**Credit Hours**
Any Humanities[3]	3
Any Humanities[3]	3
Any Humanities[3]	3
Any Humanities or Social Science[3]	3
Any Humanities or Social Science[3]	3
	15

Total Program Hours	**60**

[1] ECON 2113 may not be used with either ECON 2213 or ECON 2223.

[2] A Natural Science sequence consists of two sequential courses in the same discipline (e.g., BIOL 1013 and 1023, PHSC 1023 and 1033, etc.). The first course in the sequence should be taken during one semester, and the second course in the sequence should be taken during the following semester. One lab is optional. The third science course must be the opposite of the sequence; for example, if the sequence is biological science, the third course must be physical science.

[3] Students should choose classes related to their expected major (e.g., history, foreign language, communication skills, English, etc.).

For more information, contact the Division of Liberal Arts at (225) 216-8165.

Liberal Arts (Associate of Arts)

The Liberal Arts Associate of Arts degree is specifically for those students planning to transfer to a senior college/university, but it also provides a well-rounded, general educational background for self-fulfillment or employment in the workplace. The degree is designed to allow students to successfully complete foundational coursework while deciding on a major, with emphasis placed on the General Education courses required by most senior institutions. Students planning to transfer to another institution should discuss their plans with an advisor at BRCC and at the receiving institution to ensure maximum transferability of credits.

To receive this degree, the student must:

- have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree,
- earn a "C" or better in major courses, in ENGL 1013 and ENGL 1023, and in courses that are prerequisites for other courses;
- take at least 12 hours at the 2000 level; and
- complete the coursework listed below.

Program of Study. Upon successful completion of the program, the graduate will be able to:

1. Communicate in standard edited English, write and speak with clarity, coherence, and persuasiveness.
2. Recognize when information is needed and have the ability to locate, evaluate, understand, and analyze a variety of texts and apply that learning to academic, personal, and professional contexts.
3. Think critically, independently, and creatively so that they can make ethical, informed and logical judgments of the arguments of others, arrive at reasoned and meaningful arguments and positions, and formulate and apply ideas to new contexts.
4. Recognize and understand cultural diversity and have a global perspective grounded in the understanding of international cultures, issues, and trends linking communities around the world.

PROGRAM OF STUDY

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
Any Gen-Ed. Mathematics		3
Any Gen-Ed. Social Science at the 2000 level[1]		3
Any Gen-Ed. Fine Arts		3
Gen-Ed. Natural Science (first in sequence)[2]		3
		15

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
Choose one:		
Any Gen-Ed. Mathematics PHIL 2113, Introduction to Logic		3
Any Gen-Ed. Social Science at the 2000 level[1]		3

Any Gen-Ed. Humanities	3
Gen-Ed. Natural Science (second in sequence)[2]	3
	15

Third Semester	**Credit Hours**
Any Gen-Ed. ENGL Literature course	3
Liberal Arts Required Course *(see below)*	3
Liberal Arts Required Course *(see below)*	3
Liberal Arts Required Course *(see below)*	3
Any Gen-Ed. Natural Science (non-sequential)	3
	15

Fourth Semester	**Credit Hours**
Liberal Arts Required Course *(see below)*	3
Liberal Arts Required Course *(see below)*	3
Any social science, humanities, or fine arts	3
Gen-Ed. Humanities	3
Any Speech (SPCH) course	3
	15

Total Program Hours	**60**

Liberal Arts Required Courses
Any Arts (ARTS) course
Any English (ENGL) course
Any Film (FILM) course
Any Foreign Language (FREN/SPAN) course
Any History (HIST) course
Any Humanities (HUMN) course
Any Music (MUSC) course
Any Philosophy (PHIL) course
Any Speech (SPCH) course
Any Theatre (THTR) course

[1]ECON 2113 may not be used with either ECON 2213 or ECON 2223.

[2]A Natural Science sequence consists of two sequential courses in the same discipline (e.g., BIOL 1013 and 1023, PHSC 1023 and 1033, etc.). The first course in the sequence should be taken during one semester, and the second course in the sequence should be taken during the following semester. No lab is required.

For more information, contact the Division of Liberal Arts at (225) 216-8165.

Medical Assistant (Certificate of Technical Studies)

This program prepares students for employment in private and large group physician's offices, clinics, hospitals, medical records, laboratories and/or insurance companies.

Upon completion of the Medical Assistant Clinical pathway, students are eligible to take the national Certified Clinical Medical Assistant (CCMA) exam from the National Healthcareer Association. Students completing the Coding and Insurance pathway are eligible for the Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA) and the Certified Professional Coder at the Apprentice level (CPC-A) exam offered by the American Academy of Professional Coders (AAPC).

To begin this program, the applicant must:

- have a high school diploma from a regionally accredited institution, or
- have a General Educational Development (GED) diploma, or
- be eligible to participate in the BRCC dual enrollment program, according to the requirements set for by the Board of Regents in Academic Affairs Policy 2.22, Dual Enrollment; and
- pass a criminal background check, obtain Basic Life Support for Healthcare Providers Cardiopulmonary Resuscitation (CPR) certification, drug screening, and other health requirements stipulated by the program manager.

To receive this certificate, the student must:

- Earn a "C" or better in all required program courses.
- Earn at least a 2.0 overall grade point average on all attempted technical credit hours.

Program Outcomes

Upon successful completion of the Clinical pathway, the graduate will be able to: 1. Demonstrate the knowledge, skills, and abilities required of generalists in allied health professionals in physician's offices and health clinics. 2. Sit for the national certification exam administered by the National Healthcareer Association. 3. Perform medical office administrative and clinical procedures following universal precautions for safety. 4. Complete administrative tasks and clinical procedures within applicable parish, state, and federal law.		**Upon successful completion of the Coding and Insurance pathway, the graduate will be able to:** 1. Demonstrate the knowledge, skills, and abilities required of coding and insurance specialists in a variety of healthcare positions. 2. Sit for the national certification exam administered by the American Health Information Management Association (AHIMA) and American Academy of Professional Coders (AAPC). 3. Code provider diagnoses and procedures using correct medical, anatomical and physiological terminology. 4. Complete the coding and billing process for timely submission of documentation for insurance companies.

Programs of Study for both pathways are on the following page.

Clinical Pathway		Coding and Insurance Pathway	
First Semester	**Credit Hours**	**First Semester**	**Credit Hours**
MAST 1171, Medical Terminology for Medical Assistants	**1**	MAST 1171, Medical Terminology for Medical Assistants	**1**
MAST 1152, Human Body for Medical Assistants	**2**	CSCI 1013, Introduction to Computer Technology	**3**
MAST 1162, Professionalism in Healthcare	**2**	MAST 1162, Professionalism in Healthcare	**2**
MAST 1142, Pharmacology for Medical Assistants	**2**	MAST 1142, Pharmacology for Medical Assistants	**2**
MAST 1014, Phlebotomy*	**4**	MAST 1102, Information Management for Medical Assistants	**2**
MAST 1221, Clinical Procedures I	**1**	MAST 1113, Medical Coding I	**3**
First semester total:	**12**	**First semester total:**	**13**
Second Semester	**Credit Hours**	**Second Semester**	**Credit Hours**
MAST 1214, Administrative Procedures	**4**	MAST 1214, Administrative Procedures	**4**
MAST 2132, Clinical Procedures II	**2**	MAST 1123, Medical Coding II	**3**
MAST 1114, Electrocardiography (EKG)*	**4**	MAST 1224, Medical Insurance and Billing	**4**
MAST 2222, Medical Assistant Externship	**2**		
Second semester total:	**12**	**Second semester total:**	**11**
Total Program Hours:	**24**	**Total Program Hours:**	**24**

* The semester in which MAST 1014, Phlebotomy, and MAST 1114, Electrocardiography, are offered is dependent on the BRCC site at which the course is offered and the availability of clinical sites.

For more information, contact the Division of Nursing and Allied Health at 225-216-8044.

Music Studio Production (Career and Technical Certificate)

The Career and Technical Certificate (CTC) in Music Studio Production covers room acoustics, microphone selection and placement, audio capture, and the post-production process. Upon completion of the CTC in Music Studio Production, students will be eligible to test for Avid Certified User for ProTools.

To receive this certificate, the student must:

- Complete MUSC 1413: Introduction to Music Technology with a grade of C or better.
- Complete MUSC 2313: Pro Tools I with a grade of C or better.
- Complete MUSC 2323: Pro Tools II with a grade of C or better.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Judge the quality of room acoustics and alter the space in order to tune the room for a specific audio need.
2. Choose and place microphones that are appropriate for specific instruments and performance spaces.
3. Master a final product for use as an independent contractor.

Program of Study

First Semester		**Semester Credit Hours**	**Semester Contact Hours**
MUSC 1413	Introduction to Music Technology	**3**	**45**
	Semester Total:	**3**	**45**

Second Semester		**Semester Credit Hours**	**Semester Contact Hours**
MUSC 2313	Pro Tools I	**3**	**45**
	Semester Total:	**3**	**45**

Third Semester		**Semester Credit Hours**	**Semester Contact Hours**
MUSC 2323	Pro Tools II	**3**	**45**
	Semester Total:	**3**	**45**
	Total for credential:	**9**	**135**

For more information, contact the Division of Liberal Arts at 225-216-8165.

NCCER Electrical Level 4 (Technical Diploma)

This program is designed to prepare students to work as an Electrician. Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints, the National Electrical Code® and state and local codes. This program covers four levels of training based on curriculum developed by the National Center for Construction Education and Research (NCCER). To prepare trainees for a career in the electrical field, NCCER offers a comprehensive, 4-level Electrical curriculum that complies with DOL time-based standards for apprenticeship. Students who successfully complete the program will be nationally certified by NCCER.

Used with permission of NCCER

Source: https://www.nccer.org/workforce-development-programs/disciplines/craft-details/electrical

A career and technical certificate (CTC) may be earned in the first semester and a certificate of technical studies (CTS) may be earned in the second semester; a technical diploma may be earned upon completion of all technical courses. Students also have the option to complete the Technical Studies Associate of Applied Science with a concentration in Electrical by completing General Education courses in addition to the technical courses.

To receive any credential in this program, the student must:

- Complete the program of study outlined below.
- Earn a "C" or better in all courses required for the completion of the program.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Apply electrical theory and tools in residential and construction environments.
2. Integrate various electrical devices to construct electrical systems.
3. Employ electrical calculations to size and troubleshoot electrical systems.
4. Demonstrate knowledge of the National Electrical Code and its application to various industries.
5. Demonstrate proper safety, use, maintenance, and storage of electrical equipment.

PROGRAM OF STUDY

First Semester			**Credit Hours**
CORE 1003	Introduction to Craft Skills		3
ELEC 1119	Electrical Level 1		9
ELEC 1216	Electrical Level 2 Part 1		6
		Semester Total:	**18**

Second Semester			**Credit Hours**
ELEC 1226	Electrical Level 2 Part 2		6
ELEC 1316	Electrical Level 3 Part 1		6
ELEC 1326	Electrical Level 3 Part 2		6
		Semester Total:	**18**

Third Semester		Credit Hours
ELEC 1419	Electrical Level 4	9
	Semester Total:	**9**
	Total Program Credit Hours:	**45**

Electrical Credentials Available

		Credit Hours
CORE 1003	Introduction to Craft Skills	3
ELEC 1119	Electrical Level 1	6
	CTC, NCCER Electrical Level 1:	**12**

		Credit Hours
CORE 1003	Introduction to Craft Skills	3
ELEC 1119	Electrical Level 1	9
ELEC 1216	Electrical Level 2 Part 1	6
ELEC 1226	Electrical Level 2 Part 2	6
	CTS, NCCER Electrical Level 2 (Level 1 and Level 2 courses):	**24**

		Credit Hours
CORE 1003	Introduction to Craft Skills	**3**
ELEC 1119	Electrical Level 1	**9**
ELEC 1216	Electrical Level 2 Part 1	**6**
ELEC 1226	Electrical Level 2 Part 2	**6**
ELEC 1316	Electrical Level 3 Part 1	**6**
ELEC 1326	Electrical Level 3 Part 2	**6**
ELEC 1419	Electrical Level 4	**9**
	TD: Electrical Level 4 (Level 1, Level 2, Level 3, and Level 4 courses):	**45**

Students interested in pursuing the Technical Studies Associate of Applied Science degree with a concentration in Electrical, please contact the Technical Education Division at 225-216-8367 for more information.

NCCER Instrumentation Level 4 (Technical Diploma)

This program is designed to prepare students to work efficiently as an Instrument Fitter and Technician. Instrument Fitters and Technicians perform key installation and maintenance functions across several industries. The field of instrumentation covers important processes and knowledge areas, including piping, tubing, fasteners, and metallurgy. Instrument Fitters and Technicians are familiar with electrical systems, craft-specific drawings, and are experts in the hand and power tools specific to their trade. This program covers four levels of training based on curriculum developed by the National Center for Construction Education and Research (NCCER). NCCER's curriculum addresses all of the learning objectives associated with this broad and demanding field, in areas such as Fasteners, Relays and Timers, and Grounding and Shielding of Instrumentation Wiring. Students who successfully complete the program will be nationally certified by NCCER.

Source: http://www.nccer.org/instrumentation
Used with permission of NCCER

A career and technical certificate (CTC) may be earned in the first semester and a certificate of technical studies (CTS) may be earned in the second semester; a technical diploma may be earned upon completion of all technical courses. Students also have the option to complete the Technical Studies Associate of Applied Science with a concentration in Instrumentation by completing General Education courses in addition to the technical courses.

To receive any credential in this program, the student must:

- Complete the program of study below.
- Earn a "C" or better in all courses that are to be used towards the credential.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Employ proper techniques for use and storage of instrumentation equipment.
2. Categorize common instrumentation systems, components, and their uses.
3. Inspect instrumentation systems and components.
4. Integrate various devices to construct an instrumentation system.

Program of Study

First Semester			**Credit Hours**
CORE 1003	Introduction to Craft Skills		**3**
INST 1119	Instrumentation Level 1		**9**
INST 1216	Instrumentation Level 2 Part 1		**6**
		Semester Total:	**18**

Second Semester			**Credit Hours**
INST 1226	Instrumentation Level 2 Part 2		**6**
INST 1316	Instrumentation Level 3 Part 1		**6**
INST 1326	Instrumentation Level 3 Part 2		**6**
		Semester Total:	**18**

Third Semester		**Credit Hours**
INST 1419	Instrumentation Level 4	**9**

	Semester Total:	**9**
	Total Program Credit Hours:	**45**

Instrumentation Credentials Available:

		Credit Hours
CORE 1003	Introduction to Craft Skills	**3**
INST 1119	Instrumentation Level 1	**9**
	CTC: NCCER Instrumentation Level 1	**12**

		Credit Hours
CORE 1003	Introduction to Craft Skills	**3**
INST 1119	Instrumentation Level 1	**9**
INST 1216	Instrumentation Level 2 Part 1	**6**
INST 1226	Instrumentation Level 2 Part 2	**6**
	CTS: NCCER Instrumentation Level 2 (Level 1 and Level 2 courses)	**24**

		Credit Hours
CORE 1003	Introduction to Craft Skills	**3**
INST 1119	Instrumentation Level 1	**9**
INST 1216	Instrumentation Level 2 Part 1	**6**
INST 1226	Instrumentation Level 2 Part 2	**6**
INST 1316	Instrumentation Level 3 Part 1	**6**
INST 1326	Instrumentation Level 3 Part 2	**6**
INST 1419	Instrumentation Level 4	**9**
	TD: NCCER Instrumentation Level 4 (Level 1, Level 2, Level 3, and Level 4 courses)	**45**

Students interested in pursuing the Technical Studies Associate of Applied Science degree with a concentration in Instrumentation should contact the Technical Education Division at 225-216-8367 for more information.

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NCCER Millwright Level 4 (Technical Diploma)

This program is designed to prepare students to work efficiently as a Millwright. Since its humble beginnings in the construction of wood mills, the Millwright trade has expanded to include work in metal and machinery of ever-increasing technology and precision. Millwrights install, align, and troubleshoot machinery in factories, power plants (particularly the precision machinery required in nuclear power plants), and other industrial sites. They install conveyor systems, connect machinery to power supplies and piping, direct hoisting and setting of machines, and adjust the moving and stationary parts of machines to certain specifications. Millwrights must be extremely skilled at mathematics and interpreting blueprints and specifications to set machines at perfect measurements, sometimes working with clearances no bigger than thousandths of an inch. This program covers five levels of training based on curriculum developed by the National Center for Construction Education and Research (NCCER). NCCER's curriculum covers topics such as Millwright Hand Tools and Fabricating Shims. Students who successfully complete the program will be nationally certified by NCCER.

Source: http://www.nccer.org/millwright
Used with permission of NCCER

A career and technical certificate (CTC) may be earned in the first semester and a certificate of technical studies (CTS) may be earned in the second semester; a technical diploma may be earned upon completion of all technical courses. Students also have the option to complete the Technical Studies Associate of Applied Science with a concentration in Millwright by completing General Education courses in addition to the technical courses.

To receive any credential in this program, the student must:

- Complete the program of study below.
- Earn a "C" or better in all courses that are to be used towards the credential.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate the ability to install, repair, and maintain industrial machinery and equipment.
2. Perform preventive and predictive maintenance tasks identified through examination of industrial machinery and equipment.
3. Safely operate rigging and hoisting equipment.
4. Utilize various hand and precision measuring tools to perform layouts.

Program of Study

First Semester			**Credit Hours**
CORE 1003	Introduction to Craft Skills		**3**
MILL 1119	Millwright Level 1		**9**
MILL 1216	Millwright Level 2 Part 1		**6**
		Semester Total:	**18**

Second Semester			**Credit Hours**
MILL 1226	Millwright Level 2 Part 2		**6**
MILL 1316	Millwright Level 3 Part 1		**6**
MILL 1326	Millwright Level 3 Part 2		**6**
		Semester Total:	**18**

Third Semester		Credit Hours
MILL 1419	Millwright Level 4	9
	Semester Total:	**9**
	Total Program Credit Hours:	**45**

Millwright Credentials Available:

		Credit Hours
CORE 1003	Introduction to Craft Skills	3
MILL 1119	Millwright Level 1	9
	CTC: NCCER Millwright Level 1	**12**

		Credit Hours
CORE 1003	Introduction to Craft Skills	3
MILL 1119	Millwright Level 1	9
MILL 1216	Millwright Level 2 Part 1	6
MILL 1226	Millwright Level 2 Part 2	6
	CTS: NCCER Millwright Level 2 (Level 1 and Level 2 courses)	**24**

		Credit Hours
CORE 1003	Introduction to Craft Skills	3
MILL 1119	Millwright Level 1	9
MILL 1216	Millwright Level 2 Part 1	6
MILL 1226	Millwright Level 2 Part 2	6
MILL 1316	Millwright Level 3 Part 1	6
MILL 1326	Millwright Level 3 Part 2	6
MILL 1419	Millwright Level 4	9
	TD: NCCER Millwright Level 4 (Level 1, Level 2, Level 3, and Level 4 courses)	**45**

Students interested in pursuing the Technical Studies Associate of Applied Science degree with a concentration in Millwright should contact the Technical Education Division at 225-216-8367 for more information.

NCCER Pipefitting Level 4 (Technical Diploma)

This program is designed to prepare students to work as a Pipefitter. There are some who may consider pipefitting synonymous with plumbing, but these are really two very distinct trades. Plumbers install and repair the water, waste disposal, drainage and gas systems in homes and commercial and industrial buildings. Pipefitters, on the other hand, install and repair both high- and low-pressure pipe systems used in manufacturing, in the generation of electricity, and in the heating and cooling of buildings. This program covers four levels of training based on curriculum developed by the National Center for Construction Education and Research (NCCER). NCCER offers a four-level Pipefitting curriculum that covers topics such as Threaded Pipe Fabrication, Excavations, and Steam Traps. Students who successfully complete the program will be nationally certified by NCCER.

Used with permission of NCCER

Source: https://www.nccer.org/workforce-development-programs/disciplines/craft-details/pipefitting

A career and technical certificate (CTC) may be earned in the first semester and a certificate of technical studies (CTS) may be earned in the second semester; a technical diploma may be earned upon completion of all technical courses. Students also have the option to complete the Technical Studies Associate of Applied Science with a concentration in Pipefitting by completing General Education courses in addition to the technical courses.

To receive any credential in this program, the student must:

- Complete the program of study outlined below.
- Earn a "C" or better in all courses required for the completion of the program.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate proper use of pipefitting tools.
2. Fabricate piping systems through welding and machining processes.
3. Employ safe rigging practices and hazard identification to assemble a piping system.
4. Perform maintenance on piping systems and components.

Program of Study

First Semester			**Credit Hours**
CORE 1003	Introduction to Craft Skills		**3**
PIPE 1119	Pipefitting Level 1		**9**
PIPE 1216	Pipefitting Level 2 Part 1		**6**
		Semester Total:	**18**

Second Semester			**Credit Hours**
PIPE 1226	Pipefitting Level 2 Part 2		**6**
PIPE 1316	Pipefitting Level 3 Part 1		**6**
PIPE 1326	Pipefitting Level 3 Part 2		**6**
		Semester Total:	**18**

Third Semester	**Credit Hours**

PIPE 1419	Pipefitting Level 4	**9**
	Semester Total:	**9**
	Total Program Credit Hours:	**45**

Pipefitting Credentials Available:

		Credit Hours
CORE 1003	Introduction to Craft Skills	**3**
PIPE 1119	Pipefitting Level 1	**9**
	CTC: NCCER Pipefitting Level 1	**12**

		Credit Hours
CORE 1003	Introduction to Craft Skills	**3**
PIPE 1119	Pipefitting Level 1	**9**
PIPE 1216	Pipefitting Level 2 Part 1	**6**
PIPE 1226	Pipefitting Level 2 Part 2	**6**
	CTS: NCCER Pipefitting Level 2 (Level 1 and Level 2 courses)	**24**

		Credit Hours
CORE 1003	Introduction to Craft Skills	**3**
PIPE 1119	Pipefitting Level 1	**9**
PIPE 1216	Pipefitting Level 2 Part 1	**6**
PIPE 1226	Pipefitting Level 2 Part 2	**6**
PIPE 1316	Pipefitting Level 3 Part 1	**6**
PIPE 1326	Pipefitting Level 3 Part 2	**6**
PIPE 1419	Pipefitting Level 4	**9**
	TD: NCCER Pipefitting Level 4 (Level 1, Level 2, Level 3, and Level 4 courses)	**45**

Students interested in pursuing the Technical Studies Associate of Applied Science degree with a concentration in Pipefitting should contact the Technical Education Division at 225-216-8367 for more information.

Nursing (Associate of Science)

The Associate of Science in Nursing (ASN) is a five semester, 72 credit-hour program which provides students with the knowledge, skills, values, and competencies required to join the nursing profession. Graduates will receive the Associate of Science in Nursing degree and will be eligible to apply to take the *National Council Licensure Exam for Registered Nurses (NCLEX-RN)*, which must be passed before starting practice as a registered nurse (RN).

A selective admissions process is used to select candidates for enrollment in the program.

Admission Criteria
The following courses are prerequisites for admission to the Nursing program. Students must earn a grade of "C" or better in all of prerequisite courses listed.

Prerequisite Courses		**Credit Hours**
MATH 1213	College Algebra	3
ENGL 1013	English Composition I	3
BIOL 2213	Anatomy and Physiology I	3
BIOL 2211	Anatomy and Physiology I Lab	1
PSYC 2013	Introduction to Psychology	3
*General Education course in Humanities or Fine Arts**		3
	Total Prerequisite Hours	**16**

* A General Education course in Fine Art and a General Education course in Humanities are required for graduation. One must be completed for admission.

In addition, to be eligible for entry into the Nursing program, students must:

- Have a calculated GPA of 2.80 or higher in the 16 credit hours of prerequisite courses only.
- Achieve a score of 75 or better on each section of the nursing admission exam, with a composite score of 75 or higher.

It is important to note that admission to the Nursing program is competitive: *meeting the minimum requirements listed here does not guarantee admission.*

Application Process
The application for admission to the ASN Program is available on the BRCC website once a year during the spring semester. Deadlines and detailed instructions for completing the admission application and scheduling the admission exam are included in the application packet.

Students admitted to the nursing program will receive additional instructions regarding program requirements that include but are not limited to: submission of personal health history, a physical examination, a TB skin test, various immunizations/vaccinations, a urine drug screen, and CPR certification. A positive urine drug screen or any attempt to tamper with a specimen may disqualify an applicant and/or result in dismissal from the nursing program. Costs for all requirements are borne by the student.

Criminal Background Check
The Louisiana State Board of Nursing (LSBN) requires all applicants to complete an *Application for Approval to Enroll in a Clinical Nursing Course* form and an authorization form for a criminal background check. Applicants who have been charged with, pled guilty or *nolo contendere* to, been convicted of, or committed a criminal offense that involves a crime of violence or distribution of drugs may be denied the right to practice nursing as a student in Louisiana.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Apply the nursing process in managing the holistic needs of the patient.
2. Use critical-thinking as the foundation for clinical decision-making.
3. Communicate effectively with individuals, families, and the healthcare team.
4. Develop safe caring nursing interventions with respect to the patient's cultural values.
5. Integrate teaching and learning processes to promote and maintain health, reduce risk, and facilitate informed decision-making.
6. Collaborate with the patient, family, community, and health care team to promote client goals and outcomes.
7. Manage resources in an effective and efficient manner to provide safe quality care.
8. Demonstrate professional behaviors and adherence to ethical, legal, and regulatory frameworks and standards of professional practice.

PROGRAM OF STUDY

First Semester		**Credit Hours**
BIOL 2213	Anatomy and Physiology I	3
BIOL 2211[1]	Anatomy and Physiology I Lab	1
PSYC 2013	Introduction to Psychology	3
ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
General Education Elective[*], Humanities or Fine Arts course[2]		3
		16

Second Semester		**Credit Hours**
BIOL 2223	Anatomy and Physiology II	3
BIOL 2221	Anatomy and Physiology II Lab	1
PSYC 2113	Psychology of Development	3
ENGL 1023	English Composition II	3
NURS 1106	Nursing Fundamentals	6
		16

Third Semester		**Credit Hours**
NURS 2106	Adult Nursing I	6
NURS 2124	Mental Health Nursing	4
BIOL 2103	General Microbiology	3
BIOL 2101	General Microbiology Lab	1
		14

Fourth Semester		**Credit Hours**
NURS 2206	Adult Nursing II	6

NURS 2226	Maternal Child Nursing	6
		12

Fifth Semester		**Credit Hours**
NURS 2307	Adult Nursing III	7
NURS 2401	Senior Capstone	1
MATH 1303	Elementary Statistics	3
General Education Elective, Humanities or Fine Arts course*[2]		3
		13

Total Program Hours	**72**

[1] Students who do not meet the ACT criteria for BIOL 2211 and BIOL 2213 must complete BIOL 1033 and BIOL 1031 as a pre-requisite.

* A General Education course in Fine Art and a General Education course in Humanities are required for graduation. One must be completed for admission.

[2] General Education Humanities and Fine Arts courses must be selected from the list of approved courses (General Education Requirements).

LPN to RN Entry Track

The Department of Nursing offers an option for licensed practical nurses (LPNs) to receive credit for previously acquired knowledge and skills. Advanced standing is acquired through a similar admissions process as that described above, along with validation of current practical nurse licensure in the State of Louisiana and the use of challenge exams. LPNs should contact the Department of Nursing at (225) 216-8044 and attend one of the scheduled information sessions for specific admission and curricular requirements.

For more information, contact the Division of Nursing and Allied Health at (225) 216-8044.

Paralegal Studies (Associate of Applied Science)

The Associate of Applied Science in Paralegal Studies provides a course of study and degree for students who intend to pursue a career as a paralegal. It provides the general education and skills applicable to the paralegal profession while educating students in the theory and philosophy of the law, as well as the ethics of legal practice. Students will learn the practical skills necessary to effectively assist lawyers in either the private or public sectors, based on their choice of electives.

This program of study is not designed for college transfer. Also, it must be noted that while paralegals assist lawyers with legal work, they are strictly prohibited from engaging in the practice of law and cannot provide legal services directly to the public.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credits to be used towards the degree.
- Earn a "C" or better in all PALG courses, all required related courses, and in ENGL 1013 and ENGL 1023.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate legal research and writing skills pertinent to the paralegal profession.
2. Demonstrate knowledge of state and federal court litigation, procedures, and terminology.
3. Demonstrate organizational and computer skills necessary for law office functions.
4. Recognize ethical issues that arise in a legal work environment and apply rules of professional conduct.

PROGRAM OF STUDY

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
CJUS 1013	Introduction to Criminal Justice	3
PALG 1013	Introduction to Paralegal Studies	3
Any Gen-Ed. Social Science		3
Any Gen-Ed. course in Mathematics/Analytical Reasoning		3
		15

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
POLI 2013	American Government	3
PALG 1203	Introduction to Legal Research	3
PALG 1213	Introduction to Legal Writing	3
Any Gen-Ed. Natural Science		3
		15

Third Semester		**Credit Hours**
POLI 2113	Constitutional Law	3
PALG 2113	Computers in the Law Office	3
PALG 2153	Litigation I	3
PALG 2303	Ethics and Paralegals	3

Paralegal elective *(see below)*	3
	15

Fourth Semester		**Credit Hours**
Any SACSCOC-Accepted Gen.-Ed. Humanities[1]		3
Paralegal elective *(see below)*		3
Paralegal elective *(see below)*		3
Paralegal elective *(see below)*		3
PALG 2903	Paralegal Practicum	3
		15

Total Program Hours	**60**

Paralegal Electives

Choose from the following:

PALG 2103, Law Office Management
PALG 2223, Real Estate Law and Procedure
PALG 2233, Insurance Law and Procedure
PALG 2243, Wills, Estates, and Trusts
PALG 2253, Employment Law
PALG 2263, Family Law
PALG 2273, Criminal Law
PALG 2283, Personal Injury Law and Procedure

[1] Any SACSCOC-Accepted Gen-Ed. Humanities: Select any General Education English Literature, History, Humanities, or Philosophy

ENGL 2133, Literature and Ethnicity (3)
ENGL 2303, Introduction to Fiction (3)
ENGL 2313, Introduction to Poetry and Drama (3)
ENGL 2123, Major British Writers (3)
ENGL 2173, Major American Writers (3)
ENGL 2223, Major World Writers (3)
ENGL 2403, Introduction to African-American Literature (3)
ENGL 2323, Introduction to Literature (3)
ENGL 2503, Introduction to Folklore (3)
ENGL 2483, Shakespeare: The More Popular Plays (3)
HIST 1113, History of World Civilizations I (3)
HIST 1123, History of World Civilizations II (3)
HIST 2003, History of Roman Republic and Empire (3)
HIST 2013, American History Colonial to 1865 (3)
HIST 2023, American History 1865-Present (3)
HIST 2213, Modern Europe 1500-1848 (3)
HIST 2223, Modern Europe 1848 to Present (3)
HUMN 2103, World Mythology (3)
HUMN 2013, Africa and the Middle East (3)
HUMN 2553, Asia and the Americas (3)
HUMN 2753, The Heroic Journey: From Classical to Contemporary (3)
PHIL 1013, Introduction to Philosophy (3)

For more information, contact the Division of Business and Law at (225) 216-8154.

Physical Science (Associate of Science Louisiana Transfer Degree)

The Physical Science Track in General Science provides students with the foundational knowledge necessary to continue their education in pursuit of a four-year degree in physical science fields. The curriculum is part of the Associate of Science Louisiana Transfer Degree program (ASLT, www.latransferdegree.org).

Completion of a Louisiana Transfer degree guarantees that the student has met, in full, all lower division general education requirements for all receiving Louisiana public universities. Graduates who transfer with a Louisiana Transfer degree will be assigned junior status at the receiving institution. Note that course and GPA requirements for specific majors, departments, and schools must be met independently and should be verified by the student.

Students should carefully note the *Exclusionary Courses* listed in the **General Education Requirements** section – some courses are exclusive to each other and cannot both be taken for credit (*e.g.*, MATH 1113 and MATH 1213. Also, Natural Science courses for science majors must be chosen (BIOL 1033 instead of BIOL 1013, etc.).

To receive this degree, the student must;

- Earn a "C" or better in all courses used towards the degree.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Develop competencies in the key concepts in physical science disciplines.
2. Apply the process of science using quantitative reasoning, modeling and technology.
3. Analyze the dynamic interactions of science, technology and society.
4. Develop competencies in physical sciences required for various transfer pathways in physical sciences.

PROGRAM OF STUDY

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
CHEM 1123	Chemistry I for Science Majors	3
CHEM 1121	Chemistry I Lab	1
MATH 2115	Calculus I	5
Gen Ed Arts Elective		3
		15

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
CHEM 1133	Chemistry II for Science Majors	3
CHEM 1131	Chemistry II Lab	1
MATH 2125	Calculus II	5
BIOL 1033	Biology I for Science Majors	3
		15

Third Semester	**Credit Hours**
Any Natural Science/Engineering/Math combination[1]	6
Any Gen-Ed. ENGL Literature	3
Any Gen-Ed. Social Science	3
Any Gen-Ed Humanities[2]	3
	15

Fourth Semester	**Credit Hours**
Any Natural Science/Engineering/Math or Humanities combination[1&2]	9
Any Gen-Ed. Humanities[2]	3
Any Gen-Ed. Social Science at 2000 level	3
	15

Total Program Hours	**60**

[1]Choose Natural Science courses Chemistry, Biology, Physics, (with or without corresponding Lab courses) or Engineering or Math courses to fulfill the required hours.

[2]The anticipated major of area of interest will impact the type and number of humanities classes that should be completed, or which type of physics classes would be most appropriate.

Contact the STEM Division for courses that are only offered in fall or spring semester. For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.

Practical Nursing (Technical Diploma)

The practical nursing program is a five semester, 59 credit-hour program which prepares students for employment in private and large group physician offices, clinics, hospitals, long-term care facilities and other healthcare areas. Graduates receive a Technical Diploma (TD) in Practical Nursing and will be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) as required by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). The Practical Nursing Program is offered at the Acadian site.

The Practical Nursing Program is a limited enrollment program. Students must be accepted into the program to enroll in any of the Practical Nursing courses.

The Practical Nursing Program trains students in all aspects of nursing with a focus on geriatric and long term care. The program includes instruction in fundamental and advanced nursing skills, pharmacology, drug calculations, medication administration, nutrition, intravenous therapy, care of pediatric, obstetric, and mental health patients, leadership training and legal issues regarding nursing practice.

To receive this technical diploma, the student must:

- Meet the Admission Test Scores Required for the Practical Nursing Program
- Complete the pre-nursing courses with an 80% or better
- Submit a completed Practical Nursing Program application, including a criminal background check and drug screen, within the Application Period and be selected into the Practical Nursing Program
- Be able to physically perform the duties of the practical nurse
- Maintain the academic, clinical requirements and behavioral standards of the Practical Nursing program through completion achieving an 80% or greater in each course

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Perform nursing care skills and responsibilities safely and effectively in a variety of client care settings within the legal and ethical framework of the entry-level practical/vocational nurses' scope of practice.
2. Apply critical thinking skills and the nursing process in the development of plans of care and when assisting individuals to reach their maximum level of wellness.
3. Utilize a holistic approach to assist individuals of different ages, genders, races and cultures to meet their basic needs and maintain homeostasis while providing organized quality nursing care.
4. Communicate and collaborate effectively with clients, families, and members of the health care team.
5. Reinforce client and family teaching for the provision of supportive and restorative care in a variety of health care settings across the lifespan.
6. Demonstrate accountability for vocational and professional behavior as the practical/vocational nurse and a commitment to continuing education and personal growth in the practice of nursing.

PROGRAM OF STUDY

Pre-Nursing (Must be completed before entering the program)		**Semester Credit Hours**	**Semester Contact Hours**
HNUR 1214	Practical Nursing Fundamentals	**4**	**125 (45/80)**
HNUR 1225	Anatomy and Physiology for Healthcare	**5**	**75 (75/00)**
	Semester Total:	**9**	**200 (120/80)**

First Semester		**Semester Credit Hours**	**Semester Contact Hours**
HNUR 1312	Nutrition for Practical Nurses	**2**	**30 (30/00)**
HNUR 1324	Pharmacology	**4**	**60 (60/00)**
HNUR 1335	Practical Nursing Skills	**5**	**105 (45/60)**
	Semester Total:	**11**	**195 (135/60)**

Second Semester		**Semester Credit Hours**	**Semester Contact Hours**
HNUR 1413	Practical Nursing Perspectives	**3**	**45 (45/00)**
HNUR 1428	Medical Surgical I for Practical Nursing	**8**	**250 (90/160)**
HNUR 1431	Intravenous (IV) Therapy	**1**	**30 (00/30)**
	Semester Total:	**12**	**325 (135/190)**

Third Semester		**Semester Credit Hours**	**Semester Contact Hours**
HNUR 2115	Obstetric and Pediatric Nursing	**5**	**140 (60/80)**
HNUR 2128	Medical Surgical II for Practical Nursing	**8**	**250 (90/160)**
	Semester Total:	**13**	**390 (150/240)**

Fourth Semester		**Semester Credit Hours**	**Semester Contact Hours**
HNUR 2216	Mental Health and PN Leadership	**6**	**155 (75/80)**
HNUR 2228	Medical Surgical III for Practical Nursing	**8**	**250 (90/160)**
	Semester Total:	**14**	**405 (165/240)**

	Semester Credit Hours	**Semester Contact Hours**
Total Program Hours:	**59**	**1515 (705/810)**

For more information, contact the Division of Nursing and Allied Health Practical Nursing Program at 225-359-9233 or 225-359-9310.

Pre-Engineering (Associate of Science)

The Associate of Science in Pre-Engineering Degree Program allows students to either receive an AS degree in Pre-Engineering or to transfer to the engineering programs of regional four-year colleges and universities.

To receive this degree, the student must;

- Earn a "C" or better in all courses.
- Earn 12 of the final 15 credits at BRCC.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Employ principles of mathematics and applied science toward engineering problems;
2. Design and conduct laboratory experiments that include data collection and analysis;
3. Work effectively as a team member;
4. Identify, formulate and solve basic engineering problems;
5. Practice professional and ethical responsibility; and
6. Identify the roles of engineers in society.

PROGRAM OF STUDY

First Semester		**Credit Hours**
MATH 2115	Calculus I	5
ENGL 1013	English Composition I	3
CHEM 1123	Chemistry I for Science Majors	3
Approved Natural Science Lab		1
Approved Gen. Ed. Social Science Elective		3
		15

Second Semester		**Credit Hours**
MATH 2125	Calculus II	5
PHYS 2133	Engineering Physics I	3
ENGL 1023	English Composition II	3
Approved Natural Science		3
Approved Natural Science Lab		1
		15

Third Semester		**Credit Hours**
PHYS 2153	Engineering Physics III	3
ENGR 1032	Engineering Graphics	2
ENGR 2953	Comprehensive Electrical Engineering	3
Approved Gen Ed. Humanities Elective		3
General Education Arts Elective		3
		15

Fourth Semester	**Credit Hours**
Approved Gen. Ed. Social Science Elective	3

Approved Elective		3
ENGR 2453	Statics	3
Approved Gen. Ed. Humanities Elective		3
Approved Gen. Ed. Humanities Elective		3
		15
	Total Degree Hours	**60**

BRCC currently has an articulation agreement for the Pre-Engineering AS degree with the following institutions: Louisiana State University (LSU), Southern University (SUBR), University of Louisiana at Lafayette (ULL), and Louisiana Tech University (LA Tech).

LSU Concentrations include 8 concentrations: Biological, Civil, Chemical, Electrical & Computer, Environmental, Industrial, Mechanical, and Petroleum Engineering

SUBR Concentrations include 3 concentrations: Civil, Electrical and Mechanical Engineering

ULL Concentrations include 5 concentrations: Civil, Chemical, Electrical & Computer, Mechanical, and Petroleum Engineering

LA Tech Concentrations include 7 concentrations: Biomedical, Civil, Chemical, Electrical, Industrial, Mechanical, and Nanosystems Engineering

It is the responsibility of each student transferring to a four-year institution to seek advising from the STEM division because required courses vary by institution. There are additional transferrable courses that may be taken based on the transfer institution.

For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.

Process Technology (Associate of Applied Science)

The curriculum for the Process Technology (PTEC) Associate of Applied Science addresses a high-demand field. Upon graduation from the program, students are prepared to enter the employment market as entry-level process operators for refinery, chemical, and other industry-related areas.

To receive the Process Technology certificate, technical diploma, and/or degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the award.
- Earn a "C" or better in all courses.
- Earn a minimum of 12 credit hours in technical course work (Process Technology courses) at BRCC.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Work effectively as a team member and demonstrate that they can exhibit professional and ethical behavior in the workforce.
2. Operate process technology equipment and systems as a process technician.
3. Practice environmental safety and health guidelines as a process technician.

