



## Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to Award Certificates and the Associate Degree

Delgado Community College, a member of the Louisiana Community and Technical College System, is an approved multi-campus, two-year college by the actions of the Louisiana State Legislature, the City Council of New Orleans, the Board of Supervisors for the Louisiana Community and Technical Colleges System, the Louisiana Board of Regents, and the U.S. Office of Education.

The college is a member of the Conference of Louisiana Colleges and Universities, American Association of Community Colleges, Association of Universities Evening Colleges, and American Technical Education Association.

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

Delgado Community College assures equal opportunity for all qualified persons without regard to race, color, religious or political affiliation, gender, sexual orientation, citizenship, national origin, age, disability/handicap or marital status or veteran's status, pregnancy, childbirth and related medical conditions, and the sickle cell trait in the admission to, participation in or employment in programs and activities of the College.

Delgado Community College has designated a 504/ADA Coordinator who can be reached at 504-762-3004. Delgado Community College provides academic adjustments and auxiliary aids to qualified students.

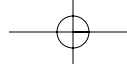
Delgado Community College does not discriminate on the basis of race, color, gender, religion, national origin, age, or disability. Any student with concerns or complaints about services offered should contact the College's 504/ADA Coordinator.

This catalog supersedes all catalogs previously published. Policies, regulations, and procedures contained herein were in effect as the publication went to press. The college reserves the right to make administrative and policy changes regarding any items published in this catalog.

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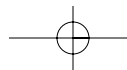
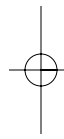
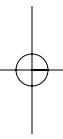


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The following is a listing of programs of study and their respective industry-related accrediting agencies:

Program Name	Accrediting Agencies
<b>ALLIED HEALTH</b>	
Diagnostic Medical Sonography Emergency Medical Technician-Paramedic	Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, FL 33756 727-210-2350 www.caahep.org
Dietetic Technician	Commission on Accreditation for Dietetics Education (CADE) 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995 800-877-1600, ext. 5400 <a href="http://eatright.org/cps/rde/xchg/ada/hs.xsl/CADE_8195_ENU_HTML.htm">http://eatright.org/cps/rde/xchg/ada/hs.xsl/CADE_8195_ENU_HTML.htm</a>
Funeral Service Education	<i>Caution: Students applying for admission to the funeral service program should contact their respective state boards of funeral service regarding the state board's approval of this particular program of instruction.</i>
Health Information Technology	Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) 233 N. Michigan Avenue, 21st Floor Chicago, IL 60601-5519 312-233-1129 www.cahiim.org
Medical Laboratory Technician	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 8410 W. Bryn Mawr Avenue, Suite 670 Chicago, IL 60631-3415 773-714-8880 www.naacls.org
Nuclear Medicine Technology	Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) 2000 W. Danforth Rd., Suite 130, #203 Edmond, OK 73003 405-285-0546 www.jrcnmt.org
Occupational Therapy Assistant	Accreditation Council for Occupational Therapy Education (ACOTE) P.O. Box 31220 Bethesda, MD 20824-1220 301-652-2682 www.aota.org

Program Name	Accrediting Agencies
Ophthalmic Medical Assistant	Commission on Accreditation of Ophthalmic Medical Programs (CoA-OMP) 2025 Woodlane Drive St. Paul, MN 55125 651-731-7237 <a href="http://www.jcahpo.org/CoA-OMP/about/">http://www.jcahpo.org/CoA-OMP/about/</a>
Pharmacy Technician	American Society of Health-System Pharmacists (ASHP) 7272 Wisconsin Avenue Bethesda, MD 20814 301-657-3000 <a href="http://www.ashp.org">www.ashp.org</a>
Physical Therapist Assistant	Commission on Accreditation in Physical Therapy Education (CAPTE) 1111 N. Fairfax Street Alexandria, VA 22314 703-706-3245 <a href="http://www.apta.org">www.apta.org</a>
Radiation Therapy Radiologic Technology	Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182 312-704-5300 <a href="http://www.jrcert.org">www.jrcert.org</a>
Respiratory Care Technology	Committee on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road Bedford, TX 76021 817-283-2835 <a href="http://www.coarc.org">www.coarc.org</a>
Surgical Technology	Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, FL 33756 727-210-2350 <a href="http://www.caahep.org">www.caahep.org</a>
Veterinary Technology	American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) 1931 N. Meacham Road, Suite 100 Schaumburg, IL 60173-4360 800-248-2862, ext. 6624 <a href="http://www.avma.org">www.avma.org</a>

<b>Program Name</b>	<b>Accrediting Agencies</b>
<b>Business and Technology</b>	
Accounting Business Administration Business and Management Administrative Office Technology Computer Information Technology	Association of Collegiate Business Schools and Programs (ACBSP) 7007 College Boulevard, Suite 420 Overland Park, KS 66211 913-339-9356 www.acbsp.org
Architectural/Design Construction Technology Biomedical Equipment Repair Civil Construction Technology Computer Aided Design and Drafting Computer and Electronics Service Technology Computer Network Technology Construction Management Technology Safety and Health Technology	National Association of Industrial Technology (NAIT) 3300 Washtenaw Avenue, Suite 220 Ann Arbor, MI 48104 734-677-0720 www.nait.org
Electrical-Electronics Engineering Technology	Accreditation Board for Engineering and Technology, Inc. (ABET) 111 Market Place, Suite 1050 Baltimore, MD 21202 410-347-7700 www.abet.org
Culinary Arts	Accrediting Commission of the American Culinary Federation Foundation 180 Center Place Way St. Augustine, FL 32095 800-624-9458 www.acfcchefs.org
Hospitality Management	Accreditation Commission for Programs in Hospitality Administration (ACPHA) C/O Dorothy Fenwick, PhD P.O. Box 400 Oxford, MD 21654 410-226-5527 www.acpha-cahm.org
Motor Vehicle Technology	National Automotive Technicians Education Foundation, Inc. (NATEF) 101 Blue Seal Drive S.E., Suite 101 Leesburg, VA 20175 703-669-6650 www.natef.org



<b>Program Name</b>	<b>Accrediting Agencies</b>
<b>Charity School of Nursing</b>	
Nursing	National League for Nursing Accrediting Commission (NLNAC) 61 Broadway, 33rd Floor New York, NY 10006 800-669-1656 ext. 451 www.nlnac.org
Practical Nursing	Louisiana State Board of Practical Nurse Examiners (LSBPNE) 3421 N. Causeway Blvd., Suite 505 Metairie, LA 70002 504-838-5791 www.lsbpne.com

# 2009

CALENDAR

AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
<sup>23</sup> <sub>30</sub>	<sup>24</sup> <sub>31</sub>	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31

NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

# 2010

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	1	2	3	4	5	6		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
<sup>24</sup> <sub>31</sub>	25	26	27	28	29	30	28							28	29	30	31			

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1			1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		<sup>23</sup> <sub>30</sub>	<sup>24</sup> <sub>31</sub>	25	26	27	28	29	27	28	29	30			

JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

# ACADEMIC CALENDAR DELGADO COMMUNITY COLLEGE

## FALL SEMESTER 2009

August 10, 2009 – December 9, 2009

### AUGUST

- 10–11 Monday – Tuesday . . . . . College Faculty/  
Staff Convocation
- 12–14 Wednesday – Friday  
9 a.m. – 7 p.m. . . . . Web/in-person Registration
- 15 Saturday  
9 a.m. – Noon. . . . . Web/in-person Registration
- 15 Saturday . . . . . CLASSES BEGIN**
- 17–18 Monday – Tuesday  
9 a.m. – 7 p.m. . . . . Late Registration,  
Drop/Add on the Web  
1 p.m. – 7 p.m. . . . . Late Registration,  
Drop/Add in Person
- 18 Tuesday, 7 p.m. . . . . Final Date to Register,  
Add Courses, Change Sections,  
Change from Credit to Audit  
or Audit to Credit.  
Last Date for Admission to  
the College for Semester.
- 31 Monday. . . . . Official Fourteenth Class Day**

### SEPTEMBER

- 7 Monday . . . . . Labor Day Holiday, No Classes
- 16 Wednesday, 6 p.m. . . . . Final Day for Dropping  
*Minisession One* Courses  
with a “W”
- 28 Monday, 8 a.m. . . . . Beginning of Midterm Exams

### OCTOBER

- 2 Friday, 4:30 p.m. . . . . Second Deadline to Apply for  
December Graduation.**  
After this date a “late fee” will  
be assessed.
- 3 Saturday. . . . . End of Midterm Exams
- 6 Tuesday, 1 p.m. . . . . Midterm Grading Period Ends
- 6 Tuesday . . . . . Final Date for Completion of  
Non-Traditional Credits  
for Semester
- 10–13 Saturday – Tuesday . . . . . Fall Holiday, No Classes
- 12 Monday . . . . . Staff Convocation
- 16 Friday, 4:30 p.m. . . . . Last Day to Apply for  
December Graduation.**  
Applications received after this  
date will be processed for May  
Graduation.

### 26 – Jan. 1

- Monday – Friday. . . . . Spring 2010 Advanced  
Registration on the Web for  
Continuing, Transfer and Readmit

### 26 – Dec. 18

- Monday – Friday. . . . . Spring 2010 Advanced  
Registration in person for  
Continuing, Transfer,  
Readmit, and New Students

### NOVEMBER

- 4 Wednesday, 6 p.m. . . . . Final Day for Dropping Fall  
Semester Courses with a “W” or  
Withdrawing from College
- 6 Friday, 4:30 p.m. . . . . First Priority Deadline to  
Apply for May Graduation**
- 16 Monday, 4:30 p.m. . . . . Final Day for Dropping  
*Minisession*  
*Two* Courses with a “W”
- 17 Tuesday, 6 p.m. . . . . Last Day for Reinstatement to be  
Processed in Registrar’s Office
- 25–29 Wednesday – Sunday . . . . . Thanksgiving Holidays,  
No Classes
- 30 Monday . . . . . Last Day of Class

### DECEMBER

- 1 Tuesday, 8 a.m. . . . . Beginning of Final Exams
- 5 Saturday. . . . . Final Exam for Saturday Classes
- 7 Monday, 11 p.m. . . . . End of Final Exam
- 8 Tuesday, 1 p.m. . . . . Final Grading Period Ends;  
Gradebooks Due in Divisional  
Offices
- 9 Wednesday 4:30 p.m. . . . . End of Fall Semester
- 11 Friday, 10 a.m. . . . . Commencement

FALL 2009 MINISESSIONS  
 SESSION 1: August 17 – October 2  
*Registration:* August 12 – 15  
*Last day to drop courses with a “W”:* September 16  
*Final Exams:* October 2  
 SESSION 2: October 5 – November 27  
*Registration:* August 12 – 15 and  
 September 28 – October 2  
*Last day to drop courses with a “W”:* November 16  
*Final Exams:* December 1

### Fall Semester Refund Schedule

- Withdrawal From College/  
Reduction in Credit Hours
- Through August 18 . . . . . 100%
- August 19 – 21 . . . . . 50%
- Aug. 22 – 31 . . . . . 25%
- After Aug. 31 . . . . . NONE

SPRING SEMESTER 2009

JANUARY 11, 2010 – MAY 12, 2010

JANUARY

- 11–12 Monday – Tuesday . . . . .College Faculty/  
Staff Convocation
- 13–15 Wednesday – Friday  
9 a.m. – 7 p.m.. . . . .Web/in-person Registration
- 16 Saturday, 9 a.m. – Noon .Web/in-person Registration
- 16 Saturday . . . . .CLASSES BEGIN**
- 18 Monday . . . . .Martin Luther King, Jr. Holiday,  
No Classes
- 19–20 Tuesday – Wednesday  
9 a.m. – 7 p.m.. . . . .Late Registration,  
Drop/Add on the Web  
1 p.m. – 7 p.m.. . . . .Late Registration,  
Drop/Add in Person
- 20 Wednesday, 7 p.m.. . . . .Final Date to Add Courses,  
Change Sections, Change from  
Credit to Audit or Audit to Credit.  
Last Date for Admission to the  
College for Semester

FEBRUARY

- 2 Tuesday . . . . .Official Fourteenth Class Day**
- 13–17 Saturday – Wednesday . .Mardi Gras Holidays, No Classes
- 24 Wednesday . . . . .Final Day for Dropping  
*Minisession One* Courses with a “W”

MARCH

- 5 Friday, 4:30 p.m. . . . .Second Deadline to Apply for  
May Graduation.** After this date  
a “late fee” will be assessed.
- 8 Monday, 8 a.m.. . . . .Beginning of Midterm Exams
- 13 Saturday . . . . .End of Midterm Exams
- 16 Tuesday, 1 p.m. . . . .Midterm Grading Period Ends
- 16 Tuesday . . . . .Final Date for Completion of  
Non-Traditional Credits for Semester
- 19 Friday, 4:30 p.m. . . . .Last Date to Apply for May  
Graduation.** Applications  
received after this date will be  
processed for December  
Graduation.
- 22 – May 21  
Monday – Friday . . . . .Summer/Fall 2010 Advanced  
Registration in Person or  
by Web for Continuing, Transfer,  
Readmit, and New Students

APRIL

- 1–4 Thursday – Sunday . . . . .Spring Holiday, No Classes
- 6 Tuesday, 6 p.m.. . . . .Final Day for Dropping Spring  
Semester Courses with a “W” or  
Withdrawing from College

- 9 Friday, 4:30 p.m. . . . .First Priority Deadline to Apply  
for December Graduation**
- 14 Wednesday, 7 p.m. . . . .College Honors Convocation
- 14 Wednesday, 6 p.m.. . . . .Final Day for Dropping  
*Minisession Two* Courses with a “W”
- 26 Monday, 4:30 p.m.. . . . .Last Date for Reinstatement to  
be Processed in Registrar’s Office

MAY

- 3 Monday . . . . .Last Day of Class
- 3 Monday . . . . .*Minisession Two* ends
- 4 Tuesday, 8 a.m.. . . . .Beginning of Final Exams
- 8 Saturday . . . . .Final Exams for Saturday Classes
- 10 Monday, 11 p.m.. . . . .End of Final Exams
- 11 Tuesday, 1 p.m.. . . . .Final Grading Period Ends;  
Grade Books Due in Divisional  
Offices
- 12 Wednesday, 4:30 p.m.. . .End of Spring Semester
- 13 Thursday, 7 p.m. . . . .Commencement
- 31 Monday . . . . .Memorial Day Holiday, College  
Closed