Program of Study

First Semester		**Credit Hours**
Choose one of the following (GenEd Mathematics/Analytical Reasoning):		
Any General Education course in Mathematics *or* PHIL 2113, Introduction to Logic		**3**
ENGL 1013	English Composition I	**3**
PTEC 1013	Introduction to Process Technology	**3**
PTEC 2033	Safety, Health, and Environment	**3**
Choose one of the following[1]:		
CSCI 1013 *or* CSCI 2203[1]	Introduction to Computer Technology Microcomputer Applications in Business	**3**
	Semester Total:	**15**

Second Semester		**Credit Hours**
SPCH 2013	Public Speaking	**3**
Choose one of the following pairs of courses[2]:		
PHSC 1023, Physical Science I (3) and PHSC 1021, Physical Science I Lab (1) *or* PHYS 2113, General Physics I (3) and PHYS 2111, General Physics I Lab (1)		**4**
PTEC 1312	Process Instrumentation	**2**
PTEC 1322	Process Instrumentation Lab	**2**
PTEC 1612	Process Technology I Equipment	**2**
PTEC 1622	Process Technology I Equipment Lab	**2**

	Semester Total:	**15**

Third Semester		**Credit Hours**
Choose one of the following pairs of courses[2]:		
CHEM 1043, Chemistry for PTEC Majors (3) and CHEM 1041, Chemistry Lab for PTEC Majors (1)		
or		**4**
CHEM 1123, Chemistry I for Science Majors (3) and CHEM 1121, Chemistry I Lab (1)		
PTEC 2073	Quality	**3**
PTEC 2423	Process Technology II Unit Systems	**3**
PTEC 2421	Process Technology II Unit Systems Lab	**1**
PTEC 2633	Fluid Mechanics	**3**
	Semester Total:	**14**

Fourth Semester		**Credit Hours**
Any SACSCOC-accepted Gen-Ed. Humanities[3]		**3**
ECON 2113 or 2213 or 2223	Economic Principles or Principles of Macroeconomics or Principles of Microeconomics	**3**
PTEC 2432	Process Technology III Operations	**2**
PTEC 2442	Process Technology III Operations Lab	**2**
PTEC 2443	Process Troubleshooting	**3**
	Semester Total:	**13**

Fifth Semester		**Credit Hours**
PTEC 2913[4]	Process Technology Internship	**3**
	Semester Total:	**3**
	Total Program Credit Hours:	**60**

Process Technology Credentials Available:

		Credit Hours
CSCI 1013 or CSCI 2203[1]	Intro to Computer Technology or Microcomputer Applications in Business	**3**
PTEC 1013	Introduction to Process Technology	**3**
PTEC 2033	Safety, Health, and Environment	**3**
PTEC 1312	Process Instrumentation	**2**
PTEC 1322	Process Instrumentation Lab	**2**
PTEC 1612	Process Technology I Equipment	**2**
PTEC 1622	Process Technology I Equipment Lab	**2**
PTEC 2073	Quality	**3**
	CTS: Process Technology Support Technician	**20**

		Credit Hours
CSCI 1013 or CSCI 2203[1]	Intro to Computer Technology or Microcomputer Applications in Business	**3**

Any Gen Ed Math or PHIL	Any General Education course in Mathematics or	**3**

2113	Introduction to Logic	
PHSC 1023 or PHYS 2113	Physical Science I or General Physics I	**3**
PHSC 1021 or PHYS 2111[2]	Physical Science I Lab or General Physics I Lab	**1**
CHEM 1043 or 1123	Chemistry for PTEC Majors or Chemistry I for Science Majors	**3**
CHEM 1041 or 1121[2]	Chemistry Lab for PTEC Majors or Chemistry I Lab	**1**
PTEC 1013	Introduction to Process Technology	**3**
PTEC 2033	Safety, Health, and Environment	**3**
PTEC 1312	Process Instrumentation	**2**
PTEC 1322	Process Instrumentation Lab	**2**
PTEC 1612	Process Technology I Equipment	**2**
PTEC 1622	Process Technology I Equipment Lab	**2**
PTEC 2073	Quality	**3**
PTEC 2423	Process Technology II Unit Systems	**3**
PTEC 2421	Process Technology II Unit Systems Lab	**1**
PTEC 2633	Fluid Mechanics	**3**
PTEC 2432	Process Technology III Operations	**2**
PTEC 2442	Process Technology III Operations Lab	**2**
PTEC 2443	Process Troubleshooting	**3**
PTEC 2913[4]	Process Technology Internship	**3**
	TD: Process Technology	**48**

[1] CSCI 1013 and CSCI 2203 are exclusive to each other. Students cannot take both for credit.

[2] The lab course taken must correspond with the Natural Science course chosen (PHSC 1021 with PHSC 1023, CHEM 1041 with CHEM 1043, etc.).

[3] The SACSCOC-accepted Gen-Ed. Humanities courses are listed below.
ENGL 2133, Literature and Ethnicity
ENGL 2303, Introduction to Fiction
ENGL 2313, Introduction to Poetry and Drama
ENGL 2123, Major British Writers
ENGL 2173, Major American Writers
ENGL 2223, Major World Writers
ENGL 2403, introduction to African-American Literature
ENGL 2323, Introduction to Literature
ENGL 2503, Introduction to Folklore
ENGL 2483, Shakespeare: The More Popular Plays
HIST 1113, History of World Civilizations I
HIST 1123, History of World Civilizations II
HIST 2003, History of Roman Republic and Empire
HIST 2013, American History Colonial to 1865
HIST 2033, Louisiana History
HIST 2023, American History 1865-Present
HIST 2213, Modern Europe 1500-1848
HIST 2223, Modern Europe 1848 to Present
HIST 2403, The World Since 1960

HUMN 2103, World Mythology
HUMN 2013, Africa and the Middle East
HUMM 2213 Western Humanities I
HUNN 2223 Western Humanities II
HUMN 2553, Asia and the Americas
HUMN 2753, The Heroic Journey: From Classical to Contemporary
PHIL 1013, Introduction to Philosophy
PHIL 2013, Introduction to Ethics
PHIL 2283, Philosophy of Religion

4 Must have completed all coursework for the degree with a cumulative GPA of 2.0 or better and with departmental approval.

For more information, contact the Process Technology Department at 225-216-8451.

Retail Management (Certificate of Technical Studies)

The Certificate of Technical Studies in Retail Management is designed to meet the employment needs of the Greater Baton Rouge metropolitan area retail business community. It provides students as well as individuals working in the retail industry a foundation in and development opportunities for a career in retail management. This program of study is not designed for college transfer.

To receive this certificate, the student must:

- Have a cumulative GPA of 2.00 or higher in all credits to be used towards the certificate.
- Earn a "C" or better in all courses required for completion of the certificate.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate tenets of professionalism including professional image, teamwork, and customer relations.
2. Evaluate the impact of laws and regulations pertaining to the role and responsibilities of a retail manager.
3. Interpret the differences and similarities between leadership, power, and management.

Program of Study

First Semester		**Credit Hours**
BUSN 1003	Introduction to Business	3
BUSN 1503	Professional Selling	3
BUSN 2003	Principles of Marketing	3
		9

Second Semester		**Credit Hours**
MANG 2213	Human Resource Management	3
MANG 2283	Organizational Behavior	3
MANG 2273	Retail Management	3
		9
	Total Program Credit Hours:	**18**

For more information, contact the Division of Business and Law at 225-216-8154.

Social Sciences (Associate of Arts Louisiana Transfer Degree)

The Associate of Arts in Social Sciences provides students with the foundational knowledge necessary to continue their education in pursuit of a four-year degree in the social sciences. The curriculum is part of the Associate of Arts Louisiana Transfer Degree program (AALT).

Completion of a Louisiana Transfer degree guarantees that the student has met, in full, all lower division general education requirements for all receiving Louisiana public universities. Graduates who transfer with a Louisiana Transfer degree will be assigned junior status at the receiving institution. Note that course and GPA requirements for specific majors, departments, and schools must be met independently and should be verified by the student.

Students should carefully note the *Exclusionary Courses* listed in the **General Education Requirements** section – some courses are exclusive to each other and cannot both be taken for credit (*e.g.*, MATH 1113 and 1213). To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in all major courses.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Communicate in standard edited English, write and speak with clarity, coherence, and persuasiveness.
2. Recognize when information is needed; locate, evaluate, understand, and analyze a variety of texts; and apply that learning to academic, personal, and professional contexts.
3. Think critically, independently, and creatively so that they can make ethical, informed, and logical judgements of the arguments of others, arrive at reasoned and meaningful arguments and positions, and formulate and apply ideas to new contexts.
4. Demonstrate understanding of social scientific methodology.

PROGRAM OF STUDY

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
Gen.-Ed. Math[1]		3
Gen-Ed. Natural Science (1st in sequence)[2]		3
Gen. Ed. Social Science		3
Gen. Ed. Fine Arts		3
		15

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
Gen.-Ed. Math/Analytical Reasoning[1]		3
Gen-Ed. Natural Science (2nd in sequence)[2]		3
Natural Science Lab[1]		0-1
Gen-Ed. Social Science		3
Gen-Ed. Humanities or History Sequence[1]		3

		15-16

Third Semester		**Credit Hours**
Gen. Ed. Humanities or History Sequence[1]		3
Gen-Ed. Natural Science (opposite from seq.)[2]		3
Social Science Electives		9
		15

Fourth Semester		**Credit Hours**
Gen-Ed. ENGL literature course		3
Approved Electives (*see below*)		12
		15

Total Program Hours	60-61

Approved electives

Choose 12 hours from the following categories, in any combination, following the listed maximums:

- 0 - 12 hours from any Social Sciences
- 0 - 12 hours from any Humanities

[1] Students are strongly encouraged to consult with an advisor at their expected transfer institution to obtain program requirements and specific course recommendations in order to prepare for a particular Social Science major.
- Many four-year institutions require College Algebra as one of the required general education math courses.
- Some degrees at four-year institutions require two History courses as their general education humanities.

[2] Both biological and physical sciences must be taken to meet the requirements for this degree program. If the two-course sequence is taken in the biological sciences, the remaining lecture credit hours must be from the physical sciences, and vice versa.

PROGRAM OF STUDY

FOR STUDENTS INTENDING TO TRANSFER TO SOUTHERN UNIVERSITY AS A POLITICAL SCIENCE MAJOR

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
BIOL 1013	General Biology I	3
PSYC 2013	Introduction to Psychology	3
BIOL 1011	General Biology I Lab	0-1
Choose one:		
ARTS 1023	Introduction to Visual Arts	
MUSC 1013	Music Appreciation	3
		15-16

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
MATH 1103	Introduction to Contemporary Mathematics	3
BIOL 1023	General Biology II	3
POLI 2013	American Government	3
Choose one:		
HIST 1113	World Civilization to 1500	
HIST 2013	American History Colonial to 1865	3
		15

Third Semester		**Credit Hours**
PHSC 1023	Physical Science I	3
POLI 2213	Introduction to Comparative Politics	3
ECON 2213	Principles of Macroeconomics	3
GEOG 2113	Cultural Geography	3
Choose one:		
HIST 1123	World Civilization 1500 to Present	
HIST 2023	American History 1865 to Present	3
		15

Fourth Semester		**Credit Hours**
ENGL 2403	African American Literature	3
POLI 2023	International Relations	3
PHIL 2113	Introduction to Logic	3
ECON 2223	Principles of Microeconomics	3
SOCL 2013	Introduction to Sociology	3
		15

Total Program Hours	60-61

PROGRAM OF STUDY
FOR STUDENTS INTENDING TO TRANSFER TO SOUTHERN UNIVERSITY AS A PSYCHOLOGY MAJOR

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
BIOL 1013	General Biology I	3
BIOL 1011	General Biology I Lab	0-1
PSYC 2013	Introduction to Psychology	3
		15
Choose one:		
ARTS 1023	Introduction to Visual Arts	
MUSC 1013	Music Appreciation	3
		15-16

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
MATH 1103	Introduction to Contemporary Mathematics	3
BIOL 1023	General Biology II	3
SOCL 2013	Introduction to Sociology	3
HIST 1113	World Civilization to 1500	3
		15-16

Third Semester		**Credit Hours**
HIST 1123	World Civilization 1500 to Present	3
PHSC 1023	Physical Science I	3
ENGL 2403	African American Literature	3
PSYC 2113	Psychology of Child Development	3
Choose one:		
SPAN 1013	Elementary Spanish I	
FREN 1013	Elementary French I	3
		15

Fourth Semester		**Credit Hours**
SOCL 2113	Contemporary Social Problems	3
PSYC 2083	Adolescent Psychology	3
Humanities Elective: (Any HIST, PHIL, SPCH)		3
Social Science Elective: (Any ECON, GEOG, POLI, SOCL)		3
Choose one:		
SPAN 1023	Elementary Spanish II	
FREN 1023	Elementary French II	3
		15

Total Program Hours **60-61**

PROGRAM OF STUDY
FOR STUDENTS INTENDING TO TRANSFER TO SOUTHERN UNIVERSITY AS A SOCIOLOGY MAJOR

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
BIOL 1013	General Biology I	3
SOCL 2013	Introduction to Sociology	3
BIOL 1011	General Biology I Lab	0-1
Choose one:		
ARTS 1023	Introduction to Visual Arts	
MUSC 1013	Music Appreciation	3
		15-16

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
MATH 1103	Introduction to Contemporary Mathematics	3
BIOL 1023	General Biology II	3
PSYC 2013	Introduction to Psychology	3
HIST 1113	World Civilization to 1500	3
		15

Third Semester		**Credit Hours**
HIST 1123	World Civilization 1500 to Present	3
PHSC 1023	Physical Science I	3
SOCL 2113	Contemporary Social Problems	3
ENGL 2403	African American Literature	3
Choose one:		
SPAN 1013	Elementary Spanish I	
FREN 1013	Elementary French I	3
		15

Fourth Semester		**Credit Hours**
Social Science Electives[1]		6
Choose one:		
HIST 2013	American Civilization Colonial to 1865	
HIST 2023	American Civilization 1865 to Present	3
Choose one:		
ENGL 2303	Introduction to Fiction	
ENGL 2323	Introduction to Literature	3
Choose one:		
SPAN 1023	Elementary Spanish II	
FREN 1023	Elementary French II	3
		15

Total Program Hours **60-61**

[1] Social Science Electives: choose 2 of the following courses: POLI 2013, ECON 2113, GEOG 2013

For more information, contact the Division of Business and Law at (225) 216-8154.

Sterile Processing (Career and Technical Certificate)

The Sterile Processing Career and Technical Certificate (CTC) is a one semester 6 credit-hour program which provides students with an integrated learning experience in knowledge, skills, values, and competencies to meet the workforce needs for sterile processing technicians in acute care and ambulatory hospital settings. The curriculum is based on the standards and recommendations of the Association for the Advancement of Medical Instrumentation (AAMI). Students who successfully complete the curriculum will qualify to sit for the International Sterile Processing Department Technician Certification (CSPDT) Exam administered by the Certification Board for Sterile Processing and Distribution (CBSPD).

Admission Criteria
Applicants must:

- Be 18 years of age or older
- Have a high school diploma or GED and be admitted to BRCC.
- Department Approval
- *Pass a Drug Screen
- *Pass a Criminal Background Check

*Due to the practicum portion of the Sterile Processing Basics Course

Application Process
The application for admission to the Sterile Processing CTC is available on the BRCC website. The Sterile Processing CTC program is offered every fall and spring semester. Applications will be processed and students will be accepted on a first come first serve basis until the class is full.

Admission Process
Students admitted to the Sterile Processing CTC program will receive additional instructions regarding program requirements that include but are not limited to: submission of personal health history, results of a physical examination, a TB skin test and various immunizations as required by the clinical affiliates. Costs for all requirements are borne by the student.

Urine Drug Screen
A positive urine drug screen or any attempt to tamper with a specimen may disqualify an applicant and/or result in dismissal from the Sterile Processing program.

Criminal Background Check
Applicants to the Sterile Processing CTC Program must pass a criminal background check, with all costs incurred by the student. Applicants who have been charged with, pled guilty or nolo contendere to, been convicted of, or committed a criminal offense that involves a crime of violence or distribution of drugs may not be allowed to complete the practicum component of the program.

To receive this career and technical certificate, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards certificate.
- Earn a “C” or better in courses used toward the credential.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate appropriate and effective methods of communication with members of the sterile processing and surgical teams, with sensitivity and appreciation for individual differences.
2. Demonstrate behavior that reflects integrity, supports objectivity and promotes trust in the profession and its practitioners.
3. Integrate knowledge from biological sciences with concepts of sterile processing to ensure safe handling of reusable medical devices.
4. Perform proficiently and competently as a sterile processing technician in the cognitive, psychomotor and affective learning domains.
5. Display responsible habits which lead to life-long professional and personal growth.

Program of Study

First Semester		**Semester Credit Hours**	**Semester Contact Hours**
HLSC 1204	Sterile Processing Basics	**4**	**150**
HLSC 1012	Introduction to Health Professions	**2**	**30**
	Semester Total:	**6**	**180**

For more information, contact the Division of Nursing and Allied Health at 225-216-8879.

Surgical Technology (Associate of Science)

The Associate of Science in Surgical Technology (ASST) is a five semester, 69 credit-hour program which provides students with the necessary knowledge, skills, values, and competencies for a career in surgical technology. The curriculum is based on the Core Curriculum for Surgical Technology published by Association of Surgical Technologists (AST). Graduates will receive an Associate of Science in Surgical Technology and will be eligible to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certification examination in Surgical Technology.

A selective admissions process is used to admit students to the program: meeting the minimum requirements listed here does not guarantee admission.

Admission Criteria
To be eligible for entry into the Surgical Technology program, applicants must:

- Have a high school diploma or GED and be admitted to BRCC
- Have a cumulative GPA of 2.0 or higher
- Have a GPA of 2.5 or higher and a grade of "C" or better in the 30 credit hours of prerequisite courses
- Achieve a grade of 70% or better in the Surgical Technology Fundamentals course
- Achieve a grade of 80% or better in the Surgical Technology Fundamentals Lab
- Have the ability to fully comply with the Surgical Technology Program Core Performance Standards for Admission and Progression which include: Mobility, Sensory, Health, Cognitive, Psychomotor and Affective Behavior Skills.

Prerequisite Courses		**Credit Hours**
ENGL 1013	English Composition I	3
ENGL 1023	English Composition II	3
MATH 1213	College Algebra	3
BIOL 2213	Anatomy and Physiology I	3
BIOL 2211	Anatomy and Physiology I Lab	1
BIOL 2223	Anatomy and Physiology II	3
BIOL 2221	Anatomy and Physiology II Lab	1
BIOL 2103	General Microbiology	3
BIOL 2101	General Microbiology Lab	1
HLSC 1012	Introduction to Health Professions	2
HLSC 1103	Medical Terminology	3
SURT 1023	Surgical Technology Fundamentals	3
SURT 1021	Skills Lab I Surgical Technology	1
		30

Application Process
The application for admission to the AS in Surgical Technology Program is available on the BRCC website once a year, during the spring semester for admission to the summer semester. Deadlines and detailed instructions for completing the admission application are included in the application packet. Students may apply for admission to the Surgical Technology Program while completing the required prerequisite

classes during the spring semester; final acceptance will be determined at the end of the semester. Priority is given to applicants who have completed the prerequisite courses at a level which indicates potential for success in the program and who demonstrated understanding of the demands of the profession.

Students admitted to the Surgical Technology program will receive additional instructions regarding program requirements. Costs for all requirements are borne by the student. Additional requirements for students admitted to the program include but are not limited to:

- submission of personal health history
- submission of a physical examination
- a TB skin test
- various immunizations/vaccinations
- a urine drug screen
- CPR certification
- Criminal Background Check

Urine Drug Screen
A positive urine drug screen or any attempt to tamper with a specimen may disqualify an applicant and/or result in dismissal from the Surgical Technology program.

Criminal Background Check
Applicants to the Surgical Technology Program must submit a criminal background check, with all costs incurred by the student. Applicants who have been charged with, pled guilty or nolo contendere to, been convicted of, or committed a criminal offense that involves a crime of violence or distribution of drugs may not be allowed to complete the practicum component of the program.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Display civic-minded values, acknowledging the dignity, equality and the value of every individual in order to practice ethically and legally in the role of the surgical technologist.
2. Demonstrate behavior that reflects integrity, supports objectivity and promotes trust in the profession and its practitioners.
3. Apply intercultural, diversity and developmental concepts in the delivery of perioperative patient care as the surgical technologist.
4. Integrate knowledge from biological and psychological sciences with concepts of surgical technology to perform the role of the surgical technologist.
5. Perform proficiently and competently as an entry-level surgical technologist in the cognitive, psychomotor and affective learning domains.
6. Communicate appropriately and interact effectively with patients, members of the surgical team, and the community with sensitivity and appreciation for individual differences.
7. Display responsible habits which lead to life-long professional and personal growth.

RECOMMENDED PROGRAM OF STUDY

First Semester		**Credit Hours**
HLSC 1012	Introduction to Health Professions	2
HLSC 1103	Medical Terminology	3

ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
BIOL 2213	Anatomy and Physiology I	3
BIOL 2211	Anatomy and Physiology I Lab	1
		15

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
BIOL 2223	Anatomy and Physiology II	3
BIOL 2221	Anatomy and Physiology II Lab	1
BIOL 2103	General Microbiology	3
BIOL 2101	General Microbiology Lab	1
SURT 1023	Surgical Technology Fundamentals	3
SURT 1021	Skills Lab I Surgical Technology	1
		15

Third Semester		**Credit Hours**
SURT 1103	Surgical Procedures I	3
SURT 1113	Surgical Procedures II	3
SURT 1122	Skills Lab II Surgical Technology	2
		8

Fourth Semester		**Credit Hours**
SURT 2103	Surgical Procedures III	3
SURT 2207	Practicum I Surgical Procedures	7
MATH 1303	Elementary Statistics	3
PHIL 2253	Biomedical Ethics	3
		16

Fifth Semester		**Credit Hours**
SURT 2259	Practicum II Surgical Procedures	9
PSYC 2013	Introduction to Psychology	3
	Approved General Education Fine Arts (Elective)	3
		15
	Total Program Hours	**69**

For more information, contact the Surgical Technology Program Manager at (225) 216-8120, or Division of Nursing and Allied Health at (225) 216-8044.

Teaching, Gr 1-5 (Associate of Science)

The Associate of Science in Teaching (AST) is a transfer degree that prepares students to enroll in a Baccalaureate of Science in Elementary Education at a Louisiana college/university. The degree is designed for non-traditional and traditional students who wish to become certified to teach first-through-fifth grade elementary students in Louisiana. BRCC students should consult an advisor for specifics regarding teacher education in the state of Louisiana.
Although this is not a selective admissions program, students must pass a criminal background check to enroll in the courses that include mandatory experience observing classroom operations in an elementary school (TEAC 2013, TEAC 2033).

To receive this degree, the student must:

- Pass a criminal background check before beginning field experience for both TEAC 2013 and TEAC 2033 classes.
- Complete the AST application/interview process and be accepted to the program.
- Have a cumulative GPA of 2.50 or better in all credit hours to be used towards the degree.
- Complete an exit survey before graduation.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate written and verbal communications skills essential for a classroom teacher.
2. Demonstrate the ability to analyze major theories of human learning and development, child psychology, culture, diversity, student rights, and exceptionalities.
3. Demonstrate knowledge of professionalism, curriculum, planning, observation, and assessment techniques necessary to be effective in the classroom with students in grades 1-5.

PROGRAM OF STUDY

First Semester		**Credit Hours**
ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
PSYC 2613	Educational Psychology	3
Choose one: General Education Natural Science (Life Science), first in sequence		3
BIOL 1013	General Biology I	
OR		
BIOL 1033	Biology I for Science Majors	
Any General Education fine Arts course		3
	Semester Total:	**15**

Second Semester		**Credit Hours**
ENGL 1023	English Composition II	3
Choose one:		3
MATH 1303	Elementary Statistics	
OR		

MATH 2303	Basic Statistics I	
Choose one: General Education Natural Science (Life Science), second in sequence based on choice in first semester		3
BIOL 1023	General Biology II	
OR		
BIOL 1043	Biology II for Science Majors	
GEOG 2013	Introduction to Geography	3
HIST 1123	World Civilization 1500 to Present	3
	Semester Total:	**15**

Third Semester		**Credit Hours**
ENGL 2123	Major British Writers	3
MATH 1673	Elementary Number Structure	3
General Education Natural Science (Physical Science) [1]		3
TEAC 2013	Teaching and Learning in Diverse Settings I	3
HIST 2013	American History Colonial to 1865	3
	Semester Total:	**15**

Fourth Semester		**Credit Hours**
ENGL 2173	Major American Writers	3
MATH 1683	Geometry for Elem./Middle School Teachers	3
General Education Natural Science (Physical Science) [1]		3
TEAC 2033	Teaching and Learning in Diverse Settings II	3
POLI 2013	American Government	3
	Semester Total:	**15**
	Total Program Hours	**60**

1 Physical Science courses (sequence of two courses in Physical Science (PHSC), Chemistry (CHEM), or Physics (PHYS)) should be selected based on the transfer institution the student wishes to attend. It is the responsibility of each student transferring to a four-year institution to seek advising from the AST Program Manager or other qualified Liberal Arts Division advisor because required courses vary by institution.

For more information, contact the Division of Liberal Arts at (225) 216-8165.

Technical Studies (Associate of Applied Science)

The Technical Studies Associate of Applied Science (AAS) is designed to provide students an opportunity to earn an associate degree in areas in which BRCC does not offer specialized degree programs. The 60-credit hour curriculum includes 15 credit hours of general education courses and completion of one of BRCC's approved technical diplomas (TD). Each 45 credit hour technical diploma represents an area of specialization or concentration that includes embedded, stackable credentials that provide evidence of the attainment of increasingly sophisticated skill levels.

Successful completion of technical and general education coursework prepares graduates of the Technical Studies AAS to be competitive for available supervisory positions that require technical skills as well as evidence of analytical, communication, and problem-solving skills. Even though the program is designed to prepare students for immediate employment and not for transfer, completion of the degree expands the education opportunities for graduates because the general education courses transfer to baccalaureate degree programs, should the student wish to pursue further education.

To obtain the Technical Studies AAS, students must:

- Complete 5 courses (3 credit hours each, for a total of 15 credit hours), one in each of the following General Education categories. All courses must be completed with a grade of "C" or better.
    - English Composition
    - Mathematics/Analytical Reasoning
    - Natural Science
    - Humanities
    - Social/Behavioral Science
- Complete the technical coursework required for completion of one of the following technical diplomas, earning a "C" or better in all courses required for the completion of the program:
    - Drafting and Design Technology
    - Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) Technician;
    - NCCER Electrical Level 4;
    - NCCER Instrumentation Level 4;
    - NCCER Millwright Level 4;
    - NCCER Pipefitting Level 4; or
    - Welding

For additional information about the technical diplomas and embedded credentials, click on the title of each program. For additional information about the Technical Studies AAS, contact the Technical Education Program Manager at 225-216-8367.

Vehicle Maintenance and Repair Technologies (Associate of Applied Science)

The Vehicle Maintenance and Repair Technologies Associate of Applied Science (AAS) is designed to provide students in the Auto Body Repair, Automotive Technology, and Diesel Heavy Truck Technology programs the opportunity to earn an associate degree. The 60 credit hour curriculum includes 15 credit hours of general education courses and completion of the Auto Body Repair, Automotive Technology, or Diesel Heavy Truck Technology technical diplomas (45 credit hours). Each of the technical diplomas includes at least one embedded credential that provides evidence of the attainment of increasingly sophisticated skills. Courses throughout the technical diplomas cover content that facilitates the attainment of industry-based certifications. In addition, the Automotive and Diesel programs include internship courses for which students work at local repair facilities to attain invaluable skills and professional industry contacts.

Successful completion of technical and general education coursework prepares graduates of the Vehicle Maintenance and Repair Technologies AAS to be competitive for entry-level positions that require technical skills as well as evidence of analytical, communication, and problem-solving skills. Even though the program is designed to prepare students for immediate employment and not for transfer, completion of the degree expands the education opportunities for graduates because the general education courses transfer to baccalaureate degree programs, should the student wish to pursue further education.

To obtain the Vehicle Maintenance and Repair Technology, students must:

- Complete 5 courses (3 credit hours each, for a total of 15 credit hours), one in each of the following General Education categories. All courses must be completed with a grade of "C" or better.
    - English Composition
    - Mathematics/Analytical Reasoning
    - Natural Science
    - Humanities
    - Social/Behavioral Science
- Complete the technical coursework required for completion of one of the following technical diplomas, earning a "C" or better in all courses required for the completion of the program.
    - Auto Body Repair
    - Automotive Technology
    - Diesel Heavy Truck Technology

For additional information about the technical diplomas and embedded credentials, click on the title of each program. For additional information about the Vehicle Maintenance and Repair Technology AAS, contact the Technical Education Program Manager at 225-216-8367.

Veterinary Technology (Associate of Applied Science)

The Veterinary Technology (VTEC) Associate of Applied Science is a five-semester, full-time, selective admissions program designed to provide students with the clinical knowledge and skills required for a career working in veterinary practice or other animal health professions. The program is based on the requirements of the American Veterinary Medical Association. Graduates will be eligible to take the Veterinary Technician National Exam (VTNE) to become Registered Veterinary Technicians (RVT) and be licensed in Louisiana. This program is designed to enable students to gain employment in the animal health care field and is not intended for college transfer.

Admission Criteria
Applicants must first be admitted to BRCC and have a high school diploma or GED. The following courses are prerequisites for admission to the VTEC program. Students must earn a grade of "C" or better in all of the prerequisite courses listed. Students with prerequisite coursework from another institution may submit transcripts and specific course information (*e.g.*, catalog description and course syllabus) to BRCC for review and determination of course equivalency.

Prerequisite Courses		**Credit Hours**
ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
BIOL 1033	Biology I for Science Majors	3
BIOL 1031	Biology I Lab for Science Majors	1
VTEC 1011	Animal Health Careers	1
	Total Prerequisite Hours	**11**

In addition, to be eligible for entry into the VTEC program, students must have a cumulative GPA of 2.25 or higher.

It is important to note that admission to the Veterinary Technology program is competitive: *Meeting the minimum requirements listed here does not guarantee admission.*

Application Process
The application for admission to the VTEC Program is available on the BRCC website once a year, during the spring semester, for acceptance to the fall class. Deadlines and detailed instructions for completing the admission application are included in the application packet. Students may apply for admission to the VTEC Program while completing the required prerequisite classes during the spring semester. The composite application score will be calculated when grades are recorded at the end of the semester.

The VTEC Program application and all supporting documents must be received by the designated deadlines. Applicants will not be considered for admittance until all required documents have been submitted and the applicant's file is complete. Admission to the Veterinary Technology Program is competitive and is based on the following criteria:

- Academic performance
- Aptitude for the profession
- Written communication skills

Program Outcomes. Upon successful completion of the program, the student will be able to:

1. Perform office and veterinary practice management procedures, including client relations, communication and grief counseling.
2. Recognize pharmacy and pharmacology products, and perform pharmacy protocols, and procedures.
3. Perform patient assessment and nursing management while using proper restraint techniques.
4. Prepare anesthetic delivery systems, administer anesthesia and analgesia, and properly monitor patients during and after anesthesia.
5. Prepare and maintain the surgical area, assist the veterinarian during surgical procedures, and perform dental prophylactic procedures.
6. Collect and process samples for diagnostic laboratory work and for veterinary diagnostic tests.
7. Prepare and maintain equipment for imaging and produce standard diagnostic images.

PROGRAM OF STUDY

Prerequisites		**Credit Hours**
ENGL 1013	English Composition I	3
MATH 1213	College Algebra	3
BIOL 1033	Biology I for Science Majors	3
BIOL 1031	Biology I Lab for Science Majors	1
VTEC 1011	Animal Health Careers	1
		11

First Semester		**Credit Hours**
VTEC 1023	Vet Office Procedures & Hospital Mgmt	3
VTEC 1031	Veterinary Medical Terminology	1
VTEC 1041	Animal Breeds and Behavior	1
VTEC 1054	Animal Anatomy & Physiology	4
VTEC 1051	Animal Anatomy & Physiology Laboratory	1
BIOL 2103	General Microbiology	3
BIOL 2101	General Microbiology Lab	1
		14

Second Semester		**Credit Hours**
VTEC 1212	Animal Nursing Skills I	2
VTEC 1232	Surgical Nursing for Veterinary Technicians	2
VTEC 1353	Clinical Pathology I	3
VTEC 1351	Clinical Pathology I Laboratory	1
VTEC 1412	Anesthesia for Veterinary Technicians	2
VTEC 1082	Pharmacology for Veterinary Technicians	2
		12

Third Semester		**Credit Hours**
VTEC 1613	Imaging for Veterinary Technicians	3
VTEC 1711	Exotic Animal Medicine for Vet Technicians	1
VTEC 1872	Clinical Externship I	2
		6

Fourth Semester		**Credit Hours**
VTEC 2274	Clinical Externship II	4
VTEC 2414	Large Animal Medicine and Nursing	4
VTEC 2053	Small Animal Medicine	3
VTEC 2352	Clinical Pathology II	2
VTEC 2212	Animal Nursing Skills II	2
		15

Fifth Semester		**Credit Hours**
VTEC 2112	Laboratory Animal Medicine and Nursing	2
VTEC 2512	Trends in Veterinary Technology	2
VTEC 2574	Clinical Externship III	4
PSYC 2013	Introduction to Psychology	3
Any SACSCOC-accepted General Education Humanities Elective*		3
		14

Total Program Hours	**72**

* Approved General Education course in English literature, History, Humanities, or Philosophy (except PHIL 2113, Introduction to Logic)

For more information, contact the Program Director of Veterinary Technology at (225) 216-8099.

Web Design (Career and Technical Certificate)

The Career and Technical Certificate (CTC) in Web Development introduces students to the development of web pages using HTML5, CSS3, and JavaScript. Courses cover the role and use of HTML5, CSS3, and JavaScript in the creation of web pages. Upon completion of the certificate, students will be eligible to test for one or more web development certifications, including: CIW Site Development Associate, CIW Advanced HTML5 & CSS3 Specialist, or Microsoft Technology Associate WEB.

To receive this certificate, the student must:

- Complete ARTS 1503: Introduction to Web Design with a grade of C or better
- Complete ARTS 2003: Digital Art with a grade of C or better
- Complete ARTS 2033: Creative Coding for the Web with a grade of C or better

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Utilize valid, standards-based code to create web pages.
2. Use CSS3 to shape content on web pages.
3. Create interactive web pages with JavaScript.

Program of Study

First Semester		**Semester Credit Hours**	**Semester Contact Hours**
ARTS 1513	Introduction to Web Design	**3**	**45**
ARTS 2003	Digital Art	**3**	**90**
	Semester Total:	**6**	**135**

Second Semester		**Semester Credit Hours**	**Semester Contact Hours**
ARTS 2033	Creative Coding for the Web	**3**	**45**
	Semester Total:	**3**	**45**
	Total for credential:	**9**	**180**

For more information, contact the Division of Liberal Arts at 225-216-8165.

Welding (Technical Diploma)

The Welding Technical Diploma prepares individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding – flux-core arc welding, plasma arc welding, blueprint reading, weld symbols, and joints – while facilitating the competitiveness of graduates for entry-level technical and supervisory positions. A career and technical certificate (CTC) may be earned in the first semester and a certificate of technical studies (CTS) may be earned in the second semester; a technical diploma may be earned upon completion of all technical courses. Students also have the option to complete the Technical Studies Associate of Applied Science with a concentration in Welding.

Upon completion of the technical courses, which covers the skills designated by the American Welding Society (AWS) required for entry level welders, students will be prepared to take the AWS Entry Level Welder test.

To receive any credential in this program, the student must:

- Complete the program of study below.
- Earn a "C" or better in all courses that are to be used toward the credential.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate the skills needed for entry and advanced levels of employment in a welding career.
2. Demonstrate various processes and techniques of welding including oxyfuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-core arc welding, gas metal arc welding, pipe and structural plate welding, and plasma arc cutting.
3. Demonstrate the skills designated by the American Welding Society (AWS) and be prepared to take the AWS entry-level welding test.
4. Demonstrate safe and efficient work practices, basic occupational skills, employability skills, and strong work ethics.

Program of Study

First Semester		**Credit Hours**
CORE 1003	Introduction to Craft Skills	**3**
WELD 1113	Welding Fundamentals	**3**
WELD 1211	Cutting Processes	**1**
WELD 1318	SMAW I (Fillet Weld)	**8**
	Semester Total:	**15**

Second Semester		**Credit Hours**
WELD 1419	SMAW II (V-Groove Open, BU/Gouge & Plate 2G-4G)	**9**
WELD 1519	SMAW III (Pipe Welds I 2G-6G)	**9**
	Semester Total:	**18**

Third Semester		**Credit Hours**
WELD 2116	GTAW (Pipe 2G-6G)	**6**
WELD 2213	FCAW (Fillet & Groove Welds)	**3**
WELD 2313	GMAW (Fillet & Groove Welds)	**3**
	Semester Total:	**12**

	Total Program Credit Hours:	**45**

Welding Credentials Available:

		Credit Hours
CORE 1003	Introduction to Craft Skills	**3**
WELD 1113	Welding Fundamentals	**3**
WELD 1211	Cutting Processes	**1**
	CTC: Welding Fundamentals	**7**

		Credit Hours
CORE 1003	Introduction to Craft Skills	**3**
WELD 1113	Welding Fundamentals	**3**
WELD 1211	Cutting Processes	**1**
WELD 1318	SMAW I (Fillet Weld)	**8**
WELD 1419	SMAW II (V-Groove Open, BU/Gouge & Plate 2G-4G)	**9**
CTS: Structural Welder (all courses required for Welding Fundamentals CTC plus WELD 1318 and WELD 1419)		**24**

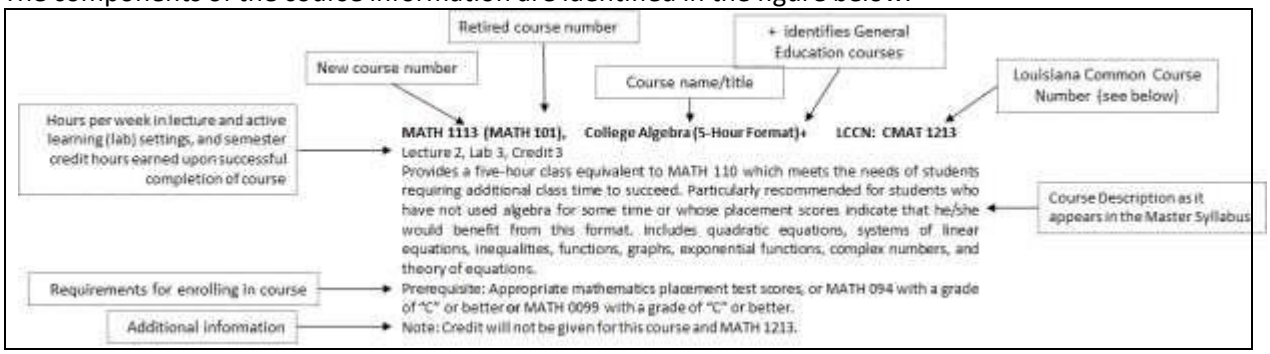
Students interested in pursuing the Technical Studies Associate of Applied Science degree with a concentration in Welding should contact the Division of Technical Education at 225-216-8367 for more information.

Course Descriptions

Although most BRCC courses are designed for college transfer, some may not be compatible with courses needed in a particular degree program at another institution. Students planning to transfer should discuss their plans with an advisor at the receiving institution to make sure that courses taken at BRCC will be accepted.

Course descriptions are alphabetized according to the title of the course discipline (rather than by the abbreviation for the course discipline – thus the course descriptions for Air Conditioning and Refrigeration, HACR, precede course descriptions for Arts, ARTS). Course numbers beginning with the number "0" are developmental education courses, which are non-transferable. Courses numbered 1000-1999 are, typically, but not exclusively, first-year or freshman level courses. Courses numbered 2000 - 2999 are traditionally, but not exclusively, second-year-level courses. Prerequisites and Co-requisites are listed for all courses requiring them. Successful completion of developmental education courses, ENGL 1013 and ENGL 1023, and all courses serving as prerequisites for other courses require a minimum grade of "C."

The components of the course information are identified in the figure below.



Louisiana Common Course Numbers (LCCN)

Some courses may contain a reference to a Louisiana Common Course Number (LCCN) in the course description. The LCCN and a Common Prefix (CXXX) and number are used to identify courses that are listed in the Louisiana Common Course Catalog and are designed to assist students in transfer.