SPRING 2010 MINISESSIONS  
 SESSION 1: January 19 – March 8  
*Registration:* January 13 – 16  
*Last day to drop courses with a “W”:* February 24  
*Final Exams:* March 12  
 SESSION 2: March 16– May 3  
*Registration:* January 13 – 16 and  
 March 8 – 12  
*Last day to drop courses with a “W”:* April 14  
*Final Exams:* May 4

Spring Semester Refund Schedule  
 Withdrawal From College/  
 Reduction in Credit Hours  
 Through January 20 . . . . . 100%  
 January 21 – 25 . . . . . 50%  
 January 26 – February 3 . . . . . 25%  
 After February 2 . . . . . NONE

INTERSESSION 2010: May 10 – May 28  
*Registration:* May 3 – 7  
*Last day to drop courses with a “W”:* May 21  
*Final Exams:* June 1

SUMMER SESSION 2010

June 1, 2010 – July 29, 2010

JUNE

- 1 – 2 Tuesday – Wednesday  
9 a.m. – 7 p.m. . . . . Web/in person Registration
- 3 THURSDAY . . . . . CLASSES BEGIN**
- 3 – 4 Thursday – Friday  
9 a.m. – 7 p.m. . . . . Late Registration, Drop/Add on the Web  
1 p.m. – 7 p.m. . . . . Late Registration, Drop/Add in person
- 4 Friday . . . . . Final Date to Register, Add Courses, Change Sections, Change from Credit to Audit, or Audit to Credit. Last Date for Admission to the College for the Semester.
- 15 Tuesday . . . . . Official Seventh Class Day**
- 21 – Aug. 6  
Monday – Friday . . . . . Fall 2010 Advanced Registration in Person or by Web for Continuing, Transfer, Readmit or New Students
- 23 Wednesday, 8 a.m. . . . . Beginning of Midterm Exams
- 29 Monday . . . . . Ending of Midterm Exams

JULY

- 1 Thursday, 1 p.m. . . . . Midterm Grading Period Ends
- 5 Monday . . . . . **Independence Day Holiday, No Classes**
- 12 Monday, 4:30 p.m. . . . . Final Day for Dropping Courses with a “W” or Withdrawing from College
- 14 Wednesday, 6 p.m. . . . . Last Date for Reinstatement to be Processed in Registrar’s Office
- 21 Wednesday . . . . . Last Day of Class
- 22 Thursday, 8 a.m. . . . . Beginning of Final Exams
- 27 Tuesday . . . . . End of Final Exams
- 29 Thursday, 1 p.m. . . . . Final Grading Period Ends; Grade Books Due in Divisional Offices
- 29 Thursday, 4:30 p.m. . . . . End of the Summer Session

Summer Session Refund Schedule  
 Withdrawal From College/  
 Reduction in Credit Hours  
 Through June 4 . . . . . 100%  
 June 5 – 10 . . . . . 50%  
 June 11 – 15 . . . . . 25%  
 After June 15 . . . . . NONE



# MISSION STATEMENT DELGADO COMMUNITY COLLEGE

## HISTORY

For over 80 years Delgado has served the various educational needs of the New Orleans community. In 1909, a New Orleans businessman and philanthropist, Isaac Delgado, donated funds for establishing a manual trades school for boys. From its opening in 1921 as a school for vocational education in the metal and woodworking trades, the mission of the school has changed dramatically. Today the students are men and women of all ages who reflect the diversity of the New Orleans metropolitan area. Delgado is a comprehensive community college and a major institution of higher education in the State of Louisiana. It is a center for professional and advanced technology career education, education in the arts and sciences, and traditional occupational education. From its original location on City Park Avenue, in the heart of New Orleans, the College has expanded to numerous sites, including the West Bank Campus, the historic Charity School of Nursing, and the Northshore.

## VISION

Delgado Community College is a diverse, dynamic, comprehensive community college committed to student success through innovative leadership, excellence in teaching and learning, and the cultural enrichment of the community it serves.

## CORE VALUES

At Delgado Community College, we value:

- The worth of each individual
- Lifelong learning and the pursuit of knowledge
- Excellence in teaching in an accessible, learning-centered environment

- Meeting the needs of a changing workforce
- The cultural diversity of our students, faculty, staff, and administration
- Public trust and personal and professional integrity and accountability
- Our responsibility to community, state, nation, and world

## MISSION STATEMENT

Delgado Community College provides a learning-centered environment in which to prepare students from diverse backgrounds to attain their educational, career, and personal goals, to think critically, to demonstrate leadership, and to be productive and responsible citizens.

## GOALS FOR 2007-2012

- Goal 1: Facilities – Recover and strengthen the college's infrastructure.
- Goal 2: Faculty and Staff – Build the faculty and staff.
- Goal 3: Programs – Strengthen programs to meet students' educational, career, and personal goals.
- Goal 4: Workforce Development Education – Lead workforce and economic development in the region.
- Goal 5: Funding – Increase organizational capacity to raise additional revenue.
- Goal 6: Strategic Plan – Update the college-wide Strategic Plan annually, complete the associated annual tactical plans, and implement all other tactical plans as needed.
- Goal 7: Public Relations – Strengthen marketing efforts and build promotional publications.
- Goal 8: Diversity – Enhance efforts to promote diversity to achieve excellence.





## DEVELOPMENT OF THE COLLEGE AND THE CAMPUSES

### THE COLLEGE

Delgado Community College is an institution of higher education managed by the Board of Supervisors for Community and Technical Colleges. Located in the center of the metropolitan area surrounding the City of New Orleans, the College serves 15,000 students each semester. With a full-time faculty of almost four hundred, Delgado is one of the largest institutions of higher education in Louisiana. September 2006 marked Delgado's 85<sup>th</sup> anniversary.

The original benefactor of the College was Isaac Delgado, a nineteenth-century Jamaican immigrant who became a wealthy New Orleans businessman and sugar planter. Among the beneficiaries of his philanthropy were the arts, medicine, and education. In a 1909 codicil to his will, Mr. Delgado bequeathed the residue of his estate to the City of New Orleans to establish a manual trade school for young boys. With funds from this bequest, land was purchased for the current fifty-seven-acre City Park Campus adjacent to New Orleans Municipal City Park. The original building on City Park Avenue was constructed and furnished with the bulk of the bequest. In September of 1921, Delgado Central Trades School opened its doors with a program of vocational trades for 1300 boys and young men. After thriving in the 1920s, Delgado was left without adequate funding during the years of the Great Depression. Revived during World War II by the need for technically skilled workers in aircraft construction and maintenance, and in the metal and woodworking trades, Delgado had a brief period of glory in the 1940s, only to once again fall into desperate financial straits during the 1950s.

In the mid-fifties, under the leadership of its Director, Marvin E. Thames, Sr., Delgado began to search for a new mission and adequate funding. In 1956-1957, Tulane University conducted a survey of Delgado's

role and scope in the changing local economy. Its recommendations included the following: Delgado should be expanded to a technical institute at the junior college level; its main function should be to provide post-high school educational programs for technicians; and the school should be properly funded. The recommendations were adopted by the Delgado Board of Managers and the New Orleans City Council. As a result, the name of the institution was changed to Delgado Trades and Technical Institute, and a technical two-year college program was implemented. In 1960, the first graduates of Delgado Institute received their college degrees.

By action of the Louisiana State Legislature and the New Orleans City Council, in 1966 Delgado Institute became Isaac Delgado College and then Delgado Vocational-Technical Junior College and was recognized and approved as a model multi-campus, comprehensive community/junior college for Louisiana. Dr. Thames became its first President. Four years later, in 1970, Act 446 of the State Legislature (based on a 1969 New Orleans City Council Resolution) transferred control of Delgado College from the City of New Orleans to the Louisiana State Board of Education. Delgado was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools in 1971; the accreditation was reaffirmed in 1975, 1986, 1996, and 2008. The College name was changed to Delgado Community College by Legislative act in 1980. In 1982 the central administration of the College was moved into a new building at 501 City Park Avenue, adjacent to the City Park Campus. Since the early 1970s, with state funding for students and facilities, not only has the original City Park Campus developed dramatically, but other new campuses and learning sites have brought Delgado Community College to all areas of metropolitan New Orleans.

## THE CAMPUSES

### City Park Campus

Centrally located on City Park Avenue, the City Park Campus serves the urban area of the city of New Orleans. This campus is the original site of Delgado Community College and remains the largest campus, with approximately 8,000 students and more than 60 academic programs.

The City Park Campus consists of over eleven buildings that house classrooms, laboratories, and support areas. Two major buildings were constructed and opened in 1970: the Francis E. Cook Building and the Moss Memorial Library Building.

During the past decade, many of the facilities on the City Park Campus have been expanded and renovated. In 1981, the first phase of a complete renovation of Isaac Delgado Hall was completed. In this phase, a three-story structure was built to fill in the original building's central courtyard, valuable lecture and laboratory facilities were added, and the South Wing was renovated to include a splendid art gallery. In late 1984, renovations were finished on the East and West wings of Delgado Hall, and in 1987 all other Delgado Hall renovations were finished.

Until 1982, Delgado's central administrative offices were in two buildings on the City Park Campus. In early 1982, a new administration building was opened on the periphery of the City Park Campus. This facility centralized the college's administrative functions and freed considerable office and classroom space on the City Park Campus. Though damaged by Hurricane Katrina, the administration building will be renovated and reoccupied by fall 2009.

In early 1984, the Henry S. Braden Sr. Vocational Technical Center, located adjacent to Delgado Hall, was completed. This three-building technical shop complex contains the Judge Bernard J. Bagert Sr. Welding Lab, the Harry J. Batt Sr. Carpentry Lab, the Adam R. Haydel Sr. Automotive Lab, and the Charles D. Lancaster Sr. Machinist Lab.

In the 1990s, extensive renovations were completed on the City Park Campus. A gymnasium in the Michael L. Williamson Building allows the Delgado basketball teams to play home games on campus. Additionally, the City Park Campus is a leader in telecommunications, with a fiber optic network

that connects several hundred computers across the campus.

Responding to developments in higher education across the country, the success of comprehensive community colleges in workforce education, the documented success of community college graduates, and the need to manage physical and capital resources, in 1997 the Louisiana Legislature enacted legislation merging the Louisiana Technical College-New Orleans Campus and Delgado Community College. Subsequent legislation and a constitutional amendment created a community and technical college system which currently includes Delgado Community College and six other community colleges, two community and technical colleges, and one technical college with forty statewide campuses under a new management Board of Supervisors, effective July 1, 1999. The purpose of the 1997 legislation, Act 917, was to merge the "Orleans Regional Technical Institute" (LTC-NOC) with Delgado Community College effective July 1, 1997, and to transfer "the funds, property, obligations, programs, and functions" of LTC-NOC from the State Board of Elementary and Secondary Education to Delgado. The building housing the LTC-NOC and the property on Navarre and Orleans Avenues have been incorporated into the City Park Campus as Building 2. This building is a multi-functional classroom, laboratory, administrative, and faculty office building of more than 150,000 square feet. Upon the completion of renovations, Building 2 will house Student Affairs and Workforce Development offices and several academic classrooms.

### Workforce Development and Education

The Workforce Development and Education programs enhance the quality of life of diverse populations through comprehensive educational programs and services that promote personal, professional, and economic development. Through targeted outreach and utilizing a variety of traditional and non-traditional delivery systems, Delgado provides flexible educational services, including non-credit continuing education, workforce development, and customized professional training for business, industry, and governmental agencies.

### Charity School of Nursing Campus

The Charity School of Nursing, which has been in continuous operation since 1894,

joined with Delgado Community College in 1990 to develop a new Nursing program offering an associate of science degree. The school quickly reached full capacity enrollment of 500 students. In December 1992, 118 students graduated, the first class with an Associate of Science degree in Nursing. Upholding the proud heritage of nursing education upon which this new program was modeled, the Delgado Community College Charity School of Nursing offers excellence in nursing education and a strong commitment to serve the citizens of the State of Louisiana.

In the 1997 merger of the Louisiana Technical College, New Orleans Campus, with Delgado Community College, the Practical Nursing Program moved to the Nursing Campus. The School of Nursing is located in downtown New Orleans and is part of the city's major medical complex. The Education Building, completed in 1972, houses classrooms, an audiovisual center (including a television studio), a library, conference rooms, faculty and administrative offices, and a gymnasium. The library holdings include over 100 periodicals in addition to books and other reference materials to serve the academic needs of students. A computer lab is available to students to provide enhanced learning experiences.

#### **West Bank Campus**

The West Bank Campus is the only public institution of higher education on the West Bank of the Mississippi River, serving students from several adjacent parishes, including Orleans, Jefferson, Plaquemines, St. Charles, and St. John. The Campus currently serves approximately 3,000 students enrolled in a variety of day, evening, and Saturday classes. To accommodate the needs of a diverse community, all courses and programs are offered in several convenient formats: classroom lecture, labs, and online courses. Additionally, the Campus schedules a variety of evening classes at John Ehret High School in Marrero.

The Delgado West Bank Campus was established in 1967 on 13.7 acres of land acquired from the U. S. Navy Surplus Property department. During its first year of operation, approximately 500 students were enrolled. Unfortunately, in 1970, the Campus was destroyed by a fire, and as a result of limited financial resources, the Campus was closed and operations ceased.

In August 1974 a new classroom building

was completed, and educational services resumed on the West Bank Campus, with an initial enrollment of 750 students. The following year, enrollment more than doubled to 1550. Building 1 now houses Business, Technology, and Math Division programs, the U. S. Small Business Development Center, the GED Adult Education Program, a state-of-the-art Compressed Video Center, the Office of Distance Learning, a learning resource center, and labs. The Annex to Building 1 accommodates the current Student Life Center and a large multi-function room used for special events. The Vocational-Technical facility (Building 2) was completed in 1978 and expanded in 1991. Currently housed in Building 2 are several large classrooms and labs, an art studio, the Massage Therapy Program, the library, the Testing Center, and a Fitness Center.