Accounting (ACCT)

ACCT 2103 (ACCT 210) Introduction to Auditing
Lecture 3, Lab 0, Credit 3
Introduces basic auditing and its nature, purpose, and scope, including theory, procedures, internal control, audit programs, audit reports, and ethics. This course requires a materials fee.
Prerequisite: ACCT 2323 (or ACCT 201) or ACCT 2113 (or ACCT 203) with a grade of "C" or better.
Co-requisite: None

ACCT 2113 (ACCT 203) Financial Accounting III LCCN: CACC 2113
Lecture 3, Lab 0, Credit 3
Introduces basic accounting concepts and principles, accounting cycle, preparation and analysis of financial statements, including cash flow, balance sheet valuations, income measurement, partnerships, and stockholder's equity. Credit will not be given for this course and ACCT 2313 (ACCT 200) and/or ACCT 2323 (ACCT 201). This course requires a materials fee.
Prerequisite: None
Co-requisite: None

ACCT 2123 (ACCT 212) Introduction to Governmental and Not-for-Profit Accounting
Lecture 3, Lab 0, Credit 3
Introduces basic accounting for governmental and not-for-profit organizations. Covers fund accounting, budgeting, financial reporting, and accounting procedures.
Prerequisite: ACCT 2323 (or ACCT 201) or ACCT 2113 (or ACCT 203) with a grade of "C" or better
Co-requisite: None

ACCT 2213 (ACCT 211) Introduction to Managerial Accounting LCCN: CACC 2213
Lecture 3, Lab 0, Credit 3
Reviews the principles and methods of accounting primarily concerned with data gathering and presentation for the purpose of internal management and decision-making. This course requires a materials fee.
Prerequisite: ACCT 2323 (or ACCT 201) or ACCT 2113 (or ACCT 203) with a grade of "C" or better
Co-requisite: None

ACCT 2313 (ACCT 200) Financial Accounting I LCCN: CACC 2313
Lecture 3, Lab 0, Credit 3
Introduces basic accounting concepts and principles, accounting cycle, preparation of financial statements, general journals, and payroll accounting. Credit will not be given for this course and ACCT 2113 (ACCT 203). This course requires a materials fee.
Prerequisite: None
Co-requisite: None

ACCT 2323 (ACCT 201) Financial Accounting II LCCN: CACC 2323
Lecture 3, Lab 0, Credit 3
Continues the introduction of basic accounting concepts and principles with analyzing financial statements, balance sheet valuations, income measurement, partnerships, stockholders' equity, and the statement of cash flows. Credit will not be given for this course and ACCT 2113 (ACCT 203). This course requires a materials fee.
Prerequisite: Prerequisite: ACCT 2313 (or ACCT 200) with a grade of "C" or better
Co-requisite: None

ACCT 2353 (ACCT 235) Accounting Information Systems
Lecture 3, Lab 0, Credit 3
An introduction to accounting information systems (AIS) which examines the accountant's role in designing, developing, implementing, and maintaining AIS systems related to the collecting, recording and storing of business data, and the development of effective internal controls.
Prerequisite: Prerequisites: ACCT 2323 (or ACCT 201) or ACCT 2113 (or ACCT 203) with a grade of "C" or better

Co-requisite: None

ACCT 2413 (ACCT 221) Computer-Based Accounting LCCN: CACC 2413
Lecture 3, Lab 0, Credit 3
Introduces basic financial accounting principles using software applications, such as QuickBooks.
Prerequisite: Prerequisites: ACCT 2323 (or ACCT 201) or ACCT 2113 (or ACCT 203) with a grade of "C" or better
Co-requisite: None

ACCT 2513 (ACCT 218) Payroll Accounting LCCN: CACC 2513
Lecture 3, Lab 0, Credit 3
Introduces the entire payroll function from all related areas such as human resources, the payroll clerk, the payroll reporting officer, and the accountant's responsibility for general journal entries regarding payroll as well as the purpose of payroll and carrying out related duties.
Prerequisite: Prerequisites: ACCT 2313 (or ACCT 200) or ACCT 2113 (or ACCT 203) with a grade of "C" or better
Co-requisite: None

ACCT 2613 (ACCT 220) Introduction to Federal Taxation LCCN: CACC 2613
Lecture 3, Lab 0, Credit 3
Introduces the preparation of individual federal and state income tax returns in accordance with federal and state tax laws. Available federal and state resources or programs will possibility be used.
Prerequisite: Prerequisite: ACCT 2313 (or ACCT 200) or ACCT 2113 (or ACCT 203) with a grade of "C" or better
Co-requisite: None

ACCT 2623 Advanced Federal Taxation
Lecture 3, Lab 0, Credit 3
Covers the preparation of tax returns and schedules for businesses and special entities. This course can be taken with ACCT 2633 with department approval.
Prerequisite: ACCT 2613 (ACCT 220) with a grade of "C" or better
Co-requisite: None

ACCT 2633 Enrolled Agent Policies and Procedures
Lecture 2, Lab 0, Credit 2
Covers the rights and responsibilities of an enrolled agent, sanctionable acts and punishments for practicing enrolled agents, and the power given to a licensed enrolled agent. This course may be taken with ACCT 2623 with department approval.
Prerequisite: ACCT 2623 with a grade of "C" or better
Co-requisite: None

Air Conditioning and Refrigeration (HACR)

HACR 1113 Electrical Fundamentals
Lecture 1, Lab 4, Credit 3

Introduces fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include alternating current (AC) and direct current (DC) theory, Ohm's law, electric meters and diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.
Prerequisite: None
Co-requisite: HACR 1123, HACR 1133, HACR 1143, HACR 1213

HACR 1123 Electrical Components
Lecture 1, Lab 4, Credit 3
Provides instruction in identifying, installing and testing commonly used electrical components in an air conditioning system. Topics include pressure switches, overload devices, transformers, magnetic starters, other commonly used controls, diagnostic techniques, installation procedures, and safety.
Prerequisite: None
Co-requisite: HACR 1113, HACR 1133, HACR 1143, HACR 1213

HACR 1133 Electrical Motors
Lecture 1, Lab 4, Credit 3
Furthers the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.
Prerequisite: None
Co-requisite: HACR 1133, HACR 1123, HACR 1143, and HACR 1213

HACR 1143 Applied Electricity
Lecture 1, Lab 4, Credit 3
Provides instruction on wiring various types of air conditioning systems. Topics include servicing procedures, troubleshooting procedures, solid state controls, system wiring, control circuits, and safety.
Prerequisite: None
Co-requisite: HACR 1113, HACR 1123, HACR 1133, HACR 1213

HACR 1213 Introduction to HVAC
Lecture 1, Lab 4, Credit 3
Introduces the Air Conditioning and Refrigeration Industry. Topics include basic safety and health, inventory control, stock management, vehicle maintenance, licensure, certification requirements, and basic business management practices.
Prerequisite: None
Co-requisite: HACR 1113, HACR 1123, HACR 1133, HACR 1143

HACR 1229 Principles of Refrigeration
Lecture 1, Lab 16, Credit 9
Provides the student with the skills and knowledge to recover, recycle, and reclaim refrigerant in preparation for the Environmental Protection Agency (EPA) Section 608 certification test.
Prerequisite: HACR 1113, HACR 1123, HACR 1133, HACR 1143, all with grades of "C" or better
Co-requisite: HACR 1234, HACR 1245

HACR 1234 Commercial Air Conditioning
Lecture 3, Lab 2, Credit 4

Includes the study and theory of the major components and functions of commercial air conditioning systems.
Prerequisite: HACR 1113, HACR 1123, HACR 1133, HACR 1143, and HACR 1213, all with grades of C or better
Co-requisite: HACR 1229, HACR 1234

HACR 1245 Commercial Refrigeration Systems
Lecture 3, Lab 2, Credit 4
Includes the principles and practices for the operation of commercial refrigeration systems.
Prerequisite: HACR 1113, HACR 1123, HACR 1133, HACR 1143, and HACR 1213, all with grades of C or better
Co-requisite: HACR 1229, HACR 1234

HACR 2118 Heating Systems
Lecture 6, Lab 4, Credit 8
Includes the study of the generation, distribution, detection, and prevention of carbon monoxide; and the principles and practices of oil-fired, gas-fired, and electric heating systems.
Prerequisite: HACR 1229, HACR 1234, and HACR 1245, all with grades of C or better
Co-requisite: HACR 2124

HACR 2124 Residential Heat Pumps
Lecture 3, Lab 2, Credit 4
Includes the principles of operation, installation, diagnosis, and service of heat pumps.
Prerequisite: HACR 1229, HACR 1234, and HACR 1245, all with grades of C or better
Co-requisite: HACR 2118

American Sign Language Studies (ASLS)

All general education courses are marked with a +.

ASLS 1003 Deaf Culture
Lecture 3, Lab 0, Credit 3
Explores the Deaf community's culture, language, education, political movements, art, and literature from sociolinguistic and historical perspectives. This is not a sign language skills course.
Prerequisite: None
Co-requisite: None

ASLS 1013 American Sign Language I +
Lecture 3, Lab 0, Credit 3
Introduces students to the basics of American Sign Language (ASL) with an emphasis on the rudiments of ASL vocabulary, grammatical structures, comprehension, and expression. Students will also gain insight into the Deaf community and Deaf culture, including ethical concerns and strategies for meaningful advocacy. This courses is designed for students who have little or no previous knowledge of ASL.
Prerequisite: None
Co-requisite: None

ASLS 1023 American Sign Language II +

Lecture 3, Lab 0, Credit 3

Focuses on the continued study of American Sign Language (ASL) with an emphasis on refining the use of basic ASL sentence types and further development of conversational strategies. Students will also broaden their knowledge of the Deaf community and Deaf culture. Course instruction is primarily in ASL.

Prerequisite: ASLS 1013 with a grade of "C" or better

Co-requisite: None

ASLS 1033 Fingerspelling and Numbers

Lecture 3, Lab 0, Credit 3

Focuses on the comprehension and production of expressive and receptive fingerspelling and numbering skills using American Sign Language (ASL). This course is designed to enhance the student's speed and clarity when recognizing and producing embedded fingerspelling words, numbers, and lexicalized fingerspelling in ASL. A range of contexts and topics will be utilized to test and increase proficiency when communicating in various situations. Information about the Deaf community and Deaf culture is included. Course instruction is primarily in ASL.

Prerequisite: ASLS 1013 with a "C" or better

Co-requisite: None

ASLS 1113 American Sign Language III +

Lecture 3, Lab 0, Credit 3

Builds on skills learned in American Sign Language II with an emphasis on complex grammatical features and vocabulary, short stories, narratives, and dialogues. Students will also broaden their knowledge of the Deaf community and Deaf culture. Course instruction is primarily in American Sign Language (ASL).

Prerequisite: ASLS 1023, ASLS 1033, and ENGL 1013 with a grade of "C" or better

Co-requisite: None

ASLS 1123 American Sign Language IV +

Lecture 3, Lab 0, Credit 3

Focuses on the expansion and advanced development of ASL vocabulary and grammar. Students will also broaden their knowledge of the Deaf community and Deaf culture. Course instruction is in American Sign Language (ASL).

Prerequisite: ASLS 1113 with a grade of "C" or better

Co-requisite: None

ASLS 1133 Introduction to Interpreting

Lecture 3, Lab 0, Credit 3

Focuses on the history and current trends of the American Sign Language (ASL) interpreting field. The course provides an overview of standards, ethical responsibilities, and personal aptitudes related to professional ASL interpreting. This is not a sign language skills course.

Prerequisite: ASLS 1003, ASLS 1023, ASLS 1033, and ENGL 1013 with a grade of "C" or better

Co-requisite: None

ASLS 1143 ASL and English Translations

Lecture 3, Lab 0, Credit 3

Analyzes English and American Sign Language (ASL) texts and their source materials. Students engage in basic textual analysis, including the use of appropriate linguistic and cultural information when working between English and ASL. Students also learn how to self-monitor for message accuracy and are introduced to various interpreting processes. Course instruction is primarily in ASL.
Prerequisite: ASLS 1003, ASLS 1023, ASLS 1033, and ENGL 1013 with a grade of "C" or better
Co-requisite: None

ASLS 2013 English-to-ASL Interpreting
Lecture 3, Lab 0, Credit 3
Focuses on the process of interpreting English to American Sign Language (ASL). The course emphasizes using expanded vocabulary, semantically-appropriate linguistic features, increased language fluency, and ethical decision-making processes. Information about the Deaf community and Deaf culture is included. This course is designed to provide students with opportunities to practice and produce conceptually-accurate interpretations with a focus on self-analysis and peer review. Course instruction is primarily in ASL.
Prerequisite: ASLS 1113, ASLS 1133, and ASLS 1143 with a grade of "C" or better
Co-requisite: None

ASLS 2023 ASL-to-English Interpreting
Lecture 3, Lab 0, Credit 3
Focuses on the process of interpreting American Sign Language (ASL) to English. The course emphasizes using expanded vocabulary, semantically-appropriate linguistic features, and increased language fluency. Information about the Deaf community and Deaf culture is included. This course is designed to provide students with opportunities to practice and produce conceptually-accurate interpretations with a focus on self-analysis and peer review. Course instruction is primarily in ASL.
Prerequisite: ASLS 1113, ASLS 1133, and ASLS 1143 with a grade of "C" or better
Co-requisite: None

ASLS 2033 ASLS Practicum
Lecture 3, Lab 0, Credit 3
Develops students' beginning-level interpreting skills and prepares them for advanced study in a four-year American Sign Language (ASL) interpretation program. This capstone course requires students to submit and present a portfolio documenting their experiences in the American Sign Language Studies program. Documentation of program experiences may include, but is not limited to, written reflections on assignment performance, recorded attendance at Deaf events, evidence of networking with professional ASL interpreters, and a log of time spent shadowing professional ASL interpreters.
Prerequisite: ASLS 1113, ASLS 1133, and ASLS 1143 with a grade of "C" or better
Co-requisite: None

Anthropology (ANTH)

ANTH 1013 (ANTH 101) Introduction to Physical Anthropology and Pre-history + LCCN: CATR 1013
Lecture 3, Lab 0, Credit 3
Examines the origin and evolution of people, human prehistory, human diversity, and the origin and development of human culture through the rise of civilization.
Prerequisite: None

Co-requisite: None

ANTH 2013 (ANTH 103) Introduction to Cultural and Social Anthropology + LCCN: CATR 2013
Lecture 3, Lab 0, Credit 3
Examines the diversity of human cultures; nature of culture, social organization, subsistence patterns, economics, law, politics, religion, language, and other institutions of culture viewed in cross-cultural perspective.
Prerequisite: None
Co-requisite: None

Arts (ARTS)

All general education courses are marked with a +.

ARTS 1003 (ARTS 102) Non-Western Art +
Lecture 3, Lab 0, Credit 3
Introduces non-Western cultural perspectives to a survey of the visual arts (painting, drawing, printmaking, sculpture and architecture) in selected non-Western societies. Examines works through the ideas and beliefs of artists within their cultural and social context.
Prerequisite: None
Co-requisite: None

ARTS 1023 (ARTS 101) Introduction to Visual Arts + LCCN: CART 1023
Lecture 3, Lab 0, Credit 3
Introduces a survey of the visual arts with emphasis on how and why works have been created in our own and earlier times. All major forms of drawing, painting, printmaking, sculpture, design, and architecture are explored in basic terms.
Prerequisite: None
Co-requisite: None

ARTS 1113 (ARTS 111) Introduction to Two-Dimensional Design LCCN: CART 1113
Lecture 0, Lab 6, Credit 3
Introduces the concepts of two-dimensional design and color. This studio course teaches students to organize the visual elements of design according to established principles of art. A fee for materials is required.
Prerequisite: None
Co-requisite: None

ARTS 1123 (ARTS 112) Introduction to Three-Dimensional Design LCCN: CART 1123
Lecture 0, Lab 6, Credit 3
Introduces the structural and aesthetic approaches of three-dimensional design in art. This studio course covers a variety of materials and methods used to organize three-dimensional space. This course requires a studio/materials fee.
Prerequisite: None
Co-requisite: None

ARTS 1153 (ARTS 115) Introduction to Digital Photography

Lecture 3, Lab 0, Credit 3
Introduces the student to the history of the digital camera and trends and techniques in digital photography. Teaches students composition, editing, and the technical mechanics of digital photography, hardware, and software. A digital camera is required.
Prerequisite: None
Co-requisite: None

ARTS 1303 (ARTS 130) Beginning Painting
Lecture 0, Lab 6, Credit 3
Introduces basic concepts, materials, and techniques in water-based media. Using a structured sequence of exercises, this comprehensive studio course focuses on learning the language of painting. This course requires a studio/materials fee.
Prerequisite: None
Co-requisite: None

ARTS 1313 Intermediate Painting
Lecture 0, Lab 6, Credit 3
Investigates how the materials and techniques of painting relate to thematic and conceptual concerns. Students will create individual paintings that demonstrate their developing technical facility and an approach to art-making driven by personal perspectives and aesthetics. This course requires a studio/materials fee.
Prerequisite: ARTS 1303 (ARTS 130)
Co-requisite: None

ARTS 1403 (ARTS 140) Beginning Ceramics
Lecture 0, Lab 6, Credit 3
Introduces the processes and aesthetic concerns of using clay as an art-making material. This studio course covers hand-building techniques, glazing, and firing. This course requires a studio/materials fee.
Prerequisite: None
Co-requisite: None

ARTS 1423 (ARTS 142) Introduction to Pottery
Lecture 0, Lab 6, Credit 3
Introduces the techniques, processes, aesthetics and utilitarian concerns associated with wheel-thrown vessels as a ceramic art form. This course requires a studio/materials fee.
Prerequisite: None
Co-requisite: None

ARTS 1433 Intermediate Ceramics
Lecture 0, Lab 6, Credit 3
Provides ceramics students with a broad range of skills, an increased opportunity to acquire personal methods and motivations for working, greater knowledge of raw materials and kiln firing, and greater research skills leading to concept development.
Prerequisite: ARTS 1403 and ARTS 1423 with a grade of "C" or better
Co-requisite:

ARTS 1503 (ARTS 150) Introduction to Sculpture

Lecture 0, Lab 6, Credit 3
Introduces the techniques, processes, and aesthetic concerns of sculpture as a studio art medium. This studio course covers a variety sculptural materials and methods. This course requires a studio/materials fee.
Prerequisite: None
Co-requisite: None

ARTS 1513 (ETEC 2513) Introduction to Web Design
Lecture 3, Lab 0, Credit 3
Focuses on the application of basic Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS), along with the use of digital images and principles of design, to author webpages and complete websites.
Prerequisite: None
Co-requisite: None

ARTS 2033 (ETEC 2523) Creative Coding for the Web
Lecture 3, Lab 0, Credit 3
Focuses on website design technologies integral to the experiential and aesthetic aspects of user engagement with web-based media. By the end of the course, students will be able to create, validate, and publish interactive, responsive web-based projects with visual appeal.
Prerequisite: ARTS 1513 or ETEC 2513
Co-requisite: None

ARTS 2003 (ARTS 200) Digital Art
Lecture 0, Lab 6, Credit 3
Introduces the student to the use of the computer for the creation of digital art. This studio course will focus on learning programs in the Adobe Creative Suite to create original artworks. This course requires a studio/materials fee.
Prerequisite: None
Co-requisite: None

ARTS 2023 (ARTS 220) Relief Printmaking
Lecture 0, Lab 6, Credit 3
Provides instruction in basic relief printing, including woodcut and linocut, as well as monoprint techniques. This course requires a studio/materials fee.
Prerequisite: None
Co-requisite: None

ARTS 2103 (ARTS 241) Art History I + LCCN: CART 2103
Lecture 3, Lab 0, Credit 3
Examines the history of visual art through the study of selected masterworks from the Prehistoric Period through the Middle Ages with emphasis placed on style, subject matter and historical context.
Prerequisite: None
Co-requisite: None

ARTS 2113 (ARTS 242) Art History II + LCCN: CART 2113
Lecture 3, Lab 0, Credit 3

Examines the history of visual art through the study of selected masterworks from the 15th century to the present day with emphasis placed on style, subject matter and historical context.
Prerequisite: None
Co-requisite: None

ARTS 2123 (ARTS 221) Silkscreen Printmaking
Lecture 0, Lab 6, Credit 3
Introduces basic concepts, materials, and techniques in silkscreen printmaking. Using a structured sequence of exercises, this comprehensive studio course focuses on producing multiples from a matrix. This course requires a studio/materials fee.
Prerequisite: None
Co-requisite: None

ARTS 2203 (ARTS 120) Beginning Drawing LCCN: CART 2203
Lecture 0, Lab 6, Credit 3
Introduces the student to two-dimensional observational drawing. Using a structured sequence of practice exercises, this comprehensive studio course focuses on learning the language of drawing. This course requires a studio/materials fee.
Prerequisite: None
Co-requisite: None

ARTS 2213 (ARTS 122) Intermediate Drawing LCCN: CART 2213
Lecture 0, Lab 6, Credit 3
Introduces the student to two-dimensional observational drawing of the figure. Using a structured sequence of practice exercises, this comprehensive studio course focuses on learning the language of drawing the figure. This course requires a studio/materials fee.
Prerequisite: ARTS 2203 (ARTS 120)
Co-requisite: None

ARTS 2313 (ARTS 231) Introduction to Graphic Design
Lecture 0, Lab 6, Credit 3
Introduces the basic concepts of graphic design. This studio course teaches students to utilize tools in visual communication using digital and manual methods. Studio projects will focus on the principles of design, typography, and graphic abstraction. This course requires a studio/materials fee.
Prerequisite: ARTS 2003 (ARTS 200)
Co-requisite: None

ARTS 2323 (ARTS 232) Intermediate Graphic Design
Lecture 0, Lab 6, Credit 3
Expands upon the skills developed in Introduction to Graphic Design. This course will explore topics such as grid systems, advertising techniques, and electronic publication by providing students with in-depth proficiency in design principles and vocabulary. With standard design industry software, students will learn advanced techniques in traditional graphic design and desktop publishing. This course requires a studio/materials fee.
Prerequisite: ARTS 2313 (or ARTS 231)
Co-requisite: None

ARTS 2333 Typography

Lecture 0, Lab 6, Credit 3
Introduces the elements of basic typography, including the history of letterforms, recognition of existing typefaces, typographical styles, and letterform graphic design.
Prerequisite: ARTS 2313 (or ARTS 231)
Co-requisite: None

Astronomy (ASTR)

All general education courses are marked with a +.

ASTR 1103 (ASTR 101) Introduction to Astronomy + LCCN: CAST 1103
Lecture 3, Lab 0, Credit 3
Surveys astronomy at the introductory level with emphasis on the concepts and processes which have led to our current understanding of the universe and our solar system.
Prerequisite: College math with grade “C” or better
Co-requisite: None

Auto Body Repair (CLRP)

CLRP 1105 Non-Structural Damage
Lecture 3, Lab 4, Credit 5
Covers types of hardware and provides an overview of their uses during the repair process. Also covers methods for removing damaged and undamaged fasteners as well as thread restoration and installation. Covers adhesive bonding materials and explains differences between adhesive and cohesive failure as well as a basic knowledge of steel Gas Metal Arc (GMA) welding. This course requires a lab fee.
Prerequisite: MVSB 1002, MVSB 1003, and MVSB 1604
Co-requisite: CLRP 1114

CLRP 1114 (CLRP 1204) Straighten, Pull, and Anchor
Lecture 3, Lab 2, Credit 4
Covers types of damage and initial steps in developing a repair plan. Also covers making decisions about removing parts versus keeping parts attached, anchoring, and locating anchoring points. This course requires a one-time fee for I-CAR curriculum access.
Prerequisite: MVSB 1002, MVSB 1003, and MVSB 1604
Co-requisite: CLRP 1105

CLRP 1152 Auto Body Internship I
Lecture 0, Lab 32, Credit 2
Engages students in auto body repair facilities work experiences related to college instruction in the second semester of the program Students will receive a final grade of "S" (satisfactory) or "U" (unsatisfactory) for this course.
Prerequisite: CLRP 1105 and CLRP 1114 and (At least 18 years old and Driver's License and Drug Test and Background Check)
Co-requisite: CLRP 1218 and CLRP 1224

CLRP 1218 (CLRP 2108) Collision Repair Appraisal
Lecture 6, Lab 4, Credit 8
Covers common industry terms to use in a damage report along with collision-estimating guides to identify additional information that should be obtained from the customer prior to writing a damage report. This course requires a fee for access to the I-CAR curriculum.
Prerequisite: CLRP 1105 and CLRP 1114
Co-requisite: CLRP 1224 and CLRP 1152

CLRP 1224 (CLRP 2204) Paint and Refinish
Lecture 3, Lab 2, Credit 4
Covers color maps, electronic paint formulation systems, and techniques to make sprayout panels for color evaluation and tri-coat finishes. Other techniques include final sanding, masking, color mixing and tinting, spray booth operations, and applying primers, sealers, and clearcoats. This course requires a lab fee.
Prerequisite: CLRP 1105 and CLRP 1114
Co-requisite: CLRP 1218 and CLRP 1152

CLRP 1252 Auto Body Internship II
Lecture 0, Lab 32, Credit 2
Engages students in auto body repair facilities work experiences related to college instruction in the third semester of the program. Students will receive a final grade of "S" (satisfactory) or "U" (unsatisfactory) for this course.
Prerequisite: CLRP 1218, CLRP 1224, and CLRP 1152, and (At least 18 years old and Driver's License and Drug Test and Background Check)
Co-requisite: MVSB 1703, CLRP 1314, and CLRP 1324

CLRP 1314 (CLRP 1214) Section, Cut, and Weld
Lecture 3, Lab 2, Credit 4
Covers vehicle preparation, vehicle sectioning, and parts replacement. This course requires a one-time fee for I-CAR curriculum access.
Prerequisite: CLRP 1218 and CLRP 1224
Co-requisite: MVSB 1703, CLRP 1324, and CLRP 1252

CLRP 1324 (CLRP 1234) Auto Body Welding
Lecture 2, Lab 4, Credit 4
Covers welding techniques through theory instruction, hands-on practice, and instructor-supervised welding. This course requires a one-time fee for I-CAR curriculum access and a lab fee.
Prerequisite: CLRP 1218 and CLRP 1224
Co-requisite: MVSB 1703, CLRP 1314, and CLRP 1252

Automotive Technology (AUTO)

AUTO 1103 Engine Design
Lecture 1, Lab 4, Credit 3

Introduces students to engine operation, nomenclature content, required measurements and torque values. Identifies engine cooling, lubrication, and valve train systems. This course aligns with Automotive Service Excellence (ASE) certification criteria A1.
Prerequisite: AUTO 1204 and AUTO 1304
Co-requisite: AUTO 1614

AUTO 1152 Automotive Internship I
Lecture 0, Lab 32, Credit 2
Engages students in automotive repair facilities work experiences related to college instruction in the second semester of the program. Students will receive a final grade of "S" (satisfactory) or "U" (unsatisfactory) for this course.
Prerequisite: AUTO 1404 and AUTO 1504 and (At least 18 years old and Drive's License and Drug Test and Background Check)
Co-requisite: AUTO 1204 and AUTO 1304

AUTO 1204 Automatic Transmission Systems
Lecture 1 , Lab 6, Credit 4
Introduces the theory, operation, servicing, and overhauling of automatic transmissions and transaxles. Includes diagnostics and testing of mechanical, hydraulic, and electronic systems. This course aligns with Automotive Service Excellence (ASE) certification criteria A2.
Prerequisite: AUTO 1404 and AUTO 1504
Co-requisite: AUTO 1304

AUTO 1252 Automotive Internship II
Lecture 0, Lab 32, Credit 2
Engages students in automotive repair facilities work experiences related to college instruction in the third semester of the program. Students will receive a final grade of "S" (satisfactory) or "U" (unsatisfactory) for this course.
Prerequisite: AUTO 1103, AUTO 1614, AUTO 1152, and (At least 18 yrs old and Driver's License and Drug Test and Background Check)
Co-requisite: MVSB 1703 and AUTO 1806

AUTO 1304 Manual Drivetrain and Axles
Lecture 1 , Lab 6, Credit 4
Introduces the theory and operation of the clutch and manual transmission and transaxle, including limited slip differential, driveshaft, universal joint, four-wheel /all-wheel drive. Students will learn the proper diagnosis and repair techniques used in manual transmission repair. This course aligns with Automotive Service Excellence (ASE) certification criteria A3.
Prerequisite: AUTO 1404 and AUTO 1504
Co-requisite: AUTO 1204

AUTO 1404 Steering and Suspension Systems
Lecture 1, Lab 6, Credit 4
Introduces the theory, operation, diagnosis, and servicing of steering and suspension systems. This course aligns with Automotive Service Excellence (ASE) certification criteria A4.
Prerequisite: MVSB 1002, MVSB 1003, and MVSB 1604
Co-requisite: AUTO 1504

AUTO 1504 Brake Systems
Lecture 1, Lab 6, Credit 4
Covers the theory, operation, diagnosis, and service of hydraulic, drum, disc, parking, and power assist brake systems. This course aligns with Automotive Service Excellence (ASE) certification criteria A5. This course requires a lab fee.
Prerequisite: MVSB 1002, MVSB 1003, and MVSB 1604
Co-requisite: AUTO 1404

AUTO 1614 Automotive Advanced Electrical
Lecture 1, Lab 6, Credit 4
Provides advanced coverage of electrical/electronic system diagnostic techniques, troubleshooting of automotive electrical systems, schematic utilization, and supplemental restraint system (SRS) operation. This course covers a portion of the Automotive Service Excellence (ASE) certification criteria A6.
Prerequisite: AUTO 1204 and AUTO 1304
Co-requisite: AUTO 1103

AUTO 1806 Engine Performance
Lecture 2, Lab 8, Credit 6
Introduces the operation and service of fuel injection systems, ignition systems, and emission systems as related to current day automobiles. Includes advanced diagnostic techniques and equipment for, and repair of automotive computer-controlled fuel delivery, fuel injection, ignition, and emission systems. This course covers Automotive Service Excellence (ASE) certification criteria A8.
Prerequisite: AUTO 1103 and AUTO 1614
Co-requisite: MVSB 1703 and AUTO 1252

Aviation Maintenance Technician Airframe (AMTA)

AMTA 1216 Aircraft Structures
Lecture 4, Lab 6, Credit 6
Introduces students to Metallic and Non-Metallic Structures, Flight Controls, and Rotorcraft Fundamentals. This course covers Airframe Curriculum Subjects from Federal Aviation Administration's 2021 Airman Certification Standards. This course requires a lab fee.
Prerequisite: AMTG 1016 and AMTG 1026
Co-requisite: AMTA 1224

AMTA 1224 Aircraft Finishes
Lecture 1, Lab 9, Credit 4
Introduces students to Environmental Systems and Ice and Rain Control Systems. This course covers Airframe Curriculum Subjects from the Federal Aviation Administration's 2021 Airman Certification Standards. This course requires a lab fee and a student fee.
Prerequisite: AMTG 1016 and AMTG 1026
Co-requisite: AMTA 1216

AMTA 1236 Aircraft Electrical
Lecture 4, Lab 6, Credit 6

Introduces students to, Aircraft Instrument Systems, Communications, Light Signals, Runway Lighting Systems, and Aircraft Electrical Systems. This course covers Airframe Curriculum Subjects from the Federal Aviation Administration's 2021 Airman Certification Standards. This course requires a lab fee.
Prerequisite: AMTA 1216 and AMTA 1224
Co-requisite: AMTA 1244

AMTA 1244 Aircraft Systems
Lecture 1, Lab 9, Credit 4
Introduces students to Airframe Inspection, Landing Gear Systems, Hydraulic and Pneumatic Systems, Aircraft Fuel Systems, Airframe Fire Protection Systems, and Water and Waste Systems. This course covers Airframe Curriculum Subjects from the Federal Aviation Administration's 2021 Airman Certification Standards. This course requires a lab fee and a student fee.
Prerequisite: AMTA 1216 and AMTA 1224
Co-requisite: AMTA 1236

Aviation Maintenance Technician General (AMTG)

AMTG 1016 (AMTG 101) General Maintenance Practices
Lecture 4, Lab 6, Credit 6
Introduces students to mathematics, basic physics, aircraft drawings, fluid lines and fittings, and aircraft materials, hardware and processes. This course covers General Curriculum Subjects from the Federal Aviation Administration's 2021 Airman Certification Standards. This course requires a lab fee and a student fee.
Prerequisite: None
Co-requisite: AMTG 1026

AMTG 1026 (AMTG 102) General Maintenance Processes
Lecture 4, Lab 6, Credit 6
Introduces students to mathematics, basic physics, aircraft drawings, fluid lines and fittings, and aircraft materials, hardware and processes. This course covers General Curriculum Subjects from the Federal Aviation Administration's 2021 Airman Certification Standards. This course requires a lab fee and a student fee.
Prerequisite: None
Co-requisite: AMTG 1016

Aviation Maintenance Technician Powerplant (AMTP)

AMTP 1116 (AMTP 101) Powerplant Accessories
Lecture 4, Lab 6, Credit 6
"Introduces students to Engine Instrument Systems, Engine Fire Protection Systems, Engine Electrical Systems, and Ignition and Starting Systems. This course covers Powerplant Curriculum Subjects from the Federal Aviation Administration's 2021 Airman Certification Standards. This course requires a lab fee.
Prerequisite: AMTG 1016 and AMTG 1026
Co-requisite: AMTP 1126

AMTP 1126 (AMTP 102) Powerplant Systems
Lecture 4, Lab 6, Credit 6
Introduces students to Engine Inspection, Engine Fuel and Fuel Metering Systems, and Propellers. This course covers Powerplant Curriculum Subjects from the Federal Aviation Administration's 2021 Airman Certification Standards. This course requires a lab fee.
Prerequisite: AMTG 1016 and AMTG 1026
Co-requisite: AMTP 1116

AMTP 1134 (AMTP 103) Reciprocating Engine Overhaul
Lecture 1, Lab 9, Credit 4
Introduces students to Reciprocating Engines, Reciprocating Engine Induction and Cooling Systems, and Engine Exhaust and Reverser Systems. This course covers Powerplant Curriculum Subjects from the Federal Aviation Administration's 2021 Airman Certification Standards. This course requires a lab fee.
Prerequisite: AMTP 1116 and AMTP 1126
Co-requisite: AMTP 1144

AMTP 1144 (AMTP 104) Turbine Engine Overhaul
Lecture 1, Lab 9, Credit 4
Introduces students to Turbine Engines, Engine Lubrication Systems, and Turbine Engine Air Systems. This course covers Powerplant Curriculum Subjects from the Federal Aviation Administration's 2021 Airman Certification Standards. This course requires a lab fee.
Prerequisite: AMTP 1116 and AMTP 1126
Co-requisite: AMTP 1134

Biology (BIOL)

All general education courses are marked with a +.

BIOL 1011 (BIOL 101L) General Biology I Lab LCCN: CBIO 1011
Lecture 0, Lab 2, Credit 1
Provides a laboratory component that supplements BIOL 1013 (BIOL 101) content. Not intended for science majors. This course requires a lab fee. Note that credit is not awarded for both BIOL 1011 (BIOL 101L) and BIOL 1031 (BIOL 120L).
Prerequisite: None
Co-requisite: None

BIOL 1013 (BIOL 101) General Biology I + LCCN: CBIO 1013
Lecture 3, Lab 0, Credit 3
Covers general concepts in cell biology, genetics, biological chemistry, biotechnology, and introduction to evolution. Not intended for science majors.
Prerequisite: None
Co-requisite: None
Note: Credit cannot be earned for both BIOL 1013 (BIOL 101) and BIOL 1033 (BIOL 120).

BIOL 1021 (BIOL 102L) General Biology II Lab LCCN: CBIO 1021

Lecture 0, Lab 2, Credit 1
Provides a laboratory component that supplements BIOL 1023 content. Not intended for science majors. This course requires a lab fee. Note that credit is not awarded for both BIOL 1021 (BIOL 102L) and BIOL 1041 (BIOL 121L).
Prerequisite: BIOL 1013 (or BIOL 101) or BIOL 1033 (or BIOL 120) with a grade of 'C' or better
Co-requisite: None

BIOL 1023 (BIOL 102) General Biology II + LCCN: CBIO 1023
Lecture 3, Lab 0, Credit 3
Covers general concepts of evolution, biodiversity, ecology, and structure and function of organisms. Not intended for science majors. Note that credit is not awarded for both BIOL 1023 (BIOL 102) and BIOL 1043 (BIOL 121).
Prerequisite: BIOL 1013 (or BIOL 101) or 1033 (or BIOL 120) with a grade of "C" or better
Co-requisite: None

BIOL 1031 (BIOL 120L) Biology I Lab for Science Majors LCCN: CBIO 1031
Lecture 0, Lab 3, Credit 1
Provides a laboratory component that supplements BIOL 1033 (BIOL 120) content. Intended for students pursuing careers in science, engineering, and many health professions. This course requires a lab fee. Note that credit is not awarded for both BIOL 1031 (BIOL 120L) and BIOL 1011 (BIOL 101L).
Prerequisite: None
Co-requisite: None

BIOL 1033 (BIOL 120) Biology I for Science Majors + LCCN: CBIO 1033
Lecture 3, Lab 0, Credit 3
Covers general concepts in cell biology, genetics, biological chemistry, biotechnology, and introduction to evolution. Intended for students pursuing careers in science, engineering and many health professions. Note that credit is not awarded for both BIOL 1033 (BIOL 120) and BIOL 1013 (BIOL 101).
Prerequisite: None
Co-requisite: None

BIOL 1041 (BIOL 121L) Biology II Lab for Science Majors LCCN: CBIO 1041
Lecture 0, Lab 3, Credit 1
Provides a laboratory component that supplements BIOL 1043 (BIOL 121) content. Intended for students pursuing careers in science, engineering, and many health professions. This course requires a lab fee. Note that credit is not awarded for both BIOL 1041 (BIOL 121L) and BIOL 1021 (BIOL 102L).
Prerequisite: BIOL 1033 (or BIOL 120) with a grade of "C" or better
Co-requisite: None

BIOL 1043 (BIOL 121) Biology II for Science Majors + LCCN: CBIO 1043
Lecture 3, Lab 0, Credit 3
Covers general concepts in evolution, biological diversity, ecology, and physiology. Intended for students pursuing careers in science, engineering, and many health professions. Note that credit is not awarded for both BIOL 1043 (BIOL 121) and BIOL 1023 (BIOL 102).
Prerequisite: BIOL 1033 (or BIOL 120) with a grade of "C" or better
Co-requisite: None

BIOL 1104 (BIOL 110) Survey of Human Anatomy and Physiology
Lecture 3, Lab 2, Credit 4
Provides a one-semester survey of the structure and function of the human body using a systems approach. Laboratory is integrated with the lecture. Intended for students in certain allied health programs such as Emergency Medical Systems (EMS). This course requires a lab fee.
Prerequisite: None
Co-requisite: None

BIOL 2001 (BIOL 200) Careers in Life Sciences
Lecture 1, Lab 0, Credit 1
Covers career opportunities in life sciences. Topics include expected training skills, financial rewards and personal satisfaction of career choices in public health, secondary education, state/federal agencies, wildlife management, veterinary medicine, biotechnology, forensic sciences and academia/research.
Prerequisite: None
Co-requisite: None

BIOL 2101 General Microbiology Lab LCCN: CBIO 2101
Lecture 0, Lab 3, Credit 1
Develops basic laboratory skills needed to study microorganisms and is designed to supplement General Microbiology (BIOL 2103) content for non-science majors. Credit is not given for both BIOL 2101 and BIOL 2121. This course requires a lab fee.
Prerequisite: BIOL 1033 (or BIOL 120) with a grade of "C" or better ***or*** ACT Composite score of 22
Co-requisite: None

BIOL 2103 General Microbiology + LCCN: CBIO 2103
Lecture 3, Lab 0, Credit 3
Introduces microorganisms, fungi, algae, protozoans, and multicellular parasites; their form and function and their role in health and disease, ecology, and industry. Not intended for science majors. Note that credit is not awarded for both BIOL 2103 and BIOL 2123.
Prerequisite: BIOL 1033 (or BIOL 120) with a grade of "C" or better ***or*** ACT Composite score of 22
Co-requisite: None

BIOL 2121 Microbiology Lab for Science Majors LCCN: CBIO 2121
Lecture 0, Lab 3, Credit 1
Introduces microscopy, microbe structure and function, diversity (prokaryotic and eukaryotic), growth and control, metabolism, genetics, microbe interactions, and immunology and pathogens. Laboratory designed to supplement Microbiology for Science Majors. This course requires a lab fee.
Prerequisite: BIOL 1033 (or BIOL 120) and BIOL 1031 (or BIOL 120L) and CHEM 1123 (or CHEM 101) and CHEM 1121 (or CHEM 101L) with grades of "C" or better
Co-requisite: None
Note: Credit is not awarded for both BIOL 2121 and BIOL 2101.