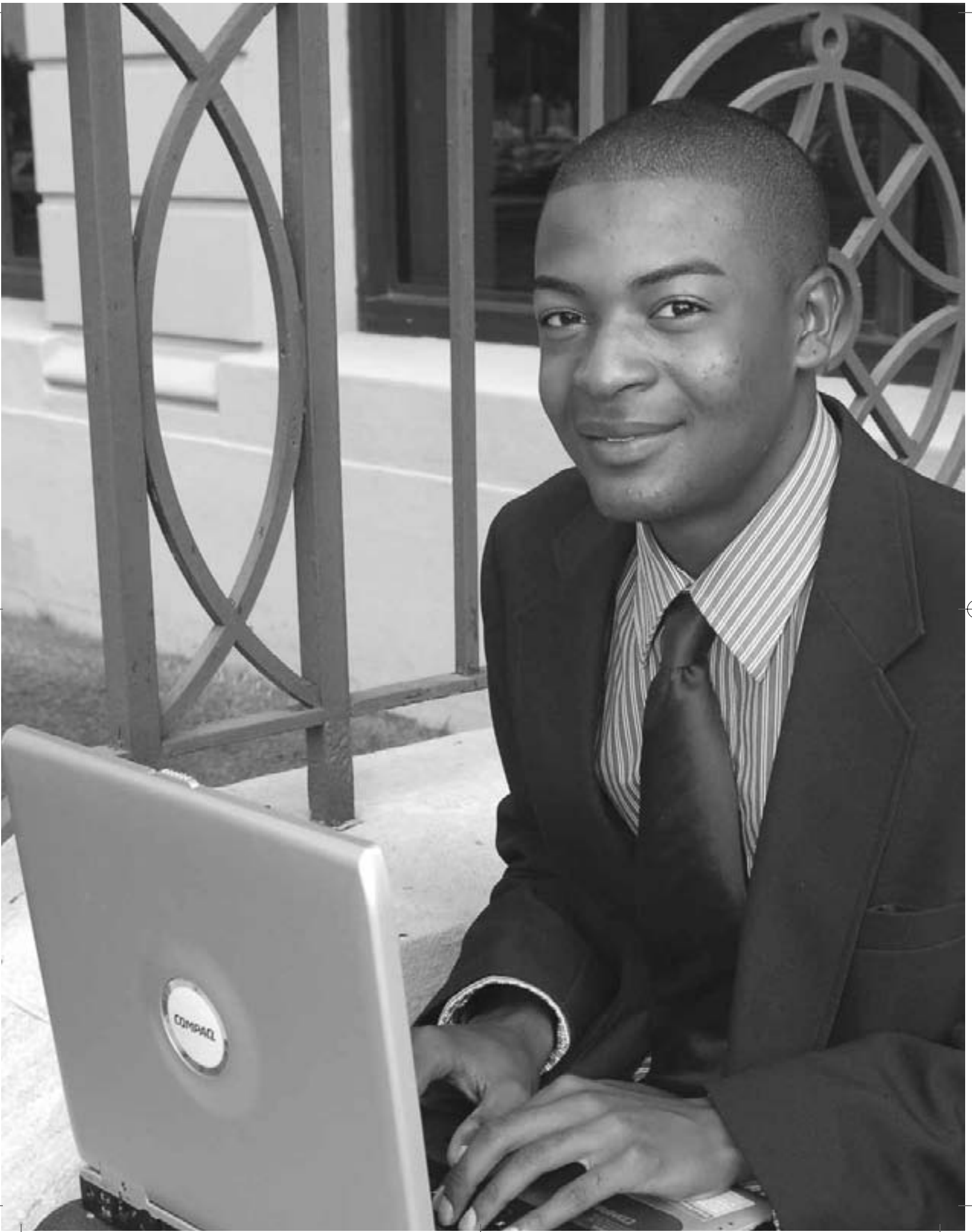
Constructed in 1999, LaRocca Hall houses administrative offices, the Bursar's office, the Student Affairs Department, the bookstore, classrooms, and faculty offices. Currently, plans are underway for the construction of a new Student Life Center.

Whether students seek an associate degree or certificate, the West Bank Campus offers access to academic and technical programs at a convenient location. In its commitment to meet the educational and technical training needs of its students, Delgado's West Bank Campus contributes to the economic and cultural growth of the entire West Bank community.

#### **Northshore**

Delgado Community College has been offering courses on the Northshore for more than 30 years, initially using St. Tammany Parish Public School facilities. Since 1988, the College has operated a permanent site, the Slidell Learning Center; the SLC (now Northshore/Slidell) has been successful in attracting the majority of the almost 2000 Northshore residents who attend Delgado Community College. An additional site in Covington was opened in the summer of 2002 and plans for expanding faculty, facilities, and programs were developed.

As a prime example of the College's response to community needs, Delgado Northshore represents two ideals: providing easy access to higher education for all of our citizens and serving new aspirations and new populations in southern Louisiana.



## ACADEMIC PROGRAMS BY DIVISION

Listed below are the academic divisions of the College and the programs in those divisions. Additional subject areas and Technical Competency Areas (TCAs) are shown in italics.

**ALLIED HEALTH**  
HAROLD GASPARD, B.S., DEAN  
OFFICE: CITY PARK CAMPUS  
BLDG. 4, ROOM 133B

Diagnostic Medical Sonography Certificate of Technical Studies  
Dietetic Technician Degree  
Emergency Medical Technician—Paramedic Certificate of Technical Studies and Degree  
Funeral Service Education Degree  
Health Information Technology Degree  
Medical Coding Certificate of Technical Studies  
Medical Laboratory Technician Degree  
Nuclear Medicine Technology Certificate of Technical Studies  
Occupational Therapy Assistant Degree  
Ophthalmic Medical Assistant Certificate of Technical Studies  
Pharmacy Technician Certificate of Technical Studies  
Physical Therapist Assistant Degree  
Radiation Therapy Certificate of Technical Studies  
Radiologic Technology Degree  
Respiratory Care Technology Degree  
Surgical Technology Certificate of Technical Studies  
Veterinary Technology Degree

*Dietary Manager (TCA)*  
*Direct Support Professional (TCA)*  
*EKG*  
*Emergency Medical Technician—Basic (TCA)*  
*Emergency Medical Technician—Intermediate (TCA)*  
*First Responder (TCA)*  
*Health Sciences*  
*Massage Therapy*  
*Medical Office Billing*  
*Medical Transcription*  
*Phlebotomy Technician (TCA)*  
*Wellness*

**ARTS AND HUMANITIES**  
PATRICE MOORE, M.A., DEAN  
OFFICE: CITY PARK CAMPUS,  
ISAAC DELGADO HALL, ROOM  
120E

Care and Development of Young Children Degree  
Criminal Justice Degree  
Fine Arts Degree  
General Studies Degree  
Interior Design Degree  
Music Degree  
Performance and Media Arts Degree  
Print/Broadcast Journalism Concentration  
Public Relations Concentration  
Speech Communication Concentration  
Television Production Concentration  
Theatre Arts Concentration  
Teaching Grades 1-5 Degree  
Visual Communications-Graphic Design Degree

*Anthropology*  
*Audio Engineering (TCA)*  
*Child Care*  
*Child Development Associate (CDA) Preparation (TCA)*  
*Child Development Associate (CDA) Renewal (TCA)*  
*Geography*  
*History*  
*Honors*  
*Humanities*  
*Mass Communication*  
*Music Business (TCA)*  
*Philosophy*  
*Political Science*  
*Psychology*  
*Sociology*

BUSINESS AND TECHNOLOGY  
WARREN PUNEKY, JR., J.D., DEAN  
OFFICE: CITY PARK CAMPUS,  
ISAAC DELGADO HALL, ROOM 113W3

Accounting Degree

Administrative Office Technology Degree

Concentrations:

*Administrative Specialist*

*Computer Applications Specialist*

Architectural/Design Construction Technology

Biomedical Equipment Repair Degree Option

Business Administration Degree

Business and Management Degree

Concentrations:

*Entrepreneurship/Small Business*

*Management*

*General Business*

*Human Resources Management/Leadership*

*International Business*

*Logistics Management*

*Marketing*

*Music Business*

*Real Estate*

*Retail Management*

Civil Construction Technology Degree Option

Computer Aided Design and Drafting

Certificate of Technical Studies and Degree

Computer and Electronics Services Technology

Certificate of Technical Studies and Degree

Computer Information Technology Degree

Concentrations:

*E-Commerce*

*Programmer/Analyst*

*Technical Specialist*

*Web Design*

Computer Network Technology Degree

Construction Management Technology Degree

Culinary Arts Certificate of Applied Science  
and Degree

Culinary Management

Certificate of Technical Studies

Diesel Power Technology

Certificate of Technical Studies

Electrical—Electronics Engineering

Technology Degree

Electrical Technology

Certificate of Technical Studies

Entrepreneurship Certificate of Technical  
Studies

Fire Sciences Technology Certificate of  
Technical Studies and Degree

Horticulture Technology  
Certificate and Degree

Hospitality Management Certificate of  
Technical Studies and Degree

Legal Secretary  
Certificate of Technical Studies

Logistics Technology  
Certificate of Technical Studies

Motor Vehicle Technology Certificate of  
Technical Studies and Degree

Pastry Arts Certificate of Technical Studies

Safety and Health Technology Certificate of  
Technical Studies and Degree

Web Site Design  
Certificate of Technical Studies

*Apprenticeship Courses:*

*Electrical Apprentice*

*Machinist Apprentice*

*Mechanical Drawing Apprentice*

*Painter Apprentice*

*Pipefitter Apprentice*

*Sheetmetal Apprentice*

*Shipfitter Apprentice*

*Welding Apprentice*

*Automotive Gas Arc Welding (TCA)*

*Business Law*

*Business Studies-General*

*Clerical Automation (TCA)*

*Culinary Cost Control (TCA)*

*Culinary Supervision (TCA)*

*Desktop Publishing (TCA)*

*Economics*

*Electrical Technology (TCA)*

*Finance*

*First Responder (TCA)*

*Food and Beverage Purchasing (TCA)*

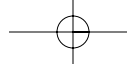
*Food and Safety Sanitation (TCA)*

*Management Trainee in General Business  
(TCA)*

*Marketing*

*Motor Vehicle Maintenance and Light Repair  
(TCA)*

*Real Estate Agent (TCA)*



CHARITY SCHOOL OF NURSING  
DIANNE THAMES, PH.D., DEAN  
OFFICE: CHARITY SCHOOL OF  
NURSING CAMPUS

Practical Nursing Technical Diploma  
Registered Nursing Degree

COMMUNICATION

LESTER ADELSBERG, PH.D., DEAN  
OFFICE: CITY PARK CAMPUS,  
ISAAC DELGADO HALL, 115E2  
OFFICE: WEST BANK CAMPUS,  
LAROCCA HALL, ROOM 231

American Sign Language Interpreting Degree  
American Sign Language Studies Certificate of  
Technical Studies

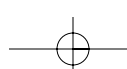
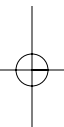
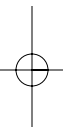
*College and Career Success Skills*  
*English*  
*English as a Second Language*  
*French*  
*Reading*  
*Spanish*

NORTHSHORE  
(COVINGTON/SLIDELL SITES)  
ASHLEY CHITWOOD, M.S.,  
INTERIM DEAN  
OFFICE: COVINGTON SITE

Business Administration Degree  
General Studies Degree  
Surgical Technology Certificate

SCIENCE AND MATHEMATICS  
THOMAS A. GRUBER, M.S., DEAN  
OFFICE: CITY PARK CAMPUS,  
ISAAC DELGADO HALL,  
ROOM 113W6

General Science Degree  
*Biology*  
*Chemistry*  
*Geology*  
*Mathematics*  
*Physical Education*  
*Physics*  
*Science*







# ADMINISTRATORS

## CHANCELLOR'S OFFICE

Ron D. Wright, Ph.D. . . . . Chancellor  
 Gregory Mason, M.A. . . . . Interim Vice Chancellor  
 for Organizational Effectiveness  
 and Innovation  
 Irma Conrad . . . . . Executive Secretary to  
 the Chancellor  
 Carol Gniady . . . . . Executive Director,  
 Public Affairs and Information  
 Nita Hutter, M.Ed. . . . . Executive Director,  
 Development and Government Relations  
 and Delgado Foundation  
 Littleton-Steib, Larissa, M.A. . . . . EAEO/ADA  
 Compliance Officer, Executive  
 Assistant to the Chancellor  
 Steve Zeringue . . . . . Senior Compliance Officer  
 Ronald Doucette . . . . . Director, Campus Police

## LEARNING AND STUDENT DEVELOPMENT

Deborah R. Lea, M.Ed. . . . . Vice Chancellor for  
 Learning and Student Development  
 Arnel Cosey, M.A. . . . . Assistant Vice Chancellor  
 for Student Affairs and City Park  
 Campus Provost  
 Gwen Boutté, M.A. . . . . Director, Admissions  
 and Enrollment Services  
 Maria E. Cisneros, M.B.A. . . . . College Registrar  
 Germaine Edwards, M.S. . . . . Director,  
 Student Financial Assistance  
 Tania Carradine . . . . . Director,  
 Advising and Testing  
 Michelle Greco . . . . . Director, Student Life  
 Vacant . . . . . Director,  
 Institutional Effectiveness  
 Catherine Sarrazin, B.S., C.P.A. . . . . Director,  
 Institutional Research  
 Timothy Stamm, M.F.A., M.L.I.S. . . . . Director,  
 Curriculum and Program Development  
 Constance P. Varnado, M.L.I.S. . . . . Dean,  
 Library Services  
 Missy LaCour, M.H.I.M, and Debbie Kern, M.Ed.  
 . . . . . Co-Directors, Quality Enhancement Plan  
 Yvette Alexis, B.A. . . . . Assistant to the Vice  
 Chancellor for Learning and  
 Student Development

## BUSINESS AND ADMINISTRATIVE AFFAIRS

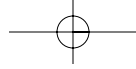
Aristide C. Eagan, III, M.B.A. . . . . Vice Chancellor  
 for Business and Administrative Affairs  
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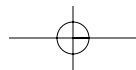
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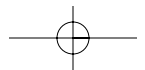
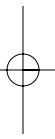
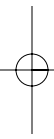
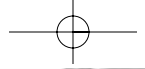
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**Land, Elizabeth F.** - TracDat Administrator, Institutional Effectiveness, City Park Campus

**Larocca, Gerald** - Operations Analyst, Office of Information Technology, City Park Campus

**Larry, Robert** - Custodian I, Building Services

**Lax, Jamie** - Academic Advisor, Northshore/Covington

**Lazo, Jose** - Maintenance Repairman II, Physical Plant

**LeBlanc, Marie** - Administrative Coordinator II, Financial Assistance, West Bank Campus

**LeBoeuf, Kathy** - Administrative Assistant IV, Campus Police Department, City Park Campus

**Ledet, Norma** - Training Assistant, WIA Intensive Services, Workforce Development and Education

**Lee, Joan** - Custodian II, Building Services, City Park Campus

**Lewis, August** - Custodian II, Building Services, City Park Campus

**Lewis, Kenette** - Human Resources Technician, Human Resources

**Lewis, Stacy** - Administrative Coordinator III, Distribution Center, City Park Campus

**Loar, Andy** - Lab Coordinator, Gail T. Jones Center for Advancement of Teaching and Technology, City Park Campus

**Lomas, Gail** - Administrative Coordinator II, Financial Assistance, West Bank Campus

**Loving, Robin** - Project Accountant, Business Affairs, De Gaulle Building

**Lucia, Mike** - Division Counselor, Business and Technology, City Park Campus

**Mackey, Abe** - Horticulture Attendant, Building Services, City Park Campus

**Macklin, Albert** - Police Officer II, Campus Police Department, City Park Campus

**Marschner, Catherine** - Administrative Assistant II, School of Nursing, Charity Campus

**Marshall, James** - Operational Engineer Leader, Administrative Affairs, City Park Campus

**Marshall, Reginald** - Network Analyst, Office of Information Technology

**Martin, Sean** - Director, Teacher Education, City Park Campus

**Martin, Stephanie** - Telecommunications Coordinator, Office of Information Technology, City Park Campus

**Martinez, Claudia** - College-wide Assistant Registrar, Registrar's Office, City Park Campus

**Martinez, Vilma** - Custodian I, Building Services, City Park Campus

**Mata, Arthur** - Police Officer II, Campus Police Department, City Park Campus

**Mathews, Connie** - Administrative Assistant IV, Business and Technology, City Park Campus

**Mattei, Kay** - Admissions/Registrar Specialist, Northshore/Slidell

**Mayeux, Shirley** - Administrative Assistant II, School of Nursing, Charity Campus

**Mays, Dion** - Executive Housekeeper, Building Services, City Park Campus

**McCormick, Beryl** - Custodian I, Building Services, City Park Campus

**McCormick, Lawrence** - Custodian II, Building Services

**McDonald, Alonzo** - Custodian Supervisor I, Building Services, City Park Campus

**McGowan, Rosa** - Financial Assistance Counselor, Financial Assistance, City Park Campus

**McGruder, Winston** - User Support Services Manager, Office of Information Technology, City Park Campus

**Michel, Raymond** - Main Rep II, Maintenance, West Bank Campus

**Mille, Celeste** - Programmer Analyst, Office of Information Technology, City Park Campus

**Miller, Paula** - Administrative Assistant V, Provost's Office, Charity Campus

**Monie, Robert** - Associate Enrollment Advisor, Admissions and Enrollment Services, City Park Campus

**Monnerjohn, Stephen** - Coordinator, Health Services, Student Affairs, City Park Campus

**Moore, Malree** - Administrative Assistant IV, Allied Health, City Park Campus

**Moreno, Michael** - Grounds Manager, Administrative Affairs, City Park Campus

**Morrell, Davian** - Special Needs Counselor/Academic Advisor, Student Affairs, West Bank Campus

**Morvant, Elizabeth** - Administrative Assistant IV, Administrative Affairs, West Bank Campus

**Munoz, Blanca** - Office Manager, DeGaulle Building

**Myers, Victoria** - Records Coordinator, Northshore

**Napoli, Evelyn** - Administrative Coordinator, Gail T. Jones Center for Advancement of Teaching and Technology, City Park Campus

**Navarre, Marguerite** - Custodian I, Building Services, City Park Campus

**Nelson, Doiron** - Advisor, Advising, Retention, and Counseling Center, City Park Campus

**Newberry, Wallace** - Painter Foreman, Administrative Affairs, City Park Campus

**Newchurch, Jim** - Assistant Director, Advising and Testing

**Newsome, Terrell** - Laborer, Grounds Maintenance

**Ogara, Ilma** - Custodian Manager, Building Services, West Bank Campus

**Onuoha, Onwubiko** - Network Analyst, Office of Information Technology

**Owens, Robert** - Facilities Maintenance Manager II, Administrative Affairs, City Park Campus

**Palmer, Kendra** - Police Radio Dispatcher, Campus Police Department, City Park Campus

**Parisi, Richard** - Accounting Specialist II, Business Affairs

**Parker, Deidre** - Financial Assistance Peer Counselor, Financial Assistance, Charity Campus

**Patterson, Keichell** - Custodian I, Building Services, City Park Campus

**Payne, Frank** - Academic Advisor/Retention Counselor, Student Affairs, West Bank Campus

**Payton, Regena** - Administrative Assistant V, Provost's Office, City Park Campus

**Pennington, Terri** - Academic Advisor, Veterans' Affairs, West Bank Campus

**Peoples, Gretchen** - Disability Services Coordinator, City Park Campus

**Perrin, Kelly** - Network Technician II, Office of Information Technology, West Bank Campus

**Persson, Shelly** - Financial Assistance Counselor, Financial Assistance, Northshore Covington

**Phillips, Alfreda** - Custodian I, Building Services

**Pichon, Shawn** - Grounds Maintenance

**Pierce, Latanya** - Police Radio Dispatcher, Campus Police Department, City Park Campus

**Pilgrim, Alfreda** - Guidance Specialist, Advising and Testing

**Poche, Marie** - Assistant Registrar, Registrar's Office, West Bank Campus

**Ponson, Roxanne** - Administrative Coordinator, Admissions and Enrollment Services

**Price, Gloria** - Financial Assistance Coordinator, Student Affairs, West Bank Campus

**Provenza, Fran** - Accounting Specialist II, Business Affairs, City Park Campus

**Radosta, Regina** - Site Facilitator, Maritime, Fire, Radar and Industrial Training Facility, Workforce Development and Education

**Rainey, Annette** - Administrative Supervisor I, Financial Assistance, City Park Campus

**Raya, Grisell** - Custodian I, Building Services, City Park Campus

**Reed, Rashi** - Police Officer II, Campus Police

**Ricks, Larry** - Accounting Specialist II, Business Affairs, De Gaulle Building

- Robin, Alfred** - Police Officer II, Campus Police  
**Rogers, Chris** - Custodian I, Building Services  
**Ross, Lynette** - Administrative Coordinator I, Campus Police  
**Russo, Ronald** - Director, Restricted Funds, Business Affairs, City Park Campus  
**Ryan, Shirley** - Administrative Assistant IV, Science and Math, City Park Campus  
**Saballos, Elidia** - Director, Payroll, Business Affairs, City Park Campus  
**Salinero, Leslie** - Publications Coordinator, Public Affairs and Information, City Park Campus  
**Salvant, Lenora** - Custodian I, Building Services, City Park Campus  
**Sampson, Laura** - Office Coordinator, Northshore Covington  
**Saucier, Claudia** - Director of Grants Development, Chancellor's Office, City Park Campus  
**Schmauss, Michael** - Network Technician II, Office of Information Technology, Delgado Northshore  
**Schwab, Rick** - Project Manager, Maritime, Fire, Radar and Industrial Training Facility, Workforce Development and Education  
**Seymour, Richard** - Coordinator, Maritime, Fire, Radar and Industrial Training Facility, Workforce Development and Education  
**Sharp, Courtney** - Special Projects Manager, Human Resources, DeGaulle Building  
**Sheffield, Tracey** - Senior Buyer, Purchasing, DeGaulle Building  
**Shepherd, Armand** - Laborer, Grounds Maintenance, City Park Campus  
**Sietzen, Charlene** - Administrative Assistant II, Business Affairs, City Park Campus  
**Simms, Mark** - Counselor, City Park Campus  
**Small, James** - Network and Communication Services Manager, Office of Information Technology, City Park Campus  
**Smith, Bridget** - Career Tech Coordinator, Provost's Office, City Park Campus  
**Smith, Frank** - Director, Gail T. Jones Center for Advancement of Teaching and Technology, City Park Campus  
**Smith, Kimberly** - Accountant II, Business Affairs  
**Smith, Lisa A.** - Custodian II, Building Services, City Park Campus  
**Smith, Lisa M.** - Graphic Designer, Public Affairs and Information, City Park Campus  
**Smith, Mike** - Operations Manager, Office of Information Technology, City Park Campus  
**Smith, Vivian** - Administrative Assistant IV, Administrative Services, Charity Campus  
**Smothers, Traci** - Director of Community and Economic Development  
**Steadman, Blondie** - Custodian I, Building Services, West Bank Campus  
**Stephens, Janet** - Admissions Coordinator, City Park Campus  
**Stephens, Lateisha** - Credentials Evaluator, Office of Registrar/Admissions, West Bank Campus  
**Stott, Wynton** - Network Technician I, LTC  
**Straub, Floyd** - Director of Accounts Receivable, Bursar's Office, City Park Campus  
**Sullivan, John** - Library Specialist I, Library, City Park Campus  
**Taylor, Gloria** - Administrative Assistant IV, Workforce Development and Education  
**Taylor, Todd** - Lab Assistant, Television Production, Liberal Arts, City Park Campus  
**Terry, Shelleand** - Administrative Assistant II, Advising, Retention, and Counseling Center, City Park Campus  
**Thomas, Byron** - Maintenance Repairman II, Physical Plant  
**Thomas, Tiffany** - Administrative Assistant IV, Campus Police Department, City Park Campus  
**Thompson, Julie** - Division Counselor, Allied Health, City Park Campus  
**Thornton, Koren** - Administrative Assistant III, Admissions and Enrollment Services, City Park Campus  
**Tigler, Shelly** - Program Assistant, Workforce Development and Education  
**Toney, Cynthia** - Administrative Supervisor I, Campus Police Department, City Park Campus  
**Trussell, Sandra** - Administrative Program Specialist A, Workforce Development and Education  
**Tubre, Kim** - Youth Lab Facilitator, Student Services, Workforce Development and Education  
**Vanwinkle, Anne** - Administrative Program Specialist, Business Affairs, City Park Campus  
**Varble, Susan** - Assistant Director, Purchasing, DeGaulle Building  
**Vaughn, Arthur** - Heating/AC/Refrigeration Mechanic, Administrative Affairs, City Park Campus  
**Wainright, Carolyn** - Research Assistant, Institutional Research, City Park Campus  
**Walker, Kieron** - Laborer, Maintenance  
**Walley, Marsha** - Training Facilitator, Workforce Development and Education  
**Washington, Mechell** - Police Radio Dispatcher, Campus Police Department, City Park Campus  
**Washington, Shanera** - Financial Assistance Coordinator, Financial Assistance, City Park Campus

- Washington, Terry** - Accountant II, Business Affairs,  
City Park Campus
- Washington, Yolanda** - Clerk - Writing Center,  
Liberal Arts, City Park Campus
- Weaver, George** - Police Sergeant, Campus Police  
Department, West Bank Campus
- Weindel, Elizabeth** - Administrative Assistant V,  
Learning and Student Development, City Park  
Campus
- West, Shannon** - Assistant Registrar, Charity Campus
- West, Vincent** - Police Officer III, Campus Police  
Department, City Park Campus
- Whitaker, Amy** - Program Assistant, Workforce  
Development and Education
- White, Marius** - Police Officer II, Campus Police  
Department, City Park Campus
- Williams, Darlene** - Director, Math Lab, Science and  
Math, City Park Campus
- Williams, Jerome** - Collections Manager, Business  
Affairs, City Park Campus
- Williams, Roy** - Police Officer II, Campus Police  
Department, City Park Campus
- Williams, Vanessa** - IT Internal Control  
Administrator, Office of Information Technology,  
City Park Campus
- Wilson, Ana** - International Student Advisor,  
Admissions and Enrollment Services,  
City Park Campus
- Wilson, Corliss** - Coordinator of Admissions and  
Recruitment, School of Nursing, Charity Campus
- Wolff, James** - Advisor, Advising, Retention, and  
Counseling Center, City Park Campus
- Wooden, Leah** - Lab Assistant, Math Lab,  
City Park Campus
- Woods, Adolph** - Police Officer II, Campus Police
- Young, Felicia** - Financial Assistance Coordinator,  
Financial Assistance, Northshore
- Zardies, Cheryl** - Custodian II, Building Services,  
City Park Campus
- Zimmerman, Joanne** - Administrative Coordinator III,  
Mailroom, City Park Campus

# COLLEGE BOARDS, COUNCILS AND COMMITTEES

## BOARD OF REGENTS FOR HIGHER EDUCATION

### *System Office:*

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## LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM BOARD OF SUPERVISORS

### *System Office:*

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System President  
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F. "Mike" Stone, New Orleans

Geraldine "Deni" Taylor, Sunset

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Taminika Walker, *Student Member*, New Orleans

Luke J. Newman, *Student Member*, Thibodaux

## COLLEGE COUNCILS

### COLLEGE COUNCIL

The College Council is the primary planning and management group for Delgado Community College. The College Council provides the leadership for developing college administrative policy; provides a forum for discussing college/campus/community relationships; ensures an understanding and clarification of Board of Supervisors' policies; and serves as an advisory group to the Chancellor of the College.

### Academic Affairs Council

The Academic Affairs Council is the primary academic planning and management group for the College. The Council provides academic leadership in all areas of the college; provides a forum for discussing academic issues related to academic programs; develops and proposes academic policies; and, serves as an advisory group to the Vice Chancellor for Learning and Student Development.

### Admissions Council

The Admissions Council serves as a vehicle for deliberating and conveying decisions concerning implementation of policies and procedures regarding admission practices and special admission programs. The Council serves as an advisory group to the College Director of Admissions.

**Advising Council**

The Advising Council makes recommendations to improve coordination of academic advising for new, transfer, returning, and continuing students. The Council reviews and approves revisions, as needed, to the policies and procedures related to academic advising, including but not limited to those published in the *Academic Advising Procedural Guide*.

**Business and Administrative Affairs Council**

The Business and Administrative Affairs Council is the primary planning and management group for business and administrative affairs at the College. The Council provides business and administrative leadership in all areas of the College; provides a forum for discussing issues affecting the College's business and administrative operations; develops and proposes business and administrative policies for the College; and serves as an advisory group to the Vice Chancellor for Business and Administrative Affairs.