BIOL 2123 Microbiology for Science Majors LCCN: CBIO 2123
Lecture 3, Lab 0, Credit 0
Introduces microscopy, microbe structure and function, diversity (prokaryotic and eukaryotic), growth and control, metabolism, genetics, microbe interactions, and immunology and pathogens. Intended for science majors

Prerequisite: BIOL 1033 (or BIOL 120) and BIOL 1031 (or BIOL 120L) and CHEM 1123 (or CHEM 101) and CHEM 1121 (or CHEM 101L) with grades of "C" or better
Co-requisite: None

BIOL 2211 Anatomy and Physiology I Lab LCCN: CBIO 2211
Lecture 0, Lab 3, Credit 1
Introduces human anatomy and physiology with a focus on the structure and function of the following organ systems: integumentary, skeletal, muscular, and nervous systems. Investigations include dissection of mammalian organ systems, use of three-dimensional models and experiments. Designed to supplement Anatomy and Physiology I. This course requires a lab fee.
Prerequisite: BIOL 1033 (or BIOL 120) with a grade of "C" or better **or** ACT composite score of 22
Co-requisite: None

BIOL 2213 (BIOL 230) Anatomy and Physiology I + LCCN: CBIO 2213
Lecture 3, Lab 0, Credit 3
Introduces human anatomy and physiology with a focus on the structure and function of the following organ systems: integumentary, skeletal, muscular, and nervous systems.
Prerequisite: BIOL 1033 (or BIOL 120) with a grade of "C" or better **or** ACT composite score of 22
Co-requisite: None

BIOL 2221 Anatomy and Physiology II Lab LCCN: CBIO 2221
Lecture 0, Lab 3, Credit 1
Introduces the structure and function of the following human organ systems: endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Investigations include dissection of mammalian organ systems, use of three-dimensional models and experiments. Designed to supplement Anatomy and Physiology II. This course requires a lab fee.
Prerequisite: BIOL 2213 and BIOL 2211 (or BIOL 2214 or BIOL 230) with grade of "C" or better
Co-requisite: None

BIOL 2223 Anatomy and Physiology II + LCCN: CBIO 2223
Lecture 3, Lab 0, Credit 3
Introduces the structure and function of the following human organ systems: endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive.
Prerequisite: BIOL 2213 (or BIOL 2214 or BIOL 230) with grade of "C" or better
Co-requisite: None

BIOL 2413 (BIOL 241) Introduction to Oceanography +
Lecture 3, Lab 0, Credit 3
Introduces the origins of the world's oceans and interactions between physical, geological, chemical, and biological processes in the marine environment. Covers use and abuse of oceans and coastal ecosystems with emphasis on the Gulf coast region.
Prerequisite: None
Co-requisite: None

BIOL 2513 Introductory Genetics LCCN: CBIO 2513
Lecture 3, Lab 0, Credit 3
Covers general principles of genetics, heredity and genetic analysis.
Prerequisite: BIOL 1033 (or BIOL 120) with a grade of "C" or better

Co-requisite: None

BIOL 2703 (BIOL 221) Introduction to Nutrition and Wellness LCCN: CBIO 2703
Lecture 3, Lab 0, Credit 3
Covers the principles of human nutrition and focuses on the physiology and biochemistry of nutrients and the application of nutritional principles in health and wellness. Appropriate for students pursuing careers in dietetics, food sciences, nursing, or other health-related professions.
Prerequisite: BIOL 1033 (or BIOL 120) with a grade of "C" or better
Co-requisite: None

Business (BUSN)

BUSN 1003 (BUSN 110) Introduction to Business LCCN: CBUS 1003
Lecture 3, Lab 0, Credit 3
Studies American business firms, organizational structures, practices, and principles. Includes organizational systems and terminology. This course requires a materials fee.
Prerequisite: None
Co-requisite: None

BUSN 1303 (BUSN 130) Customer Service for Business Professionals
Lecture 3, Lab 0, Credit 3
Provides students with training and practice in providing the highest level of customer service for both external and internal customers. Gives students a foundation of knowledge regarding customer service that prepares them to sit for the National Retail Federation Customer Service Exam.
Prerequisite: None
Co-requisite: None

BUSN 1503 (BUSN 150) Professional Selling
Lecture 3, Lab 0, Credit 3
Introduces students to basic customer service and sales skills, including strategies for engaging customers, assessing customer needs, closing sales, and following-up. This course requires an exam fee and a materials fee.
Prerequisite: None
Co-requisite: None

BUSN 2003 (BUSN 201) Principles of Marketing LCCN: CMKT 2003
Lecture 3, Lab 0, Credit 3
Explores marketing as an exchange process involving all members of society. Examines the elements of the marketing mix (product, price, promotion, and distribution) and the social, cultural, economic, competitive, and legal factors affecting marketing mix decisions, as well as research on the demographic and behavioral dimensions of markets and marketing strategies. This course requires a materials fee.
Prerequisite: BUSN 1003 (or BUSN 110)
Co-requisite: None

BUSN 2103 (BUSN 220) Business Law LCCN: CBUS 2103

Lecture 3, Lab 0, Credit 3
Introduces a study of legal principles and practices in the business environment. Reviews the nature and sources of law, the judicial system, contractual relationships, contracts, employee/employer obligations, and ethics. This course requires a materials fee.
Prerequisite: None
Co-requisite: None

BUSN 2403 (BUSN 240) Business Communication
Lecture 3, Lab 0, Credit 3
Introduces theory and application of communication in the business world. Includes oral, written, and various electronic means of communication. This course requires a materials fee.
Prerequisite: None
Co-requisite: None

BUSN 2703 Introduction to Logistics
Lecture 3, Lab 0, Credit 3
Provides an introduction to the concept of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. This course requires a fee to cover learning materials.
Prerequisite: None
Co-requisite: None

Care and Development of Young Children (CDYC)

CDYC 1103 Working with Young Children
Lecture 3, Lab 0, Credit 3
Introduces theories and models of child development. Includes instruction in developmentally appropriate practices (DAP), contemporary ethical issues, professionalism, career opportunities, and observation techniques.
Prerequisite: None
Co-requisite: None

CDYC 1113 Development of Young Children
Lecture 3, Lab 0, Credit 3
Presents a holistic approach to the study of the physical, cognitive, social, and emotional developmental needs and related theories of infant/toddlers and preschool-age children.
Prerequisite: None
Co-requisite: None

CDYC 1123 Preschool Curriculum
Lecture 3, Lab 0, Credit 3
Covers designing developmentally appropriate environments and education practices for preschool-age children, including facilities, schedules, activities, and regulations.
Prerequisite: None
Co-requisite: None

CDYC 1133 Infant and Toddler Curriculum
Lecture 3, Lab 0, Credit 3
Covers designing culturally sensitive environments and education practices appropriate to developmental needs of infant/toddlers from conception to age 3, including facilities, schedules, activities, and regulations.
Prerequisite: None
Co-requisite: None

CDYC 1203 Health, Safety, and Nutrition
Lecture 3, Lab 0, Credit 3
Examines health, safety, and nutrition for children. Includes signs and symptoms of common communicable diseases, pediatric first aid, infant/child Cardiopulmonary Resuscitation (CPR), and principles of nutrition (with emphasis on prenatal nutrition).
Prerequisite: None
Co-requisite: None

CDYC 1213 Observation and Participation Lab
Lecture 0, Lab 9, Credit 3
Includes directed observation, documentation, and supervised participation of practical experiences and situations in the early childhood environment.
Prerequisite: None
Co-requisite: None

CDYC 1223 Child Guidance and Behaviors
Lecture 3, Lab 0, Credit 3
Covers age-related behavior patterns, child guidance practices and their consequences, as well as techniques and procedures for successful classroom management.
Prerequisite: None
Co-requisite: None

CDYC 1233 Infant and Toddler Lab
Lecture 0, Lab 9, Credit 3
Includes directed observation, documentation, and supervised participation of practical experiences and situations with infants and/or toddlers in the early childhood environment.
Prerequisite: CDYC 1113 and CDYC 1133 with “C” or better
Co-requisite: None

CDYC 1243 Preschool Lab
Lecture 0, Lab 9, Credit 3
Includes directed observation, documentation, and supervised participation of practical experiences and situations with preschool children in the early childhood environment.
Prerequisite: CDYC 1113 and CDYC 1123 with “C” or better
Co-requisite: None

CDYC 2103 Literature and Language Methods
Lecture 3, Lab 0, Credit 3
Examines the emergent use and understanding of literacy by young children. This course includes analysis of current practices in teaching language arts, methods and materials appropriate for

promoting and assessing the literacy development of young children. In addition, this course considers and promotes issues of individual and cultural differences. Technology in language and literacy development will be explored.
Prerequisite: None
Co-requisite: None

CDYC 1252 Children with Special Needs
Lecture 1, Lab 3, Credit 2
Provides information regarding children with special needs, including assessment and programming, strategies for developing adaptive environments, utilizing family input and community resources, legislation, and characteristics and possible causes of exceptionalities.
Prerequisite: None
Co-requisite: None

CDYC 2103 Literature and Language Methods
Lecture 3, Lab 0, Credit 3
Examines the emergent use and understanding of literacy by young children. This course includes analysis of current practices in teaching language arts, methods and materials appropriate for promoting and assessing the literacy development of young children. In addition, this course considers and promotes issues of individual and cultural differences. Technology in language and literacy development will be explored.
Prerequisite: None
Co-requisite: None

CDYC 2113 Preschool Methods
Lecture 3, Lab 0, Credit 3
Includes a survey of principles, methods, techniques, and materials for teaching music, movement, art, creative dramatics, social studies, math and science in an early childhood setting. Emphasis will be on exploring best practices for teaching young children through a combination of naturalistic, informal, and structured activities as well as planning, implementing, and evaluating developmentally appropriate activities in these content areas.
Prerequisite: None
Co-requisite: None

CDYC 2123 Organization and Administration
Lecture 3, Lab 0, Credit 3
Examines the philosophy, objectives, and methods of organizing and operating early childhood programs. Includes instruction in licensing, budgeting, managing personnel, policy development, facilities, and advocacy.
Prerequisite: None
Co-requisite: None

CDYC 2132 Family Relationships and Issues
Lecture 2, Lab 0, Credit 2
Investigates the dynamics of family circles and interpersonal relationships among young children, their families, and teachers/communities. Includes instruction in the cultural and legal issues surrounding family structure and abuse.
Prerequisite: None

Co-requisite: None

CDYC 2145 Practicum
Lecture 0, Lab 15, Credit 5
Provides practical experience in organizing programs in Care and Development of Young Children. Permission of the instructor is required for enrollment in this course.
Prerequisite: CDYC 1213, CDYC 1233, and CDYC 1243, all with grades of "C" or better
Co-requisite: None

Carpentry (CARP)

CARP 1103 Introduction and Safety
Lecture 3, Lab 0, Credit 3
Introduces industry trends, career levels, and future trends in carpentry. Covers Occupational and Safety Health Administration (OSHA) standards required for maintaining a safe job environment for management and for workers.
Prerequisite: None
Co-requisite: CARP 1113. CARP 1125. CARP 1134

CARP 1113 Building Calculations
Lecture 1, Lab 4, Credit 3
Provides instruction in general mathematical skills for the construction trades, including whole numbers, fractions, decimals, and geometrical shapes.
Prerequisite: None
Co-requisite: CARP 1103, CARP 1125, CARP 1134

CARP 1125 Introduction to Tools
Lecture 2, Lab 9, Credit 5
Introduces basic skills and safety in the use of hand and power tools.
Prerequisite: None
Co-requisite: CARP 1103, CARP 1113, CARP 1134

CARP 1134 Fundamentals of Carpentry
Lecture 1, Lab 9, Credit 4
Introduces the fundamentals of carpentry including construction drawings, material handling, and basic employability skills. This course requires an exam fee.
Prerequisite: None
Co-requisite: CARP 1103, CARP 1113, CARP 1125

CARP 1214 Building Materials
Lecture 1, Lab 9, Credit 4
Covers the identification of types, sizes, and grades of bulding materials, as well as fasterners and adhesives. Includes quantification and handling of materials.
Prerequisite: CARP 1103, CARP 1113, CARP 1125, CARP 1134
Co-requisite: CARP 1224, CARP 1234

CARP 1224 Blueprint Basics
Lecture 1, Lab 6, Credit 4
Introduces methods of reading an architect scale and house plans, and drawing simple woodworking projects.
Prerequisite: CARP 1103, CARP 1113, CARP 1125, CARP 1134
Co-requisite: CARP 1214, CARP 1234

CARP 1234 House Framing
Lecture 1, Lab 9, Credit 4
Introduces skills required for site layout, including structures on pier and floor assembly, and framing of walls and ceilings. This course requires an exam fee.
Prerequisite: CARP 1103, CARP 1113, CARP 1125, CARP 1134
Co-requisite: CARP 1214, CARP 1224

CARP 1312 Commercial Blueprints
Lecture 1, Lab 3, Credit 2
Introduces how to read and interpret a set of commercial drawings and specifications.
Prerequisite: CARP 1214, CARP 1224, CARP 1234
Co-requisite: CARP 1323, CARP 1332, CARP 1343, CARP 1352, CARP 1363, CARP 1373

CARP 1323 Roofing Applications
Lecture 1, Lab 4, Credit 3
Covers layout and framing skills used to prepare the roof deck and install roofing for residential and commercial buildings.
Prerequisite: CARP 1214, CARP 1224, CARP 1234
Co-requisite: CARP 1312, CARP 1332, CARP 1343, CARP 1352, CARP 1363, CARP 1373

CARP 1332 Insulation and Moisture Barrier Concepts
Lecture 1, Lab 3, Credit 2
Introduces the installation of various types of insulating materials in walls, floors, and attics.
Prerequisite: CARP 1214, CARP 1224, CARP 1234
Co-requisite: CARP 1312, CARP 1323, CARP 1343, CARP 1352, CARP 1363, CARP 1373

CARP 1343 Exterior Finishing
Lecture 1, Lab 4, Credit 3
Introduces the various types of exterior finish and trim.
Prerequisite: CARP 1214, CARP 1224, CARP 1234
Co-requisite: CARP 1312, CARP 1323, CARP 1332 CARP 1352, CARP 1363, CARP 1373

CARP 1352 Commercial Framing
Lecture 1, Lab 3, Credit 2
Introduces the types and installation of steel framing materials.
Prerequisite: CARP 1214, CARP 1224, CARP 1234
Co-requisite: CARP 1312, CARP 1323, CARP 1332, CARP 1343, CARP 1363, CARP 1373

CARP 1363 Drywall
Lecture 1, Lab 4, Credit 3
Introduces the types of drywall, their uses, and installation methods.

Prerequisite: CARP 1214, CARP 1224, CARP 1234
Co-requisite: CARP 1312, CARP 1323, CARP 1332, CARP 1343, CARP 1352, CARP 1373

CARP 1373 Interior Finishing
Lecture 1, Lab 6, Credit 3
Introduces the installation of interior finish and trim, and suspended ceilings. This course requires an exam fee.
Prerequisite: CARP 1214, CARP 1224, CARP 1234
Co-requisite: CARP 1312, CARP 1323, CARP 1332, CARP 1343, CARP 1352, CARP 1363

Chemistry (CHEM)

All general education courses are marked with a +.

CHEM 1003 (CHEM 100) Introduction to Chemistry + LCCN: CCEM 1003
Lecture 3, Lab 0, Credit 3
Introduces general chemistry, organic chemistry and biochemistry concepts with emphasis on the role of chemistry in the modern world. Not intended for science majors.
Prerequisite: Eligibility for college-level mathematics
Co-requisite: None

CHEM 1041 (CHEM 104L) Chemistry Lab for PTEC Majors
Lecture 0, Lab 2, Credit 1
Provides a laboratory component that supplements CHEM 1043 (CHEM 104) content. This course requires a lab fee.
Prerequisite: None
Co-requisite: None

CHEM 1043 (CHEM 104) Chemistry for PTEC Majors
Lecture 3, Lab 0, Credit 3
Introduces fundamental principles of general/organic chemistry. Introduces polymeric materials and relates organic chemical reactions to the field of applied organic chemistry in the petrochemical, refining, and polymer industries.
Prerequisite: None
Co-requisite: None

CHEM 1121 (CHEM 101L) Chemistry I Lab LCCN: CCEM 1121
Lecture 0, Lab 3, Credit 1
Provides a laboratory component that supplements CHEM 1123 (CHEM 101) content. Introduces safety and basic laboratory techniques. Intended for students pursuing careers in science, engineering, and many health professions. This course requires a lab fee.
Prerequisite: MATH 1113 (or MATH 101) or MATH 1213 (or MATH 110) or MATH 1235 (or MATH 120) with a grade of "C" or better
Co-requisite: None

CHEM 1123 (CHEM 101) Chemistry I for Science Majors + LCCN: CCEM 1123
Lecture 3, Lab 0, Credit 3

Covers principles of chemistry with emphasis on nomenclature, atomic and molecular structure, bonding, stoichiometry, and quantitative problem solving. Introduces periodicity, energy relationships, and solutions. Intended for students pursuing careers in science, engineering, and many health professions.

Prerequisite: MATH 1113 (or MATH 101) or 1213 (or MATH 110) or MATH 1235 (or MATH 120) with a grade of "C" or better

Co-requisite: None

CHEM 1131 (CHEM 102L) Chemistry II Lab LCCN: CCEM 1131

Lecture 0, Lab 3, Credit 1

Provides a laboratory component that supplements CHEM 1133 (CHEM 102) content. Introduces safety and basic laboratory techniques, and includes experiments in qualitative inorganic analysis, acid/base properties, and titrations. Intended for students pursuing careers in science, engineering, and many health professions. This course requires a lab fee.

Prerequisite: CHEM 1123 (or CHEM 101) with grade of "C" or better

Co-requisite: None

CHEM 1133 (CHEM 102) Chemistry II for Science Majors + LCCN: CCEM 1133

Lecture 3, Lab 0, Credit3

Covers principles of chemistry with emphasis on chemical equilibria, acids and bases, electrochemistry, thermodynamics, kinetics, solutions, and quantitative problem solving. Intended for students pursuing careers in science, engineering, and many health professions.

Prerequisite: CHEM 1123 with a grade of "C" or better

Co-requisite: None

CHEM 2211 (CHEM 220L) Organic Chemistry I Lab LCCN: CCEM 2211

Lecture 0, Lab 3, Credit 1

Covers basic organic laboratory techniques and experiments that supplement CHEM 2213 (CHEM 220) content. Intended for students pursuing careers in science, engineering, and many health professions. This course requires a lab fee.

Prerequisite: CHEM 1133 (or CHEM 102) and CHEM 1131 (or CHEM 102L) with grades of "C" or better

Co-requisite: None

CHEM 2213 (CHEM 220) Organic Chemistry I LCCN: CCEM 2213

Lecture 3, Lab 0, Credit 3

Provides the first semester of a two-semester sequence introducing fundamental principles and theories of organic chemistry and representative classes of organic compounds including nomenclature, reaction types, and mechanisms. Intended for students pursuing careers in science, engineering, and many health professions.

Prerequisite: CHEM 1133 (or CHEM 102) and CHEM 1131 (or CHEM 102L) with grades of "C" or better

Co-requisite: None

CHEM 2221 (CHEM 221L) Organic Chemistry II Lab LCCN: CCEM 2221

Lecture 0, Lab 3, Credit 1

Covers basic organic laboratory techniques and experiments that supplement CHEM 2223 (CHEM 221) content. Intended for students pursuing careers in science, engineering, and many health professions. This course requires a lab fee.

Prerequisite: CHEM 2213 (or CHEM 220) and CHEM 2211 (or CHEM 220L) with grades of "C" or better

Co-requisite: None

CHEM 2223 (CHEM 221) Organic Chemistry II LCCN: CCEM 2223
Lecture 3, Lab 0, Credit 3
Provides the second semester of a two-semester sequence introducing fundamental principles and theories of organic chemistry and representative classes of organic compounds including nomenclature, reaction types, and mechanisms. Intended for students pursuing careers in science, engineering, and many health professions.
Prerequisite: CHEM 2213 (or CHEM 220) with a grade of "C" or better
Co-requisite: None

College Success Skills (CSSK)

CSSK 1023 (CSSK 102) College Success Skills
Lecture 3, Lab 0, Credit 3
Provides an opportunity for students to acquire, reinforce, and utilize strategies that promote success in college, the workplace, and life. Includes an introduction to the college, its resources, and the value of successful college completion.
Prerequisite: None
Co-requisite: None

Computer and Information Systems Technology (CIST)

CIST 1503 (CIST 150) Spreadsheets I
Lecture 3, Lab 0, Credit 3
Introduces techniques for creating and maintaining spreadsheets. Uses current software applications such as Microsoft Excel.
Prerequisite: None
Co-requisite: None

Computer Networking (CNET)

CNET 1733 (CNET 173) Introduction to PC Operating Systems
Lecture 3, Lab 0, Credit 3
Presents an in-depth study of current operating systems used on personal computers. Studies the theory and concepts of operating systems and offers practice with the tools provided by those systems. Topics include the nature of personal computer operating systems, control of the systems through commands, file handling, backup/restoration, system tuning, and utilities.
Prerequisite: CSCI 1013 (or CSCI 101) or CSCI 2203 (or CSCI 190)
Co-requisite: None

CNET 2103 (CNET 210) Introduction to Computer Networking
Lecture 3, Lab 0, Credit 3

Provides a basic foundation in computer networking for individuals and information systems professionals interested in networking technologies. Uses a step-by-step approach to basic networking concepts with a limited amount of technical jargon.
Prerequisite: None
Co-requisite: None

CNET 2403 (CNET 240) Desktop/Server and Networking Support
Lecture 3, Lab 0, Credit 3
Provides an introduction to the installation, configuration, maintenance, and diagnostics of workstations and servers. Includes general skills and knowledge for performing hardware and software upgrades, and utilities for system backup and recovery.
Prerequisite: CNET 1733 (or CNET 173) and CNET 2103 (or CNET 210)
Co-requisite: None

CNET 2503 (CNET 250) PC and Network Security
Lecture 3, Lab 0, Credit 3
Provides an introduction to basic computer and network security skills, which includes developing a comprehensive approach to information security that embraces both the human and technical dimensions. Introduces fundamental concepts and principles of network security's role, design, threats, policies, and elements of cryptography. Examines protocols, architectures, and technologies for secure systems and services.
Prerequisite: None
Co-requisite: None

CNET 2603 (CNET 260) Wireless Communications
Lecture 3, Lab 0, Credit 3
Provides an introduction to wireless network design methodologies and implementation fundamentals in LANs and WANs. Includes wireless technologies such as of 802.11, 16, and 22 protocols; Mobile Ad-Hoc NETworks (MANETs), and Wireless Sensor Networks (WSNs).
Prerequisite: CNET 2103 (or CNET 210) with a grade of "C" or better
Co-requisite: None

Computer Science (CSCI)

CSCI 1013 (CSCI 101) Introduction to Computer Technology
Lecture 3, Lab 0, Credit 3
Computing applications in various academic disciplines; topics include hardware, software, word processing, spreadsheets, graphics, database, communications, the Internet, current topics, and a brief introduction to computers and their impact on society. This course is not open to students majoring in Computer Science.
Prerequisite: None
Co-requisite: None
Note: Credit cannot be earned for both CSCI 1013 (CSCI 101) and CSCI 2203 (CSCI 190).

CSCI 1823 Introduction to Database Design
Lecture 3, Lab 0, Credit 3

Introduces fundamental database design principles for effective database design. Students will create tables, queries, reports, and forms using a database management system (DMS), with a focus on data dictionaries, normalization, and data integrity. This course also provides an understanding of new developments and trends such as internet database environment and data warehousing.
Prerequisite: CSCI 1923 with a grade of "C" or better
Co-requisite: CSCI 1933

CSCI 1923 (CSCI 192) Introduction to Computers: Programming Logic and Design
Lecture 3, Lab 0, Credit 3
Introduces computers, systems, and the management of information in a business environment. It also introduces the beginning programmer on how to develop structured program logic. Provides a comprehensive overview of the principles of programming which may include concepts such as procedural logic, programming concepts and enforces good style and logical thinking. This course assumes no programming experience and does not focus on any one particular language. This course is designed as a first class for Computer Science majors. Students will not be given credit for this course and CSCI 1013 (CSCI 101) or CSCI 2203 (CSCI 190).
Prerequisite: None
Co-requisite: None

CSCI 1933 (CSCI 193) Software Design and Programming I
Lecture 3, Lab 0, Credit 3
Introduces the first of a two-course sequence for students wishing to transfer to a four-year institution for a major/minor in computer science. Offers a disciplined approach to problem-solving, program design, algorithms, and logic development. Uses high-level programming language as a vehicle for expressing algorithms.
Prerequisite: CSCI 1923 (or CSCI 192) or instructor's approval
Co-requisite: None

CSCI 1943 (CSCI 194) Software Design and Programming II
Lecture 3, Lab 0, Credit 3
Offers an intensive capstone of material covered in CSCI 1933 (CSCI 193). Provides a disciplined approach to problem-solving, program design, algorithms, and logic development using higher level language. Introduces elementary data structures, searches, simple and complex sorts, and objects. Intended for computer science majors.
Prerequisite: CSCI 1933 (or CSCI 193)
Co-requisite: None

CSCI 1953 Society and Ethics in Computing
Lecture 3, Lab 0, Credit 3
Introduces students to computer and information ethics, ethical decision-making techniques, and societal implications of technology in real world situations.
Prerequisite: None
Co-requisite: None

CSCI 1973 Emerging Technology
Lecture 3, Lab 0, Credit 3
Introduces students to past, current, and emerging trends in computer science and information technology applications and development.

Prerequisite: None
Co-requisite: CSCI 1952

CSCI 1993 Advanced Database Storage and Management
Lecture 3, Lab 0, Credit 3
Provides an in-depth instruction in the handling of critical tasks of planning and implementing large databases. Includes an introduction to concepts of advanced data warehousing and database configuration.
Prerequisite: CSCI 1823 with a grade of "C" or better
Co-requisite: None

CSCI 2003 (CSCI 200) Discrete Structures
Lecture 3, Lab 0, Credit 3
Introduces logic and mathematics for solving problems required in the theoretical study of computer science. Includes sets, functions, formal logic, proof techniques, combinatorics, relations, matrices, Boolean algebra, finite state machines, and combinational and sequential circuits.
Prerequisite: MATH 1223 (or MATH 111)
Co-requisite: None

CSCI 2103 (CSCI 210) Introduction to Data Structures and Algorithms
Lecture 3, Lab 0, Credit 3
Presents related theory for representing and accessing information using a higher level programming language. Studies concepts of data types, data abstraction, data structures and advanced programming techniques.
Prerequisite: CSCI 1943 (or CSCI 194) and MATH 1113 (or MATH 101) or MATH 1213 (or MATH 110)
Co-requisite: None

CSCI 2113 Cloud Computing Foundations
Lecture 3, Lab 0, Credit 3
Focuses on cloud infrastructure, deployment, security models, and the key considerations in migrating to cloud computing. Covers the technologies and processes required to build tranditional, virtualized, and cloud data center environments, including computation, storage, networking, desktop and application virtualization, business continuity, security, and management.
Prerequisite: CSCI 1923 with a grade of "C" or better
Co-requisite: None

CSCI 2123 Introduction to Cybersecurity
Lecture 3, Lab 0, Credit 3
Provides an introduction to cybersecurity terminology, principles, and technologies.
Prerequisite: None
Co-requisite: None

CSCI 2153 (CSCI 215) Linux/Unix System Programming
Lecture 3, Lab 0, Credit 3
Introduces the Linux operating system. Students will learn basic Linux administration, Linux file and directory structure, basic network configuration, and how to utilize office-related tools available in Linux.
Prerequisite: CSCI 1933 (or CSCI 193)

Co-requisite: None

CSCI 2203 (CSCI 190) Microcomputer Applications in Business LCCN: CBUS 2203
Lecture 3, Lab 0, Credit 3
Introduces computers, systems, and management of information in a business environment to improve managerial decision-making. Students apply word processing, spreadsheets, database managers, presentation software, and web-authoring software used in a technologically-advanced business.
Prerequisite: None
Co-requisite: None
Note: Credit cannot be earned for both CSCI 2203 (CSCI 190) and CSCI 1013 (CSCI 101).

CSCI 2313 Cyber and Digital Forensics
Lecture 3, Lab 0, Credit 3
Provides an overview of computer forensics and investigation tools and techniques. Focuses on the importance of digital evidence controls, how to process crime and incident scenes, the details of data acquisition, computer forensic analysis, email investigations, image file recovery, investigative report writing, and expert witness requirements.
Prerequisite: CSCI 2123 with a grade of "C" or better
Co-requisite: None

CSCI 2604 Mobile Applications Development
Lecture 4, Lab 0, Credit 4
Introduces programming technologies and design skills related to mobile application development. Topics include mobile application platforms, user interface (UI) design, data storage, mobile application development, and debug and test.
Prerequisite: CSCI 1933, CSCI 1952, and CSCI 1823 with grades of "C" or better
Co-requisite: None

CSCI 2653 Virtual Infrastructure: Installation and Configuration
Lecture 3, Lab 0, Credit 3
Explores concepts and capabilities of virtual architecture with a focus on the installation, configuration, and management of a virtual infrastructure, Elastic Sky X (ESX) Server, and Virtual Center. Covers fundamentals of virtual network design and implementation, fundamentals of storage area networks, and virtual system management.
Prerequisite: CSCI 2113 with a grade of "C" or better
Co-requisite: None

CSCI 2723 Penetration Testing and Incident Responses
Lecture 3, Lab 0, Credit 3
Focuses on the different phases of penetration testing, how to gather data for penetration testing and popular penetration testing tools. Examines the phases of incident response, documentation to collect, and the components of an incident response policy and team.
Prerequisite: CSCI 2123 with a grade of "C" or better
Co-requisite: None

CSCI 2724 Web Programming
Lecture 4, Lab 0, Credit 4

Designed to give students the opportunity to enhance and enrich their skillset in Web programming. Students will learn to develop Web applications that use three-tier architecture, session management, object-oriented techniques, and advanced database interactions. The course will focus on layout and styling, client-side interaction, and server-side interaction.
Prerequisite: CSCI 1943, CSCI 1952, and CSCI 1973, all with grades of "C" or better.
Co-requisite: None

CSCI 2753 Information Assurance and Security
Lecture 3, Lab 0, Credit 3
Focuses on the protection, availability, integrity, authentication, confidentiality, and nonrepudiation of information and information systems.
Prerequisite: CSCI 2123 with a grade of "C" or better
Co-requisite: None

CSCI 2783 System Analysis and Design
Lecture 3, Lab 0, Credit 3
Introduces some of the issues, processes, and techniques associated with the systems development life cycle (SDLC). This course provides students the skills to identify business problems that may be solved with technology-based solutions. Focuses primarily on business and process analysis, and implementation issues.
Prerequisite: CSCI 1943, CSCI 1952, CSCI 1823, and ENGL 1013, all with grades of "C" or better
Co-requisite: None

CSCI 2903 (CSCI 290) Object-Oriented Programming (JAVA)
Lecture 3, Lab 0, Credit 3
Introduces the student to the fundamentals of Java programming using an object-oriented paradigm. Emphasis is placed on writing Java applications and Java applets, creating graphical user interfaces, object-oriented programming, event handling, writing animations with audio and images, and writing network programs. Students will be expected to create Java applets, and embed the Java applets in web pages. The student is prepared to develop real-world projects using Java.
Prerequisite: CSCI 1943 (or CSCI 194)
Co-requisite: None

Construction Management (CMGT)

CMGT 1033 (CMGT 103) Construction Safety
Lecture 3, Lab 0, Credit 3
Addresses the principles of jobsite construction safety in residential, commercial, and industrial construction settings. The emphasis is placed on construction safety requirements set forth by Occupational Safety and Health Administration (OSHA) and other applicable regulatory agencies and provides students with the knowledge required of modern construction professionals.
Prerequisite: None
Co-requisite: None

CMGT 1103 (CMGT 110) Blueprint Reading and Graphics
Lecture 2, Lab 2, Credit 3

Provides the student with a working knowledge of construction drawings and specifications. Students will produce residential drawings utilizing a computer application used for creating construction drawings.
Prerequisite: None
Co-requisite: None

CMGT 1213 (CMGT 121) Construction Materials and Methods
Lecture 3, Lab 0, Credit 3
Introduces the construction materials, methods, and equipment used in residential and commercial building construction. Emphasis will be on the construction process and how the various materials and equipment relate to the different stages of the process.
Prerequisite: None
Co-requisite: None

CMGT 2003 (CMGT 200) Contracts and Construction Law
Lecture 3, Lab 0, Credit 3
Covers current construction laws, roles and responsibilities associated with the construction industry, and the preparation and review of contracts. Involves the study of legal factors associated with the business operations of a construction company.
Prerequisite: None
Co-requisite: None

CMGT 2103 (CMGT 210) Construction Estimating
Lecture 2, Lab 2, Credit 3
Trains students to complete quantity surveys, pricing analyses, and bid package preparations for commercial and residential projects.
Prerequisite: MATH 1113 (or MATH 101) or MATH 1213 (or MATH 110), CMGT 1103 (or CMGT 110), and CMGT 1213 (or CMGT 121), all with grades of "C" or better
Co-requisite: None

CMGT 2203 (CMGT 220) Construction Project Management
Lecture 3, Lab 0, Credit 3
Covers the requirements of managing construction projects. Concentrates on time management, estimating, scheduling, field operations, home office management, site and material procurement, and the bid process as well as the importance of team development in project completion.
Prerequisite: None
Co-requisite: None

CMGT 2253 (CMGT 225) Mechanical and Electrical Systems
Lecture 3, Lab 0, Credit 3
Introduces mechanical and electrical systems and their relationship to residential and commercial construction.
Prerequisite: CMGT 1103 (or CMGT 110) and CMGT 1213 (or CMGT 121) with grades of "C" or better
Co-requisite: None

CMGT 2303 (CMGT 230) Statics and Strengths of Materials
Lecture 3, Lab 0, Credit 3
Covers building design theory and materials selection.

Prerequisite: MATH 1113 (or MATH 101), MATH 1213 (or MATH 110), MATH 1223 (MATH 111), CMGT 1103 (or CMGT 110), and CMGT 1213 (or CMGT 121), all with grades of "C" or better
Co-requisite: None

CMGT 2353 (CMGT 235) Surveying and Site Layout
Lecture 2, Lab 2, Credit 3
Covers surveying and site layout for construction. Students will learn the proper use of surveying equipment and field notes and perform a site layout.
Prerequisite: MATH 1223 (or MATH 111), CMGT 1103 (or CMGT 110), and CMGT 1213 (or CMGT 121), all with grades of "C" or better
Co-requisite: None

CMGT 2413 (CMGT 241) Planning and Scheduling
Lecture 2, Lab 2, Credit 3
This course focuses on planning and scheduling techniques currently used in the construction industry, including practical exercises in the planning and sequencing of construction operations utilizing scheduling software.
Prerequisite: CMGT 2103 (or CMGT 210) with a grade of "C" or better
Co-requisite: None

CMGT 2513 (CMGT251) Commercial and Industrial Estimating
Lecture 3, Lab 0, Credit 3
Trains students to complete quantity surveys, pricing analysis, and bid package preparation for commercial and residential projects.
Prerequisite: CMGT 2103 (or CMGT 210) with a grade of "C" or better
Co-requisite: None

Cosmetology (COSM)

COSM 1002 (1121) Basics of Skin, Scalp, and Hair
Lecture 0, Lab 6, Credit 2
Covers structure, function, and analysis of the skin, scalp, and hair. Diseases of the skin, scalp, and hair are explored.
Prerequisite: None
Co-requisite: COSM 1003, COSM 1004, and COSM 1104

COSM 1003 (1130) Fundamental Hair Treatments
Lecture 1, Lab 6, Credit 3
Includes the chemical composition of shampoos, rinses, and conditioners. This course also includes discussion and student demonstration of shampooing, rinsing, and conditioning using appropriate solutions and techniques for each procedure to meet the client's individual needs. This course requires a lab fee.
Prerequisite: None
Co-requisite: COSM 1002, COSM 1004, and COSM 1104

COSM 1004 (1110) Safety and Sanitation
Lecture 3, Lab 3, Credit 4
Includes history, career opportunities, ethics, grooming, safety, and first aid. The LA State Board of Cosmetology Rules and Regulations are discussed. Types and methods of decontamination and sanitation are explained and demonstrated. This course requires a lab fee.
Prerequisite: None
Co-requisite: COSM 1002, COSM 1003, and COSM 1104

COSM 1104 (1230) Wet Hair Styling
Lecture 1, Lab 9, Credit 4
Includes the analysis of facial shapes, profiles, and body structures are performed with the goal of suggesting the most becoming hairstyles for clients. Student demonstration of a variety of hairstyles is a part of this course. This course requires a lab fee.
Prerequisite: None
Co-requisite: COSM 1002, COSM 1003, and COSM 1004

COSM 1203 (1311) Hair Cutting
Lecture 0, Lab 9, Credit 3
Covers the equipment and procedures for hair shaping techniques. Facial shapes, profiles, and body structure are analyzed to meet client's needs and desires for an attractive cut. Student demonstration of hair shaping techniques is a part of this course. This course requires a lab fee.
Prerequisite: COSM 1002, COSM 1003, COSM 1004, and COSM 1104
Co-requisite: COSM 1302, COSM 1405, COSM 1503

COSM 1302 (1411) Chemical Hair Relaxing
Lecture 1, Lab 3, Credit 2
Covers the history and trends of chemical hair relaxing methods and procedures. Student will perform chemical hair relaxing procedures in this course. This course requires a lab fee.
Prerequisite: COSM 1002, COSM 1003, COSM 1004, and COSM 1104
Co-requisite: COSM 1203, COSM 1405, COSM 1503

COSM 1405 (1430) Hair Coloring
Lecture 1, Lab 12, Credit 5
Includes the fundamentals of temporary, semi-permanent, and permanent hair color and the methods, skills, and procedures required for each. Student demonstration is a part of this course. This course requires a lab fee.
Prerequisite: COSM 1002, COSM 1003, COSM 1004, and COSM 1104
Co-requisite: COSM 1203, COSM 1302, and COSM 1503

COSM 1503 (2520) Artistry of Artificial Hair
Lecture 2, Lab 3, Credit 3
Covers the types, uses, and special care techniques of wigs and artificial hair. Student performance of techniques for the application of artificial hair is included in this course.
Prerequisite: COSM 1002, COSM 1003, COSM 1004, and COSM 1104
Co-requisite: COSM 1203, COSM 1302, and COSM 1405

COSM 2003 (1220) Manicuring and Pedicuring
Lecture 0, Lab 9, Credit 3

Includes identification of composition and structure of the nails and descriptions of the characteristics of nail disorders/ diseases. Manicure and pedicure procedures are discussed and performed using appropriate safety precautions. This course requires a lab fee.
Prerequisite: COSM 1203, COSM 1302, COSM 1405, and COSM 1503
Co-requisite: COSM 2103

COSM 2103 (2510) Facial Services and Make-Up
Lecture 2, Lab 3, Credit 3
Covers skin types and appropriate facial treatments for each. Facial massage manipulations and factors influencing the choice and application of cosmetic make-up are also discussed. Student performance is a part of this course. This course requires a lab fee.
Prerequisite: COSM 1203, COSM 1302, COSM 1405, and COSM 1503
Co-requisite: COSM 2003

COSM 2104 (1321) Permanent Waving
Lecture 1, Lab 9, Credit 4
Covers the history and trends of permanent waving as well as the methods, procedures, and skills required for the types and styles of permanent waves available to clients. Student demonstration various permanent waving procedures is a part of this course. This course requires a lab fee.
Prerequisite: COSM 2003 and COSM 2103
Co-requisite: COSM 2203, COSM 2402, and COSM 2504

COSM 2203 (1420) Thermal Services
Lecture 1, Lab 6, Credit 3
Includes the identification, discussion, and student demonstration of various thermal services. This course requires a lab fee.
Prerequisite: COSM 2003 and COSM 2103
Co-requisite: COSM 2104, COSM 2402, and COSM 2504

COSM 2402 (2530) Electricity and Light Therapy
Lecture 1, Lab 3, Credit 2
Provides instruction in the use of electricity and light therapy to cosmetology procedures and techniques. Student demonstration is a part of this course.
Prerequisite: COSM 2003 and COSM 2103
Co-requisite: COSM 2104, COSM 2203, and COSM 2504

COSM 2504 (2540) Salon Management
Lecture 3, Lab 3, Credit 4
Engages students in planning, operating, and managing the school-based salon. Information is given on business principles, sales, management techniques, as well as requirements for opening or working in a salon.
Prerequisite: COSM 2003 and COSM 2103
Co-requisite: COSM 2104, COSM 2203, and COSM 2402

Craft Organizations' Required Elements (CORE)

All general education courses are marked with a +.

CORE 1003 Introduction to Craft Skills
Lecture 1, Lab 4, Credit 3
Covers the basics of safety, rigging, communication, and employability skills. It also introduces both hand and power tools, construction math and construction drawing. Completing this course provides the student with the basic skills needed to continue their education in any and all craft areas. This course is the prerequisite to all other NCCER Level 1 craft courses. Successful completion of this course requires passing the NCCER CORE Exam with a 70% or higher. This course requires both an exam fee and a lab fee.
Prerequisite: None
Co-requisite: None

Criminal Justice (CJUS)

All general education courses are marked with a +.

CJUS 1013 (CJUS 101) Introduction to Criminal Justice + LCCN: CCRJ 1013
Lecture 3, Lab 0, Credit 3
Introduces the basic concepts of crime and criminal justice in America. Focuses on the main elements of criminal justice and how criminal justice operates as a system and process.
Prerequisite: None
Co-requisite: None

CJUS 2013 (CJUS 130) Corrections Systems and Practices LCCN: CCRJ 2013
Lecture 3, Lab 0, Credit 3
Introduces historical and social settings of corrections, theories and practices in corrections, and correctional programs in institutions and the community.
Prerequisite: CJUS 1013 (or CJUS 101) with a grade of "C" or better
Co-requisite: None

CJUS 2103 (CJUS 210) Careers in Criminal Justice
Lecture 3, Lab 0, Credit 3
Assists students in identifying meaning career paths and continuing education plans following college graduation. Students will explore individual career development through classroom presentations, experiential activities and classroom discourse.
Prerequisite: CJUS 1013 (or CJUS 101) with a grade of "C" or better
Co-requisite: None

CJUS 2213 (CJUS 222) Criminal Law LCCN: CCRJ 2213
Lecture 3, Lab 0, Credit 3
Introduces students to the purposes, functions and procedures of criminal law. Legal definitions, the nature of crime, crime defenses, and sentences will be emphasized.
Prerequisite: CJUS 2613 (or CJUS 120) with a grade of "C" or better
Co-requisite: None

CJUS 2243 (CJUS 224) Crime Scene Investigation
Lecture 3, Lab 0, Credit 3
Provides students with a basic theoretical and philosophical understanding of the investigatory process. This course will examine techniques and methods of crime scene investigation such as fundamentals of preliminary investigations, identification, collection of evidence, and fingerprinting. This course will provide students with a general introduction to the mechanics of crime scene investigation and its role in the criminal justice process.
Prerequisite: CJUS 1013 (or CJUS 101) with a grade of "C" or better
Co-requisite: None

CJUS 2253 (CJUS 225) Ethics in Criminal Justice
Lecture 3, Lab 0, Credit 3
Introduces students to ethical issues associated with the police, prosecution, courts, and correctional systems. Topics in this course are designed to begin preparing students in identifying and critically examining ethical issues in the criminal justice system by applying ethical decision models. The course provides students with the unique opportunity to analyze how they would resolve ethical and moral issues according to their own values and beliefs while staying within the boundaries of the law and professional codes of ethics.
Prerequisite: CJUS 1013 (or CJUS 101) with a grade of "C" or better
Co-requisite: None

CJUS 2303 (CJUS 230) Criminal Justice Internship
Lecture 0, Lab 9, Credit 3
The Criminal Justice Internship is a cooperative effort between the Criminal Justice program at Baton Rouge Community College and criminal justice agencies in the Baton Rouge area and the Office of Career Services at the college. The students enrolled in this course may work under the supervision of a criminal justice professional for at least 135 hours to learn the structure, roles, and responsibilities of individuals/agencies or an internal internship consisting of 135 hours of departmentally-approved individual and team activities.
Prerequisite: Permission of instructor
Co-requisite: None

CJUS 2313 (CJUS 110) Police Systems and Practices LCCN: CCRJ 2313
Lecture 3, Lab 0, Credit 3
Introduces the historical and social settings of the police; the police role and discretion; police organization and practices; and problems of law enforcement in a democratic society.
Prerequisite: CJUS 1013 (or CJUS 101) with a grade of "C" or better
Co-requisite: None

CJUS 2413 (CJUS 215) Juvenile Delinquency LCCN: CCRJ 2413
Lecture 3, Lab 0, Credit 3
Introduces students to the principles of juvenile delinquency and provides a historical overview of juvenile delinquency in America. The course examines the psychological, social, and environmental theories of juvenile delinquency while covering the juvenile court system and treatment options for juvenile crime and delinquency.
Prerequisite: CJUS 1013 (or CJUS 101) with a grade of "C" or better
Co-requisite: None

CJUS 2513 (CJUS 223) Criminology LCCN: CCRJ 2513
Lecture 3, Lab 0, Credit 3
Examines the nature, location, and impact of crime by exploring a broad range of issues related to criminology. Topics in this course focus on the historical foundations of crime, the theoretical underpinnings of criminality, how criminal acts are measured, the development of criminal careers, the various typologies of offenders and victims, and a critical analysis of public policies concerning crime control in society.
Prerequisite: CJUS 1013 (or CJUS 101) with a grade of "C" or better
Co-requisite: None

CJUS 2613 (CJUS 120) Court Systems and Practices LCCN: CCRJ 2613
Lecture 3, Lab 0, Credit 3
Presents the role and structure of prosecution, defense, and the courts, along with basic elements of substantive and procedural law.
Prerequisite: CJUS 1013 (or CJUS 101) with a grade of "C" or better
Co-requisite: None

Culinary Arts and Occupations (CULN)

CULN 1113 (1110) Culinary Calculations
Lecture 3, Lab 0, Credit 3
Covers the fundamentals of calculations needed for solving typical culinary problems (for example, estimating cost per serving, adjusting recipe yields, total cost, quantities for recipes).
Prerequisite: None
Co-requisite: CULN 1123, CULN 1133, CULN 1143, CULN 1153

CULN 1123 (1163) Hospitality Industry Overview
Lecture 3, Lab 0, Credit 3
Develops an understanding of the hospitality industry and career opportunities in the field. Students will be expected to read trade journals published by professional organizations appropriate for continuing education and become aware of the structure and basic functions of departments within hospitality and food service establishments. This course requires a lab fee.
Prerequisite: None
Co-requisite: CULN 1113, CULN 1133, CULN 1143, CULN 1153

CULN 1133 (1130) Sanitation and Safety
Lecture 2, Lab 4, Credit 3
Covers safety, personal hygiene, and sanitary work procedures required to prevent food-borne illnesses according to ServSafe® standards. This course requires a lab fee.
Prerequisite: None
Co-requisite: CULN 1113, CULN 1123, CULN 1143, CULN 1153

CULN 1143 (1140) Basic Culinary Skills
Lecture 1, Lab 6, Credit 3
Introduces career options, personal traits, tools/equipment, recipe use, menu making, and the "mise en place" preparation principle for effective time management. This course requires a lab fee.