**Coordinating Council on Institutional Effectiveness**

The Council on Institutional Effectiveness oversees and coordinates the efforts involved in the planning and assessment of the academic and administrative activities of the College and carries out the policy on Institutional Effectiveness for Planning and Assessment. It serves in an active capacity by reviewing and revising planning and assessment functions and activities. It also serves in an advisory and support capacity to faculty, staff, and administrators in responding to the challenges of change, and in preparing for the future. The Council on Institutional Effectiveness ensures the integration and reinforcement of assessment, planning, and budgeting as outlined in *Institutional Effectiveness for Planning and Assessment*, Policy and Procedures Memorandum AA-1210.1E. The Council works with the College Council and Academic Affairs Council in this regard.

**Deans' Council**

The Deans' Council is a college-wide planning and advisory group comprised of the Deans of all academic divisions across the College. In support of the one-college identity, the Deans' Council provides a forum for Division Deans

to address academic issues related to maintaining consistency in academic offerings, programs, policies, and practices across the College's campuses; makes recommendations to the Academic Affairs Council related to academic policies and practices; and serves as an advisory group to the Academic Affairs Council on matters pertaining to the responsibilities and scope of the Division Deans.

**Developmental Education Council**

The College-wide Council on Developmental Education conducts research, consults with experts in the field of developmental education, analyzes data collected by the Committee on Developmental Education Assessment, and engages committee members and faculty members in dialog intended to evaluate the best approaches for achieving success with developmental students.

**Council on Distance Learning and Instructional Technology**

The Council on Distance Learning and Instructional Technology serves in an active advisory capacity to the College's Distance Learning and Instructional Technology program. The Council reviews policy, procedure, program, and technology recommendations of the College's various councils and committees, including the Committee on Instructional Technology, and addresses issues and challenges related to the delivery of distance learning and instructional technology. The Council makes policy and procedure recommendations to the Academic Affairs Council, and recommendations regarding the College's technology resources to the Information Systems Council. The Council on Distance Learning and Instructional Technology also serves in a support capacity to faculty, staff, and administrators in responding to the challenges of changes in technology affecting distance learning.

**Enrollment Services Council**

The Enrollment Services Council is responsible for college-wide planning, coordination and implementation of the recruitment/outreach efforts of the College. The council serves as an advisory group to the Vice Chancellor for Learning and Student Development.

**Grants and Development Council**

The Grants and Development Council serves as an advisory group to the College's Grants Development Office and Development Office. This Council is a vehicle for coordinating, developing, reviewing, and communicating policies and procedures that impact institutional advancement initiatives to the College. The Grants and Development Council meets quarterly to review the status of grants that have been developed and those that are being developed; review current policies and procedures related to grant approvals and contract negotiations; develop an annual strategic plan related to the grant and development management processes; provide a forum for discussing grant issues related to the College strategic plans; collect relevant information on College needs for use in solicitation of gifts; coordinate and centralize all fund-raising activities for the College to avoid overlap or duplication; develop relationships with, conduct research on, correspond with, and entertain and solicit prospects including faculty, staff, foundation directors, alumni, friends of the College, and business and industry leaders; and partner with faculty and staff to identify donor prospects.

**Information Systems Council**

The Information Systems Council provides the direction for information technology support in all areas of the College including administrative computing, academic computing, instructional technology, networking and communications, and technological infra-structure. The Information Systems Council: 1) biennially evaluates and makes recommendations for college-wide policies and procedure for the allocation and use of information technology resources that are consistent with the purpose and goals of the College; 2) develops an institution-wide strategic plan for reviewing and coordinating college-wide information technology-related to needs and services; and 3) recommends and reviews an ongoing plan for information technology resources and for reviewing technology resources/network access and security.

**International Student Advisory Council**

The International Student Advisory Council serves as an advisory group to the College Director of Admissions and Enrollment

Services and as a vehicle for communicating policies and procedures to faculty and staff who serve the needs of international students.

**Job Placement Council**

The Job Placement Council is responsible for college-wide planning and coordination of the job placement efforts of the College. Emphasis will be placed on development of a system for compiling data on the placement of students into jobs (both part- and full-time) related to their chosen fields of study. Follow-up reporting of job placements or graduates will be emphasized.

**Library Council**

The Library Council includes the librarians of each campus and a representative from the Northshore/Slidell Site. It serves as the coordinating body of all College libraries.

**Provosts' Council**

The Provosts' Council is a college-wide planning and advisory group comprised of all Campus Provosts. In support of the one-college identity, the Provosts' Council provides a forum for provosts to address issues related to maintaining consistency in academic offerings, programs, policies, and practices across the College's campuses/sites and makes recommendations to the appropriate councils and committees related to college policies and practices.

**Registrar's Council**

The Registrar's Council serves as a vehicle for communicating policies and procedures to staff on all campuses and at all sites. The Council serves as an advisory group to the College Registrar.

**Retention Council**

The Retention Council is responsible for college-wide planning, coordination and implementation of the College's student retention efforts. In order to accomplish this, the Retention Council reviews student data to determine improvements needed in retention efforts, develops effective activities for retaining "at risk" populations, coordinates College-wide retention activities, and pursues external/grant funding opportunities that enhance retention efforts. The council serves as an advisory group to the Chancellor.

**Safety Council**

The Safety Council is the primary planning and advisory group for the College's Safety Program. The Chancellor has appointed the Chief of Campus Police to serve as the College's Safety Program Coordinator, who oversees all components of the program and serves as chair of the Council. The Safety Council addresses all components of the college-wide Safety Program and (a) makes policy and procedural recommendations for improvement on an ongoing basis, (b) serves as an advisory group to the College Safety Program Coordinator in the oversight of the Safety Program, and (c) provides opportunity for representation of Campus/Site Safety Committee issues, challenges, and recommendations.

**STEP (Student Technology Enhancement Program) Council**

The Student Technology Enhancement Program Council is charged with offering input on all major technology efforts of the College, both academic and administrative, making recommendations on new initiatives, and evaluating progress toward the completion of initiatives. The Council solicits proposals for the use of the Technology fee, evaluates proposals, and makes recommendations to the Chancellor of the College on the expenditure of the Technology fee.

The STEP Council consists of three students from the City Park Campus Student Government Association (SGA), two students from the West Bank Campus SGA, two students from the Charity School of Nursing Campus SGA, one student from Delgado Northshore SGA, the City Park Campus Provost/Assistant Vice Chancellor for Student Affairs, the West Bank Campus Provost, the Charity School of Nursing Campus Provost, the Assistant Vice Chancellor/Chief Information Officer, a Distance Learning and Instructional Technology representative, and the Faculty Senate President or representative. The Vice Chancellor for Learning and Student Development serves as the Chair of the STEP Council.

**Student Affairs Council**

The Council meets regularly and serves as the primary student planning and management group for the College by providing leadership

in all student affairs functions; provides a forum for discussing issues related to student affairs functions, offices and staff; developing and proposing student affairs policies for the College; and serves as an advisory group to the Vice Chancellor for Learning and Student Development.

**Student Government Council**

The Student Government Council includes the Vice Chancellor for Learning and Student Development, four SGA Presidents, and the SGA Advisor for each campus and learning center. The Student Government Council is the coordinating body for college-wide policy and procedures for the Student Government Association. It also provides a forum for discussing issues of importance to students and an opportunity to give student input to the Vice Chancellor for Learning and Student Development.

**Testing Council**

The Testing Council is responsible for researching and recommending to the College the appropriate standardized and computerized nationally normed academic, certification and assessment instruments. It is also obligated to review current policies and procedures of existing tests and to recommend new testing policies and procedures including but not limited to fees, structure, programs, college cut-off scores, and procedures followed at each campus and/or site. Council members are charged with the responsibility of informing their departments and other divisions of the College of the various tests offered in the Office of Advising and Testing.

**Workforce Development and Education Council**

The Workforce Development and Education Council will address the constantly evolving workforce training needs of business and industry within New Orleans and the surrounding metropolitan area. The Workforce Development and Education Council will: develop flexible college-wide workforce development and education policies that will ensure a rapid response to the needs of business and industry; design and review new certification, training and education programs that meet the needs of Louisiana's current and emerging workforce;



provide leadership and become a training resource to the college and the business community; identify emerging business trends and technologies; and serve as regional liaison and college-wide advisory group regarding workforce development issues.

#### CAMPUS COUNCILS

The function of the councils on each campus is to discuss and coordinate College and campus policies, procedures, and activities.

#### COLLEGE STANDING COMMITTEES

##### **Academic and Admissions Standards Committee**

The Academic and Admissions Standards Committee serves in an advisory capacity to the Vice Chancellor for Learning and Student Development and makes recommendations concerning academic standards, admissions standards, probation and suspension policies, and graduation requirements. The Committee ensures that SACS requirements are met and oversees the implementation of policies established by the Board of Regents and the Board of Supervisors for the Louisiana Community and Technical College System.

##### **Academic Appeals Committee**

In accordance with the College's Academic Appeals Procedures policy, an Academic Appeals Committee is formed from a pool of committee members to hear academic appeals.

##### **Academic Articulation Committee**

The Committee on Academic Articulation is established to assist the Vice Chancellor for Learning and Student Development in developing, reviewing, and renewing articulation agreements with other institutions in accordance with the College's Articulation Agreements with Other Institutions policy.

##### **Athletics Committee**

The Athletics Committee serves in an advisory capacity to the Vice Chancellor for Business and Administrative Affairs and promotes the college athletic programs; reviews athletic policies, budgets, and schedules of athletic events; resolves students' athletic-related grievances; and reviews all academic progress

of student athletes and ultimately their eligibility.

##### **College Campus Ministry Committee**

The College Campus Ministry Committee serves as an advisory committee to the Vice Chancellor for Learning and Student Development and coordinates spiritual and religious student activities, ensures application of ethical values to student development, promotes fair treatment of religious groups, and protects students from inappropriate religious persuasion and solicitation of funds on campus.

##### **Catalog Committee**

The Catalog Committee serves to advise the Editor of the *College Catalog* for the academic year in which it is appointed. It ensures that all approved changes in the curriculum, in academic standards, and in student affairs policies and procedures are reflected in the *Catalog*. The Catalog Committee receives and makes recommendations regarding format and style.

##### **Commencement Committee**

The Commencement Committee serves as an advisory committee to the Vice Chancellor for Learning and Student Development and plans, coordinates, and manages the arrangements for graduation ceremonies.

##### **Curriculum Committee**

The Curriculum Committee serves as an advisory committee and reports to the Vice Chancellor for Learning and Student Development and meets regularly to review curricula and evaluate proposed curricular changes including: new courses and master syllabi, prerequisites or corequisites for courses, changes in course titles and credit hours, additions or deletions of programs, revisions in degree and certificate programs, deletion of courses and programs. It ensures appropriate master syllabi are in order for all proposed courses and evaluates its own processes, including receiving and reviewing reports on program assessment.

##### **Developmental Education Assessment Committee**

The Committee on Developmental Education Assessment is established to work with Developmental Education faculty in assessing the developmental education program of

Delgado Community College. The Committee has the responsibility of assisting faculty in defining the goals, outcomes and criteria for assessing each discipline.

#### **Excellence in Teaching Committee**

The Excellence in Teaching Committee serves as an advisory committee to the Vice Chancellor for Learning and Student Development. In accordance with established procedures, the Committee reviews the nominees for the Seymour Weiss Excellence in Teaching Award and selects the recipient. Each year the Committee reviews the selection process and reports any suggestions for revisions.

#### **Faculty and Staff Professional Development Committee**

The Professional Development Committee in coordination with the Office of Academic Affairs and the College Council has responsibility for faculty and staff enrichment activities at Delgado Community College. Faculty and staff enrichment activities include but are not limited to: in-service training, continuing education, and support for new faculty. The Committee develops, recommends, and organizes a calendar of activities which promote the professional growth of faculty and staff on a regular basis.

#### **Faculty Employment Policies Committee**

The Faculty Employment Policies Committee reviews and makes recommendations to the Vice Chancellor for Learning and Student Development on policies pertaining to faculty and academic professional staff, including employment, promotion, tenure, compensation, leave, and other benefits.

#### **Faculty Evaluation and Improvement of Instruction Committee**

The Committee on Faculty Evaluation and Improvement of Instruction serves as an advisory committee to the Vice Chancellor for Learning and Student Development and guides and monitors implementation of a comprehensive faculty evaluation system for both the improvement of instruction (formative) and for summative purposes.

#### **General Education Assessment Committee**

The General Education Assessment Committee provides leadership and coordination of

assessment efforts to measure the effectiveness of General Education at the College.

#### **Institutional Review Board**

The Institutional Review Board is charged with reviewing each request to conduct research using Delgado students and/or employees.

#### **Instructional Technology Committee**

The Committee on Instructional Technology promotes and oversees the development and evaluation of technology in teaching and learning. Specifically, the Committee: recommends faculty and staff development activities in instructional technology; recommends policies and procedures regarding student, faculty, and staff access to technology for research, communication, and teaching/learning purposes; develops and periodically reviews student evaluation of instructional technology and distance learning; explores and recommends new technology, particularly to enhance and develop new forms of distance education; and collaborates with appropriate College units to recommend policies and procedures for the monitoring and review of distance education courses and programs to ensure compliance with regional and/or state accrediting/governing agencies' standards.

#### **Library and Learning Resources Committee**

The Library and Learning Resources Committee serves as an advisory committee to the Vice Chancellor for Learning and Student Development and continually reviews the capabilities of the campus libraries and other learning resources to respond to instructional needs of the faculty and educational requirements of the students of the Delgado Community College System. Specifically, the committee: studies the needs of divisions for library and other learning support for their instructional programs; evaluates the College's ability to respond to these needs; evaluates new technologies in multimedia and distance education for possible implementation within the Delgado Community College System, in coordination with the Instructional Technology Committee; evaluates acquisition policies of the libraries and procurement plans for learning resources to ensure that journals, books, technology, and other materials

procured best serve the needs of the faculty and students; recommends ways to expand the use of technology and other resources in the classroom; and recommends ways to stimulate students' use of the library.

#### **Multiculturalism and Diversity Committee**

The Multiculturalism and Diversity Committee continually reviews and makes recommendations to the Chancellor on College policies and programming that relate to the issues of diversity. The Committee is proactive in fostering an appreciation of diversity across all College campuses.

#### **Program Review Committee**

The Committee on Program Review coordinates and implements comprehensive outcome review processes for degree programs following the guidelines developed and as directed by the Coordinating Council on Assessment. Duties of the Task Force include: (1) the designation of programs for review each semester in five-year assessment cycles, (2) coordination and assistance in the execution of the assessment procedures, (3) evaluation of the findings, and (4) support for program-based efforts in utilizing the results of the reviews.