Prerequisite: None
Co-requisite: CULN 1113, CULN 1123, CULN 1133, CULN 1153

CULN 1153 (1223) Culinary Nutrition
Lecture 3, Lab 0, Credit 3
Introduces the Dietary Guidelines for Americans and essential nutrients and emphasizes the importance of meeting nutritional needs throughout the life cycle.
Prerequisite: None
Co-requisite: CULN 1113, CULN 1123, CULN 1133, CULN 1143

CULN 1213 (1173) Dining Room Service
Lecture 1, Lab 6, Credit 3
Introduces types of service used to enhance dining pleasure, as well as the preparation of beverages. This course requires a lab fee.
Prerequisite: CULN 1113, CULN 1123, CULN 1133, CULN 1143, CULN 1153
Co-requisite: CULN 1229, CULN 1233

CULN 1229 (1249) Food Preparation and Service
Lecture 3 Lab 18, Credit 9
Provides instructions in preparation of Garde Manger (hot and cold appetizers, hors d'oeuvres, salads, sandwiches, cured meats, cheeses, centerpieces), main course items (stocks, sauces, soups, fresh and frozen meats, poultry, fish and seafood, vegetables, potatoes, starches), breakfast items, and unused portions using appropriate preparation, holding, and serving procedures to maintain a quality product. This course requires a lab fee.
Prerequisite: CULN 1113, CULN 1123, CULN 1133, CULN 1143, CULN 1153
Co-requisite: CULN 1213, CULN 1233

CULN 1233 (2433) Restaurant Management
Lecture 3, Lab 0, Credit 3
Covers human relations management with the overall goal of maintaining food quality and customer satisfaction. Includes the implementation of appropriate procedures for purchasing, receiving, and issuing food, food products, and cooking supplies, and menu management in pursuit of profit.
Prerequisite: CULN 1113, CULN 1123, CULN 1133, CULN 1143, CULN 1153
Co-requisite: CULN 1213, CULN 1229

CULN 1316 (2316) Baking and Pastry
Lecture 2, Lab 12, Credit 6
Covers the preparation of yeast dough products, quick breads, cakes and icings, cookies, pies, puff pastry, éclair and cream puffs, meringues, soufflés, as well as creams, custards, puddings, sauces, and frozen and fruit desserts. This course requires a lab fee.
Prerequisite: CULN 1213, CULN 1229, CULN 1233
Co-requisite: CULN 1323, CULN 1333, CULN 1343

CULN 1323 (2413) Regional Cuisine
Lecture 1, Lab 6, Credit 3
Includes the team preparation of a specified number and variety of regional dishes for a portfolio. This course requires a lab fee.
Prerequisite: CULN 1213, CULN 1229, CULN 1233

Co-requisite: CULN 1316, CULN 1333, CULN 1343

CULN 1333 (2423) International Cuisine
Lecture 1, Lab 6, Credit 3
Includes the team preparation of a specified number and variety of international meals for a portfolio. This course requires a lab fee.
Prerequisite: CULN 1213, CULN 1229, CULN 1233
Co-requisite: CULN 1316, CULN 1323, CULN 1343

CULN 1343 (2443; 1321) À La Carte
Lecture 0, Lab 9, Credit 3
Includes the study of the duties of salad, sandwich, fry, grill, and breakfast station workers. This course requires a lab fee.
Prerequisite: CULN 1213, CULN 1229, CULN 1233
Co-requisite: CULN 1316, CULN 1323, CULN 1333

Diesel Heavy Truck Technology (DHTT)

DHTT 1014 Truck Engine Controls
Lecture 1, Lab 6, Credit 4
Introduces students to the operation and service of electronic engine controls, fuel injection systems, emissions control systems, turbo chargers and variable valve timing.
Prerequisite: DHTT 1304 and DHTT 1614
Co-requisite: MVSB 1703, DHTT 1103, and DHTT 1252

DHTT 1103 Truck Engine Design
Lecture 1, Lab 6, Credit 3
Introduces students to engine operation, nomenclature content, required measurements and torque values. Identifies engine cooling, lubrication, and valve train systems. The course meets the standards set by the National Institute for Automotive Service Excellence (ASE) for certification T1 and T2 (gasoline and diesel engines, respectively) and addresses task list required for accreditation by the National Institute for Automotive Service Excellence (ASE).
Prerequisite: DHTT 1304 and DHTT 1614
Co-requisite: MVSB 1703, DHTT 1014, and DHTT 1252

DHTT 1152 Truck Internship I
Lecture 0, Lab 32, Credit 2
Engages students in work experiences in medium/heavy duty truck repair facilities as related to college instruction in the second semester of the Diesel Heavy Truck Technology Program. Students will receive a final grade of “S” (satisfactory) or “U” (unsatisfactory) for this course.
Prerequisite: DHTT 1404 and DHTT 1504 and at least 18 years old and Driver’s License and Drug Test and Background Check
Co-requisite: DHTT 1803 and DHTT 1903

DHTT 1252 Truck Internship II
Lecture 0, Lab 32, Credit 2

Engages students in work experiences in medium/heavy duty truck repair facilities as related to college instruction in the third semester of the Diesel Heavy Truck Technology Program. Students will receive a final grade of "S" (satisfactory) or "U" (unsatisfactory) for this course.
Prerequisite: DHTT 1304, DHTT 1614, DHTT 1152, and at least 18 years old and Driver's License and Drug Test and Background Check
Co-requisite: MVSB 1703, DHTT 1014, and DHTT 1103

DHTT 1304 Truck Drivetrain
Lecture 1, Lab 6, Credit 4
Introduces the theory and operation of the clutch, manual transmission, automatic transmission, differential, driveshaft, and universal joints. Students will learn the proper diagnosis and repair techniques used in medium/heavy truck drivetrains. This course meets the standards set by the National Institute for Automotive Service Excellence (ASE) for Certification T3 (drivetrain) and also addresses the drivetrain task list required by National Institute for Automotive Service Excellence (ASE).
Prerequisite: DHTT 1803 and DHTT 1903
Co-requisite: DHTT 1614

DHTT 1404 Truck Brake Systems
Lecture 1, Lab 6, Credit 4
Covers the theory, operation, diagnosis, and service of hydraulic, air, drum, disc, parking, and power assist brake systems. The course meets the standards set by the National Institute for Automotive Service Excellence (ASE) for certification T4 (brakes) and also addresses the brake tasks list required by the National Institute for Automotive Service Excellence (ASE). This course requires a lab fee.
Prerequisite: MVSB 1002, MVSB 1003, and MVSB 1604
Co-requisite: DHTT 1504

DHTT 1504 Truck Suspension and Steering
Lecture 1, Lab 6, Credit 4
Introduces the theory, operation, diagnosis, and service of suspension and steering systems. The course meets the standards set by the National Institute for Automotive Service Excellence (ASE) for certification T5 (suspension and steering) and also addresses the suspension and steering tasks list required by the National Institute for Automotive Service Excellence (ASE).
Prerequisite: MVSB 1002, MVSB 1003, and MVSB 1604
Co-requisite: DHTT 1404

DHTT 1614 Truck Advanced Electrical
Lecture 1, Lab 6, Credit 4
Provides advanced coverage of electrical/electronic system diagnostic techniques, troubleshooting of medium/heavy truck electrical systems, schematic utilization, and supplemental restraint system (SRS) operation. The course meets a portion of the standards set by the National Institute for Automotive Service Excellence (ASE) for certification T6 (electrical/electronics) and also addresses a portion of the advanced electrical/electronic tasks list required by the National Institute for Automotive Service Excellence (ASE).
Prerequisite: DHTT 1803 and DHTT 1903
Co-requisite: DHTT 1304

DHTT 1803 Preventive Maintenance Inspection

Lecture 1, Lab 6, Credit 3
Introduces students to Preventive Maintenance Inspection (PMI) in medium/heavy truck service. The course prepares students to inspect vehicles for safe operation, teaching how to find small problems before they become larger problems and how to service vehicles before repairs are needed. Also meets the standards set by the National Institute for Automotive Service Excellence (ASE) for certification T8 (PMI) and addresses Preventive Maintenance Inspection tasks list required by the National Institute for Automotive Service Excellence (ASE).
Prerequisite: DHTT 1404 and DHTT 1504
Co-requisite: DHTT 1903

DHTT 1903 Hydraulic Systems
Lecture 1, Lab 6, Credit 3
Introduces students to concepts of operation, maintenance, and troubleshooting of hydraulic and fluid power systems.
Prerequisite: DHTT 1404 and DHTT 1504
Co-requisite: DHTT 1803

Drafting and Design Technology (DRFT)

All general education courses are marked with a +.

DRFT 1113 Introduction to Industrial Technology
Lecture1 , Lab 4, Credit 3
Studies the evolution of technology in the industry and its impact. Students will esearch technology in industry and society, focusing on employment opportunities, career paths, technological growth, salaries, and job descriptions as well as technical, ethical, and professional requirements.
Prerequisite: None
Co-requisite: CORE 1003 and DRFT 1123 and [CSCI 1013 or CSCI 2203]

DRFT 1123 Engineering Drafting
Lecture 1, Lab 4, Credit 3
Studies the terminology, concepts, theories, and fundamental skills necessary to understand and operate a Computer-Aided Design (CAD) system. Students will be instructed in how to use the system to graphically communicate through the basic elements of drafting including orthographic projection, sectioning, dimensioning, isometric and oblique pictorial representation, standard symbols, simple auxiliary views, precision, and tolerancing.
Prerequisite: None
Co-requisite: CORE 1003, DRFT 1113, and [CSCI 1013 or CSCI 2203]

DRFT 1213 Descriptive Geometry
Lecture 1, Lab 4, Credit 3
Studies the basic concepts of descriptive geometry by solving space problems using graphic solutions through orthographic projection. Focus will be placed on the limits of accuracy of the graphic model and empirical data.
Prerequisite: CORE 1003, DRFT 1113, DRFT 1123, and [CSCI 1013 or CSCI 2203]
Co-requisite: DRFT 1223, DRFT 1233, and DRFT 1243

DRFT 1223 Architectural Drafting
Lecture 1, Lab 4, Credit 3
Presents the principles and practices of architectural drawing, terminology, and construction through residential planning and design. Plans include floor plans, elevations, building sections, details, electrical plans, and plot plans. Studies will be introduced to Architectural Revit.
Prerequisite: CORE 1003, DRFT 1113, DRFT 1123, and [CSCI 1013 or CSCI 2203]
Co-requisite: DRFT 1213, DRFT 1233, and DRFT 1243

DRFT 1233 Pipe Drafting
Lecture 1, Lab 4, Credit 3
Studies piping design and drafting fundamentals as used in process industries such as refineries and petrochemical plants. Includes the study, use, and drafting of pipes, fittings, flanges, valves, equipment and structural systems using the latest industry-standard software. Students will use industry standards to create schematic, plan, elevation, isometric, spool, and 3-D drawings of various process piping components/systems.
Prerequisite: CORE 1003, DRFT 1113, DRFT 1123, and [CSCI 1013 or CSCI 2203]
Co-requisite: DRFT 1213, DRFT 1223, and DRFT 1243

DRFT 1243 Machine Design Drafting
Lecture 1, Lab 4, Credit 3
Introduces feature-based parametric modeling of simple and complex machine parts, sub-assemblies, and assemblies. Includes fully documenting design projects according to industry standards, including video presentations, animations, project documentation, change orders, file management for design projects, reverse engineering and 3D printing.
Prerequisite: CORE 1003, DRFT 1113, DRFT 1123, and [CSCI 1013 or CSCI 2203]
Co-requisite: DRFT 1213, DRFT 1223, and DRFT 1233

DRFT 1313 Light Commercial Building Drafting
Lecture 1, Lab 4, Credit 3
Presents the analysis and solutions for basic problems in the design and construction of small commercial properties using a variety of materials and methods of construction.
Prerequisite: DRFT 1213, DRFT 1223, DRFT 1233, and DRFT 1243
Co-requisite: DRFT 1323 and DRFT 1333

DRFT 1323 Civil Drafting Technology
Lecture 1, Lab 4, Credit 3
Presents aspects of mapping in civil drafting from surveying to highway layout. This course covers basic concepts and techniques such as leveling, longitude and latitude, map scales, symbols, directions, plot plans, contours, profiles, and highway cut and full. Students will use computer-aided design (CAD) software to complete projects related to interpretation of survey data, profiles and cross sections, land subdivision, site and grading plans, and basic earthwork calculations.
Prerequisite: DRFT 1213, DRFT 1223, DRFT 1233, and DRFT 1243
Co-requisite: DRFT 1313 and DRFT 1333

DRFT 1333 Drafting and Design Portfolio
Lecture 1, Lab 4, Credit 3
Guides the student through the stages of portfolio preparation enabling him/her to meet the high standards associated with project completion. Students will update their class projects – for both substance and format – in order to meet employer expectations.
Prerequisite: DRFT 1213, DRFT 1223, DRFT 1233, and DRFT 1243
Co-requisite: DRFT 1313 and DRFT 1323

Economics (ECON)

All general education courses are marked with a +.

ECON 2113 (ECON 203) Economic Principles + LCCN: CECN 2113
Lecture 3, Lab 0, Credit 3
Introduces both micro- and macro-economic principles; problems associated with resources and product markets; money, banking and monetary policy; fiscal policy; government and business; labor; international trade; and economic growth. Credit will not be given for this course and ECON 2213 (ECON 201) and/or ECON 2223 (ECON 202).
Prerequisite: None
Co-requisite: None
Note: This course is not intended for business majors transferring to a four-year school.

ECON 2213 (ECON 201) Principles of Macroeconomics + LCCN: CECN 2213)
Lecture 3, Lab 0, Credit 3
Reviews the operation and function of the market economy. Attends to current economic problems such as those relating to income, employment, the business cycle, money and banking, growth and development. Credit will not be given for this course and ECON 2113 (ECON 203).
Prerequisite: None
Co-requisite: None

ECON 2223 (ECON 202) Principles of Microeconomics + LCCN: CECN 2223
Lecture 3, Lab 0, Credit 3
Introduces the study of price and output determination in a free enterprise economy with the assumptions of consumer maximization of utility and producer maximization of profits. Note: Credit is not given for both this course and ECON 2113 (ECON 203).
Prerequisite: None
Co-requisite: None

ECON 2313 (ECON 205) Economics of Money and Banking LCCN: CECN 2313
Lecture 3, Lab 0, Credit 3
Studies the commercial banking system, non-bank financial institutions, the Federal Reserve System, and monetary theory and policy.
Prerequisite: ECON 2213 (or ECON 201) or ECON 2113 (or ECON 203) with a grade of “C” or better
Co-requisite: None

Electrical (ELEC)

ELEC 1119 Electrical Level 1
Lecture 3, Lab 12, Credit 9
Covers the National Center for Construction Education and Research (NCCER) Electrical Level 1 Modules 1 – 12: Orientation to the Electrical Trade, Electrical Safety, Introduction to Electrical Circuits, Electrical Theory, Introduction to the National Electrical Code, Device Boxes, Hand Bending, Raceways and Fittings, Conductors and Cables, Basic Electrical Construction Drawings, Residential Electrical Services, and Electrical Test Equipment. Successful completion of this course requires passing the NCCER Level 1 Electrical Modules 1 – 12 Exams with a 70% or higher. This course requires a lab fee.
Prerequisite: CORE 1003
Co-requisite: None

ELEC 1216 Electrical Level 2 Part 1
Lecture 2, Lab 8, Credit 6
Covers the National Center for Construction Education and Research (NCCER) Electrical Level 2 Modules 1 - 4: Alternating Current (AC), Motors: Theory and Application, Electric Lighting, and Conduit Bending. Successful completion of this course requires passing the NCCER Level 2 Electrical Modules 1 – 4 Exams with a 70% or higher. This course requires a lab fee.
Prerequisite: ELEC 1119
Co-requisite: None

ELEC 1226 Electrical Level 2 Part 2
Lecture 2, Lab 8, Credit 6
Covers the National Center for Construction Education and Research (NCCER) Electrical Level 2 Modules 5 - 11: Pull and Junction Boxes, Conductor Installations, Cable Tray, Conductor Terminations and Splices, Grounding and Bonding, Circuit Breakers and Fuses, and Control Systems and Fundamental Concepts. Successful completion of this course requires passing the NCCER Level 2 Electrical Modules 5 – 11 Exams with a 70% or higher. This course requires a lab fee.
Prerequisite: ELEC 1216
Co-requisite: None

ELEC 1316 Electrical Level 3 Part 1
Lecture 2, Lab 8, Credit 6
Covers the National Center for Construction Education and Research (NCCER) Electrical Level 3 Modules 1 - 5: Load Calculations - Branch and Feeder Circuits, Conductor Selection and Calculations, Practical Applications of Lighting, Hazardous Locations, and Overcurrent Protection. Successful completion of this course requires passing the NCCER Level 3 Electrical Modules 1 – 5 Exams with a 70% or higher. This course requires a lab fee.
Prerequisite: ELEC 1226
Co-requisite: None

ELEC 1326 Electrical Level 3 Part 2
Lecture 2, Lab 8, Credit 6
Covers the National Center for Construction Education and Research (NCCER) Electrical Level 3 Modules 6 - 11: Distribution Equipment, Transformers, Commercial Electrical Services, Motor

Calculations, Voice, Data, and Video, and Motor Controls. Successful completion of this course requires passing the NCCER Level 3 Electrical Modules 6 – 11 Exams with a 70% or higher.
Prerequisite: ELEC 1316
Co-requisite: None

ELEC 1419 Electrical Level 4
Lecture 3, Lab 12, Credit 9
Covers the National Center for Construction Education and Research (NCCER) Electrical Level 4 Modules 1-13: Load Calculation – Feeders and Services, Health Care Facilities, Standby and Emergency Systems, Basic Electronic Theory, Fire Alarm Systems, Specialty Transformers, and Advanced Controls, HVAC (Heating, Ventilation, and Air Conditioning) Controls, Heat Tracing and Freeze Protection, Motor Operation and Maintenance, Medium-Voltage Terminations/Splices, Special Locations, and Fundamentals of Crew Leadership. Successful completion of this course requires passing the NCCER Level 4 Electrical Modules 1-13 Exams with a 70% or higher.
Prerequisite: ELEC 2326 or permission of instructor
Co-requisite: None

Engineering (ENGR)

ENGR 1032 (ENGR 103) Engineering Graphics
Lecture 0, Lab 4, Credit 2
Introduces the student to conception, visualization, and communication of creative design concepts useful in the field of engineering. Develops drafting skills and introduces sketching, drafting instruments, and computer software for graphic representations. Emphasis is placed on graphical analysis, orthographic projection, auxiliary views, pictorial drawings, dimensioning methods, and sectioning with adherence to USA Standards Institute standards. AutoCAD will be used.
Prerequisite: MATH 1113 (or MATH 101) or MATH 1213 (or MATH 110) with a grade of "C" or better
Co-requisite: None

ENGR 1052 Introduction to Engineering
Lecture 2, Lab 0, Credit 2
Introduces students to the history of engineering, engineering disciplines and principles of design. The course allows students to get an overview of engineering from the beginning of their study and to become broadly educated across various engineering disciplines while learning how to solve engineering problems. Professional issues such as licensure, ethics, safety, and design are discussed. Projects and activities are used to develop problem solving, written and verbal communication and computer skills (word-processing, spreadsheets, presentations, mathematical analysis, email, Internet).
Prerequisite: MATH 1113 (or MATH 101) or MATH 1213 (or MATH 110) with a grade of "C" or better
Co-requisite: None

ENGR 2073 (ENGR 207) Surveying
Lecture 2, Lab 2, Credit 3

Covers the fundamentals of surveying procedures and office computations including electronic distance measurement, leveling, computer solutions to land area problems, stadia measurements, topographic surveys, and construction surveys.
Prerequisite: MATH 1223 (or MATH 111) with a grade of “C” or better
Co-requisite: None

ENGR 2453 (ENGR 245) Statics
Lecture 2, Lab 2, Credit 3
Introduces the student to engineering skills and provides a strong engineering foundation for further study. Emphasizes vector treatment of resultants and equilibrium of force systems, including equilibrium of particles, internal forces, rigid bodies, trusses and frames. Also focuses on the area moment of inertia, the center of mass, and the centroid of area.
Prerequisite: MATH 2125 (or MATH 211) and PHYS 2133 (or PHYS 221) with a grade of “C” or better
Co-requisite: None

ENGR 2953 (ENGR 295) Comprehensive Electrical Engineering
Lecture 2, Lab 2, Credit 3
Introduces the student to the fundamental concepts of electrical engineering. Emphasizes elementary circuits, devices, and systems. Not intended for electrical engineering majors.
Prerequisite: MATH 2125 (or MATH 211) with a grade of “C” or better
Co-requisite: None

English (ENGL)

All general education courses are marked with a +.

ENGL 0093 Co-requisite English Composition
Lecture 3, Lab 0, Credit 3
Provides supplemental instruction to the material taught in ENGL 1013, English Composition I, which introduces students to the critical thinking, reading, writing and rhetorical skills required to be successful at the college/university level and beyond, including citation and documentation, writing as a process, audience awareness, and writing effective essays. This course provides students with intensive supplemental instruction intended to reinforce their English composition skills while also furthering their awareness of campus resources and study skill techniques. Students will receive a final grade of "S" (satisfactory) or "U" (unsatisfactory) for this course.
Prerequisite: Appropriate placement test score OR ENGL 0091, CORW 0083, or equivalent, with a grade of “C” or better
Co-requisite: ENGL 1013

ENGL 1013 (ENGL 101) English Composition I + LCCN: CENL 1013
Lecture 3, Lab 0, Credit 3
Introduces students to the critical thinking, reading, writing and rhetorical skills required in the college/university and beyond, including citation and documentation, writing as process, audience awareness, and writing effective essays.
Prerequisite: Appropriate placement test score, **OR** ENGL 0091 (or ENGL 091) with a “C” or better or ENGL 0093 with an “S”.
Co-requisite: None

ENGL 1023 (ENGL 102) English Composition II + LCCN: CENL 1023
Lecture 3, Lab 0, Credit 3
Continuation and further development of material and strategies introduced in ENGL 1013 (ENGL 101). Primary emphasis on composition, including research strategies, argumentative writing, evaluation, and analysis.
Prerequisite: Appropriate placement test score OR ENGL 1013 (or ENGL 101) with a grade of "C" or better
Co-requisite: None

ENGL 2023 (ENGL 207) Introduction to Writing Poetry I
Lecture 3, Lab 0, Credit 3
Introduces students to modern and classic poetry and prosody. The course focuses on technique and aesthetics in order to build a foundation of critical understanding before turning the emphasis to student production of poems. Students will practice incorporating theory, technique, and aesthetic concerns in introductory lessons in which students are asked to emulate the poems read in class. Students will write short critical essays in response to class readings and will practice the basics of workshopping peer writing.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better
Co-requisite: Enrollment in ENGL 2313 or permission of instructor

ENGL 2033 (ENGL 217) Introduction to Writing Poetry II
Lecture 3, Lab 0, Credit 3
Advances the techniques and aesthetic considerations paramount to ENGL 2023 (ENGL 207) and focuses on student production of poetry. Students will incorporate theory, technique, and aesthetic concerns in lessons in which students are asked to emulate the poems read in class. Students will produce 12-15 poems, critique student work in in-class workshops and revise their work for a final portfolio.
Prerequisite: ENGL 1013 (or ENGL 101), ENGL 1023 (or ENGL 102), and ENGL 2023 (or ENGL 207)
Co-requisite: Enrollment in ENGL 2313 or permission of instructor

ENGL 2053 (ENGL 205) Introduction ToWriting Short Stories
Lecture 3, Lab 0, Credit 3
Introduces writing short stories for workshop criticism and analyzing short stories; students practice techniques of using point of view, dialogue, setting, and characterization.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better
Co-requisite: None

ENGL 2093 (ENGL 209) Introduction to Screenwriting
Lecture 3, Lab 0, Credit 3
Writing screenplays for workshop criticism. The course will introduce students to techniques of exposition, characterization, and dramatization for television and film. Students will write, at minimum, a finished first act (approx. 40-page script) of a feature-length screenplay and a draft with a three act structure.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better or permission of department
Co-requisite: None

ENGL 2123 (ENGL 220) Major British Writers + LCCN: CENL 2123

Lecture 3, Lab 0, Credit 3
Surveys significant British writers; includes literary analysis and writing about literature.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better
Co-requisite: None

ENGL 2133 (ENGL 210) Literature and Ethnicity +
Lecture 3, Lab 0, Credit 3
Studies the literature of America's diverse ethnic cultures, especially Native American, Asian, Hispanic, Jewish, and African-American. Includes critical analysis and writing about literature.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better
Co-requisite: None

ENGL 2173 (ENGL 221) Major American Writers + LCCN: CENL 2173
Lecture 3, Lab 0, Credit 3
Surveys significant American writers; includes literary analysis and writing about literature.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better
Co-requisite: None

ENGL 2223 (ENGL 222) Major World Writers + LCCN: CENL 2223
Lecture 3, Lab 0, Credit 3
Surveys significant world writers; includes literary analysis and writing about literature.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better
Co-requisite: None

ENGL 2303 (ENGL 211) Introduction to Fiction + LCCN: CENL 2303
Lecture 3, Lab 0, Credit 3
Introduces fiction; includes critical analysis and writing about literature.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better
Co-requisite: None

ENGL 2313 (ENGL 215) Introduction to Poetry and Drama + LCCN: CENL 2313
Lecture 3, Lab 0, Credit 3
Introduces poetry/drama; includes critical analysis and writing about poetry/drama.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better
Co-requisite: None

ENGL 2323 (ENGL 230) Introduction to Literature + LCCN: CENL 2323
Lecture 3, Lab 0, Credit 3
Introduces various literary genres; includes critical analysis and writing about literature.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better
Co-requisite: None

ENGL 2403 (ENGL 223) African American Literature + LCCN: CENL 2403
Lecture 3, Lab 0, Credit 3
Introduces African American literature; includes critical analysis and writing about literature.
Prerequisite: ENGL 1023 (or ENGL 102) with grade of "C" or better
Co-requisite: None

ENGL 2423 (ENGL 231) Film as Literature +
Lecture 3, Lab 0, Credit 3
Introduces students to the study of World Cinema as literature, with emphasis on the ways in which filmmakers employ literary devices such as theme, character, and symbol in their works. Attention will be given to film adaptations of literature and to the screenplay as a work of literature. Students will also study various cultural, political, and literary trends through the works of specific writers and directors.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better
Co-requisite: None

ENGL 2483 (ENGL 248) Shakespeare: The More Popular Plays +
Lecture 3, Lab 0, Credit 3
Introduces Shakespeare's more popular plays. This course covers selected major tragedies, comedies, and histories. Includes critical analysis and writing about literature.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better
Co-requisite: None

ENGL 2503 (ENGL 240) Introduction to Folklore + LCCN: CENL 2503
Lecture 3, Lab 0, Credit 3
Introduces folklore and its role in literature and culture.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better
Co-requisite: None

ENGL 2513 (ENGL 2013, ENGL 201)) Professional Writing
Lecture 3, Lab 0, Credit 3

Prepares students for writing in the workplace. This course emphasizes clarity and the needs of specific audiences in the preparation of letters, memos, reports, resumes, presentations, and group projects.
Prerequisite: ENGL 1013 (or ENGL 101) with a grade of "C" or better
Co-requisite: None

Environmental Science (ENSC)

All general education courses are marked with a +.

ENSC 1103 (ENSC 201) Environmental Science + LCCN: CENS 1103
Lecture 3, Lab 0, Credit 3
Facilitates the learning of science concepts and skills necessary to identify, understand, and analyze select Louisiana and world environmental issues from scientific, social, economic, and political perspectives. Introduces students to potential career paths in environmental science fields.
Prerequisite: None
Co-requisite: None

ENSC 2083 Introduction to Marine Science: Life Processes
Lecture 3, Lab 0, Credit 3

Introduces marine science and ecology; surveys marine biodiversity with emphasis on functional morphology and ecological and physiological adaptations; and introduces life and environmental processes in marine and aquatic settings along with their influence on coastal Louisiana.
Prerequisite: None
Co-requisite: None

Film (FILM)

All general education courses are marked with a +.

FILM 1013 (ETEC 1013) Introduction to Entertainment Industries
Lecture 3, Lab 0, Credit 3
Introduces the histories and dynamics of entertainment industries, especially intersecting sectors associated with film and new media production. The course surveys relationships between art, music, theatre, fashion, technology, and other ancillary industries related to film and new media production.
Prerequisite: None
Co-requisite: None

FILM 1023 (ETEC 2213) Film and New Media Production I
Lecture 3, Lab 0, Credit 3
Provides students with an introduction to the technical, artistic, and procedural aspects of film production. Students will learn to writ, shoot, and edit films as part of a production crew tasked with developing filmmaking projects.
Prerequisite: None
Co-requisite: None

FILM 2003 (FILM 200) Introduction to Cinema Studies +
Lecture 3, Lab 0, Credit 3
Introduces students to the artistic, technological, industrial, and social significance of the cinema. Explores various techniques for interpreting and reading works of cinema. Examines cinema's genres, styles, and its existence as a form of mass communication. Fosters students' awareness of their roles as audience members.
Prerequisite: None
Co-requisite: None

FILM 2013 (FILM 201) Cinema History through 1945 +
Lecture 3, Lab 0, Credit 3
Provides students with an introduction to the first century of narrative film. Explores the evolution of motion picture technology and the history of cinema as an art form. Screens historically significant films throughout the course.
Prerequisite: None
Co-requisite: None

FILM 2023 (FILM 202) Film History after 1945
Lecture 3, Lab 0, Credit 3

Introduces students to the period of narrative film that begins immediately after World War II; explores the evolution of motion picture technology and the history of cinema as an art form; surveys historically significant films and filmmakers.
Prerequisite: None
Co-requisite: None

FILM 2033 (ETEC 2223) Film and New Media Production II
Lecture 3, Lab 0, Credit 3
Builds upon students' knowledge of the technical, artistic, and procedural aspects of film production by focusing on the professional roles of directors, screenwriters, cinematographers, editors, sound engineers, etc. Students will write, shoot, and edit films that illustrate personal aesthetics grounded in the cinematic languages of recognized genres and styles.
Prerequisite: FILM 1023
Co-requisite: None

FILM 2043 (ETEC 2233) Post-Production Editing and VFX
Lecture 3, Lab 0, Credit 3
Applies computer hardware and software to the editing phase of film and new media production. This course will introduce students to the various personnel positions involved in post-production and provide an understanding of digital post-production workflow, including media management, editing theory and techniques, and visual effects.
Prerequisite: FILM 1023
Co-requisite: None

Finance (FINA)

FINA 1503 (FINA 150) Introduction to Financial Management
Lecture 3, Lab 0, Credit 3
Surveys personal and family finances and studies the financial organization of business firms. Includes personal budgeting, saving, borrowing and taxes. Examines financial management of businesses. This course requires a materials fee.
Prerequisite: None
Co-requisite: None

French (FREN)

All general education courses are marked with a +.

FREN 1013 (FREN 101) Elementary French I + LCCN: CFRN 1013
Lecture 3, Lab 0, Credit 3
Introduces the French language and culture and explores the basic grammatical structure of the French language. This course develops writing, reading, listening and speaking skills, as well as appreciation for the geography, food, music, values, and customs of the Francophone world.
Prerequisite: None
Co-requisite: None

FREN 1023 (FREN 102) Elementary French II + LCCN: CFRN 1023
Lecture 3, Lab 0, Credit 3
Extends elementary knowledge of the basic grammatical structure of the French language and the culture. This course continues to develop reading, writing, listening, and speaking skills, and appreciation for the geography, food, music, values, and customs of the Francophone world.
Prerequisite: FREN 1013 or equivalent
Co-requisite: None

FREN 2013 (FREN 201) Intermediate French I + LCCN: CFRN 2013
Lecture 3, Lab 0, Credit 3
Completes review of the basic grammatical structure of the French language and continues developing appreciation for French culture through the reading of diverse cultural texts. Emphasizes reading and writing.
Prerequisite: FREN 1023 or equivalent
Co-requisite: None

FREN 2023 (FREN 202) Intermediate French II + LCCN: CFRN 2023
Lecture 3, Lab 0, Credit 3
Continues skills developed in FREN 2013 (FREN 201). Further emphasis is placed on reading and writing skills and personal communication. The course develops further appreciation and understanding of the Francophone culture.
Prerequisite: FREN 2013 or equivalent
Co-requisite: None

Geography (GEOG)

All general education courses are marked with a +.

GEOG 2013 (GEOG 201) Introduction to Geography +
Lecture , Lab , Credit
Surveys significant geographical endeavors and ideas that Western and non-Western cultures have contributed towards the development of modern geography and their impact on historical world events; discusses major topical sub-disciplines that comprise modern geography; introduces concepts, techniques, and tools of physical geography and human geography.
Prerequisite: None
Co-requisite: None

GEOG 2113 (GEOG 203) Cultural Geography + LCCN: CGRG 2113
Lecture 3, Lab 0, Credit 3
Introduces concepts, themes, and techniques of cultural geography; discusses religion, politics, language, population, agriculture, urbanization, environmental, and social problems.
Prerequisite: None
Co-requisite: None

Geology (GEOL)

All general education courses are marked with a +.

GEOL 1103 (GEOL 101) Physical Geology + LCCN: CGEO 1103
Lecture 3, Lab 0, Credit 3
Covers Earth materials, landforms and dynamic processes. Topics include igneous activity, volcanoes, metamorphism, weathering and erosion, deposition of sediment, the formation of sedimentary rocks, mountain building, earthquakes, glaciations, streams, and oceans.
Prerequisite: None
Co-requisite: None

Health Science (HLSC)

HLSC 1012 (HLSC 101) Introduction to Health Professions
Lecture 2, Lab 0, Credit 2
Explores the healthcare industry, health care regulatory systems, and essential communication and decision-making skills for health care workers. The course introduces health occupations and educational requirements needed for these career choices. It also addresses basic skills and terminology common to health occupations.
Prerequisite: None
Co-requisite: None

HLSC 1103 (HLSC 110) Medical Terminology LCCN: CHLT 1103
Lecture 3, Lab 0 , Credit 3
Introduces terminology and vocabulary commonly used in healthcare fields. This course explores the spelling, definition and pronunciation of word origins with emphasis on suffixes, prefixes, root words, abbreviations and terminology pertinent to body structures and systems.
Prerequisite: None
Co-requisite: None

HLSC 1204 Sterile Processing Basics
Lecture 2, Lab 8, Credit 4
Prepares students to become safe and competent Sterile Processing Technicians (SPT) in a variety of healthcare facilities. Covers the disinfection, preparation, processing, storage, and issuing of both sterile and non-sterile supplies and equipment for patient care, the operation of sterilization units, and procedures for monitoring the effectiveness of the sterilization process. The course prepares students for the Sterilization Processing and Distribution Technician Certification Exam for becoming Central Sterilization Processing and Distribution Technicians. This course requires a lab fee.
Prerequisite: Department Approval
Co-requisite: None

History (HIST)

All general education courses are marked with a +.

HIST 1113 (HIST 101) World Civilization to 1500 + LCCN: CHIS 1113
Lecture 3, Lab 0, Credit 3

Surveys major civilizations of the world before 1500 and emphasizes interactions among them and their influences on each other.
Prerequisite: None
Co-requisite: None

HIST 1123 (HIST 102) World Civilization 1500 to Present + LCCN: CHIS 1123
Lecture 3, Lab 0, Credit 3
Surveys major civilizations of the world from 1500 to the present and emphasizes interactions among them and their influences on each other.
Prerequisite: None
Co-requisite: None

HIST 2003 (HIST 200) History of Roman Republic and Empire +
Lecture 3, Lab 0, Credit 3
Examines historical events from the beginning of Roman Civilization through the fall of Rome. The class will look at social class, political thought, religious ideas, and economic development and how they played a part in the makeup of Rome and its success and ultimate collapse.
Prerequisite: None
Co-requisite: None

HIST 2013 (HIST 201) American History Colonial to 1865 + LCCN: CHIS 2013
Lecture 3, Lab 0, Credit 3
Surveys United States history from colonial origins to 1865.
Prerequisite: None
Co-requisite: None

HIST 2023 (HIST 202) American History 1865 to Present + LCCN: CHIS 2023
Lecture 3, Lab 0, Credit 3
Surveys United States history from 1865 to the present.
Prerequisite: None
Co-requisite: None

HIST 2033 (HIST 210) Louisiana History + LCCN: CHIS 2033
Lecture 3, Lab 0, Credit 3
Surveys Louisiana history from European settlement to the present.
Prerequisite: None
Co-requisite: None

HIST 2103 (HIST 2063, 206) African American History + LCCN: CHIS 2103
Lecture 3, Lab 0, Credit 3

Overview of African American history from the early fourteenth century to the present.
Prerequisite: None
Co-requisite: None

HIST 2113 (HIST 211) English History: from Roman Rule to the Glorious Revolution
Lecture 3, Lab 0, Credit 3
Surveys the history of England from the periods of Roman rule to the Glorious Revolution of 1688-1689.

Prerequisite: None
Co-requisite: None

HIST 2123 (HIST 212) The Holocaust
Lecture 3, Lab 0, Credit 3
Explores the history of the Holocaust in Europe during the Second World War and its immediate aftermath.
Prerequisite: None
Co-requisite: None

HIST 2203 (HIST 220) History of Medieval Europe +
Lecture 3, Lab 0, Credit 3
Examination of social, cultural, religious, and political history of Medieval Europe from the reign of Constantine I in the fourth century to 1453 and the fall of Constantinople.
Prerequisite: None
Co-requisite: None

HIST 2213 (HIST 221) Modern Europe 1500-1848 +
Lecture 3, Lab 0, Credit 3
Surveys the history of modern Europe from the periods of the Reformation, the Exploration, and the Enlightenment through the revolutions of 1848.
Prerequisite: None
Co-requisite: None

HIST 2223 (HIST 222) Modern Europe 1848 to Present +
Lecture 3, Lab 0, Credit 3
Surveys the history of Modern Europe from the revolutions of 1848 to the present.
Prerequisite: None
Co-requisite: None

HIST 2403 The World Since 1960 +
Lecture 3, Lab 0, Credit 3
Explores major events since 1960 in the United States and selected nations of Europe, the Middle East, Latin America, Africa and Asia, with emphasis on social, economic, political and national security issues.
Prerequisite: None
Co-requisite: None

Horticulture (HORT)

Non-transferable courses (required for the Horticulture Technician Technical Diploma and embedded Ornamental and Turf Pest Control Certificate of Technical Studies):

HORT 1113 (HORT 1210) Introduction to Plant Science
Lecture 1, Lab 6, Credit 3
Introduces plant identification, structure, functions, and plant zones

Prerequisite: None
Co-requisite: HORT 1123, HORT 1133, HORT 1141, HORT 1154, and HORT 1162

HORT 1123 (HORT 1130 and HORT 1240) Native Plants of Louisiana I
Lecture 1, Lab 6, Credit 3

Introduces the identification of native plants of Louisiana, particularly prevalent in the fall/winter seasons, using common and botanical names, their growth habits, uses, and cultural requirements.
Prerequisite: None
Co-requisite: HORT 1113, HORT 1133, HORT 1141, HORT 1154, and HORT 1162

HORT 1133 (HORT 1420) Plant Propagation
Lecture 1, Lab 6, Credit 3
Introduces the principles, techniques, and facilities used to propagate native plants. Topics include seed propagation, cuttings, grafting, budding, division, and layering.
Prerequisite: None
Co-requisite: HORT 1113, HORT 1123, HORT 1141, HORT 1154, and HORT 1162

HORT 1141 (HORT 1220) Louisiana Laws and Regulations
Lecture 1, Lab 0, Credit 1
Covers Louisiana State Horticulture Laws and Regulations with the goal of preparing students for professions and careers in horticulture, landscaping, and related fields.
Prerequisite: None
Co-requisite: HORT 1113, HORT 1123, HORT 1133, HORT 1154, and HORT 1162

HORT 1154 (HORT 1110) Soils, Fertilizers, and Water
Lecture 1, Lab 9, Credit 4
Describes the relationships between soil, water, and fertilizer, the collection of samples for soil and water tests, and the application of test results for optimizing plant growth and maintenance.
Prerequisite: None
Co-requisite: HORT 1113, HORT 1123, HORT 1133, HORT 1141, and HORT 1162

HORT 1162 (HORT 1000) Horticulture Lab I
Lecture 0, Lab 8, Credit 2
Offers introductory hands-on experiences identifying fall and winter native plants and weeds, cultuting requirements and practices, reinforcing concepts covered in lecture courses.
Prerequisite: None
Co-requisite: HORT 1113, HORT 1123, HORT 1133, HORT 1141, and HORT 1154

HORT 1213 (HORT 1310) Greenhouse Procedures
Lecture 1, Lab 6, Credit 3
Covers the culture of flowering and foliage plants, the germination of seedlings for crop production in the greenhouse, pest management, and the maintenance of greenhouse equipment.
Prerequisite: HORT 1113, HORT 1123, HORT 1133, HORT 1141, HORT 1154, and HORT 1162
Co-requisite: HORT 1222, HORT 1232, HORT 1244, HORT 1253, and HORT 1262

HORT 1222 (HORT 1230) Turfgrass
Lecture 1, Lab 4, Credit 2

Covers the selection of, and procedures for the establishment and maintenance of turfgrasses appropriate in Louisiana.
Prerequisite: HORT 1113, HORT 1123, HORT 1133, HORT 1141, HORT 1154, and HORT 1162
Co-requisite: HORT 1213, HORT 1232, HORT 1244, HORT 1253, and HORT 1262

HORT 1232 Introduction to Irrigation
Lecture 1, Lab 3, Credit 2
Introduces the principles and application of irrigation in landscapes.
Prerequisite: HORT 1113, HORT 1123, HORT 1133, HORT 1141, HORT 1154, and HORT 1162
Co-requisite: HORT 1213, HORT 1222, HORT 1244, HORT 1253, and HORT 1262

HORT 1244 (HORT 1120) Plant Pest Control
Lecture 1, Lab 9, Credit 4
Covers federal and Louisiana Laws and regulations governing pesticide use and application with the goal of preparing students to take the State examination for Applicator Certification.
Prerequisite: HORT 1113, HORT 1123, HORT 1133, HORT 1141, HORT 1154, and HORT 1162
Co-requisite: HORT 1213, HORT 1222, HORT 1232, HORT 1253, and HORT 1262

HORT 1253 (HORT 1240, HORT 1330) Native Plants of Louisiana II
Lecture 1, Lab 6, Credit 3

Introduces the identification of native plants of Louisiana, particularly prevalent in the summer, using common and botanical names, their growth habits, uses, and cultural requirements.
Prerequisite: HORT 1113, HORT 1123, HORT 1133, HORT 1141, HORT 1154, and HORT 1162
Co-requisite: HORT 1213, HORT 1222, HORT 1232, HORT 1244, and HORT 1262

HORT 1262 (HORT 1020) Horticulture Lab II
Lecture 0, Lab 8, Credit 2
Offers introductory hands-on experiences identifying spring native plants and weeds, culturing requirements and practices, reinforcing concepts covered in lecture courses.
Prerequisite: HORT 1113, HORT 1123, HORT 1133, HORT 1141, HORT 1154, and HORT 1162
Co-requisite: HORT 1213, HORT 1222, HORT 1232, HORT 1244, and HORT 1253

HORT 1313 (HORT 1040) Landscape Calculations
Lecture 3, Lab 0, Credit 3
Covers the fundamentals of calculations needed for solving typical landscape and horticultural problems. Instruction includes estimating height, mass, area and volume, cost per unit area, and total cost.
Prerequisite: HORT 1213, HORT 1222, HORT 1232, HORT 1244, HORT 1253, and HORT 1262
Co-requisite: HORT 1322, HORT 1336, and HORT 1342

HORT 1322 Landscaping Equipment
Lecture 1, Lab 3, Credit 2
Introduces students to the proper operational use and maintenance of common landscaping equipment.
Prerequisite: HORT 1213, HORT 1222, HORT 1232, HORT 1244, HORT 1253, and HORT 1262
Co-requisite: HORT 1313, HORT 1336, and HORT 1342

HORT 1336 (HORT 1030 and HORT 2110) **Landscaping**
Lecture 1, Lab 15, Credit 6

Engages students in designing a realistic landscape plan using principles of design, site analysis, the outdoor room concept, appropriate plant materials, and post-planting care. Students will gain practical hands-on experience in the design, installation, maintenance, and renovation of landscape projects.
Prerequisite: HORT 1213, HORT 1222, HORT 1232, HORT 1244, HORT 1253, and HORT 1262
Co-requisite: HORT 1313, HORT 1322, and HORT 1342

HORT 1342 (HORT 1010) **Horticulture Lab III**
Lecture 0, Lab 6, Credit 2
Offers introductory hands-on experiences identifying summer native plants and weeds, culturing requirements and practices, reinforcing concepts covered in lecture courses.
Prerequisite: HORT 1213, HORT 1222, HORT 1232, HORT 1244, HORT 1253, and HORT 1262
Co-requisite: HORT 1313, HORT 1322, and HORT 1336

HORT course transferable to Louisiana State University:

HORT 2053 (HORT 205) **General Horticulture**
Lecture 3, Lab 0, Credit 3
Introduces the science and art of modern horticultural plant production, including propagation, fertilization, pest control, and pruning; major groups of garden crops including vegetables, fruits and nuts, ornamentals, houseplants and florist crops. Includes demonstrations on propagation and culture of garden plants in field and greenhouses.
Prerequisite: None
Co-requisite: None

Humanities (HUMN)

All general education courses are marked with a +.

HUMN 2013 (HUMN 250) **Africa and the Middle East +** **LCCN: CHUM 2013**
Lecture 3, Lab 0, Credit 3
An introductory surveys of the literatures, oral traditions, philosophies and religions, art and architecture, music and dance, and rituals of the cultures of Africa, the Middle East, Eastern Europe, and the Indian Sub-Continent.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better
Co-requisite: None

HUMN 2103 (HUMN 210) **World Mythology +** **LCCN: CENL 2503**
Lecture 3, Lab 0, Credit 3
Introduces a broad overview of mythological systems from various time periods and geographical areas, also emphasizing the importance of myth in world cultures, Greek Roman, Norse, Native Americans, African, Asian, and various religious mythologies are among those that will typically be

explored. Emphasis varies by instructor but all sections will present a diachronic study of a wide variety of myths of the world.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better
Co-requisite: None

HUMN 2213 (HUMN 260) Western Humanities I + LCCN: CHUM 2213
Lecture 3, Lab 0, Credit 3
Introduces a chronological study of philosophy, literature, and fine arts from prehistoric times through the sixteenth century. Recognizes the interdependent role of the humanities in shaping the worldview of cultures, with specific attention to the socio-historical context of art and literature in Western civilization. Emphasis varies by instructor.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better
Co-requisite: None

HUMN 2223 (HUMN 261) Western Humanities II + LCCN: CHUM 2223
Lecture 3, Lab 0, Credit 3
Introduces a chronological study of philosophy, literature, and fine arts from the Baroque to the Modern periods. Recognizes the interdependent role of the humanities in shaping the worldview of cultures, with specific attention to the socio-historical context of art and literature in Western civilization. Emphasis varies by instructor.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of "C" or better
Co-requisite: None

HUMN 2553 (HUMN 255) Asia and the Americas +
Lecture 3, Lab 0, Credit 3
Introduces a survey of major writing from various cultures from classical times to the present, with an emphasis on the epic genre. Emphasis varies by section.
Prerequisite: ENGL 1023 (or ENGL 102) with a grade of 'C" or better
Co-requisite: None

HUMN 2753 (HUMN 275) The Heroic Journey: From Classical to Contemporary +
Lecture 3, Lab 0, Credit 3
Develops a comparative perspective of the heroic journey, tracing its representation and evolution from the classical to the contemporary. From literature to video games, this course examines how the monomyth has helped to shape culture, identity, and entertainment globally. Emphasis varies by section.
Prerequisite: ENGL 1023 (ENGL 102) with a grade of "C" or better
Co-requisite: None

Information Technology (INTE)

INTE 1103 Install and Troubleshoot Part I
Lecture 1, Lab 6, Credit 3
Provides students with the basic knowledge and skills necessary for Personal Computer (PC) support and maintenance. Prepares students for the CompTIA A+ Essentials part of the A+ certification process. Includes basic training in the areas of PC installation, preventative maintenance, networking,

security, troubleshooting, motherboards, various drives, adapter cards, operating systems, and data communication software. The course provides a systematic approach towards PC diagnostics and troubleshooting through the use of common industry standard diagnostic software.
Prerequisite: None
Co-requisite: None

INTE 1113 Install and Troubleshoot Part II
Lecture 1, Lab 6, Credit 3
Covers advanced topics and projects in Personal Computer (PC) hardware and software troubleshooting and maintenance. PC hardware topics include installation of motherboards, various devices, drives, and adapter cards. Software topics include installation and proper configuration of operating systems, various applications, and communication software. This course prepares students for the CompTIA A+ Practical Application certification exam.
Prerequisite: INTE 1103 and Departmental Approval
Co-requisite: None

INTE 1203 Operating System Fundamentals
Lecture 1, Lab 6, Credit 3
Includes basic and advanced topics in personal computer and network operating systems, such as installation, administration, management, and troubleshooting of Windows desktop operating systems. This course prepares students for the Microsoft Certified Technology Specialist (MCTS) Windows Operating System Fundamentals Exam.
Prerequisite: None
Co-requisite: INTE 1013, INTE 1103, and INTE 1803, or Departmental Approval

INTE 1253 Project Management
Lecture 1, Lab 6, Credit 3
Covers the fundamentals of software development, enhancement, and reconfiguration. Uses real-world examples and identifies common mistakes and pitfalls. Topics covered include project management software, estimating, budgeting, scheduling, tracking, and controlling.
Prerequisite: INTE 1013 and Departmental Approval
Co-requisite: None

INTE 2013 Windows Server Part I
Lecture 1, Lab 6, Credit 3
Covers the knowledge and skills required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in the current Microsoft Windows Server environment. The course prepares students for the current Microsoft Certified Professional Installing and Configuring Windows Server Exam.
Prerequisite: Department Approval
Co-requisite: None

INTE 2823 Server Technology
Lecture 1, Lab 6, Credit 3
Covers planning, installing, configuring, and maintaining servers, including server-level hardware implementations, data storage subsystems, data recovery, and Input/Output (I/O) subsystems. This course prepares students for the COMPTIA Server+ certification.
Prerequisite: INTE 1203

Co-requisite: None

INTE 2903 Internship
Lecture 0, Lab 15, Credit 3
Provides a capstone experience for an Information Technology student. The internship will be completed by students in their last semester. Students qualifying for an internship must work a minimum of 235 supervised hours at the school site or at an employer's site to gain practical hands-on workplace related skills.
Prerequisite: Approval of Department Chair
Co-requisite: None

Instrumentation (INST)

INST 1119 Instrumentation Level 1
Lecture 3, Lab 12, Credit 9
Covers the National Center for Construction Education and Research (NCCER) Instrumentation Level 1 Modules 1-12. Successful completion of this course requires passing the NCCEr Level 1-12 Exams with a 70% or higher. This course requires lab and exam fees.
Prerequisite: CORE 1003
Co-requisite: None

INST 1216 Instrumentation Level 2 Part 1
Lecture 2, Lab 8, Credit 6
Covers the National Center for Construction Education and Research (NCCER) Instrumentation Level 2 Modules 1-6. Successful completion of this course requires passing the NCCER Level 2 Modules 1-6 Exams with a 70% or higher. This course requires an exam fee.
Prerequisite: INST 1119
Co-requisite: None

INST 1226 Instrumentation Level 2 Part 2
Lecture 2, Lab 8, Credit 6
Covers the National Center for Construction Education and Research (NCCER) Instrumentation Level 2 Modules 7-11. Successful completion of this course requires passing the NCCER Level 2 Modules 7-11 Exams with a 70% or higher. This course requires lab and exam fees.
Prerequisite: INST 1216
Co-requisite: None

INST 1316 Instrumentation Level 3 Part 1
Lecture 2, Lab 8, Credit 6
Covers the National Center for Construction Education and Research (NCCER) Instrumentation Level 3 Modules 1 – 4. Successful completion of this course requires passing the NCCER Level 3 Modules 1 – 4 Exams with a 70% or higher. This course requires an exam fee and a lab fee.
Prerequisite: INST 1226
Co-requisite: None

INST 1326 Instrumentation Level 3 Part 2

Lecture 2, Lab 8, Credit 6
Covers the National Center for Construction Education and Research (NCCER) Instrumentation Level 3 Modules 5-9. Successful completion of this course requires passing the NCCER Level 3 Modules 5-9 Exams with a 70% or higher. This course requires an exam fee.
Prerequisite: INST 1316
Co-requisite: None

INST 1419 Instrumentation Level 4
Lecture 3, Lab 12, Credit 9
Covers the National Center for Construction Education and Research (NCCER) Instrumentation Level 4 Modules 1-7. Successful completion of this course requires passing the NCCER Level 4 Modules 1-7 Exams with a 70% or higher. This course requires an exam fee.
Prerequisite: INST 1326
Co-requisite: None

Library Science (LIBS)

LIBS 1011 (LIBS 101) Library Information Services
Lecture 1, Lab 0, Credit 1
Introduces students to the concept of information literacy. The course familiarizes students with the BRCC Library and other information systems and resources. Students will enhance their research and critical thinking skills through study of how information is produced, stored, and communicated. Learning to critically navigate the abundance of information now available is the primary focus of the course.
Prerequisite: None
Co-requisite: None

Management (MANG)

MANG 1503 (MANG 150) Negotiations in Business
Lecture 3, Lab 0, Credit 3
Explores the processes of bargaining and negotiation as social and managerial activities. Special emphasis will be given to the areas of interpersonal and inter-group conflict, as well as the tactics and strategies involved with improved bargaining and negotiation. Develops an awareness and understanding of ethical principles and stakeholder considerations that influence the choices offered and made in transactions and relationships. This course requires a materials fee.
Prerequisite: None
Co-requisite: None

MANG 2103 (MANG 201) Principles of Management LCCN: CMGM 2103
Lecture 3, Lab 0, Credit 3
Introduces the fundamentals of management theory, including behavioral and scientific approaches.
Prerequisite: BUSN 1003 (or BUSN 110) with a grade of “C” or better
Co-requisite: None

MANG 2213 (MANG 231) Human Resource Management LCCN: CMGM 2213
Lecture 3, Lab 0, Credit 3
Studies personnel issues including job classification, compensation, benefits, discipline, and training. Utilizes role-playing and discusses the impact of positive leadership. This course requires a materials fee.
Prerequisite: BUSN 1003 (or BUSN 110) with a grade of "C" or better
Co-requisite: None

MANG 2243 (MANG 224) Supervisory Management
Lecture 3, Lab 0, Credit 3
Provides an opportunity for present and prospective supervisors to learn about and put into practice management theories related to day-to-day supervision of employees. Students will receive an overview, concepts, skills and assessment techniques to prepare them for the changing and challenging role of supervisors.
Prerequisite: BUSN 1003 (or BUSN 110) with a grade of C or better
Co-requisite: None

MANG 2263 (MANG 226) Organizational Leadership
Lecture 3, Lab 0, Credit 3
Introduces students to concepts and practices of leadership that are effective in civic, professional, business and political organizations. Using theories, real-life applications, and skill development, the course aims to help leaders and potential leaders better envision their organizations' purposes and better organize members for effective action.
Prerequisite: BUSN 1003 (or BUSN 110) with a grade of C or better
Co-requisite: None

MANG 2273 Retail Management
Lecture 3, Lab 0, Credit 3
Introduces students to the theoretical and applied aspects of retail management. Topics include introduction to retailing, retailing strategy, merchandise management and store management. This course provides the student with the insights and skills needed to gain an understanding of retail management from the perspective of the modern retailer. This course requires a materials fee.
Prerequisite: BUSN 1003 (or BUSN 110)
Co-requisite: None

MANG 2283 Organizational Behavior
Lecture 3, Lab 0, Credit 3
Examines the contemporary principles and techniques of management and organizational behavior that enable sustained superior performance. Course topics include Cultural Differences, Diversity in Organizations, Managerial Decision Making, Motivation, Group Relations and Leadership. This course requires a materials fee.
Prerequisite: BUSN 1003 with a grade of C or better
Co-requisite: None

MANG 2313 (MANG 222) Small Business Management LCCN: CMGM 2313
Lecture 3, Lab 0, Credit 3

Designed for students who wish to start and operate a small business. Students will expand upon the business idea developed in MANG 2413. The primary objective is to have students create a professional-level business plan.
Prerequisite: MANG 2413 (or MANG 122) with a grade of "C" or better
Co-requisite: ACCT 2313 or ACCT 2113, or approval of Department Chair

MANG 2413 (MANG 122) Introduction to Entrepreneurship LCCN: CMGM 2413
Lecture 3, Lab 0, Credit 3
Introduces concepts relative to starting and operating a small business. Students will develop a business idea and engage in activities geared toward business planning and decision making. This course requires a materials fee.
Prerequisite: BUSN 1003 (BUSN 110) with a grade of "C" or better
Co-requisite: None

Mathematics (MATH)

All general education courses are marked with a +.

MATH 1003 The Nature of Mathematics +
Lecture 3, Lab 0, Credit 3
Covers logic, the algebra of logic, computers, and number systems; networks and combinatorics; probability and statistics. This course is for students majoring in liberal arts and social sciences.
Prerequisite: Appropriate mathematics placement test score
Co-requisite: None

MATH 1013 (MATH 131) Technical Mathematics
Lecture 3, Lab 0, Credit 3
Covers statistics, algebra, and trigonometry. Topics include but are not limited to elements of trigonometry, vectors, oblique triangles, exponential and logarithmic functions, elementary statistics, and elements of statistical process control.
Prerequisite: Appropriate mathematics placement test score, **OR** MATH 1113 (or MATH 101) or MATH 1213 (MATH 110) with a grade "C" or better
Co-requisite: None

MATH 1103 (MATH 130) Introduction to Contemporary Mathematics + LCCN: CMAT 1103
Lecture 3, Lab 0, Credit 3
Covers contemporary mathematics problems such as problems of growth, size, measurement, handling of qualified data, and optimization, using basic concepts from algebra, geometry, and discrete mathematics. This course is for students majoring in liberal arts and social sciences.
Prerequisite: Appropriate mathematics placement test score
Co-requisite: None

MATH 1203 (MATH 100) Survey of Algebra + LCCN: CMAT 1203
Lecture 3, Lab 0, Credit 3
Emphasis on applications involving solving equations and inequalities; function properties and graphs; linear, quadratic, polynomial, exponential and logarithmic functions. Designed for students pursuing non-STEM programs for which completion of three (3) to six (6) credit hours of General Education

Mathematics/Analytical Reasoning is required. May also be appropriate for those who have successfully completed developmental math and wish to continue to build prerequisite skills before attempting College Algebra (MATH 1213).
Prerequisite: Appropriate mathematics placement test score
Co-requisite: None

MATH 1213 (MATH 110) College Algebra + LCCN: CMAT 1213
Lecture 3, Lab 0, Credit 3
Introduces quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, and theory of equations. The required calculator is either the TI-30XIIS or TI-30XIIB calculator. Credit cannot be received for both this course and MATH 1113 (MATH 101).
Prerequisite: Appropriate mathematics placement test score
Co-requisite: None

MATH 1223 (MATH 111) Plane Trigonometry + LCCN: CMAT 1223
Lecture 3, Lab 0, Credit 3
Introduces the study of trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, vectors and polar coordinates. All students are required to use a TI-30XIIB or TI-30XIIS calculator.
Prerequisite: Appropriate mathematics placement test scores, or MATH 1113 (or MATH 101) with a grade of "C" or better or MATH 1213 (or MATH 110) with a grade of "C" or better
Co-requisite: None

MATH 1235 (MATH 120) College Algebra and Trigonometry + LCCN: CMAT 1235
Lecture 5, Lab 0, Credit 5
Serves as a replacement for MATH 1213 (MATH 110) and MATH 1223 (MATH 111) as preparation for calculus. Offered to students who demonstrate a high proficiency on the appropriate math placement test. A combined course on: function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations; trigonometric functions and graphs; inverse trigonometric functions; fundamental identities and angle formulas; solving equations; triangles with applications; polar coordinate system.
Prerequisite: Appropriate mathematics placement test score
Co-requisite: None

MATH 1303 (MATH 204) Elementary Statistics + LCCN: CMAT 1303
Lecture 3, Lab 0, Credit 3
Introduces students to probability and statistics for students majoring in nursing, social science, and other non-math disciplines. The course will cover both descriptive and inferential statistics. Topics include measures of central tendency and variation, probability, counting techniques, probability distributions, the Central Limit Theorem, estimation, hypothesis testing, correlation and regression. Note that credit will not be awarded for this course and for MATH 2303 (MATH 202) and MATH 2313 (MATH 203).
Prerequisite: Appropriate placement test score or MATH 1113 (or MATH 101) or MATH 1213 (or MATH 110) or MATH 1235 (or MATH 120) with a grade of C or better
Co-requisite: None

MATH 1313 (MATH 200) Finite Mathematics LCCN: CMAT 1313

Lecture 3, Lab 0, Credit 3
Designed for Liberal Arts majors who need a second math course to complete General Education math requirements or who need additional preparation in math prior to taking Math 2103 (MATH 201). Includes systems of linear equations, vectors, matrices, and matrix algebra; linear inequalities and linear programming; counting techniques; permutations and combinations; probability; and basic concepts in introduction to statistics.
Prerequisite: MATH 1113 (or MATH 101) or MATH 1213 (or MATH 110) with a grade of "C" or better, or placement by department
Co-requisite: None

MATH 1673 (MATH 167) Elementary Number Structure LCCN: CMAT 1413
Lecture 3, Lab 0, Credit 3
Designed to prepare students to teach the number theory (arithmetic) of the K-8 curriculum. Covers the basic concepts of fractions, decimals, percentage, geometry, computational facility, number theory, and problem-solving.
Prerequisite: Appropriate mathematics placement score, **OR** MATH 1113 (or MATH 101) or MATH 1213 (or MATH 110) with a grade of "C" or better
Co-requisite: None

MATH 1683 (MATH 168) Geometry for Elementary and Middle School Teachers LCCN: CMAT 1423

Lecture 3, Lab 0, Credit 3
Designed to prepare students to teach geometry of the K-8 curriculum. Topics include basic concepts and properties of two- and three-dimensional space, perimeter, area, volume, parallelism, perpendicularity, congruence, similarity, transformations, and constructions.
Prerequisite: Appropriate mathematics placement score, **OR** MATH 1113 (or MATH 101) or MATH 1213 (MATH 110) with a grade of "C" or better
Co-requisite: None

MATH 2084 (MATH 208) Introduction to Statistical Analysis +
Lecture 3, Lab 0, Credit 3
Descriptive statistics; inferential statistical methods including confidence interval estimation and hypothesis testing for one and two population means and proportions; one-way analysis of variance; simple linear regression and correlation; analysis of categorical data. Note that credit will not be awarded for both this course and for MATH 2303 (MATH 202) and MATH 2313 (MATH 203).
Prerequisite: Appropriate placement test score or MATH 1113 (or MATH 101) or MATH 1213 (or MATH 110) and CSCI 1013 (or CSCI 101) or CSCI 2203 (or CSCI 190) with a grade of C or better
Co-requisite: None

MATH 2103 (MATH 201) Calculus for Non-Science Majors + LCCN: CMAT 2103
Lecture 3, Lab 0, Credit 3
Focuses on limits, continuity, and differential and integral calculus for algebraic, logarithmic, and exponential functions. Introduces applications in business and economics, such as optimization, marginal analysis, and exponential growth models.
Prerequisite: MATH 1113 (or MATH 101) or MATH 1213 (or MATH 110) or MATH 1235 (or MATH 120) with grade of "C" or better
Co-requisite: None

MATH 2115 (MATH 210) Calculus I + LCCN: CMAT 2115
Lecture 5, Lab 0, Credit 5
Covers limits, continuity, derivatives, applications of the derivative, integrals, Fundamental Theorem of Calculus, and applications of the integral. This is the first calculus course of a three-course sequence.
Prerequisite: Appropriate placement test score or MATH 1223 (or MATH 111) or MATH 1235 (or MATH 120) with a grade of C or better
Co-requisite: None

MATH 2125 (MATH 211) Calculus II + LCCN: CMAT 2125
Lecture 5, Lab 0, Credit 5
Covers additional techniques of integration, series and sequences, conic sections, parametric equations, polar coordinates, vectors, vector-valued functions, and an introduction to partial derivatives. This is the second calculus course of a three-course sequence.
Prerequisite: Appropriate placement test score or MATH 2115 (or MATH 210) with a grade of C or better
Co-requisite: None

MATH 2134 (MATH 212) Multidimensional Calculus +
Lecture 4, Lab 0, Credit 4
Covers three-dimensional analytic geometry, partial derivatives, multiple integrals, and vector calculus. This is the third calculus course of a three-course sequence.
Prerequisite: Appropriate placement test score or MATH 2125 (or MATH 211) with a grade of C or better
Co-requisite: None

MATH 2303 (MATH 202) Basic Statistics I + LCCN: CBUS 2303
Lecture 3, Lab 0, Credit 3
Includes descriptive statistics, graphical, tabular, and computer data summary; measures of location and dispersion and their application; basic probability, rules, and relationships; Bayes theorem; discrete and continuous probability distributions (especially the binomial and normal); sampling and sampling distribution; inferential statistics; single population; estimation, and hypothesis testing for the mean, proportion, and associated errors; sample size determination; and p-values.
Prerequisite: Appropriate mathematics placement score, **OR** MATH 1113 (or MATH 101) or MATH 1213 (or MATH 110) with a grade of "C" or better, **OR** MATH 1235 (or MATH 120) with a grade of "C" or better
Co-requisite: None

MATH 2313 (MATH 203) Basic Statistics II + LCCN: CBUS 2313
Lecture 3, Lab 0, Credit 3
Provides a brief review of MATH 2303 (MATH 202) and covers data analysis (including computer applications) and interpretation using correlation and simple regression, multiple regression analysis of variance, analytical approaches to decision-making using linear programming, and decision analysis.
Prerequisite: Appropriate mathematics placement score, **OR** MATH 2303 (or MATH 202) with a grade of "C" or better
Co-requisite: None

MATH 2904 (MATH 290) Elementary Differential Equations and Linear Algebra
Lecture 4, Lab 0, Credit 4
Introduces the student to first order differential equations, linear differential equations with constant coefficients, and systems of differential equations, along with vector spaces, linear transformations, matrices, determinants, linear dependence, bases, systems of equations, eigenvalues, eigenvectors, Laplace transforms, and Fourier series.
Prerequisite: Appropriate mathematics placement test score, **OR** MATH 2125 (or MATH 211) with a grade of "C" or better
Co-requisite: None

Medical Assistant (MAST)

MAST 1014 (HPHL 1013) Phlebotomy
Lecture 2, Lab 6, Credit 4
Provides instruction in phlebotomy theory as well as training in phlebotomy skills, from introductory to advanced. Skills include venipuncture, capillary sticks, infection control procedures, lab tests that phlebotomists may perform, laboratory administrative procedures, tube identification, and laboratory equipment usage. Students perform all phlebotomy skills in the lab for instructor evaluation in preparation for clinical externship (in MAST 2222, Medical Assistant Externship). The course includes a lab fee.
Prerequisite: Admission to the Medical Assistant program
Co-requisite: None

MAST 1102 Information Management for Medical Assistants
Lecture 1, Lab 3, Credit 2
Introduces health care delivery systems and the health information management functions. The student will be introduced to the types of health care delivery organizations and professionals, Health Information Portability and Accountability Act (HIPAA), record content, reimbursement methodology, and the electronic health record use in health care.
Prerequisite: Admission to the Medical Assistant program
Co-requisite: MAST 1171, CSCI 1013, MAST 11692, MAST 1142, MAST 1113

MAST 1113 Medical Coding I
Lecture 1, Lab 6, Credit 3
Covers the International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM) coding and its application to healthcare insurance and billing.
Prerequisite: Admission to the Medical Assistant program
Co-requisite: MAST 1171, MAST 1102, CSCI 1013, MAST 1162, MAST 1142

MAST 1114 (HEKG 1113) Electrocardiography (EKG)
Lecture 3, Lab 3, Credit 4
Includes theory, lab and external clinical experiences that focus on the provision of an electrocardiogram (EKG), and covers the normal structure and function of the heart, with emphasis on the conduction system. Includes a supervised lab that will allow students to perform EKG procedures in a variety of healthcare settings. Students will be prepared for certification. The course includes a lab fee.

Prerequisite: Admission to the Medical Assistant program
Co-requisite: None

MAST 1123 Medical Coding II
Lecture 2, Lab 6, Credit 3
Covers procedure coding in the application of the current version of the Healthcare Common Procedure Coding System (HCPCS) and Current Procedural Terminology (CPT) and includes preparation for the Certified Professional Coder exam. This course includes a fee for the practice exam.
Prerequisite: MAST 1171, MAST 1102, MAST 1142, MAST 1162, CSCI 1013, MAST 1113
Co-requisite: MAST 1214, MAST 1224, and approval by the Dean for Nursing and Allied Health

MAST 1142 (MAST 1140) Pharmacology for Medical Assistants
Lecture 1, Lab 3, Credit 2
Covers basic knowledge of drug classifications, mathematical computations, and medication administration.
Prerequisite: Admission to the Medical Assistant Program
Co-requisite: None

MAST 1152 (HCOR 1120) Human Body for Medical Assistants
Lecture 1, Lab 3, Credit 2
Covers the basic structure and functions of the human body, body systems, and organs. Common disorders and related medical terminology are emphasized.
Prerequisite: Admission to the Medical Assistant program
Co-requisite: None

MAST 1162 (HCOR 1160) Professionalism in Healthcare
Lecture 1, Lab 3, Credit 2
Introduces students to the skills, job responsibilities, and desirable attributes necessary to secure employment in the healthcare industry. Career decisions and educational growth are discussed. Selected computer applications skills are utilized. Correct verbal and written use of English is emphasized. The course also introduces the American Medical Association (AMA) principles of medical ethics and the law, Patient's Bill of Rights, confidentiality, medical records, and other medical/legal/ethical issues and responsibilities of the Medical Assistant.
Prerequisite: Admission to the Medical Assistant program
Co-requisite: None

MAST 1171 (HMDT 1170) Medical Terminology for Medical Assistants
Lecture 1, Lab 0, Credit 1
Covers prefixes, root words, suffixes, spelling, use, and pronunciation of medical terms. Recognition of medical terms is emphasized. Medical abbreviations are included.
Prerequisite: Admission to the Medical Assistant program
Co-requisite: None

MAST 1214 (MAST 1210) Administrative Procedures
Lecture 2, Lab 6, Credit 4
Covers keyboarding principles as well as document construction and processing, with emphasis on utilizing correct techniques, accuracy and speed. The course discusses the components of effective

client/staff communication, both verbal and nonverbal. It also covers front office activities (scheduling, insurance, billing, patient/client confidentiality).
Prerequisite: MAST 1171, MAST 1142, and MAST 1162 with a grade of "C" or better
Co-requisite: Approval of the Dean for Nursing and Allied Health

MAST 1221 (MAST 1220) Clinical Procedures I
Lecture 0, Lab 6, Credit 1
Introduces federal regulations and guidelines from the Centers for Disease Control and Prevention (CDC), Clinical Laboratory Improvement Amendments of 1988 (CLIA88), Occupational Safety and Health Administration (OSHA) Standards, as well as universal precautions. Students will perform emergency procedures, first aid and CPR, infection control measures, laboratory safety and quality control procedures, rehabilitation medical procedures, general safety measures/precautions used in the office/facility environment for employee/patient/client safety. Also introduces clinical facilities.
Prerequisite: Admission to the Medical Assistant program
Co-requisite: None

MAST 1224 Medical Insurance and Billing
Lecture 3, Lab 6, Credit 4
Covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases (ICD-10-CM), Healthcare Common Procedure Coding System (HCPCS), and Current Procedural Terminology (CPT). Course includes simulations of medical billing and insurance processing; students may participate in actual billing and insurance processes at selected health insurance providers.
Prerequisite: MAST 1171, MAST 1162, MAST 1142, MAST 1102, CSCI 1013, MAST 1113
Co-requisite: MAST 1123, MAST 1214, and approval of the Dean for Nursing and Allied Health

MAST 2132 (MAST 2130) Clinical Procedures II
Lecture 1, Lab 6, Credit 2
Reinforces skills obtained in Clinical Procedures I (MAST 1221). The course focuses on acquiring and documenting patient/client assessment data to assist with the basic physical examination, special medical exams and procedures, minor surgical procedures, and the administration of selected medications.
Prerequisite: MAST 1171, MAST 1152, MAST 1221, MAST 1142, and MAST 1162 with a grade of "C" or better, and permission of Department Chair
Co-requisite: MAST 1214, MAST 2222 and permission of Department Chair

MAST 2222 (MAST 2222) Medical Assistant Externship
Lecture 0, Lab 12, Credit 2
Participate in preceptor clinical experience in a variety of healthcare agencies allowing practical application of medical assistant principles, theories and skills.
Prerequisite: MAST 1171, MAST 1152, MAST 1221, MAST 1142, and MAST 1162 with a grade of "C" or better, and Department Chair permission
Co-requisite: MAST 1214 and MAST 2132 and Department Chair permission

Millwright (MILL)

MILL 1119 Millwright Level 1
Lecture 3 Lab 12, Credit 9
Covers the National Center for Construction Education and Research (NCCER) Millwright Level 1 Modules 1 – 6. Successful completion of this course requires passing the NCCER Level 1 Modules 1 – 6 Exams with a 70% or higher. This course requires lab and exam fees.
Prerequisite: CORE 1003
Co-requisite: None

MILL 1216 Millwright Level 2 Part 1
Lecture 2, Lab 8, Credit 6
Covers the National Center for Construction Education and Research (NCCER) Millwright Level 2 Modules 1 – 6. Successful completion of this course requires passing the NCCER Level 2 Modules 1 – 6 Exams with a 70% or higher. This course requires an exam fee.
Prerequisite: MILL 1119
Co-requisite: None

MILL 1226 Millwright Level 2 Part 2
Lecture 2, Lab 8, Credit 6
Covers the National Center for Construction Education and Research (NCCER) Millwright Level 2 Modules 7-9. Successful completion of this course requires passing the NCCER Level 2 Modules 7-9 Exams with a 70% or higher. This course requires lab and exam fees.
Prerequisite: MILL 1216
Co-requisite: None

MILL 1316 Millwright Level 3 Part 1
Lecture 2, Lab 8, Credit 6
Covers the National Center for Construction Education and Research (NCCER) Millwright Level 3 Modules 1-7. Successful completion of this course requires passing the NCCER Level 3 Modules 1-7 Exams with a 70% or higher. This course requires an exam fee.
Prerequisite: MILL 1226
Co-requisite: None

MILL 1326 Millwright Level 3 Part 2
Lecture 2, Lab 8, Credit 6
Covers the National Center for Construction Education and Research (NCCER) Millwright Level 3 Modules 8-12. Successful completion of this course requires passing the NCCER Level 3 Modules 8-12 Exams with a 70% or higher. This course requires an exam fee.
Prerequisite: MILL 1316
Co-requisite: None

MILL 1419 Millwright Level 4
Lecture 3, Lab 12, Credit 9
Covers the National Center for Construction Education and Research (NCCER) Millwright Level 4 Modules 1 – 11. Successful completion of this course requires passing the NCCER Level 4 Modules 1 – 11 Exams with a 70% or higher. This course requires lab and exam fees.
Prerequisite: MILL 1326
Co-requisite: None

Motor Vehicle Service Basics (MVSB)

MVSB 1002 Fundamentals of Safety
Lecture 1, Lab 2, Credit 2
Covers the hazards encountered in automotive, diesel heavy truck, and collision repair/auto body repair shop environments. Fosters awareness and recognition of hazards and other skills desirable to employers.
Prerequisite: Official Driving Record
Co-requisite: MVSB 1003 and MVSB 1604

MVSB 1003 Motor Vehicle Service Basics
Lecture 1, Lab 6, Credit 3
Provides students with an overview of career professionalism and the opportunity to practice tasks that are necessary for beginning automotive and medium/heavy truck service technicians. Introduces hand tool usage, steps for engine oil changes, tire rotations and balancing, new vehicle prep, and used vehicle inspections. This course requires a lab fee.
Prerequisite: Official Driving Record
Co-requisite: MVSB 1002 and MVSB 1604

MVSB 1604 Electrical Essentials
Lecture 1, Lab 6, Credit 4
Introduces students to Ohm's law, basic electrical circuits, digital volt ohm meter (DVOM) use and applications, batteries and charging system operation and how each is used in motor vehicle service. Wire harness repair and service techniques will also be covered. In addition to introducing electrical/electronic systems, the course also meets a portion of the standards set by the National Institute for Automotive Service Excellence (ASE) for A6 and T6 certifications and addresses a portion of the Electrical Electronic task list required by the National Institute for Automotive Service Excellence (ASE). This course requires a lab fee.
Prerequisite: Official Driving Record
Co-requisite: MVSB 1002 and MVSB 1003

MVSB 1703 Heating and Air Conditioning
Lecture 1, Lab 4, Credit 3
Provides instruction related to the theory, operation, service, and repair of motor vehicle heating, ventilation, and air conditioning (HVAC) systems. The course meets the standards set by the National Institute for Automotive Service Excellence (ASE) for A7 and T7 certifications and also addresses the HVAC task list required by the National Institute for Automotive Service Excellence (ASE).
Prerequisite: (AUTO 1103 and AUTO 1614) or (DHTT 1304 and DHTT 1614) or (CLRP 1218 and CLRP 1224)
Co-requisite: Dean (or Program Manager) approval

Music (MUSC)

All general education courses are marked with a +.

MUSC 1003 (MUSC 100) Music Theory I

Lecture 3, Lab 0, Credit 3
Studies fundamentals of pitch and rhythmic notation, terminology, scales, and chords. Incorporates skills of basic musicianship through analysis and critical study.
Prerequisite: None
Co-requisite: None

MUSC 1013 (MUSC 101) Music Appreciation + LCCN: CMUS 1013
Lecture 3, Lab 0, Credit 3
Fosters an understanding of music through study of selected examples of musical literature. Emphasizes analysis of compositions in cultural and historical context.
Prerequisite: None
Co-requisite: None

MUSC 1023 (MUSC 102) History of Jazz + LCCN: CMUS 1023
Lecture 3, Lab 0, Credit 3
Fosters an understanding of music history emphasizing jazz and Louisiana ethnic music in cultural and historical context.
Prerequisite: None
Co-requisite: None

MUSC 1081 (MUSC 108) Class Piano I
Lecture 0, Lab 2, Credit 1
To learn beginning piano skills, technique and basic knowledge about chord structure, note-reading and basic rhythms. No prior piano skill needed. This is semester one of a two semester course.
Prerequisite: None
Co-requisite: None

MUSC 1091 (MUSC 109) Class Piano II
Lecture 0, Lab 2, Credit 1
Develop intermediate piano skills, review and augment knowledge of major and minor scale and chord structures, intermediate rhythms, build repertoire of intermediate level pieces; improvise and transpose beginning level repertoire. Basic piano skills required, ability to read beginning level music suggested. This is semester two of a two semester course.
Prerequisite: MUSC 1081 (or MUSC 108) with a grade of "C" or better **or** by audition with the instructor
Co-requisite: None

MUSC 1203 (MUSC 120) Ear Training and Sight Singing I
Lecture 3, Lab 0, Credit 3
Prepares the student possessing fundamental music skills to demonstrate proficiency in the following areas: performance of rhythms, melodies, and part-singing; and written competency with melodic dictation and intervallic exercises.
Prerequisite: MUSC 1003 (or MUSC 100) with a grade of "C" or better
Co-requisite: None

MUSC 1213 (MUSC 121) Ear Training and Sight Singing II
Lecture 3, Lab 0, Credit 3

Continuation of MUSC 1203 (MUSC 120); further develops students' skills in the following areas: dictation of rhythms, melodies, sight-singing, and part-singing.
Prerequisite: MUSC 1203 (or MUSC 120) with a grade of "C" or better
Co-requisite: None

MUSC 1303 (MUSC 130) World Music
Lecture 3, Lab 0, Credit 3
Introduces music from various cultures around the world. Music of Asia, Africa, India, Eastern Europe, and the Americas will be studied. This course will provide experiences leading to the cultural appreciation of world music traditions.
Prerequisite: None
Co-requisite: None

MUSC 1313 History of the Recording Industry
Lecture 3, Lab 0, Credit 3
Focuses on the historical development of the recording industry from its inception to the emergence of contemporary technologies and techniques. Emphasis is placed on the impact of recording technologies on the creation and accessibility of popular forms of music.
Prerequisite: None
Co-requisite: None

MUSC 1323 American Popular Music
Lecture 3, Lab 0, Credit 3
Examines the significance and influence of American popular music from the late 19th century to present. Notable genres include Tin Pan Alley, jazz, blues, rock 'n' roll, folk, soul, rock, disco, and hip-hop.
Prerequisite: None
Co-requisite: None

MUSC 1343 (ETEC 2043) The Music Industry
Lecture 3, Lab 0, Credit 3
Surveys the intersection of artistry, publishing, recording, and business in the music industry. This course covers the skills and methodologies used to manage the artistic, legal, financial, and ethical issues facing contemporary music industry professionals.
Prerequisite: None
Co-requisite: None

MUSC 1403 (MUSC 140) Songwriting
Lecture 3, Lab 0, Credit 3
Introduces songwriting concepts, forms, and song structures. This course will provide experiences leading to the development of original lyrics and melodies, and to begin the process of harmonizing melodies to create original music.
Prerequisite: MUSC 1003 (or MUSC 100) with a grade of "C" or better
Co-requisite: None

MUSC 1413 (ETEC 2053) Introduction to Music Technology
Lecture 3, Lab 0, Credit 3

Surveys aspects of music recording technology with an emphasis on acoustics, audio theory, and applications for digital audio workstations (DAW). This course introduces students to the traditional recording studio layout and provides an overview of the various personnel associated with working in a recording studio.
Prerequisite: None
Co-requisite: None

MUSC 1441 (MUSC 144) Jazz Ensemble I
Lecture 0, La2b , Credit 1
Coaches proper ensemble/individual performance techniques required to play a jazz-related repertoire. Students are required to audition in order to join a 10-15 member ensemble and take part in rehearsals and performances.
Prerequisite: None
Co-requisite: None

MUSC 1451 (MUSC 145) Jazz Ensemble II
Lecture 0, La2b , Credit 1
Ensemble will consist of approximately 10 – 15 members through audition. A diverse variety of jazz related repertoire will be rehearsed and performed each term. Instruction will include coaching toward proper ensemble/ individual performance techniques.
Prerequisite: MUSC 1441 (or MUSC 144) or audition with instructor
Co-requisite: None

MUSC 2003 (MUSC 200) Music Theory II
Lecture 3, Lab 0, Credit 3
Studies the fundamentals of pitch and rhythmic notation, terminology, scales and chords, incorporating skills of basic musicianship through analysis and critical study. Special emphasis is placed on the ability to analyze form.
Prerequisite: MUSC 1003 (or MUSC 100)
Co-requisite: None

MUSC 2013 (MUSC 201) Music History I
Lecture 3, Lab 0, Credit 3
Studies major global musical periods from the Middle Ages to the 18th century with an emphasis on how composers were influenced by economic, political, religious, and social conditions; includes a study of the developments in musical notation.
Prerequisite: None
Co-requisite: None

MUSC 2023 (MUSC 202) Music History II
Lecture 3, Lab 0, Credit 3
Studies major global musical periods from the 18th century to present with an emphasis on how composers were influenced by economic, political, religious, and social conditions; includes a study of the developments in musical notation.
Prerequisite: MUSC 2013 (or MUSC 201)with a grade of “C” or better
Co-requisite: None

MUSC 2301 (MUSC 230) Studio Applied Lessons

Lecture 0, Lab 2, Credit 1
Provides private voice or instrument lessons designed to advance students to another level of performance technique, musicianship, and sight-reading skills. Requires performance in a recital.
Prerequisite: MUSC 1013 (or MUSC 101)
Co-requisite: None

MUSC 2313 (ETEC 2303) Pro Tools I
Lecture 3, Lab 0, Credit 3
Introduces students to the audio engineer's role as the operator of a digital audio workstation (DAW), focusing on Pro Tools software and ancillary components used to record, edit, and produce audio files.
Prerequisite: MUSC 1413
Co-requisite: None

MUSC 2323 (ETEC 2403) Pro Tools II
Lecture 3, Lab 0, Credit 3
Continued study of the digital audio workstation (DAW), focusing on Pro Tools software and ancillary components used to record, edit, and produce audio files. Emphasis is placed on mastering audio tracks for various audio delivery formats and forms of multimedia.
Prerequisite: MUSC2313
Co-requisite: None

MUSC 2441 (MUSC 244) Jazz Ensemble III
Lecture 0, Lab 2, Credit 1
Consists of approximately 10 – 15 members selected through audition. A diverse variety of jazz-related repertoire will be rehearsed and performed each term. Instruction will include coaching toward proper ensemble/individual performance techniques.
Prerequisite: MUSC 1441 (or MUSC 144) with a grade of "C" or better, **OR** by audition with instructor
Co-requisite: None

MUSC 2451 (MUSC 245) Jazz Ensemble IV
Lecture 0, Lab 2, Credit 1
Consists of approximately 10 – 15 members selected through audition. A diverse variety of jazz-related repertoire will be rehearsed and performed each term. Instruction will include coaching toward proper ensemble/individual performance techniques.
Prerequisite: MUSC 2441 (or MUSC 244) with a grade of "C" or better, **OR** by audition with instructor
Co-requisite: None

Nursing (NURS)

NURS 1106 (NURS 110) Nursing Fundamentals
Lecture 4, Lab 6, Credit 6
Introduces fundamental concepts of nursing practice and the application of basic assessment and nursing skills. Focus on the use of the nursing process in the provision of safe, holistic nursing care is emphasized. Lab fee required.