#### **Scholarships and Financial Assistance Committee**

The Scholarships and Financial Assistance Committee serves as an advisor to the Vice Chancellor for Learning and Student Development. It evaluates and validates criteria for scholarships and financial assistance; selects recipients of academic scholarships; recommends policies and standards for granting student aid, academic scholarships, and awards, other than those policies and standards set by law or donor; and serves as a resource for information on scholarships.

#### **Special Needs and Health Services Committee**

This committee functions as an advisory committee to the Vice Chancellor for Learning and Student Development and seeks ways to meet needs of special students, including the physically handicapped and the culturally disadvantaged, and provides guidance in planning programs on drug abuse and stress management.

#### **Student Affairs Assessment Committee**

The Committee on Student Affairs Assessment coordinates and implements comprehensive outcome review processes for all Student Services programs related to Student Services following the guidelines set forth in the Assessment Handbook and as directed by the Coordinating Council on Assessment. Duties of the Committee include the designation of Student Services programs for review each semester on four-year assessment cycles, assistance in the execution of the assessment evaluation of the findings, and support for program-based efforts in utilizing the results of the review.

#### **Student Grievance Committee**

The Student Grievance Committee hears complaints and grievances of students regarding any problem pertaining to student life and development and makes recommendations for resolving substantiated problems.

#### **Student Judicial Committee**

The Student Judicial Committee functions as an advisory committee to the Vice Chancellor for Learning and Student Development and conducts disciplinary hearings in all cases referred to the committee by the Director of Student Life, as well as appeals by students challenging the decision of the Director of Student Life. It also evaluates procedures for such hearings and recommends changes as appropriate.

#### **Student Organizations, Activities, and Intramurals Committee**

This committee serves in an advisory capacity to the Vice Chancellor for Learning and Student Development and works with the SGA to evaluate and recommend policies relating to student activities, student organizations, cultural events, and intramural athletics. The committee is also charged with the responsibility for implementing policies and activities that enhance student participation in organizations, activities, and intramurals.

#### **Student Publications Committee**

The Student Publications Committee serves in an advisory capacity to the Vice Chancellor of Learning and Student Development and provides guidance for the future growth of *The Dolphin* (the student newspaper) and *Images* (the student literary magazine), and for developing and implementing strategies to increase student participation.

## FOUNDATION BOARD

Delgado Community College Foundation was organized in the early 1980s. The Foundation is comprised of a distinguished cross-section of business men and women from the New Orleans metropolitan area who provide guidance and support to the mission of the College.

The mission of the Foundation is to develop private financial resources for the College. These resources are used to promote and enhance educational programs, fund scholarships, and to seek external revenues, private philanthropic investment and advocacy support as supporting funds for the College.

The Foundation works to raise funds to sponsor the Seymour Weiss Scholarship Fund and to assist the College with events that cannot be funded from the general fund, such as political fundraising/contributions and other College-wide projects. In addition, the Foundation enhances the community's awareness of the College's needs and acts as a catalyst to build business and community partnerships.

## ALUMNI ASSOCIATION

### **Delgado Community College Alumni Association**

The Alumni Association was organized to promote the educational, physical, and athletic growth of the College and to cultivate and preserve the bonds of friendship among existing and former students and friends of the College. The association is managed and handled by a Board of Directors, which consists of former graduates who have demonstrated an interest in serving the College.

## ENDOWED PROFESSORSHIPS

The Endowed Professorship Program is a major effort by Delgado, the community, and the College Foundation to demonstrate commitment to quality instruction by recognizing and fostering faculty excellence. The college has thirteen endowed professorships in four areas funded through the Louisiana Board of Regents Support Fund and the following donors:

### Delgado Foundation –

Seymour Weiss Excellence in Teaching  
Meadowcrest Hospital, Jo Ellen Smith  
Hospital - Nursing

Alton Ochsner Medical Foundation - Nursing  
Chalmette Medical Center - Nursing

East Jefferson General Hospital  
Diane Benitez - Nursing

East Jefferson General Hospital  
Harry Collins - Nursing and Allied Health

East Jefferson General Hospital  
Frank Ciciro - Nursing and Allied Health

East Jefferson General Hospital - Allied Health  
Slidell Memorial Hospital - Allied Health  
Terrebone General Medical Center - Allied  
Health

Pendleton Memorial Methodist Hospital -  
Allied Health

Nursing and Health Science Empowerment -  
Allied Health and Nursing

New Orleans Food and Wine Experience -  
Culinary Arts

# ADMISSIONS

Delgado Community College welcomes all eligible prospective students. The College assures equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, disability, marital status, or veteran's status in the admission to, participation in, or employment in the programs and activities of the College.

Prospective students seeking admission to Delgado Community College must meet the admission requirements for the category under which they are entering. Applications may be submitted at any time during the year. A student may not register for most credit courses in any semester after the scheduled registration dates for that semester unless otherwise noted in the published *Credit Course Schedule*.

Delgado Community College does not discriminate on the basis of race, color, gender, religion, national origin, age, or disability. Some programs, however, have special requirements and a separate application process. Currently, these programs are Culinary Arts, Diagnostic Medical Sonography, Dietetic Technician, EMT-Paramedic, Funeral Service Education, Health Information Technology, Medical Laboratory Technician, Nuclear Medicine Technology, Nursing, Practical Nursing, Occupational Therapy Assistant, Ophthalmic Medical Assistant, Pharmacy Technician, Phlebotomy, Physical Therapist Assistant, Radiation Therapy, Radiologic Technology, Respiratory Care Technology, Surgical Care Technology, Teaching (Grades 1-5), and Veterinary Technology.

Requests for information and applications should be directed to the campus you wish to attend:

**Admissions - City Park Campus**  
Delgado Community College  
615 City Park Avenue  
New Orleans, LA 70119-4399

**Admissions - Allied Health**  
Delgado Community College  
615 City Park Avenue  
New Orleans, LA 70119-4399

**Admissions - Charity School of Nursing**  
Delgado Community College  
450 South Claiborne Avenue  
New Orleans, LA 70112-1310

**Admissions - Northshore/Slidell**  
Delgado Community College  
320 Howze Beach Road  
Slidell, LA 70461

**Admissions - Northshore/Covington**  
Delgado Community College  
207 E. Lockwood Street  
Covington, LA 70433

**Admissions - West Bank Campus**  
Delgado Community College  
2600 General Meyer Avenue  
New Orleans, LA 70114-3095

Anyone wishing to apply in person may do so at the proper location. Application should be made as early as possible in the semester preceding the period of anticipated enrollment. Applications may be submitted via the web at [www.dcc.edu](http://www.dcc.edu).

The application fee of \$15 for United States students or \$25 for international students must be paid before registration and is non-refundable. The application fee is transferable to the next semester so long as it is paid in the same fiscal year (July 1 - June 30).

It is the responsibility of all students to familiarize themselves with the rules and regulations of the college as stated in this catalog. Additionally, those who plan to transfer credits earned at Delgado must familiarize themselves with the course and grade requirements of the College to which they plan to transfer.

## GENERAL ADMISSION REQUIREMENTS

In accordance with the requirements of Louisiana R.S. 17:3151 (Acts 1985, No. 185, Section 1, and Acts 1987, No. 214, Section 1), all male students between the ages of 18-25 are required to register for the federal draft under the federal Military Service Act prior to enrollment at this institution. Other requirements vary according to admission status, educational intent, and other established criteria. Students are notified of admission requirements upon receipt of the application by the Office of Admissions. All requirements must be met within 30 days of the beginning class day.

**English Language Proficiency Test**  
All applicants whose first language is not English are required to take the Delgado English Language Proficiency Test. The English Language Proficiency Test consists of

a written paper-and-pencil portion designed by the English as a Second Language (ESL) department and a three-part, Internet-based Accuplacer computer portion given through the College Board Educational Testing Service. Enrollment in English as a Second Language (ESLN and ESLR prefixes) courses is required if an English language deficiency is determined. Although the Test of English as a Foreign Language (TOEFL) is not required, students who have taken and passed the TOEFL with a score of at least 173 on the computer-based exam, 61 on the Internet-based exam, or 500 on the paper-based exam, and with a minimum score of 5 on the Test of Written English (TWE) will be exempted from taking the Delgado English Language Proficiency Test. A computerized version of the TOEFL will be available in the Office of Advising and Testing.

#### **Proof of Immunization**

As required by Louisiana R.S. 17:110, Schools of Higher Learning, and as a condition of enrollment, all Delgado Community College students born after 1956 must show proof of immunization by providing two separate dates of the MMR (Measles, Mumps, and, Rubella) vaccination and one date of the tetanus-diphtheria vaccination within the last 10 years. In addition, first-time freshmen must provide proof of immunization against meningococcal meningitis. Forms to be completed by the student's physician are available in the Office of Admissions. Some specific programs have additional immunization requirements.

#### **American College Test (ACT)**

First-time freshmen entering Delgado Community College must provide American College Test (ACT) scores that are no more than five (5) years old OR must take the Delgado Placement Test. First-time freshmen who have taken the ACT within the past five years should request that their score reports be sent to the Office of Admissions. Delgado's ACT code number is 1577. Certain scores on the ACT exempt the student from having to take the Delgado Placement Test. Only first-time freshman may request English and/or math advanced placement in their first semester at Delgado Community College. ACT scores are used for advanced placement when a student obtains an ACT English score of 25 and/or Math score of 22 in the last 5 years. Only one set of scores may be used for

placement. Students should check with the Office of Advising and Testing for more details.

#### **Scholastic Aptitude Test (SAT I)**

First-time freshman entering Delgado Community College who have taken the Scholastic Aptitude Test (SAT I) within the past 5 years should request that their score reports be sent to the Office of Admissions. Delgado's code number is 6176.

Applicants will not be refused admission to the College based on test scores. Test scores are used for counseling and placement purposes.

#### **Placement Tests**

The Office of Advising and Testing administers a standardized placement exam. The ACT COMPASS/ASSET assessment is used to properly place Delgado students in their basic courses. The placement test is administered only to students who have already been admitted to the College. For students wishing to prepare for the placement test, study booklets describing the content of the tests are available in the Office of Advising and Testing. Applicants will not be refused admission to the College because of low test scores. Test scores are used for counseling and placement only. The placement test is not a pass/fail exam. This placement test is comprised of three exams: English, math, and reading. The placement test is primarily administered on computer; however, a paper/pencil version is available. A student is required to take all three exams, except when adequate ACT scores or prior course credit have been accepted. An optional biology test is also offered for science majors who wish to bypass General Biology I Lecture and/or Lab.

All certificate/degree-seeking students (first-time freshmen, transfer, and re-admit) who do not have appropriate ACT scores for placement purposes, or who have not passed college-level English and math courses, or who have not successfully completed developmental English and math with a grade of "C" or better within the last three (3) years may be required to take the Delgado Placement Test.

For interpretative purposes, ACT COMPASS/ASSET raw scores are converted to Delgado scaled scores. These DCC scores determine course placement in English, math, and/or reading class(es). Students are advised to discuss their scores/course placement with their designated academic advisor/counselor.

Students are required to pay their admission

application fee before registering for the placement test.

The COMPASS exam is computerized; the ASSET is the paper/pencil version of the placement test. Study guides for the placement exam are available in the Office of Advising and Testing. You may also refer to [www.act.org/compass/sample/index.html](http://www.act.org/compass/sample/index.html) for sample study questions.

#### Reading Placement

Delgado students are placed into reading courses based on their scores on the Delgado Placement Test. The Reading Placement Test is a reading comprehension exam. A score of 0-6 requires READ 070; a score of 7-12 requires READ 071; a score of 13-16 requires READ 072. A score of 17-20 with an English placement exam score of 6 or below requires READ 072. A score of 17-20 with an English placement exam score of 8 or above requires READ 101 or READ 072. With a score of 21-24, READ 101 is recommended. With a score of 25 or above, reading is not required. (Students must successfully complete required developmental course work and pass a reading exit exam before enrolling in most college-level courses.)

Delgado's Reading Placement Test may not be retaken during the three (3) years in which the results are valid. If the student does not successfully complete the designated entry level reading course within three (3) years, the student must retake the Delgado Placement Test. Students may challenge their reading placement results through verification. Students must make an appointment in the Office of Advising and Testing for the reading verification exam.

#### English Placement

The **English** placement test is an exam designed to determine which level of English would best serve the student's needs. The final placement score determines which level of English the student requires: a score of 2 requires ENGL 060; a score of 4 requires ENGL 061; a score of 6 requires ENGL 062 (ENGL 060, 061, and 062 are developmental courses and must be successfully completed before a student may enroll in a college level ENGL), a score of 8 or higher requires ENGL 101 (college level English). It is important that the student perform to his/her best ability, for Delgado's English Placement Test may not be

retaken during the three (3) years in which the results are valid. If the student does not successfully complete the designated entry level English course within three (3) years, the student must retake the Delgado Placement Test. Under special circumstances students may challenge their English placement results through verification. Students must make an appointment to take the English Verification Exam in the Office of Advising and Testing. This verification exam is a 90-minute essay to be typed on the computer. A score and score report are usually generated after completion of the exam. The score range is 2-8.

#### Math Placement

Delgado students whose math score is below 18 on the ACT or below 420 on the SAT are placed into their **math** classes based on their performances on the Delgado Placement Test. This test is administered by the Office of Advising and Testing and covers the material from MATH 090/091, 095, 096, and 118. Students may choose to prepare for this exam. Handouts and on-line resource information indicating what is covered on the placement test are available in the Office of Advising and Testing.

Delgado's Math Placement Test may not be retaken during the three (3) years in which the results are valid. If the student does not successfully complete the designated entry level math course within three (3) years, the student must retake the Delgado Placement Test.

Once a student has taken the Delgado Placement Test, a retake is not possible. However, a procedure does exist for these students to challenge their placement. Students attempting to enroll in their FIRST math course at Delgado may challenge their math placement through a process called Placement Verification. This procedure consists of individual tests for the various math levels. Each test contains 16 problems. If the student successfully completes the first test, he/she is offered the opportunity to take sequential tests as long as he/she continues to pass. Verification tests exist for MATH 090/091, 095, 096, and 118. It is possible, though not likely, for a student who is placed in MATH 090 to qualify for MATH 128/130 through this process.

Students who were previously enrolled in a Delgado math course, whether they completed the course or not, are not eligible for placement verification.

The Office of Advising and Testing will administer the indicated verification tests in succession until the student reaches a level of math difficulty greater than his/her math skills. If a change of math level is indicated, the student will take the completed verification form to the registration area or his/her appropriate division office to have his/her math course changed. During regular registration, placement verification is administered in the Math Lab. The verification test fee is \$5.

Students seeking placement verification should make every effort to complete the process before classes begin. No verification tests will be administered after the first week of class during the fall and spring semesters or after the first two days of class during the summer session.

#### BASIC EDUCATION

Students who are placed into or are required to take any READ and/or ENGL developmental course are initially classified as Basic Education students. If MATH is the only developmental course required, students are *not* classified as Basic Education students.

Basic Education students must meet with an advisor to schedule their classes.

Basic Education students placed in READ courses must complete all developmental reading courses prior to enrolling in most college-level courses (non-developmental courses that require college-level reading skills).

All Students coded into **Basic Education (BN, BP, BW)** are strongly encouraged to complete **CCSS 107 - College Success Skills** within the first 12 hours of coursework. It has been demonstrated that the single most important factor in student success in college is the completion of an “orientation” course that familiarizes the student with college resources, policies, and necessary academic skills, such as studying, note-taking, test-taking, and other relevant skills.

#### ABILITY TO BENEFIT TEST (ATB)

The Ability to Benefit test (ATB) is required of all non-high school graduates at least 17 years of age whose high school class has graduated and by all graduates of non-accredited high schools. The ATB test is available in English only and is offered in COMPASS and ASSET versions. The

COMPASS version of the ATB is an un-timed computerized assessment to determine Ability to Benefit. The ASSET version of the ATB is a paper/pencil timed assessment to determine Ability to Benefit. Study guides for the ATB are available in the Office of Advising and Testing. You may also refer to [www.act.org/compass/sample/index.html](http://www.act.org/compass/sample/index.html). Students who pass the ATB test may be eligible to apply for financial assistance under Title IV and are eligible to attend school on a full-time basis (12 or more credit hours). Students who do not pass the ATB test are not eligible for financial assistance; however, the student may take up to 11 credit hours until he/she passes the ATB or acquires a GED from an accredited site. A student who does not pass the ATB may declare as a Non-Degree Workforce Development major. A student whose first language is not English may take the CELSA ATB that is customized for non-native speakers. Students who do not pass the ATB or the CELSA ATB may retest 30 days later.

#### HIBERNIA ENRICHMENT CENTER

The Hibernia Enrichment Center, initially funded by Hibernia National Bank, provides computer-assisted remedial education for DCC students. In some cases, instructors will incorporate assignments to be completed in the Center into the course curriculum. All DCC students may use the Center during its open hours for study, access to the Internet, and to reinforce their basic reading, English, and study skills.

#### ADMISSION STATUS

Students are classified as one of the following upon applying for admission: Freshman, Transfer Student, or Re-Admit Student.

#### FRESHMAN STATUS

A *freshman* is a student who has never attended any regionally accredited college or university. Freshman students fall into one of the following categories and must meet all admission requirements that apply:

1. High school graduate or GED recipient of a secondary school approved by a state department of education. Home-schooled students who have completed the state-approved program or a regionally



accredited program will be admitted as high school graduates.

2. Non-high school graduate at least 17 years of age (with no GED) whose high school class has graduated, a home-schooled student whose home schooling is not approved by the state or a regional accrediting association, or a graduate of a non-accredited or non-state-approved high school. Such a student must show evidence of potential for success by passing the Ability to Benefit (ATB) Test\* and by completing all necessary developmental courses, if placement tests scores indicate a need for them.
3. A student currently enrolled in high school may enroll at Delgado Community College if he or she is (a) a high school junior or senior with an average of "B" or above, or (b) a high school junior or senior whose average is below B but who has been judged by college officials to be capable of profiting from instruction, or (c) a high school student under 16 years of age who may enroll only during the summer session for a maximum of 6 credit hours. If accepted for admission under any of the above conditions, the student will be dropped from the college immediately if a disciplinary problem arises.

Concurrently enrolled high school students must have approval of the high school counselor or principal, parent or guardian, and the appropriate college official.

4. Home-schooled applicants are required to:
  - Provide documentation from the state approved or regionally accredited home study program. Applicants who have completed a state or regionally accredited program will be admitted as high school graduates.
  - Provide a current transcript which indicates the course work that has been completed.
  - If the home study programs are not state approved or regionally accredited, applicants must have a GED or demonstrate an ability to benefit as evidenced by ATB assessment scores.
5. Selected high school students may apply for early admission and use the college credits

earned to graduate from high school. These students must (a) be recommended for admission by the high school principal, (b) have maintained a "B" average during six semesters of high school, (c) have an ACT composite score of 24 or higher, (d) be approved for enrollment by the Office of Admissions and (e) have permission of the parents or guardian to enroll.

Upon successful completion of 24 semester hours of college credit, the student may also receive his/her high school diploma. Further details may be obtained by contacting the Office of Admissions.

6. Part-time, non-matriculation students are first-time freshmen who are permitted to enroll without meeting admission requirements. A non-matriculating student may take a maximum of eleven (11) credit hours total. Before being allowed to register for additional hours, the non-matriculating student must meet the admissions criteria in the appropriate category.

Students who wish to change from part-time, non-matriculating to regular status must have all academic credentials submitted before the request will be approved. They may not be provisionally admitted to regular status unless there has been a break in enrollment.

Part-time, non-matriculating students are not eligible for veterans' benefits, federal financial assistance, or scholarships. Placement testing may be required depending on the courses desired.

#### FRESHMAN ADMISSION REQUIREMENTS

All freshmen are required to attend orientation and meet one or more of the following requirements:

1. Take Placement Test if degree or certificate-seeking or if student intends to take English or mathematics. (See "Placement Tests," pp. 52-54.)
2. Provide ACT scores if graduated from high school or received GED and are 24 years or younger.
3. Provide Proof of Immunization if born after 1956 (on the state approved form).
4. Provide official high school transcript (GED recipients may bring in the original

certificate to be photocopied by the Office of Admissions).

5. Take the Ability to Benefit test (ATB) and make an acceptable score if non-high school graduate by U.S. Department of Education regulations.
6. If concurrently enrolled in high school: Please see **Career Tech** (pp. 58-59).

#### TRANSFER STUDENT STATUS

A student who has attended another regionally accredited college or university (regardless of how long ago) is classified as a transfer student. Transfer students fall into one of the following categories and must meet all applicable admission requirements that apply:

1. Degree- or Certificate-Seeking—A transfer degree- or certificate-seeking student is defined as a student taking courses for credit who intends to complete an associate degree or certificate program at Delgado Community College.
2. Non-Degree or Non-Certificate Seeking—A transfer non-degree-seeking or non-certificate student is eligible to take an unlimited number of credit courses for personal enrichment, job improvement, or some reason other than a degree or certificate.

A student who registers as a non-degree student and later wishes to change to a degree or certificate program should petition the Registrar to change his or her status. The student must then complete admission requirements for degree-seeking students.

(To be eligible for financial assistance, it is necessary to enroll in a degree program.)

Students who wish to enroll in non-credit courses should contact the Workforce Development and Education Office.

3. Special Students—A transfer student may be admitted as a special student if he or she is non-degree-seeking and has not attended a college or university in the last year. Students may take no more than a total of twelve semester hours before having to submit all records to meet admission requirements. (To be eligible for financial assistance, it is necessary to enroll in a degree program.)

4. Summer Only—A summer-only transfer student will attend Delgado Community College for the summer only and will return to his or her former institution in the fall semester.
5. Transfer Student on Suspension/Dismissal.

Transfer students who have been suspended for the first time from an accredited college or university may petition to be admitted to Delgado for fall or spring semesters only. If admitted, the student is on probation for the duration of the suspension from the previous college or university, and his/her enrollment will be limited to auditing courses (maximum of nine hours), taking developmental courses and/or CCSS 107 only. Students must file an Appeal for Transfer-Suspension Admission Form in the Office of Admissions seven (7) calendar days prior to the first day of regular registration.

Transfer students who are suspended for a second time for academic reasons from other accredited colleges or universities will not be allowed to enroll in any coursework at Delgado for the entire duration of the suspension.

#### TRANSFER STUDENT ADMISSION REQUIREMENTS

**NOTE: Failure to acknowledge attendance at any college or university may result in immediate dismissal.**

The following requirements for admission of transfer students must be met as applicable:

1. Proof of Immunization if born after 1956 (on official state-approved Office of Admissions form available in the Office of Admissions).
2. An official copy of a transcript from every college or university attended if a degree/certificate is being sought at Delgado. (An official transcript is one mailed directly from the registrar of the previous institution to the Delgado Office of Admissions on the campus where the student intends to enroll.)
3. Placement Tests in the following circumstances:
  - a. In English and math if transfer student has not completed developmental

English and math courses with a grade of “C” or better within the last three years.

- b. In English and math if student has not passed college-level English and math courses within the last three years.
- c. In reading if student has not successfully completed at least six credits or more of academic courses with a grade of “C” or better, excluding math.

Even when specific circumstances do not apply, transfer students are encouraged to take placement tests in order to ensure accurate advising.

4. An official transcript from the last college attended if a degree/certificate at Delgado is not being sought.
5. If the applicant will be attending Delgado Community College for the summer session only—a letter of good academic standing. This letter must be from the Office of the Registrar of the last college attended. **For advising purposes, students must bring unofficial transcripts or grade reports to take courses that require prerequisites.**
6. Transfer-suspension students must request an appeal to enroll. The appeal must be filed through the Office of Admissions.

#### ACCEPTANCE OF TRANSFER CREDITS

Transfer credits from all regionally accredited institutions of higher education are recorded on the student’s permanent academic records. College credits (not developmental courses) are accepted as described below; a grade of “C” or better is required in the student’s major. Equivalencies in developmental courses are used for placement if the student earned at least a grade of “C” and the courses are not more than three years old.

The acceptance of transfer credits to meet degree/certificate program requirements will be governed by the following guidelines:

1. The acceptance of courses taken more than ten years before a student transfers to Delgado Community College is determined by the appropriate division dean.
2. The acceptance of courses that are not equivalent to courses taught at Delgado Community College is determined by the appropriate division dean.

3. Transfer credits earned through non-traditional sources are accepted with the same limitations as those applied to other Delgado students. (See “Credit from Non-Traditional Sources,” p. 87.)

Inquiries about the use of a transfer course to meet degree requirements should be directed to the division dean for the student’s major. Requests for appeal of a decision should be directed to the campus provost.

Students must take at least 25 percent of courses required for a degree at Delgado, of which nine must be in the student’s major (See “Graduation Requirements,” pp. 84-87). Transcripts will be evaluated for degree-seeking students during their first semester at Delgado.

Courses taken at institutions that are not accredited by regional associations are generally not accepted at Delgado Community College. However, the student may pursue one of the following avenues to gain acceptance of this coursework:

1. Use coursework as a basis for permission to take credit examinations; or
2. Use coursework as a part of the basis for awarding LEAP credits; or
3. Establish that another regionally accredited institution has accepted the courses in question.

If eligible to re-enter the previous college on academic probation, a student will be admitted on probation. If the grades earned at the previous college were such that the student would have been placed on probation if the grades had been earned at Delgado, the student will be admitted on probation. Students admitted to Delgado Community College with



a cumulative GPA of 2.0 or higher will be admitted in good standing.

#### ACADEMIC AMNESTY

Students who have not been enrolled in an accredited college or university for at least three calendar years may, **during their first semester of enrollment only**, petition for academic amnesty. When students are granted academic amnesty, all college-level work completed at an earlier date is eliminated from computation of the grade point average and cannot be applied to a degree or certificate program of study at Delgado Community College. While previous work at Delgado will not be removed from the student's scholastic records and transcript, it may not be used to meet degree requirements. The Delgado record will indicate clearly that academic amnesty has been granted and the effective date.

Students who are granted academic amnesty may qualify for scholarships or honors based on academic merit at such time as their Delgado Community College cumulative grade point average indicates that they are qualified. A student demonstrating competency in a given area may be allowed advanced standing (without credit) or a waiver of requirements, just as may any entering freshman. Students may be eligible for credit examinations for courses in which grades of "C" or higher were earned. (See pp. 88-89.)

Academic amnesty applies only to admission to Delgado Community College. Students granted amnesty at Delgado will be subject to the admissions policies of other institutions to which they may transfer after attending Delgado. When reviewing applications, many undergraduate, graduate, and professional schools compute the undergraduate grade point average based on all hours attempted.

Academic amnesty may be granted to a student only once, regardless of the institutions attended. Amnesty granted by another regionally accredited institution of higher education will be accepted by Delgado Community College.

#### RE-ADMIT STUDENT STATUS AND ADMISSION REQUIREMENTS

Students who interrupt their studies for a semester must submit a new application and

application fee. A student who has earned additional credits at another institution will be required to submit transcripts. A student who does not enroll at Delgado Community College for a fall or spring semester must use the catalog in effect at the time of re-entry in order to meet graduation requirements. Previous credits of readmitted students earned at Delgado or at other institutions are evaluated by the same criteria used for first-time transfer students.

One or more of the following may be required for Re-Admit Students:

1. Proof of Immunization if born after 1956.
2. An official transcript from last college or university attended after leaving Delgado if not seeking a degree or certificate.
3. Official transcripts from each school attended if seeking a degree or certificate. (Transcripts provided before may be required again.)
4. High school transcripts if student never attended any other college or university and does not already have a high school transcript on file in the Registrar's Office.
5. Letter of good academic standing if re-admitted for summer only.

#### CAREER TECH

##### Career Tech Facilitation

Career Tech provides an opportunity for high school students to start college while still attending high school. Students have greater access to a wide variety of rigorous academic and technical courses and can earn college credit for the courses they successfully complete. By earning college credit while still in high school, the student saves money and time on achieving a college degree and experiences a more seamless transition into college.

Careers today demand more knowledge, critical thinking skills, and higher levels of technical education. Additionally, to compete in the global economy, a minimum of two years of college is necessary to meet the demands of industry and to earn a livable wage.

The Career Tech Program prepares students to become tomorrow's leaders through a rigorous and relevant curriculum that stresses high academic achievement. Students are prepared more effectively for higher education

through their participation in “Career Clusters” and “Cohort Classes” that link high school coursework to advanced technical programs in the community or technical colleges and which may transfer to a baccalaureate program. Ideally, students will also develop the qualifications and certifications necessary to obtain employment in high demand professional careers.