Prerequisite: BIOL 2213 and BIOL 2211 (or BIOL 2214 or BIOL 230), PSYC 2013 (or PSYC 201), ENGL 1013 (or ENGL 101), and MATH 1113 (MATH 101) or MATH 1213 (MATH 110) and admission to the nursing program
Co-requisite: None

NURS 2106 (NURS 210) Adult Nursing I
Lecture 4, Lab 6, Credit 6
Focuses on nursing care of adult clients experiencing commonly diagnosed health problems. Lab fee required.
Prerequisite: NURS 1106 (or NURS 110), and BIOL 2223 and BIOL 2221 (or BIOL 2224 or BIOL 231)
Co-requisite: None

NURS 2124 (NURS 212) Mental Health Nursing
Lecture 3, Lab 3, Credit 4
Focuses on nursing care of adult clients experiencing mental health problems. Lab fee required.
Prerequisite: NURS 1106 (or NURS 110), BIOL 2223 and BIOL 2221 (or BIOL 2224 or BIOL 231), and PSYC 2113 (or PSYC 202)
Co-requisite: None

NURS 2206 (NURS 220) Adult Nursing II
Lecture 3, Lab 9, Credit 6
Continues Adult Nursing I and focuses on nursing care of adult clients experiencing selected health problems. Lab fee required.
Prerequisite: NURS 2106 (or NURS 210), NURS 2124 (or NURS 212), and BIOL 2103 and BIOL 2101 (or BIOL 2104 or BIOL 210)
Co-requisite: None

NURS 2226 (NURS 222) Maternal-Child Nursing
Lecture 4, Lab 6, Credit 6
Focuses on nursing care of women across their lifespans and children. Lab fee required.
Prerequisite: NURS 2106 (or NURS 210), NURS 2124 (or NURS 212), and PSYC 2113 (or PSYC 202)
Co-requisite: None

NURS 2307 (NURS 230) Adult Nursing III
Lecture 4, Lab 9, Credit 7
Focuses on nursing care of adult clients experiencing life threatening or complex health problems. Management of the health care environment and the role of the professional nurse is emphasized. Lab fee required.
Prerequisite: NURS 2206 (or NURS 220) and NURS 2226 (or NURS 222) with grades of “C” or better
Co-requisite: None

NURS 2401 (NURS 240) Senior Capstone
Lecture 0, Lab 3, Credit 1
Synthesizes theoretical nursing concepts leading to successful transition into the professional (RN) role.
Prerequisite: NURS 2206 (or NURS 220) and NURS 2226 (or NURS 222)
Co-requisite: NURS 2307

Paralegal (PALG)

PALG 1013 (PALG 101) Introduction to Paralegal Studies
Lecture 3, Lab 0, Credit 3
This course provides an overview of the paralegal profession including ethical obligations, regulation, professional trends and issues, and the paralegal's role in assisting the delivery of legal services. The intended audience includes those who could otherwise benefit personally or professionally from basic information regarding legal systems in the United States.
Prerequisite: None
Co-requisite: None

PALG 1203 (PALG 120) Introduction to Legal Research
Lecture 3, Lab 0, Credit 3
Introduces students to the process of legal research, including the law library and online legal research. Students will learn the sources of law and research methods to identify applicable statutes, constitutional provisions, cases, and administrative regulations, along with secondary legal research sources such as digests and encyclopedias. Students will learn fundamentals of legal analysis and citation through case briefing and practical research assignments.
Prerequisite: PALG 1013 (or PALG 101) with a grade of "C" or better
Co-requisite: None

PALG 1213 (PALG 121) Introduction to Legal Writing
Lecture 3, Lab 0, Credit 3
Provides students with the tools needed to communicate the conclusions resulting from legal research and analysis effectively. Students will learn to apply legal analysis to specific client facts and to court opinions. Students will learn to present legal analysis in a clear, concise, and logical format through practice writing issue statements, case briefs, legal correspondence, office memoranda, and court briefs.
Prerequisite: PALG 1013 (or PALG 101) with a grade of "C" or better
Co-requisite: None

PALG 2103 (PALG 210) Law Office Management
Lecture 3, Lab 0, Credit 3
Addresses the organization and efficient operation of the law office, management problems in the law office, office structures and systems, accounting and billing procedures, hiring, scheduling, and management of non-attorney personnel, information storage and retrieval systems, forms libraries, office equipment, management of the law office library, purchasing of law office supplies, and client relations.
Prerequisite: PALG 1013 (or PALG 101) with a grade of "C" or better
Co-requisite: None

PALG 2113 (PALG 211) Computers in the Law Office
Lecture 3, Lab 0, Credit 3
Provides an overview of computer technology and its applications within the law office. Students will explore the methods for effective and ethical use of law office technology, including word processing, spreadsheets, and databases; legal research databases; electronic public records; electronic filing and

discovery systems; litigation support and case management systems; timekeeping/billing; and other legal support technology.
Prerequisite: PALG 1013 (or PALG 101) with a grade of "C" or better
Co-requisite: None

PALG 2153 (PALG 215) Litigation I
Lecture 3, Lab 0, Credit 3
Introduces paralegal students to the litigation process in state and federal courts. Examines jurisdiction and venue; commencement of the lawsuit, including initial client contact and investigative techniques; pleadings and motions; discovery, evidence, and the role of deposition; summary judgments; and other court processes. Students will draft legal documents as they relate to concepts in this course.
Prerequisite: PALG 1013 (or PALG 101) with a grade of "C" or better
Co-requisite: None

PALG 2223 (PALG 222) Real Estate Law and Procedures
Lecture 3, Lab 0, Credit 3
Students will examine the law of real property and real estate transactions. Examines forms of ownership, principles of valid contractual agreements, instruments of conveyance, title insurance, mortgages and security interests, landlord-tenant relationships, applicable federal and state laws, and land use controls. Students will learn to perform basic title examinations and draft documents used in real estate transactions.
Prerequisite: PALG 1013 (or PALG 101) with a grade of "C" or better
Co-requisite: None

PALG 2233 (PALG 223) Insurance Law and Procedures
Lecture 3, Lab 0, Credit 3
Introduces students to insurance law with a focus on Louisiana law. Students will look at various contracts of insurance, including life, health, property, accident, and liability. Students will examine insurance contracts; conditions precedent; representations; warranties; terms; conditions; coverage's; insurable interests; rights of beneficiaries; exemptions; excess liabilities; waiver and estoppel; subrogation; controls on the insurance industry; procedural and evidentiary aspects, including pleadings, declaratory judgments, interpleaders, and joint tortfeasor releases.
Prerequisite: PALG 1013 (or PALG 101) with a grade of "C" or better
Co-requisite: None

PALG 2243 (PALG 224) Wills, Successions, and Trust
Lecture 3, Lab 0, Credit 3
Introduces students to Louisiana law of testate and intestate successions, forced heirship, wills, trusts, and powers of attorney and provides an overview of trusts and estates law in a common law setting. Emphasizes practical skills in drafting basic documents for estate planning and successions proceedings. Introduces issues of taxation and trusts, including Louisiana inheritance taxes, federal estate tax, and the Louisiana Trust Code.
Prerequisite: PALG 1013 (or PALG 101) with a grade of "C" or better
Co-requisite: None

PALG 2253 (PALG 225) Introduction to Employment Law
Lecture 3, Lab 0, Credit 3

Introduces students to the fundamental concepts of employment law, including employment contracts, at-will employment, governmental regulations, discrimination issues, and worker's compensation. Identification of legal issues in establishing, maintaining and terminating the employment relationship. The emphasis will be on developing the ability to evaluate employment law claims and ethical versus unethical practices, with attention to legal precedent and application of this understanding to real-world employment disputes.
Prerequisite: PALG 1013 (or PALG 101) with a grade of "C" or better
Co-requisite: None

PALG 2263 (PALG 226) Family Law
Lecture 3, Lab 0, Credit 3
Introduces students to substantive law as it relates to marriage, divorce, children, and property. Examines the paralegal's role and develops practical drafting skills in client interviews; pre-nuptial agreements; pleadings for dissolution, support and division of property; preparation of cases for trial and case management; property settlements; paternity, child custody and child support; and enforcement orders.
Prerequisite: PALG 1013 (or PALG 101) with a grade of "C" or better
Co-requisite: None

PALG 2273 (PALG 227) Criminal Law
Lecture 3, Lab 0, Credit 3
Introduces students to the basic principles of criminal law and criminal law practice, including court rules; prosecutorial functions; bail and personal recognizance; sentencing, probation, and alternative dispositions; investigation and interviewing in criminal cases; preparation of criminal cases for trial; and constitutional limitations on criminal procedure.
Prerequisite: PALG 1013 (or PALG 101) with a grade of "C" or better
Co-requisite: None

PALG 2283 (PALG 228) Personal Injury Laws and Procedures
Lecture 3, Lab 0, Credit 3
Introduces students to basic tort law as it relates to personal injury. Students will learn to assist the lawyer in personal injury legal practice, principles of factual investigation, and preparation of pleadings in tort litigation. Students will be introduced to the elements of negligence, intentional torts, medical malpractice, burdens of proof, theories of recovery, defenses, pretrial preparation and discovery.
Prerequisite: PALG 1013 (or PALG 101) with a grade of "C" or better
Co-requisite: None

PALG 2303 (PALG 230) Ethics and Paralegals
Lecture 3, Lab 0, Credit 3
Introduces students to the ethical issues and professional responsibilities faced by working paralegals. Students will study the rules of professional conduct governing Louisiana attorneys, as well as ethics opinions promulgated by the Louisiana State Bar Association. Students will learn to apply the Model Rules of Professional Conduct by addressing practical problems designed to simulate common law office experiences.
Prerequisite: PALG 1013 (or PALG 101) with grade of "C" or better
Co-requisite: None

PALG 2903 (PALG 290) Paralegal Practicum
Lecture 0, Lab 9, Credit 3
Introduces students to the practical role of the paralegal assisting the attorney. Students will learn the basic skills involved in paralegal work including legal research and writing, document preparation, investigation and interviewing, client relations, file management, time-keeping and litigation support. Students will also learn career expectations and how to explore employment opportunities. The students will work under the supervision of an attorney in an approved legal setting.
Prerequisite: Departmental Approval
Co-requisite: None

Philosophy (PHIL)

All general education courses are marked with a +.

PHIL 1013 (PHIL 201) Introduction to Philosophy + LCCN: CPHL 1013
Lecture 3, Lab 0, Credit 3
Introduces philosophical ideas, problems, and methods through the study of important philosophers and major systems of philosophy. Familiarizes students with the practice of discussing, defining, debating, and evaluating systems of thought.
Prerequisite: None
Co-requisite: None

PHIL 2013 (PHIL 205) Introduction to Ethics + LCCN: CPHL 2013
Lecture 3, Lab 0, Credit 3
Reviews current ethical theories. Focuses on the development of a practical ethical perspective relevant to today's world.
Prerequisite: Eligibility for ENGL 1023
Co-requisite: None

PHIL 2073 (PHIL 207) Environmental Ethics
Lecture 3, Lab 0, Credit 3
Reviews current issues in moral philosophy as a background to environmental ethics. Introduces students to the central issues in environmental philosophy, particularly philosophies of the human-nature relation. Includes discussion of animal rights, ecocentrism, biocentrism, ecofeminism, anthropocentrism, and environmental economics and policy.
Prerequisite: Eligibility for English 1023
Co-requisite: None

PHIL 2113 (PHIL 203) Introduction to Logic + LCCN: CPHL 2113
Lecture 3, Lab 0, Credit 3
Introduces formal and informal logic, and emphasizes traditional syllogistic theory, induction vs deduction, common fallacies, validation through substitution, Venn diagrams, and truth-tables.
Prerequisite: None
Co-requisite: None

PHIL 2253 (PHIL 225) Biomedical Ethics
Lecture 3, Lab 0, Credit 3

Reviews current ethical issues in the biomedical field and familiarizes students with working ethical theories; provides practice in applying ethical theories to contemporary biological and medical technologies.
Prerequisite: Eligibility for ENGL 1023
Co-requisite: None

PHIL 2283 (PHIL 228) Philosophy of Religion +
Lecture 3, Lab 0, Credit 3
Explores questions in the philosophy of religion; concerned with classical and contemporary philosophical discussions, including religious experience, morality, the problem of evil, faith and reason, and the existence of God.
Prerequisite: Eligibility for ENGL 1023
Co-requisite: None

Physical Science (PHSC)

All general education courses are marked with a +.

PHSC 1021 (PHSC 101L) Physical Science I Lab
Lecture 0, Lab 2, Credit 1
Provides a laboratory component that supplements PHSC 1023 (PHSC 101) content. Covers selected experiments in motion, work and energy, fluids and waves and other physics and physical science phenomena. Not intended for science and engineering majors. Lab fee required.
Prerequisite: None
Co-requisite: None

PHSC 1023 (PHSC 101) Physical Science I + LCCN: CPHY 1023
Lecture 3, Lab 0, Credit 3
Surveys the wonders of the physical universe through a study of kinematics, Newton's laws of motion, rotational motion, fluids, thermodynamics, waves, the solar system and other key topics in astronomy. Not intended for science and engineering majors.
Prerequisite: None
Co-requisite: None

PHSC 1031 (PHSC 102L) Physical Science II Lab
Lecture 0, Lab 2, Credit 1
Provides a laboratory component that supplements PHSC 1033 (PHSC 102) content. Covers selected experiments in electricity, magnetism, and chemistry and other physics and physical science phenomena. Not intended for science and engineering majors. Lab fee required.
Prerequisite: None
Co-requisite: None

PHSC 1033 (PHSC 102) Physical Science II + LCCN: CPHY 1033
Lecture 3, Lab 0, Credit 3
Surveys basic concepts and developments in chemistry, physics, astronomy and geology. Not intended for science and engineering majors.
Prerequisite: None

Co-requisite: None

Physics (PHYS)

All general education courses are marked with a +.

PHYS 1013 (PHYS 200) Introduction to Concepts in Physics + LCCN: CPHY 1013
Lecture 3, Lab 0, Credit 3
Survey of concepts in physics. Topics selected from classical mechanics, electrodynamics, waves, thermodynamics, fluid mechanics, solid state physics, and nuclear physics. Not intended for science majors.
Prerequisite: MATH 1113 (or MATH 101) or MATH 1213 (or MATH 110) or equivalent with a grade "C" or better
Co-requisite: None

PHYS 2111 (PHYS 210L) General Physics I Lab LCCN: CPHY 2111
Lecture 0, Lab 2, Credit 1
Includes experiments in measurement, vector motion, momentum and energy, wave and fluid properties and thermodynamics. Provides the laboratory compliment for PHYS 2113 (General Physics I) and PHYS 2133 (Engineering Physics I) lecture courses. This course requires a lab fee.
Prerequisite: MATH 1223 (or MATH 111) or MATH 1235 (or MATH 120) or MATH 2115 (or MATH 210) with a grade of "C" or better
Co-requisite: None

PHYS 2113 (PHYS 201) General Physics I + LCCN: CPHY 2113
Lecture 3, Lab 0, Credit 3
Provides the first semester of a two-semester sequence of algebra/trigonometry-based physics that introduces classical mechanics, fluid and solid physics, thermodynamics, and oscillation and wave mechanics. Not for engineering or physical science majors.
Prerequisite: MATH 1223 (or MATH 111) or MATH 1235 (or MATH 120) with grade of 'C' or better
Co-requisite: None

PHYS 2121 (PHYS 211L) General Physics II Lab LCCN CPHY 2121
Lecture 0, Lab 2, Credit 1
Includes experiments in electricity, magnetism, optics, and modern physics. Provides the laboratory compliment for PHYS 2123 (General Physics II) and PHYS 2153 (Engineering Physics III) lecture courses. This course requires a lab fee.
Prerequisite: PHYS 2111 (or PHYS 210L) with a grade of "C" or better
Co-requisite: None

PHYS 2123 (PHYS 202) General Physics II + LCCN: CPHY 2123
Lecture 3, Lab 0, Credit 3
Provides the second semester of a two-semester sequence of algebra/trigonometry-based physics that introduces the basic concepts and principles of optics, electricity, circuits, magnetism, and topics in modern physics. Not for engineering or physical science majors.
Prerequisite: PHYS 2113 (or PHYS 201) with a grade of "C" or better
Co-requisite: None

PHYS 2133 (PHYS 221) Engineering Physics I + LCCN: CPHY 2133
Lecture 3, Lab 0, Credit 3
Covers kinematics and dynamics using Newton's laws of motion, momentum, work and energy; rotational kinematics and dynamics, equilibrium and elasticity, and harmonic motions. This calculus-based physics course is intended for engineering and physical science majors.
Prerequisite: MATH 2115 (or MATH 210) with a grade of "C" or better
Co-requisite: MATH 2125

PHYS 2143 (PHYS 222) Engineering Physics II + LCCN: CPHY 2143
Lecture 3, Lab 0, Credit 3
Covers fluid mechanics; oscillation and waves; thermodynamics; optics; and modern physics. This calculus-based physics course is intended for engineering and physical science majors.
Prerequisite: PHYS 2133 (or PHYS 221) and MATH 2125 (or MATH 211) with grades of 'C' or better
Co-requisite: None

PHYS 2153 (PHY 223) Engineering Physics III + LCCN: CPHY 2153
Lecture 3, Lab 0, Credit 3
Covers gravity, electricity, and magnetism. This calculus-based physics course is intended for engineering and physical science majors.
Prerequisite: PHYS 2133 (or PHYS 221) and MATH 2125 (or MATH 211) with grades of 'C' or better
Co-requisite: None

Pipefitting (PIPE)

PIPE 1119 Pipefitting Level 1
Lecture 3, Lab 12, Credit 9
Covers the National Center for Construction Education and Research (NCCER) Pipefitting Level 1 Modules 1 - 6: Orientation to the Trade, Pipefitting Hand Tools, Pipefitting Power Tools, Oxyfuel Cutting, Ladders and Scaffolds, and Motorized Equipment. Successful completion of this course requires passing the NCCER Level 1 Pipefitting Modules 1 – 6 Exams with a 70% or higher. This course requires a lab fee.
Prerequisite: CORE 1003
Co-requisite: None

PIPE 1216 Pipefitting Level 2 Part 1
Lecture 2, Lab 8, Credit 6
Covers the National Center for Construction Education and Research (NCCER) Pipefitting Level 2 Modules 1 - 5: Piping Systems, Drawings and Detail Sheets, Identifying and Installing Valves, Pipefitting Trade Math, and Threaded Pipe Fabrication. Successful completion of this course requires passing the NCCER Level 2 Pipefitting Modules 1 – 5 Exams with a 70% or higher. This course requires a lab fee.
Prerequisite: PIPE 1119
Co-requisite: None

PIPE 1226 Pipefitting Level 2 Part 2

Lecture 2, Lab 8, Credit 6
Covers the National Center for Construction Education and Research (NCCER) Pipefitting Level 2 Modules 6 - 9: Socket Weld Pipe Fabrication, Butt Weld Pipe Fabrication, Excavations, and Underground Pipe Installations. Successful completion of this course requires passing the NCCER Level 2 Pipefitting Modules 6 – 9 Exams with a 70% or higher. This course requires a lab fee.
Prerequisite: PIPE 1216
Co-requisite: None

PIPE 1316 Pipefitting Level 3 Part 1
Lecture 2, Lab 8, Credit 6
Covers the National Center for Construction Education and Research (NCCER) Pipefitting Level 3 Modules 1 - 5: Rigging Equipment, Rigging Practices, Standards and Specifications, Advanced Trade Math, and Advanced Motorized Equipment. Successful completion of this course requires passing the NCCER Level 3 Pipefitting Modules 1 – 5 Exams with a 70% or higher.
Prerequisite: PIPE 1226
Co-requisite: None

PIPE 1326 Pipefitting Level 3 Part 2
Lecture 2, Lab 8, Credit 6
Covers the National Center for Construction Education and Research (NCCER) Pipefitting Level 3 Modules 6 - 9: Introduction to Above-Ground Pipe Installation, Field Routing and Vessel Trim, Pipe Hangers and Supports, and Testing Piping Systems and Equipment. Successful completion of this course requires passing the NCCER Level 3 Pipefitting Modules 6 – 9 Exams with a 70% or higher. This course requires a lab fee.
Prerequisite: PIPE 1316
Co-requisite: None

PIPE 1419 Pipefitting Level 4
Lecture 3, Lab 12, Credit 9
Covers the National Center for Construction Education and Research (NCCER) Pipefitting Level 4 Modules 1-9: Advanced Blueprint Reading, Advanced Fabrication, Stress Relieving and Aligning, Steam Traps, In-Line Specialties, Special Piping, Hot Taps, Maintaining Valves, and Introduction to Supervisory Roles. Successful completion of this course requires passing the NCCER Level 4 Pipefitting Modules 1-9 Exams with 70% or higher. This course requires a lab fee.
Prerequisite: PIPE 1326
Co-requisite: None

Political Science (POLI)

All general education courses are marked with a +.

POLI 2013 (POLI 251) American Government + LCCN: CPOL 2013
Lecture 3, Lab 0, Credit 3
Introduces the principles, institutions, processes, and functions of the United States government. Emphasizes national government, development of the constitutional system, and the role of the citizen in the democratic process.
Prerequisite: None

Co-requisite: None

POLI 2023 (POLI 202) International Relations +
Lecture 3, Lab 0, Credit 3
Introduces basic factors, concepts and theories of international relations. Surveys objectives, methods and capabilities of modern states and other non-state factors. Studies the institutional form, ideological orientations, and objectives of international relations. The course emphasizes trends and transformation of the international system during and after the Cold War.
Prerequisite: None
Co-requisite: None

POLI 2113 (POLI 211) Constitutional Law +
Lecture 3, Lab 0, Credit 3
Introduces U.S. constitutional law, the constitutional mandates embodied in the United States Supreme Court, the system in which it works, and the landmark decisions it has rendered – including the changing nature of civil rights and civil liberties.
Prerequisite: CJUS 1013 (or CJUS 101) or POLI 2013 (or POLI 251) with a grade of "C" or better
Co-requisite: None

POLI 2213 (POLI 253) Comparative Politics + LCCN: CPOL 2213
Lecture 3, Lab 0, Credit 3
Survey of politics in democratic, post-communist, and developing societies; emphasis on major actors and institutions.
Prerequisite: None
Co-requisite: None

POLI 2603 (POLI 260) Introduction to Political Theory +
Lecture 3, Lab 0, Credit 3
This course offers an introduction to the field of political theory through classic and contemporary readings and selected case studies. No prior work in political theory or political science is assumed.
Prerequisite: None
Co-requisite: None

Practical Nursing (HNUR)

HNUR 1214 Practical Nursing Fundamentals
Lecture 3, Lab 5.3, Credit 4
Includes theory (45 hours), supervised clinical (45 hours), and supervised laboratory (35 hours) learning experiences that introduce the basic nursing skills for meeting the physiological, psychosocial, socio-cultural, and spiritual needs of patients in various health care environments. Infection control guidelines and Omnibus Budget Reconciliation Act (OBRA) stipulations are presented. The use of the nursing process in the management of patients with health alterations is introduced. This course requires a lab fee.
Prerequisite: ACT Reading score of 16, Accuplacer (Reading) score of 53, Accuplacer Next Generation (Reading) score of 235 or completion of English Composition I or higher with a "C" or better. Other requirements include CPR Certification, Criminal

Background Check, and other requirements as mandated by the LDH and the clinical site.

Co-requisite: None

HNUR 1225 Anatomy and Physiology for Healthcare

Lecture 5, Lab 0, Credit 5

Introduces the structure and function of the human body systems to include histology, skeletal, muscular, circulatory/lymphatic, digestive, respiratory, urinary, reproductive, endocrine, nervous, sensory and integumentary systems. Medical terms and commonly used medical/nursing abbreviations related to each body system are addressed in detail in this course.

Prerequisite: None

Co-requisite: Students with reading scores below PN program admission score will be required to participate in supplemental reading sessions offered through Work Ready U.

HNUR 1312 Nutrition for Practical Nurses

Lecture 2, Lab 0, Credit 2

Provides an overview of normal nutrition and the modification of the principles of normal nutrition for therapeutic purposes. This course includes the role of the essential nutrients of proteins, carbohydrates, fats, vitamins, minerals and water in the maintenance of good health and wellness for all ages.

Prerequisite: Admission to Practical Nursing Program

Co-requisite: HNUR 1324 and HNUR 1335

HNUR 1324 Pharmacology

Lecture 4, Lab 0, Credit 4

Discusses drug classifications and effects on the various body systems. Specific drugs in each classification are emphasized according to expected effects, side effects, adverse effects and variables that influence drug action, drug interactions and nursing implications. Medication calculations are performed and safety precautions/nursing process assessments are discussed as they relate to medication error prevention.

Prerequisite: Admission to the Practical Nursing Program

Co-requisite: HNUR 1312 and HNUR 1335

HNUR 1335 Practical Nursing Skills

Lecture 3, Lab 4, Credit 5

Provides practical nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various healthcare environments. Advanced skills are presented through the application of the nursing process to assist in the management of all aged clients with health alterations. Student must satisfactorily complete both the simulated lab environment and theory components in order to pass the course. This course requires a lab fee.

Prerequisite: Admission to Practical Nursing Program

Co-requisite: HNUR 1312 and HNUR 1324

HNUR 1413 Practical Nursing Perspectives

Lecture 3, Lab 0, Credit 3

Provides instruction and guidance in the identification and personal development of those qualities and personal characteristics needed to practice practical nursing safely, effectively, and with compassion, including increased and ongoing development of self-awareness, sound judgment,

prudence, ethical thinking and behaviors, problem solving and critical thinking abilities. This course also provides instruction in the history, trends and the evolution of practical nursing, information related to practical nursing organizations, and an introduction to the laws and rules governing practical nursing practice in Louisiana.
Prerequisite: Admission to Practical Nursing Program
Co-requisite: HNUR 1428 and HNUR 1431

HNUR 1428 Medical Surgical I for Practical Nursing
Lecture 6, Lab 10.7, Credit 8
Provides theory and clinical instruction in the nursing process as a method of individualizing patient care with special emphasis directed towards essential concepts related to body fluid/water, electrolytes, and acid-base balance, and the adult client experiencing alterations in cardiovascular/lymphatic/immune/respiratory functioning. Included is a review of anatomy and physiology, and therapeutic/modified diets for each body system addressed. Includes the role of the practical nurse and legal implications related to intravenous (IV) therapy. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. This course includes a 160-hour clinical component. Students must pass both the theory and clinical components of this course with an 80% in each area in order to successfully complete the course and advance in the program. This course requires a lab fee.
Prerequisite: HNUR 1312, HNUR 1324, and HNUR 1335
Co-requisite: HNUR 1413 and HNUR 1431

HNUR 1431 Intravenous (IV) Therapy
Lecture 0, Lab 2, Credit 1
Includes methods, techniques, and equipment and devices, anatomy and physiology, infection control measures, and complications related to intravenous (IV) therapy. This course requires a lab fee.
Prerequisite: HNUR 1335, HNUR 1312, and HNUR 1324
Co-requisite: HNUR 1413 and HNUR 1428

HNUR 2115 Obstetric and Pediatric Nursing
Lecture 4, Lab 5.3, Credit 5
Covers growth and development from conception to adolescence. Practical nursing care of the pregnant client and children are studied. Faculty supervised laboratory activities and clinical experiences provide opportunities to apply obstetric and pediatric practical nursing skills.
Prerequisite: HNUR 1413, HNUR 1428, and HNUR 1431
Co-requisite: HNUR 2128

HNUR 2128 Medical Surgical II for Practical Nursing
Lecture 6, Lab 10.7, Credit 8
Provides theory and clinical instruction in nursing care for clients with gastrointestinal, endocrine and integumentary disorders with emphasis on pathophysiology and pharmacology for the adult client. Nursing care of the perioperative patient and the patient with various types of cancer is also addressed. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. This course includes a 160-hour clinical component. Students must pass both the theory and clinical components of this course with an 80% in each area in order to successfully complete the course and advance in the program. This course requires a lab fee.

Prerequisite: HNUR 1413, HNUR 1428, and HNUR 1431
Co-requisite: HNUR 2115

HNUR 2216 Mental Health and PN Leadership
Lecture 5, Lab 5.3, Credit 6
Introduces the student to care for the client experiencing emotional, mental and social alterations utilizing the nursing process approach with integrated pharmacology and application of life span principles. This course also provides review of the laws, rules and regulations which govern licensure to practice practical nursing in the state of Louisiana. Students are prepared for the NCLEX-PN licensure examination and employment and management.
Prerequisite: HNUR 2128 and HNUR 2115
Co-requisite: HNUR 2228

HNUR 2228 Medical Surgical III for Practical Nursing
Lecture 6, Lab 10.7, Credit 8
Provides theory and clinical instruction in nursing care for clients with genitourinary, reproductive, sensory, neurological and musculoskeletal disorders with emphasis on pathophysiology and pharmacology for the adult client. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. This course consists of 90 hours of theory and 160 clinical hours. Students must pass both the theory and clinical components of this course with an 80% in each area in order to successfully complete the course and advance in the program. This course requires a lab fee.
Prerequisite: HNUR 2128 and HNUR 2115
Co-requisite: HNUR 2216

Process Technology (PTEC)

PTEC 1013 (PTEC 101) Introduction to Process Technology
Lecture 3, Lab 0, Credit 3
Introduces the field of process operations within the process industry and reviews the roles and responsibilities of process technicians, the environment in which they work, and the equipment and systems that they operate. This course requires a fee to cover the cost associated with a tour of a local plant.
Prerequisite: None
Co-requisite: None

PTEC 1312 Process Instrumentation
Lecture 2, Lab 0, Credit 2
Introduces students to the equipment and methodologies used by the industry for monitoring performance and controlling processes. Topics addressed include common terminologies, basic principles of measurement and instrumentation, specific hardware, performance characteristics, control loops, typical applications and operating limits
Prerequisite: PTEC 1013 (or PTEC 101) and PTEC 2033 (or PTEC 203) with grades of “C” or better
Co-requisite: PTEC 1322

PTEC 1322 Process Instrumentation Lab

Lecture 0, Lab 4, Credit 2

Provides students with laboratory exercises and activities involving equipment and methodologies used by the industry for monitoring performance and controlling processes that complement the content of PTEC 1312, Process Instrumentation. Topics addressed include common terminologies, basic principles of measurement and instrumentation, specific hardware, performance characteristics, control loops, typical applications and operating limits. This course requires a lab fee.

Prerequisite: PTEC 1013 (or PTEC 101) and PTEC 2033 (or PTEC 203) with grades of "C" or better

Co-requisite: PTEC 1312

PTEC 1612 Process Technology I Equipment

Lecture 2, Lab 0, Credit 2

Introduces process plant equipment including their construction, principles of operation, maintenance and utilization within the process industry. Equipment to be studied includes piping, valves, pumps, compressors, heat exchangers, fired furnaces, and steam and gas turbines.

Prerequisite: PTEC 1013 (or PTEC 101) and PTEC 2033 (or PTEC 203) with grades of "C" or better

Co-requisite: PTEC 1622

PTEC 1622 Process Technology I Equipment Lab

Lecture 0, Lab 4, Credit 2

Provides students with laboratory exercises and activities involving plant equipment and their construction, principles of operation, maintenance and utilization within the process industry that complement the content of PTEC 1612, Process Technology I Equipment. Equipment types include piping, valves, pumps, compressors, heat exchangers, fired furnaces, and steam and gas turbines. This course requires a lab fee.

Prerequisite: PTEC 1013 (or PTEC 101) and PTEC 2033 (or PTEC 203) with grades of "C" or better

Co-requisite: PTEC 1612

PTEC 2033 (PTEC 203) Safety, Health, and Environment

Lecture 3, Lab 0, Credit 3

Introduces various types of plant hazards, safety and environmental systems and equipment, and regulations under which the industry is governed. This course requires a lab fee.

Prerequisite: None

Co-requisite: None

PTEC 2073 (PTEC 207) Quality

Lecture 3, Lab 0, Credit 3

Introduces many process industry-related quality concepts including operating consistency, continuous improvement, plant economics, team skills, and Statistical Process Control (SPC).

Prerequisite: [(PTEC 1312 (or PTEC 1313) or (PTEC 131)] and [PTEC 1322] and [PTEC 1612 (or PTEC 1613) or (PTEC 161)] and [PTEC 1622] with grades of "C" or better

Co-requisite: None

PTEC 2421 Process Technology II Unit Systems Lab

Lecture 0, Lab 2, Credit 1

Provides laboratory exercises and activities involving the interrelation of process equipment and process systems that complement the content of PTEC 2423, Process Technology II Unit Systems. Covers arranging process equipment into basic systems; the relationships between different pieces of

equipment in systems; safety, health, and environmental concerns associated with process systems; and the role of the operator in the safe and efficient operation of systems. This course requires a lab fee.

Prerequisite: [(PTEC 1312 (or PTEC 1313) or (PTEC 131)] and [PTEC 1322] and [PTEC 1612 (or PTEC 1613) or (PTEC 161)] and [PTEC 1622] with grades of "C" or better

Co-requisite: PTEC 2423

PTEC 2423 (PTEC 242) Process Technology II Unit Systems

Lecture 3, Lab 0, Credit 3

Covers the interrelation of process equipment and process systems. Studies the arrangement of process equipment into basic systems, the purpose and function of specific process systems, the control of factors affecting process systems under normal conditions, and the recognition of abnormal process conditions. This course also introduces the concepts of system and plant economics.

Prerequisite: [(PTEC 1312 (or PTEC 1313) or (PTEC 131)] and [PTEC 1322] and [PTEC 1612 (or PTEC 4643) or (PTEC 161)] and [PTEC 1622] with grades of "C" or better

Co-requisite: PTEC 2421

PTEC 2432 Process Technology III Operations

Lecture 2, Lab 0, Credit 2

Covers the operation of an entire unit within the process industry using existing knowledge of equipment, systems, and instrumentation. Includes concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's role in performing the tasks associated with these concepts within an operating unit.

Prerequisite: [PTEC 2073 (or PTEC 207)] and [PTEC 2423 (or PTEC 242)] and [PTEC 2421] and [PTEC 2633 (or PTEC 263)] with grades of "C" or better

Co-requisite: PTEC 2442

PTEC 2442 Process Technology III Operations Lab

Lecture 0, Lab 4, Credit 2

Provides laboratory exercises that complement the content of PTEC 2432, Process Technology III Operations. Includes the operation of an entire unit within the process industry using existing knowledge of equipment, systems, and instrumentation. Reinforces concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's role in performing the tasks associated with these concepts within an operating unit. Project required. This course requires a lab fee.

Prerequisite: [PTEC 2073 (or PTEC 207)] and [PTEC 2423 (or PTEC 242)] and [PTEC 2421] and [PTEC 2633 (or PTEC 263)] with grades of "C" or better

Co-requisite: PTEC 2432

PTEC 2443 (PTEC 244) Process Troubleshooting

Lecture 2, Lab 2, Credit 3

Applies a six-step troubleshooting method for solving and correcting operation problems. Focuses on malfunctions as opposed to process design or configuration improvements. Uses data from instrumentation to determine the cause for abnormal conditions in an organized and regimented way. Lab fee required.

Prerequisite: [PTEC 2073 (or PTEC 207)] and [PTEC 2423 (or PTEC 242)] and [PTEC 2421]and [PTEC 2633 (or PTEC 263)] with grades of "C" or better

Co-requisite: None

PTEC 2633 (PTEC 263) Fluid Mechanics
Lecture 3, Lab 0, Credit 3
Teaches fluids, fluid types, chemical and physical natures and factors affecting fluids while in motion. Reviews basic calculations relative to flow and volume. Discusses other topics such as laminar/turbulent flow, viscosity, and Reynolds Number. Lab fee required.
Prerequisite: [PTEC 1312 (or PTEC 1313 or PTEC 131)] and [PTEC 1322] and [PTEC 1612 (or PTEC 1613 or PTEC 161)] and [PTEC 1622] with grades of "C" or better
Co-requisite: None

PTEC 2913 (PTEC 291) Process Technology Internship
Lecture 0, Lab 9, Credit 3
A capstone experience for a student that teaches the operation of an entire unit within the process industry using existing knowledge of equipment, systems, and instrumentation. Students qualifying for an external internship must work a minimum of 135 supervised hours in a local industrial facility. Students who are unable to obtain an external internship will be required to complete an internal internship, consisting of 135 hours of departmentally approved team activities utilizing the PTEC laboratories and simulation programs. This course requires a lab fee.
Prerequisite: Completed all coursework for the degree with a cumulative GPA of 2.0 or higher, **AND** Departmental approval and Valid TWIC Card.
Co-requisite: None

Psychology (PSYC)

All general education courses are marked with a +.

PSYC 2013 (PSYC 201) Introduction to Psychology + LCCN: CPSY 2013
Lecture 3, Lab 0, Credit 3
Presents the major theories, research methods, and applied areas of psychology. Focuses on the scientific study of behavior and mental processes.
Prerequisite: None
Co-requisite: None

PSYC 2073 (PSYC 207) Human Sexuality
Lecture 3, Lab 0, Credit 3
Studies human sexuality from infancy to senility. Shows how views on sexuality are influenced by cultural and biological forces. Examines sexual knowledge, attitudes, relationships, and behaviors towards others and our own attitudes and perceptions.
Prerequisite: PSYC 2013 (or PSYC 201) with a grade of "C" or better
Co-requisite: None

PSYC 2083 (PSYC 208) Adolescent Psychology
Lecture 3, Lab 0, Credit 3
Focuses on developmental processes of adolescence with an emphasis on the physical, cognitive, and psychosocial domains.
Prerequisite: PSYC 2013 (or PSYC 201) with a grade of C or better

Co-requisite: None

PSYC 2113 (PSYC 202) Psychology of Development + LCCN: CPSY 2113
Lecture 3, Lab 0, Credit 3
Addresses both scientific and applied aspects of the field of developmental psychology and the development of humans throughout the life span. Examines the physical, cognitive, and psychosocial changes from prenatal development through death and dying.
Prerequisite: PSYC 2013 (or PSYC 201) with a grade of "C" or better
Co-requisite: None

PSYC 2313 (PSYC 204) Psychology of Child Development LCCN: CPSY 2313
Lecture 3, Lab 0, Credit 3
Addresses both scientific and applied aspects of child development from conception to adolescence. Studies of growth, adjustment, and the capacities of children at different stages of development including physical, cognitive, social, and personality development.
Prerequisite: PSYC 2013 (or PSYC 201) with a grade of "C" or better
Co-requisite: None

PSYC 2413 (PSYC 205) Social Psychology LCCN: CPSY 2413
Lecture 3, Lab 0, Credit 3
Studies how cultural forces guide individual and group behaviors. Includes self-fulfilling prophecy, social dominance, conformity, persuasion, intimacy, discrimination, and aggression.
Prerequisite: PSYC 2013 (or PSYC 201) with a grade of "C" or better
Co-requisite: None

PSYC 2613 (PSYC 203) Educational Psychology LCCN: CPSY 2613
Lecture 3, Lab 0, Credit 3
Presents psychological theories and their applications to education through a developmental perspective. Topics include special populations, qualities of good teaching and assessment techniques.
Prerequisite: None
Co-requisite: None

Renewable Natural Resources (RNRE)

All general education courses are marked with a +.

RNRE 1013 (RNRE 101) Natural Resource Conservation +
Lecture 3, Lab 0, Credit 3
Provides an overview of the relationship of humans to the natural environment, ecology, conservation, and the sustainability of soil, water, forest, range, wildlife, fisheries, and energy resources.
Prerequisite: None
Co-requisite: None

RNRE 2103 (RNRE 210) Ecology +
Lecture 3, Lab 0, Credit 3

Surveys the diversity, structure, interactions, and function of biological systems from the level of the organism to the biosphere and introduces the natural history and consequences of human activities on the major biomes. Focuses on biotic processes such as population ecology and dynamics, evolution, species interactions, and composition across landscapes.
Prerequisite: None
Co-requisite: None

Social Work (SOCW)

SOCW 2003 Introduction to Social Work
Lecture 3, Lab 0, Credit 3
Introduces the dynamic richness of the social work profession by outlining the history and development of the profession of social work, exploration of social work programs in U. S. society, and the role of the social worker in different fields of social work.
Prerequisite: None
Co-requisite: None

Sociology (SOCL)

All general education courses are marked with a +.

SOCL 2013 (SOCL 200) Introduction to Sociology + LCCN: CSOC 2013
Lecture 3, Lab 0, Credit 3
Provides students with an understanding of human society and social life. Introduces students to the major subject areas of sociology, including: major theoretical perspectives and theorists: techniques of research; components of culture; social organization, institutions, inequality; and social change.
Prerequisite: None
Co-requisite: None

SOCL 2113 (SOCL 205) Contemporary Social Problems + LCCN: CSOC 2113
Lecture 3, Lab 0, Credit 3
Focuses on both the individual and societal levels (thus, on both social action and social structure) and on the reciprocal relationship between them.
Prerequisite: None
Co-requisite: None

SOCL 2213 (SOCL 211) Marriage and the Family LCCN: CSOC 2213
Lecture 3, Lab 0, Credit 3
Introduces students to basic sociological concepts and theories used to examine the family as a social institution. Specific emphasis is placed on the functions of the family; cross-cultural variations in family systems; gender socialization; formulation of intimate relationships; gender roles within the family; marital relationships over the family life cycle; family planning; conflict within intimate and family relationships; and current trends in marriage and the family.
Prerequisite: None
Co-requisite: None

SOCL 2413 (SOCL 203) Race Relations + LCCN: CSOC 2413
Lecture 3, Lab 0, Credit 3
Provides students with an understanding of race relations and social life. Introduces students to issues on immigration policy; desegregation of public schools; affirmative action-public policy; religious practice of racial segregation; institutional racism; educational opportunity and inequality; discrimination by race, gender, and age; racial economics and racial politics; imperialism or exploitation of labor; and class versus race in determining life chances and social upward mobility.
Prerequisite: None
Co-requisite: None

Diagnostic Medical Sonography (SONO)

SONO 1011 (SONO 101) Foundations of Sonography
Lecture 0, Lab 3, Credit 1
An introduction to the profession of sonography and the role of the sonographer in the workplace and workplace protocols and safety. Emphasis on medical terminology, age appropriate care, ethical and legal issues, written and verbal communication, and professional issues related to registry, accreditation, professional organizations, and history of the profession. The course will include a survey of other imaging modalities encountered in a Radiology department. The course provides an introduction to hands-on training designed to develop skills competence through the identification and manipulation of diagnostic ultrasound equipment. This course requires a lab fee.
Prerequisite: None
Co-requisite: None

SONO 1102 (SONO 110) Physics and Instrumentation I
Lecture 1, Lab 3, Credit 2
The course will provide the student with an introduction to ultrasound physics and instrumentation. Basic instrumentation, knobology and scanning technology will be included.
Prerequisite: Admission to the Diagnostic Medical Sonography Program
Co-requisite: None

SONO 1122 (SONO 112) Abdominal Ultrasound I
Lecture 1, Lab 3, Credit 2
This course is an introduction to anatomy, physiology, pathology and sonographic assessment of normal and abnormal conditions of the Aorta, Vena Cava, Vasculature, Pancreas, Spleen and Retroperitoneum.
Prerequisite: SONO 1011 (or SONO 101), SONO 1102 (or SONO 110), SONO 1143 (or SONO 114), and SONO 1203 (or SONO 120), all with grades of C or better
Co-requisite: None

SONO 1143 (SONO 114) Ultrasound Learning Lab I
Lecture 0, Lab 9, Credit 3
Provides an introduction to ultrasound imaging of the abdomen and pelvis. It includes an anatomical review of the abdominal vasculature and organs of the abdomen and pelvis. Cross-sectional anatomy of these structures and their appearance on the sonogram will be visualized. This course requires a lab fee.

Prerequisite: Admission to the Diagnostic Medical Sonography Program
Co-requisite: None

SONO 1161 (SONO 116) Ultrasound Practicum I
Lecture 0, Lab 8, Credit 1
The course is designed to integrate didactic education into the clinic environment; will include scanning in campus laboratories, private office settings, and hospital rotations. Students will scan abdominal, pelvic, obstetrical and superficial structures, and participate in ultrasound guided procedures.
Prerequisite: SONO 1011 (or SONO 101), SONO 1102 (or SONO 110), SONO 1143 (or SONO 114), and SONO 1203 (or SONO 120), all with grades of C or better
Co-requisite: None

SONO 1182 (SONO 118) Ultrasound OB/GYN I
Lecture 1, Lab 3, Credit 2
This course will prepare the student to perform sonograms of the female pelvis. Normal anatomy and pathological processes will be included. Anatomy of pelvic structures and their sonographic appearance will be discussed. The manipulation of diagnostic ultrasound equipment will facilitate the development of imaging skills and correlation between didactic and clinical application.
Prerequisite: SONO 1011 (or SONO 101), SONO 1102 (or SONO 110), SONO 1143 (or SONO 114), and SONO 1203 (or SONO 120), all with grades of C or better
Co-requisite: None

SONO 1203 (SONO 120) Sonographic Sectional Anatomy
Lecture 0, Lab 9, Credit 3
Covers sectional anatomy of the body in the transverse, longitudinal and coronal planes. Emphasis will be placed on the vessels and organs with correlation of the anatomy to sonographic imaging. Significant hands-on lab component designed to develop skills competence utilizing basic sonographic instrument operation and manipulation. This course requires a student fee.
Prerequisite: Admission to the Diagnostic Medical Sonography Program
Co-requisite: None

SONO 2101 (SONO 210) Physics and Instrumentation II
Lecture 0, Lab 3, Credit 1
Provides practical application of the principles of ultrasound physics as it applies to diagnostic medical imaging. Course will include Doppler principles and utilization in diagnostic ultrasound: Color, Power and PW Doppler, Spectral Analysis. Basic Hemodynamics and Doppler application in sonographic imaging.
Prerequisite: SONO 1011 (or SONO 101), SONO 1102 (or SONO 110), SONO 1143 (or SONO 114), and SONO 1203 (or SONO 120), all with grades of C or better
Co-requisite: None

SONO 2123 (SONO 212) Abdominal Ultrasound II
Lecture 1, Lab 6, Credit 3
A continuation of Abdominal Ultrasound I, this course will prepare students to perform complete sonograms of the abdomen. The course will include a review of anatomy and function of the liver, biliary and genitourinary systems. The course includes a discussion of specific abnormalities related to these abdominal organs.

Prerequisite: SONO 1122 (or SONO 112), SONO 1161 (or SONO 116), SONO 1182 (or SONO 118) and SONO 2101 (or SONO 210), all with grades of C or better
Co-requisite: None

SONO 2163 (SONO 216) Ultrasound Practicum II
Lecture 0, Lab 24, Credit 3
Continues the development of ultrasound skills in the clinical diagnostic environment. Students will scan abdominal, pelvic, obstetrical and superficial structures and participate in ultrasound guided procedures. Emphasis is placed on increased scanning under preceptor supervision.
Prerequisite: SONO 1122 (or SONO 112), SONO 1161 (or SONO 116), SONO 1182 (or SONO 118) and SONO 2101 (or SONO 210), all with grades of C or better
Co-requisite: None

SONO 2183 (SONO 218) Ultrasound OB/GYN II
Lecture 1, Lab 6, Credit 3
Prepares students with the knowledge required to perform obstetrical ultrasound examinations. This course consists of normal and abnormal anatomy throughout the first, second and third trimesters of pregnancy. Anatomy of obstetrical structures and their appearance on the ultrasound will be discussed.
Prerequisite: SONO 1122 (or SONO 112), SONO 1161 (or SONO 116), SONO 1182 (or SONO 118) and SONO 2101 (or SONO 210), all with grades of C or better
Co-requisite: None

SONO 2201 (SONO 220) Physics and Instrumentation III
Lecture 1, Lab 0, Credit 1
This course will provide the student with a comprehensive review of Sonographic Principles and Instrumentation as preparation for the ARDMS SPI registry exam. Students will take a series of registry-like examinations.
Prerequisite: SONO 1122 (or SONO 112), SONO 1161 (or SONO 116), SONO 1182 (or SONO 118) and SONO 2101 (or SONO 210), all with grades of C or better
Co-requisite: None

SONO 2302 (SONO 230) Abdominal Ultrasound III
Lecture 1, Lab 3, Credit 2
This course is an introduction to the anatomy, physiology and pathology and sonographic assessment of superficial structures to include Thyroid, Breast, Testicles and Superficial Masses. The course includes techniques for the evaluation of gastrointestinal abnormalities of the pediatric abdomen, musculoskeletal ultrasound, organ transplantation and ultrasound guided procedures.
Prerequisite: SONO 2123 (or SONO 212), SONO 2163 (or SONO 216), SONO 2183 (or SONO 218), and SONO 2201 (or SONO 220), all with grades of C or better
Co-requisite: None

SONO 2403 (SONO 240) Ultrasound Practicum III
Lecture 0, Lab 24, Credit 3
Continues the development of ultrasound skills in the clinical diagnostic environment with the expectation of performing complete scan protocols under the supervision of Clinical Preceptors. Students will scan abdominal, pelvic, obstetrical and superficial structures and participate in

ultrasound guided procedures. The student is expected to be able to independently report and discuss findings of the sonographic exam with the interpreting radiologist.
Prerequisite: SONO 2123 (or SONO 212), SONO 2163 (or SONO 216), SONO 2183 (or SONO 218), and SONO 2201 (or SONO 220), all with grades of C or better
Co-requisite: None

SONO 2502 (SONO 250) Ultrasound OB/GYN III
Lecture 1, Lab 3, Credit 2
Provides an in-depth discussion of the various fetal anomalies detectable by Sonography. Discussions include amniotic fluid evaluation, placental and fetal abnormalities. Sonographic anatomy of these structures and their appearance on the sonogram will be discussed. Fetal chromosomal and congenital abnormalities, high-risk pregnancies and maternal disease will also be correlated to the sonographic examination.
Prerequisite: SONO 2123 (or SONO 212), SONO 2163 (or SONO 216), SONO 2183 (or SONO 218), and SONO 2201 (or SONO 220), all with grades of C or better
Co-requisite: None

SONO 2601 (SONO 260) Comprehensive Seminar
Lecture 0, Lab 3, Credit 1
Prepares the student for clinical practice and the registry exams. Each student will take a series of registry-like exams in each major area of study. The student will hear lectures given by experienced sonographers and physicians on ultrasound-related topics. Review case studies and testing of diagnostic skills in identifying normal anatomy, common variants and pathology. Student will present sonographic cases to the class for discussion. The student will review a series of ultrasound procedures, testing clinical diagnostic skills for a wide range of abnormalities.
Prerequisite: SONO 2123 (or SONO 212), SONO 2163 (or SONO 216), SONO 2183 (or SONO 218), and SONO 2201 (or SONO 220), all with grades of C or better
Co-requisite: None

Spanish (SPAN)

All general education courses are marked with a +.

SPAN 1013 (SPAN 101) Elementary Spanish I + LCCN: CSPN 1013
Lecture 3, Lab 0, Credit 3
Introduces the basic lexicon and structure of Spanish; emphasizing listening, speaking, reading, and writing. Students are also exposed to the varied cultures of the Spanish-speaking world. This is a beginning-level course and no previous knowledge of Spanish is expected or required.
Prerequisite: None
Co-requisite: None

SPAN 1023 (SPAN 102) Elementary Spanish II + LCCN: CSPN 1023
Lecture 3, Lab 0, Credit 3
Broadens student understanding of the lexicon and structure of Spanish initiated in SPAN 1013 (SPAN 101), emphasizing listening, speaking, reading, and writing. Students are also exposed to the varied cultures of the Spanish-speaking world.
Prerequisite: SPAN 1013 (or SPAN 101)

Co-requisite: None

SPAN 2013 (SPAN 201) Intermediate Spanish I + LCCN: CSPN 2013
Lecture 3, Lab 0, Credit 3
Completes the review of the basic grammatical structure of the Spanish language and continues developing appreciation for Hispanic culture through the reading of diverse cultural texts. The course includes additional emphasis on reading and writing.
Prerequisite: SPAN 1023 (or SPAN 102) or equivalent
Co-requisite: None

SPAN 2023 (SPAN 202) Intermediate Spanish II + LCCN: CSPN 2023
Lecture 3, Lab 0, Credit 3
Continues skills developed in SPAN 2013 (SPAN 201). Emphasis is placed on reading and writing skills and personal communication. The course develops further appreciation and understanding of the Hispanic culture.
Prerequisite: SPAN 2013 (or SPAN 201) or equivalent
Co-requisite: None

Speech (SPCH)

All general education courses are marked with a +.

SPCH 1013 (SPCH 101) Fundamentals of Communication + LCCN: CCOM 1013
Lecture 3, Lab 0, Credit 3
Develops an awareness and appreciation of the history and traditions of speech communication as a field of academic study. Introduces different components of communication including listening, language, nonverbal, and communicating in relationships. Includes fundamental codes, functions, and processes of oral communication and public speaking assignments.
Prerequisite: None
Co-requisite: None

SPCH 2013 (SPCH 120) Public Speaking + LCCN: CCOM 2013
Lecture 3, Lab 0, Credit 3
Teaches basic public presentation principles and skills and considers ethics of public speaking. Students complete at least four speeches including an informative and a persuasive speech. One speech must be at least six minutes in length.
Prerequisite: None
Co-requisite: None

SPCH 2113 (SPCH 263) Argumentation and Debate + LCCN: CCOM 2113
Lecture 3, Lab 0, Credit 3
Introduces fundamentals of argumentation and debate: analysis, brief construction, evidence, reasoning, and refutation. This course explores rhetorical tradition from Socrates to modern civic debate. Students debate vital questions of the day.
Prerequisite: None
Co-requisite: None

SPCH 2213 (SPCH 210) Interpersonal Communication + LCCN: CCOM 2213
Lecture 3, Lab 0, Credit 3
Introduces basic principles and theories of interpersonal communication. The course includes practical skills for enhancing everyday relational communication in a variety of social and professional settings. Interpersonal communication enhances appreciation for intercultural, gender, and power issues in dyadic communication.
Prerequisite: None
Co-requisite: None

SPCH 2313 (SPCH 220) Communication for Business Professionals + LCCN: CCOM 2313
Lecture 3, Lab 0, Credit 3
Assists students in business-related presentations. Students complete one information-seeking interview and two (4 to 6 minute) presentations, including one group presentation. Also examines general theories and principles of organizational communication.
Prerequisite: None
Co-requisite: None

SPCH 2403 (SPCH 240) Performance of Literature* +
Lecture 3, Lab 0, Credit 3
Introduces students to the study of literature through performance of poetry, prose, and dramatic literature. Students prepare texts for performance, study various methods of performing texts, and write about literary texts, performances and performing. The course includes in-class performances, written assignments and cultural critiques.
Prerequisite: None
Co-requisite: None
**Offered spring semesters.*

SPCH 2413 Small Group Communication +
Lecture 3, Lab 0, Credit 3
Examines how to work well within a group dynamic by focusing on its communication components: creating workable goals, the stages of group development, task and social maintenance roles, membership diversity, leadership, motivation, listening, conflict resolution, problem solving, critical thinking and argumentation, planning and conducting meetings, and issues of ethical behavior.
Prerequisite: None
Co-requisite: None

Surgical Technology (SURT)

SURT 1021 (SURT 102L) Skills Lab I Surgical Technology
Lecture 0, Lab 3, Credit 1
Introduces fundamental concepts of surgical technology in a simulation lab setting. Instrument identification, classification, and use; sterile technique; and preoperative case preparation are emphasized. This course has a lab fee.
Prerequisite: HLSC 1012 (or HLSC 101), HLSC 1103 (or HLSC 110), ENGL 1013 (or ENGL 101), MATH 1113/1213 (or MATH 101/110), and BIOL 2213 and BIOL 2211 (or BIOL 2214 or BIOL 230), all with a “C” or better

Co-requisite: ENGL 1023, BIOL 2103, BIOL 2101, BIOL 2223, BIOL 2221, and SURT 1023

SURT 1023 (SURT 102) Surgical Technology Fundamentals
Lecture 3, Lab 0, Credit 3
Introduces fundamental concepts of surgical technology and infection control within the community. Emphasis is placed on operating room organization, infection control, surgical supplies, and basic surgical routines. The service learning project in this course allows exploration of infection control in a community setting requiring students to develop and present an educational experience on effective hand hygiene.
Prerequisite: HLSC 1012 (or HLSC 101), HLSC 1103 (or HLSC 110), ENGL 1013 (or ENGL 101), MATH 1113/1213 (or MATH 101/110), and BIOL 2213 and BIOL 2211 (or BIOL 2214 or BIOL 230), all with a "C" or better
Co-requisite: ENGL 1023, BIOL 2103, BIOL 2101, BIOL 2223, BIOL 2221, and SURT 1021

SURT 1103 (SURT 110) Surgical Procedures I
Lecture 3, Lab 0, Credit 3
Introduces routines needed to assist in basic surgical procedures for general, gynecologic, and genitourinary specialties. Integrates knowledge of related anatomy and physiology. Management of the surgical field and resource control is emphasized. Includes patient considerations such as diagnostic tests, expected outcomes, immediate postoperative care, and possible complications.
Prerequisite: Admission to the Surgical Technology Program
Co-requisite: SURT 1122

SURT 1113 (SURT 111) Surgical Procedures II
Lecture 3, Lab 0, Credit 3
Introduces routines needed to assist in surgical procedures for peripheral vascular, plastic/oral, ophthalmic and otolaryngological surgical specialties. Integrates knowledge of related anatomy and physiology. Management of the surgical field and resource control is emphasized. Includes patient considerations such as diagnostic tests, expected outcomes, immediate postoperative care, and possible complications.
Prerequisite: SURT 1103 (or SURT 110) with a "C" or better
Co-requisite: SURT 1122

SURT 1122 (SURT 112) Skills Lab II Surgical Technology
Lecture 0, Lab 6, Credit 2
Provides fundamental concepts and skills related to surgical case management for the preoperative, intraoperative, and postoperative phases of surgery. Hands-on skills will be practiced in a simulation lab setting. This course has a lab fee.
Prerequisite: Admission to the Surgical Technology Program
Co-requisite: SURT 1103

SURT 2103 (SURT 210) Surgical Procedures III
Lecture 3, Lab 0, Credit 3
Introduces routines needed to assist in common surgical procedures in cardiothoracic, orthopedic and neurosurgical specialties. Integrates knowledge of related anatomy and physiology. Management of the surgical field and resource control is emphasized. Includes patient considerations such as diagnostic tests, expected outcomes, immediate postoperative care, and possible complications.
Prerequisite: SURT 1113 (or SURT 111) and SURT 1122 (or SURT 112) with a "C" or better

Co-requisite: SURT 2207

SURT 2207 (SURT 220) Practicum I Surgical Procedures
Lecture 0, Lab 21, Credit 7
Integrates theory with hands-on clinical practice of surgical technology in an actual surgical setting. Emphasis is placed on increasing skills, independence and confidence in the first and second scrub role position for various surgical specialties. Clinical sessions take place in hospital surgical departments under the direct supervision of a BRCC faculty member. Students are required to complete a minimum of sixty (60) surgical cases in various surgical specialties in the first scrub and second scrub roles.
Prerequisite: SURT 1113 (or SURT 111) and SURT 1122 (or SURT 112) with a "C" or better
Co-requisite: SURT 2103

SURT 2259 (SURT 225) Practicum II Surgical Procedures
Lecture 0, Lab 27, Credit 9
Integrates theory with hands-on clinical practice of surgical technology in an actual surgical setting. Emphasis is placed on validating competency in knowledge and skills of surgical technology for various surgical specialties. Clinical sessions take place in hospital and ambulatory surgical departments under the direct supervision of a BRCC faculty member or approved preceptor. Students are required to complete a minimum of eighty (80) surgical cases in various surgical specialties in the first scrub and second scrub roles. At the end of the semester, the student will sit for the National Board of Surgical Technology and Surgical Assisting certification exam.
Prerequisite: SURT 2103 (or SURT 210) and SURT 2207 (or SURT 220) with a "C" or better
Co-requisite: None

Teacher Education (TEAC)

TEAC 2013 (TEAC 201) Teaching and Learning in Diverse Settings I
Lecture 3, Lab 0, Credit 3
Introduces education majors to the field of teaching and focuses on the developmental needs of students. Three primary topics will be addressed within the course: an introduction to education and professional issues, child development/psychology, and technology for teaching and learning. The course will involve a combination of lecture and site-based experiences in local schools. This course is the first of a two course sequence that introduces education students to the field of teaching.
Prerequisite: Students must have earned a 2.5 G.P.A., accumulated 30 credit hours, and earned a "C" or better in ENGL 1023 (ENGL 102) and MATH 1113/1213 (MATH 101/MATH 110), and permission of the program manager.
Co-requisite: After passing a criminal background check, students must complete 19 hours of field experience at instructor approved sites.

TEAC 2033 (TEAC 203) Teaching and Learning in Diverse Settings II
Lecture 3, Lab 0, Credit 3
Continues content in the field of teaching and focuses on the diverse needs of students. Two primary topics will be addressed within the course: an introduction to education and child development/psychology. The course will involve a combination of lecture and site-based experiences within schools. This course completes the introduction to the field of teaching initiated in TEAC 2013.

Prerequisite: Students must have earned a 2.5 G.P.A., have earned a "C" or better in MATH 1673 (or MATH 167) or MATH 1683 (or MATH 168), and TEAC 2013 (or TEAC 201), have completed an attempt of Praxis: Core Academic Skills for Educators Exam, be a candidate for graduation, and have the permission of the program manager.
Co-requisite: Upon passing a criminal background check, students must complete 18 hours of field experience at approved sites with diverse populations of various achieving students.

Theatre (THTR)

All general education courses are marked with a +.

THTR 1013 (THTR 100) Introduction to Theatre + LCCN: CTHE 1013
Lecture 3, Lab 0, Credit 3
Surveys history of theatre and develops appreciation and enjoyment of dramatic art. Develops an appreciation for artists who bring the playwrights' pages to life and considers the contribution of the audience.
Prerequisite: None
Co-requisite: None

THTR 1023 (THTR 101) Stagecraft LCCN: CTHE 2303
Lecture 3, Lab 0, Credit 3
Provides a foundation for scenery construction, technical training, and work place safety for both the screen and stage.
Prerequisite: None
Co-requisite: None

THTR 2103 (THTR 200) Acting I LCCN: CTHE 2103
Lecture 3, Lab 0, Credit 3
Exercises the separate parts of the composite art of acting: thought, emotion, and specific movement and vocal techniques. Emphasizes improvisation and practical exercise leading to formal scene work. Develops a firm foundation in basic acting technique.
Prerequisite: None
Co-requisite: None

THTR 2113 (THTR 225) Acting II LCCN: CTHE 2113
Lecture 3, Lab 0, Credit 3
Builds upon the skills in Acting I. This course emphasizes an understanding of the fundamental techniques of character analysis and portrayal, textual analysis, and communicating with the body and voice by studying and performing scenes from modern realistic dramas.
Prerequisite: THTR 2103 (or THTR 200)
Co-requisite: None

THTR 2203 (THTR 227) Stage Voice: Basic Techniques LCCN: CTHE 2203
Lecture 3, Lab 0, Credit 3
Introduces students to the essential techniques of stage diction, vocal performance, and vocal analysis. Students will develop physical awareness, breath release, phonation, resonance, and articulation to meet performance standards

Prerequisite: None
Co-requisite: None

Veterinary Technology (VTEC)

VTEC 1011 (VTEC 101) Animal Health Careers
Lecture 1, Lab 0, Credit 1
Focuses on career opportunities available in the animal health field including veterinarian, veterinary technician, zoo worker, kennel management and other canine careers, equine careers, governmental and research careers, and business opportunities. Introduces veterinary medical vocabulary.
Prerequisite: None
Co-requisite: None

VTEC 1023 (VTEC 102) Veterinary Office Procedures and Hospital Management
Lecture 3, Lab 0, Credit 3
Develops skills needed in the management of veterinary facilities including skills needed for working with people, team approaches to problem-solving, veterinary computer applications, ethics in veterinary medicine, appointment scheduling, and record keeping.
Prerequisite: Admission to the Veterinary Technology Program
Co-requisite: None

VTEC 1031 (VTEC 103) Veterinary Medical Terminology
Lecture 1, Lab 0, Credit 1
Guides students through the process of writing, reading, speaking, and comprehending medical terminology used in veterinary medicine and animal husbandry. Covers the anatomy of medical terminology and common terms associated with body systems, diseases and diagnostics, pharmacology, and common species of domestic animals, including the dog, cat, horse, ruminant, pig, bird and laboratory animals.
Prerequisite: Admission to the Veterinary Technology Program or permission of the Veterinary Technology Program Director
Co-requisite: None

VTEC 1041 (VTEC 104) Animal Breeds and Behavior
Lecture 1, Lab 0, Credit 1
Covers the recognition of common breeds of domestic animal species encountered in veterinary practice and the descriptive terminology used to correctly record breed, color and markings in a patient record. Emphasizes recognition of and response to normal and abnormal behavior of common domestic animals as needed for physical exam, restraint and handling. Students will learn to explain common behavior training and behavior modification techniques to animal owners.
Prerequisite: Admission to the Veterinary Technology Program
Co-requisite: None

VTEC 1051 (VTEC 105L) Animal Anatomy and Physiology Laboratory
Lecture 0, Lab 3, Credit 1

Provides first-hand exposure to basic animal body structures and techniques involved in anatomical dissections. This course complements the material learned in VTEC 1054 (VTEC 105). This course requires a lab fee.
Prerequisite: Admission to the Veterinary Technology Program
Co-requisite: VTEC 1054

VTEC 1054 (VTEC 105) Animal Anatomy and Physiology
Lecture 4, Lab 0, Credit 4
Covers basic fundamentals of anatomy and physiology of domestic animals, emphasizing dogs and cats. Focus is on anatomical structures of clinical importance to Veterinary Technicians. Veterinary medical terminology is included to assist the student in communicating with professional staff at veterinary facilities.
Prerequisite: Admission to the Veterinary Technology Program
Co-requisite: VTEC 1051

VTEC 1082 (VTEC 108) Pharmacology for Veterinary Technicians
Lecture 2, Lab 0, Credit 2
Studies drugs and medical substances used in veterinary medicine including the mathematics of dosage and drug mix formulations.
Prerequisite: VTEC 1023 (or VTEC 102), VTEC 1031 or (VTEC 103), VTEC 1041 (or VTEC 104), VTEC 1054 (or VTEC 105), VTEC 1051 (or VTEC 105L), and BIOL 2103 and BIOL 2101 (or BIOL 2104 or BIOL 210), all with grade "C" or better
Co-requisite: None

VTEC 1212 (VTEC 121) Animal Nursing Skills I
Lecture 1, Lab 3, Credit 2
Introduces the proper handling and restraint techniques of dogs and cats, including the fundamentals of personal safety when handling animals. Technical skills required to perform physical examinations, medicate animals, collect laboratory samples, bandaging, and catheter placement will also be learned. This course requires a lab fee.
Prerequisite: VTEC 1023 (or VTEC 102), VTEC 1031 (or VTEC 103), VTEC 1041 (or VTEC 104), VTEC 1054 (or VTEC 105), VTEC 1051 (or VTEC 105L), and BIOL 2103 and BIOL 2101 (or BIOL 2104 or BIOL 210), all with grade "C" or better
Co-requisite: VTEC 1232

VTEC 1232 (VTEC 123) Surgical Nursing for Veterinary Technicians
Lecture 1, Lab 3, Credit 2
Develops basic nursing skills that a veterinary technician will perform during routine surgeries in a typical small animal veterinary practice including asepsis, instrument identification, surgical suite preparation, the surgical pack and supplies, and patient care. Dental procedures are also covered. This course requires a lab fee.
Prerequisite: VTEC 1023 (or VTEC 102), VTEC 1031 (or VTEC 103), VTEC 1041 (or VTEC 104), VTEC 1054 (or VTEC 105), VTEC 1051 (or VTEC 105L), and BIOL 2103 and BIOL 2101 (or BIOL 2104 or BIOL 210), all with grade "C" or better
Co-requisite: VTEC 1212

VTEC 1351 (VTEC 135L) Clinical Pathology I Laboratory
Lecture 0, Lab 3, Credit 1

Develops clinical laboratory skills in a veterinary hospital diagnostic laboratory. Laboratory techniques of hematology, urinalysis, and parasitology are practiced. Emphasis is placed on the most commonly requested diagnostic laboratory tests. This course requires a lab fee.

Prerequisite: VTEC 1023 (or VTEC 102), VTEC 1031 (or VTEC 103), VTEC 1041 (or VTEC 104), VTEC 1054 (or VTEC 105), VTEC 1051 (or VTEC 105L), and BIOL 2103 and BIOL 2101 (or BIOL 2104 or BIOL 210), all with grade "C" or better

Co-requisite: VTEC 1353

VTEC 1353 (VTEC 135) Clinical Pathology I

Lecture 3, Lab 0, Credit 3

Studies fundamentals of hematology, urinalysis, and parasitology. Emphasis is placed on testing procedures, clinical significance of the tests, and quality control on performing tests. Parasite life cycles are covered with a focus on client education.

Prerequisite: VTEC 1023 (or VTEC 102), VTEC 1031 (or VTEC 103), VTEC 1041 (or VTEC 104), VTEC 1054 (or VTEC 105), VTEC 1051 (or VTEC 105L), and BIOL 2103 and BIOL 2101 (or BIOL 2104 or BIOL 210), all with grade "C" or better

Co-requisite: VTEC 1351

VTEC 1412 (VTEC 141) Anesthesia for Veterinary Technicians

Lecture 2, Lab 0, Credit 2

Focuses on the fundamentals of anesthesia safety and efficacy. Covers anesthesia monitoring, post-anesthesia care, pain management, and emergency procedures. Emphasis is on small animal anesthesia but large animal and exotics will also be covered.

Prerequisite: VTEC 1023 (or VTEC 102), VTEC 1031 (or VTEC 103), VTEC 1041 (or VTEC 104), VTEC 1054 (or VTEC 105), VTEC 1051 (or VTEC 105L), and BIOL 2103 and BIOL 2101 (or BIOL 2104 or BIOL 210), all with grade "C" or better

Co-requisite: None

VTEC 1613 (VTEC 161) Imaging for Veterinary Technicians

Lecture 3, Lab 0, Credit 3

Focuses on the fundamentals of taking quality radiographs while following safe radiological procedures. Explores alternative imaging technologies with an emphasis on training of basic techniques used in sonography. This course requires a lab fee.

Prerequisite: VTEC 1082 (or VTEC108), VTEC 1212 (or VTEC 121), VTEC 1232 (or VTEC 123), VTEC 1353 (or VTEC 135), VTEC 1351 (or VTEC 135L), and VTEC 1412 (or VTEC 141), all with grade "C" or better

Co-requisite: None

VTEC 1711 (VTEC 171) Exotic Animal Medicine for Veterinary Technicians

Lecture1, Lab 0, Credit 1

Introduces current medical practices and husbandry issues in exotic animal veterinary medicine. Exotic animal species will include birds, small mammals, amphibians and reptiles, zoo and wild animals.

Prerequisite: VTEC 1082 (or VTEC 108), VTEC 1212 (or VTEC 121), VTEC 1232 (or VTEC 123), VTEC 1353 (or VTEC 135), VTEC 1351 (or VTEC 135L), VTEC 1412 (or VTEC 141), all with grade "C" or better.

Co-requisite: None

VTEC 1872 (VTEC 187) Clinical Externship I

Lecture 0, Lab 16, Credit 2

Provides first-hand supervised clinical experience in a small animal facility. Note that this externship course is only offered during the eight (8) week summer term.

Prerequisite: VTEC 1802 (or VTEC 108), VTEC 1212 (or VTEC 121), VTEC 1232 (or VTEC 123), VTEC 1353 (or VTEC 135), VTEC 1351 (or VTEC 135L), and VTEC 1412 (or VTEC 141), all with grade "C" or better

Co-requisite: None

VTEC 2053 (VTEC 205) Small Animal Medicine

Lecture 3, Lab 0, Credit 3

Focuses on the common diseases of the dog and the cat. Emphasis is placed on diagnostic testing, treatment protocols, client education, disease prevention, nutrition, and wellness. Common vaccinations and vaccine protocol are discussed, as well as zoonotic diseases and health hazards in a veterinary facility.

Prerequisite: VTEC 1613 (or VTEC 161), VTEC 1711 (or VTEC 171), and VTEC 1872 (or VTEC 187), all with grade "C" or better

Co-requisite: None

VTEC 2112 (VTEC 211) Laboratory Animal Medicine and Nursing

Lecture 2, Lab 0, Credit 2

Provides an overview of principles and practices employed in animal research facilities. Husbandry techniques and the ethical treatment of animals are covered. Common laboratory animal species are also discussed as pets. The common laboratory animals species discussed in this course include rats, mice, gerbils, hamsters, guinea pigs, and rabbits. Breeds of each species are also covered. This class requires a course fee.

Prerequisite: VTEC 2053 (or VTEC 205), VTEC 2212 (or VTEC 221), VTEC 2274 (or VTEC 227), VTEC 2352 (or VTEC 235), and VTEC 2414 (or VTEC 241), all with grade "C" or better

Co-requisite: None

VTEC 2212 (VTEC 221) Animal Nursing Skills II

Lecture 2, Lab 0, Credit 2

Enhances some of the basic skills that a veterinary technician will perform routinely in the diagnostic and surgical areas of a veterinary practice. This course requires a student fee.

Prerequisite: VTEC 1212 (or VTEC 121), VTEC 1613 (or VTEC 161), VTEC 1711 (or VTEC 171), and VTEC 1872 (or VTEC 187), all with grade "C" or better

Co-requisite: None

VTEC 2274 (VTEC 227) Clinical Externship II

Lecture 0, Lab 16, Credit 4

Provides supervised clinical experience to the veterinary technician student.

Prerequisite: VTEC 1613 (or VTEC 161), VTEC 1711 (or VTEC 171), and VTEC 1872 (or VTEC 187), all with grade "C" or better

Co-requisite: VTEC 2212

VTEC 2352 (VTEC 235) Clinical Pathology II

Lecture 1, Lab 3, Credit 2

Introduces the veterinary technician student to clinical chemistry, cytology, immunology and endocrine testing of clinical animal samples. This course is cumulative in nature, as students will incorporate previously learned procedures from Clinical Pathology (VTEC 1353 or VTEC 135) and Laboratory (VTEC 1351 or VTEC 135L) to these new assays. This course requires a lab fee.
Prerequisite: VTEC 1353 (or VTEC 135), VTEC 1351 (or VTEC 135L), VTEC 1613 (or VTEC 161), VTEC 1711 (or VTEC 171), and VTEC 1872 (or VTEC 187), all with grade "C" or better
Co-requisite: None

VTEC 2414 (VTEC 241) Large Animal Medicine and Nursing
Lecture 3, Lab 3, Credit 4
Introduces the fundamentals of large animal husbandry and basic techniques of sample collection and nursing care of large animal species. Techniques include venipuncture, injections, and administration of oral medication. Common diseases of the horse and other large animal species are investigated. Herd health management, preventative medicine, common vaccinations, parasite control programs, and breeds of large animal species are covered.
Prerequisite: VTEC 1613 (or VTEC 161), VTEC 1711 (or VTEC 171), and VTEC 1872 (or VTEC 187), all with grade C or higher
Co-requisite: None

VTEC 2512 (VTEC 251) Trends in Veterinary Technology
Lecture 2, Lab 0, Credit 2
Introduces the veterinary technician student to current and future trends occurring in both veterinary medicine and veterinary technology. Guest speakers will discuss many of these trends.
Prerequisite: VTEC 2053 (or VTEC 205), VTEC 2212 (or VTEC 221), VTEC 2274 (or VTEC 227), VTEC 2352 (or VTEC 235), and VTEC 2414 (or VTEC 241), all with grade "C" or better
Co-requisite: None

VTEC 2574 (VTEC 257) Clinical Externship III
Lecture 0, Lab 16, Credit 4
Provides the student with further practice of the fundamentals of veterinary technology that they have learned throughout the Program, including both veterinary technician skills, client relations, and management skills. Students will perform these skills at various veterinary facilities, which may include research facilities, large animal facilities, emergency care facilities, zoos, or veterinary clinics.
Prerequisite: VTEC 2053 (or VTEC 205), VTEC 2212 (or VTEC 221), VTEC 2274 (or VTEC 227), VTEC 2352 (or VTEC 235), and VTEC 2414 (or VTEC 241), all with grade "C" or better
Co-requisite: None

Welding (WELD)

WELD 1113 Welding Fundamentals
Lecture 3, Lab 0, Credit 3
Covers weld symbol interpretation and welding detail drawings. Introduces fundamentals of welding equipment operation, polarity, equipment types, safety and systems set-up (including welding-related equipment connection and welding-tool procedures). This course requires a lab fee.
Prerequisite: None
Co-requisite: CORE 1003

WELD 1211 Cutting Processes
Lecture 0 Lab 3, Credit 1
Introduces principles of cutting with an Oxyfuel (OFC) apparatus, cylinder and equipment safety, proper handling and setup, including practice cutting mild steel using both the manual and motorized process. Includes the safe operation of Carbon Arc Cutting (CAC) and Plasma Arc Cutting (PAC) equipment, with practice cutting and gouging ferrous and non-ferrous metals. This course requires a lab fee.
Prerequisite: CORE 1003 and weld 1113
Co-requisite: None

WELD 1318 SMAW I (Fillet Weld)
Lecture 1, Lab 14, Credit 8
Introduces safe set-up and operation of Shielded Metal Arc Welding (SMAW) equipment. Students will practice single- and multi-pass fillet welds in horizontal, vertical, and overhead positions with various electrodes. This course requires a lab fee.
Prerequisite: WELD 1211
Co-requisite: None

WELD 1419 SMAW II(V-Groove Open, BU/Gouge, & Plate 2G-4G)
Lecture 1, Lab 16, Credit 9
PENDING: Practices safe setup and operation of Shielded Metal Arc Welding (SMAW) equipment for open V-Groove welds, join preparation, proper weld quality, and qualification testing. Students will practice welding open V-Groove welds, with backing or back gouging, in the flat, horizontal, vertical, and overhead positions. This course requires a lab fee.
Prerequisite: WELD 1318
Co-requisite: None

WELD 1519 SMAW III (Pipe Welds 2G-6G)
Lecture 1, Lab 16, Credit 9
PENDING: Introduces safe setup and principles of Shielded Metal Arc Welding (SMAW) in the 2G vertical fixed position, 5G horizontal fixed position, and the 6G-45o fixed position. Students will review joint preparation, proper weld quality, and qualification testing. This course requires a lab fee.
Prerequisite: WELD 1419
Co-requisite: None

WELD 2116 GTAW (Pipe 2G-6G)
Lecture 1, Lab 10, Credit 6
Introduces the principles and safe equipment setup of, and the components and consumables for Gas Tungsten Arc Welding (GTAW). Students will practice welding beads (fillet welds) and groove welds in the flat, horizontal, vertical, and overhead positions using carbon-steel consumables. Covers the 2G vertical fixed, 5G horizontal fixed, and 6G-45o fixed position pipe joints. This course requires a lab fee.
Prerequisite: WELD 1519
Co-requisite: None

WELD 2213 FCAW (Fillet & Groove Welds)
Lecture 1, Lab 4, Credit 3

Introduces the principles and components for Flux-Cored Arc Welding (FCAW). Students will practice fillet welds in the flat, vertical, horizontal, and overhead positions. Students will also practice V-groove welding with backing or back-gouging in the flat, horizontal, vertical, and overhead positions. This course requires a lab fee.
Prerequisite: WELD 1519
Co-requisite: None

WELD 2313 GMAW (Fillet & Groove Welds)
Lecture 1, Lab 4, Credit 3
Applies the principles of Gas Metal Arc Welding (GMAW) to prepare fillet welds and open V-groove welds in the flat, horizontal, vertical, and overhead positions. Students will also prepare spray fillet welds and spray arc groove welds in the flat and horizontal positions. This course requires a lab fee.
Prerequisite: WELD 1519
Co-requisite: None

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

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