Juniors and Seniors with at least a 2.0 GPA are eligible to participate in concurrent enrollment, dual enrollment, or “Summer Connections.” Students may earn college credit from the community or technical college, as well as Carnegie Units in certain vocational courses from their high school. Students are limited to four (4) credit hours during their first semester and may take up to seven (7) credit hours each subsequent semester, if eligible. Courses may be taken at the City Park Campus, West Bank Campus, or Northshore sites. Students who participate in the Career Tech program in their rising junior year (the summer before beginning their junior year) can earn up to 33 college credit hours by the time they graduate from high school.

Delgado Community College tuition may be waived for eligible students enrolled in an approved Career Tech Program. However, Career Tech students are responsible for a non-refundable application fee, student fees, books for each course, and transportation.

Interested students should contact their High School Counselor for the following required documents:

- Career Tech Application
- Official High School Transcript
- ACT Scores (if taken)

Home-schooled students must also supply a copy of their Louisiana State Board of Elementary and Secondary Education Approved Home Study Program Application.

#### Career Tech Summer Connections

Career Tech “Summer Connections” is a summer semester, project-based learning program designed for high school students in a particular Academy or Career Cluster to experience career exploration by taking classes in their field of interest. Students can take advantage of joining a “Cohort” class of their peers, taking a class in partnership with their high school, or interfacing with other college

students while taking courses that compliment their five-year plan.

**For additional information on any of the Career Tech Programs, please contact the City Park Campus Career Tech Office at (504) 671-5463 or (504) 818-4656.**

#### INTERNATIONAL STUDENTS

A non-U.S. citizen who plans to attend Delgado Community College should write directly to International Student Admissions, City Park Campus, Delgado Community College, New Orleans, LA 70119, for detailed information. Delgado Community College welcomes international students. The International Student Advisor provides information and assistance to international students regarding college, immigration regulations, and financial matters. The International Advisor is also available to discuss and assist with personal concerns.

All international students are required to visit the International Student Advisor as soon as they arrive on campus and to maintain contact with that person during their stay at Delgado. International students (with M-1 and F-1 visas) must register and complete each semester as a full-time student. For immigration purposes, full-time is defined as twelve (12) credit hours per semester in a regular program and eighteen (18) credit hours for English as a Second Language (ESL). International students must enroll every Fall and Spring semester until their studies are completed. Failure to enroll for a full course of study is considered a violation of their M-1 or F-1 status.

#### English Language Proficiency Test

International students whose native language is not English are required to take the Delgado English Language Proficiency Test. Enrollment in English as a Second Language (ESLN and ESLR prefixes) courses is required if an English language deficiency is determined. Although the Test of English as a Foreign Language (TOEFL) is not required, students who have taken and passed the TOEFL with a score of at least 173 on the computer-based exam, 61 on the Internet-based exam, or 500 on the paper-based exam, and with a minimum score of 5 on the Test of Written English

(TWE) will be exempted from taking the Delgado English Language Proficiency Test.

#### Application

An applicant seeking admission on a student visa must submit the items below before Form I-20 can be issued. Once all items are received an I-20 will be generated through SEVIS. SEVIS is an electronic reporting system for international students and exchange visitors.

1. A fully completed application form signed by the applicant (all questions must be answered).
2. The application fee of \$25 (NON-REFUNDABLE).
3. A notarized Statement of Financial Support to show evidence of sufficient funds to cover all costs while studying in the United States.
4. Proof of financial support from a banking institution.
5. Proof of immunization if born after 1956. (See "Proof of Immunization," p. 52.)
6. An official transcript from the last school attended. (See Foreign Transcript Evaluation below.) Non-degree seeking students enrolling only in English as a Second Language courses (ESLN and ESLR prefixes) are not required to submit transcripts.
7. SEVIS fee requirement of \$100.

**Students entering in non-degree status may not change that status or enroll in non-ESL courses until all transcript requirements have been satisfied.**

#### International Transfer Students

International students transferring from other institutions in the U.S. must have been maintaining status as an F-1 student at the prior institution for immigration purposes and must also be in good academic standing. Those students out of status must apply to the U.S. Citizenship and Immigration Services for reinstatement upon entry to Delgado Community College. Transcripts from all U.S. institutions attended are required for admission as well as numbers 1-7 above. A complete transfer evaluation form by the last school attended must be submitted along with the documents and fees listed above.

**APPLICATIONS AND REQUIREMENTS MUST BE SUBMITTED TO INTERNATIONAL STUDENT ADMISSIONS ACCORDING TO THE FOLLOWING SCHEDULE:**

Fall Semester . . . . . before July 1  
Spring Semester . . . before November 15  
Summer Session . . . . . before April 15

If an applicant decides not to attend Delgado, he or she must return the Form I-20.

International Admissions Application packet forms are available on the web at <http://www.dcc.edu>.

#### Foreign Transcript Evaluation

International students who have never attended a post-secondary institution must provide evidence of academic achievement equivalent to a U.S. high school education. Transcripts that are not in English must be translated by a certified translator. Official basic/general evaluations of all international diplomas/transcripts must be completed to determine equivalency. One copy of the official diploma/transcript and translation must be sent to an evaluation agency. See "Evaluation Agencies" below.\*

***Only translations certified by the American Translation Association will be accepted. Official evaluations are those which are sent from the evaluation agency directly to the Office of Admissions at Delgado Community College.***

An applicant who has satisfactorily completed university-level courses in a foreign country comparable to the course credits in the American university system must have official transcript(s) sent to the Office of Admissions at Delgado Community College. Transcripts that are not in English must be accompanied by a certified translation. In addition, the transcript(s) must also be officially evaluated by an evaluation agency. (See "Evaluation Agencies" below.) Only translations certified by the American Translation Association will be accepted. Official evaluations are those which are sent from the evaluation agency directly to the Office of Admissions at Delgado Community College.

The request for an evaluation must be made immediately so that the results will be received by Delgado Community College prior to registration. Students are required to furnish general evaluations only. Students who wish to use credits earned in their country toward a degree at Delgado may request a more extensive course equivalency evaluation. There is an additional fee charged by the agencies for this service. All fees required must accompany the transcript sent to the agency.

\*EVALUATION AGENCIES (*choose any one*):

**Center for Applied Research, Evaluations, & Education, Inc.**

P.O. Box 18358  
Anaheim, CA 92817  
Phone: (714) 237-9272  
Fax: (714) 237-9279  
email: eval\_caree@yahoo.com  
http://www.iescaree.com

**Education Evaluators International, Inc.**

11 South Angell Street #348  
Providence, R.I. 02906  
Phone: (401) 521-5340  
Fax: (401) 437-6474  
email: gary@educei.com  
http://www.educei.com

**Education International, Inc.**

29 Denton Road  
Wellesley, MA 02482  
Phone: (781) 235-7425  
Fax: (781) 235-6831  
email: edint@gis.net  
http://www.educationinternational.org

**Educational Credential Evaluators, Inc.**

P.O. Box 514070  
Milwaukee, WI 53203-3470  
Phone: (414) 289-3400  
Fax: (414) 289-3411  
email: eval@ece.org  
http://www.ece.org

**Educational Perspectives, nfp.**

P.O. Box 618056  
Chicago, IL 60661-8056  
Phone: (312) 421-9300  
Fax: (312) 421-9353  
email: info@edperspective.org  
http://www.edperspective.org

**Educational Records Evaluation Service, Inc.**

601 University Avenue, Suite 127  
Sacramento, CA 95825  
Phone: (916) 921-0790  
Fax: (916) 921-0793  
email: edu@eres.com  
http://www.eres.com

**e-ValReports**

10924 Mukilteo Speedway, #290  
Mukilteo, WA 98275  
Phone: (425) 349-5199  
Fax: (425) 349-3420  
email: brad@e-valreports.com  
http://www.e-valreports.com

**Evaluation Service, Inc.**

P.O. Box 85  
Hopewell Jct., NY 12533

Phone: (845) 223-6455

Fax: (845) 223-6454

email: esi2@frontiernet.net

http://www.evaluationsservice.net

**Foreign Academic Credential Service, Inc.**

P.O. Box 400

Glen Carbon, IL 62034

Phone: (618) 656-5291

Fax: (618) 656-5292

http://www.facsusa.com

**Foreign Educational Document Service**

P.O. Box 4091

Stockton, CA 95204

Phone: (209) 948-6589

**Foundation for International Services, Inc.**

P.O. Box 4091

Stockton, CA 95204

Phone: (209) 948-6589

**Global Credential Evaluators, Inc.**

P.O. Box 9203

College Station, TX 77842-9203

Phone: (512) 528-0908

Fax: (512) 528-9293

email: gce@gceus.com

http://www.gceus.com or

http://www.gcevaluators.com

**Global Services Associates, Inc.**

2554 Lincoln Boulevard, # 445

Marina del Rey, CA 90291

Phone: (310) 828-5709

Fax: (310) 828-5709

email: info@globaleval.org

http://www.globaleval.org

**International Academic Credential Evaluators, Inc.**

P.O. Box 2465

Denton, Tx 76202-2465

Phone: (940) 383-7498

Fax: (940) 382.4874

email: staff@iacei.net

http://www.iacei.net

**International Consultants of Delaware, Inc.**

P.O. Box 8629

Philadelphia, PA 19101-8629

Phone: (215) 222-8454 ext. 510

Fax: (215) 349-0026

email: icd@icdel.com

http://icdel.com

**International Education Research Foundation, Inc.**

P.O. Box 3665

Culver City, CA 90231-3665

Phone: (310) 258-9451

Fax: (310) 342-7086

email: information@ierf.org

http://www.ierf.org

**Josef Silny & Associates, Inc.  
International Education Consultants**

7101 S.W. 102 Avenue  
Miami, FL 33173  
Phone: (305) 273-1616  
Fax: (305) 273-1338  
Fax: (305) 273-1984 (Translations)  
email: info@jsilny.com  
http://www.jsilny.com

**SpanTran Educational Services, Inc.**

7211 Regency Square Blvd., Suite 205  
Houston, TX 77036-3197  
Phone: (713) 266-8805  
Fax: (713) 789-6022  
email: info@spantran-edu.org  
http://www.spantran-edu.org

**World Education Services, Inc.**

P.O. Box 5087  
Bowling Green Station  
New York, NY 10274-5087  
Phone: (212) 966-6311  
Fax: (212) 739-6100  
email: info@wes.org  
http://www.wes.org

Students may check with the Admissions or Registrar's Office for additional options.

**WORKFORCE TRAINING ADMISSION**

Students who score at least at the 6.0 grade level on the TABE, but who do not score sufficiently high to be admitted as regular students, may enroll as Workforce Training students. Such students are limited to enrollment in workforce training programs (credit-bearing) and will be awarded technical competency or letters of completion when they complete the program. Workforce training

students may not receive any form of Title IV federal financial assistance.

Workforce training students may change to the regular admission status if they obtain their GED, high school diploma, or the minimum acceptable scores on the ATB exam.

**ADMISSION REVIEW COMMITTEE**

The Admission Review Committee is authorized to hold hearings related to the following: (1) submission of inaccurate admission documents; (2) denials of requests for academic amnesty; (3) denial of admission of a student currently suspended from a regionally accredited higher education institution in accordance with the Board of Supervisors' policy on such admissions; (4) denial of requests to be classified as a Louisiana resident for tuition purposes; and (5) denial of admission to a selective admission program when a student alleges that a decision is arbitrary or capricious or in violation of stated guidelines. Based on the information gathered at a hearing, the Admission Review Committee will recommend action to the Director of Admissions and Enrollment Services.



# FINANCIAL INFORMATION

## TUITION AND FEES

### Application Fees - Non-Refundable

All applicants, including auditors, enrolled in day and/or night classes are assessed a non-refundable application fee. This fee is payable at the time of application. Students who pay the application fee and do not enroll may have their application reinstated for one fiscal year (Fall semester through Summer session). Students who miss a Fall or Spring semester must reapply and pay another application fee unless the fiscal year in which the application fee was paid has not ended.

### Tuition

All tuition and registration fees must be paid in full at the time of registration, except when a student qualifies for the deferment plan. A non-refundable \$25 service fee is charged to the student account upon application for deferment. Fee payment deadlines are set following advanced registration each term. Fees received after the deadline (but before classes are actually removed from the system) will cause a \$25 non-refundable surcharge to be added to the student's account. A student is considered officially registered once fees are paid and all required admission documents have been submitted to the Admissions Office. Delgado Community College's tuition and fees are among the most reasonable in the state. Tuition, which is subject to change at any time by the Board of Supervisors, is assessed as follows:

### Fall 2009 / Spring 2010 Tuition & Refund Schedule

Credit Hours	Resident* Tuition	Non-Resident* Tuition
1-3 hrs.	\$273	\$273
4	328	938
5	383	1,103
6	438	1,268
7	493	1,433
8	548	1,598
9	603	1,763
10	658	1,928
11	713	2,093
12≥	768	2,258

\*Tuition rates do not include the following:  
SGA \$10 (FALL/SPRING)

Student Life Cnt.	\$15 (City Park Campus) \$40 (West Bank Campus)
Tech-fee	\$ 5 per hr. up to 12 hrs. \$60.00
Academic Excellence Fee	\$ 7 per hr. up to 12 hrs. \$84.00
Lab fees	see class schedule
Operational	Maximum Fee \$27.00
Dolphin Card System Fee	
City Park and Workforce Development and Education	\$5
West Bank, and Charity School of Nursing	\$3
	(Dolphin Card System fees are assessed each semester to activate your card.)

### Residency (Non-Resident Fees)

The Board of Supervisors for the Louisiana Community and Technical Colleges System (LCTCS) has established policies and procedures for determining residency for tuition and fee purposes (LCTCS Policy #2.008 Residency). Eligibility for classification as a Louisiana resident is determined by the Office of Admissions after the completed application for admission and other related documents have been submitted. After enrollment, changes in residency status are made in the Office of the Registrar.

Non-resident students enrolled in six hours or less are not assessed the non-resident fee. Or, students who are non-residents may enroll in more than six credit hours if all courses are web-based or other distance learning courses.

Owning property in Louisiana, paying Louisiana state taxes, or establishing voter privileges in Louisiana do not, in themselves, qualify an applicant for Louisiana residency. Residency categories are as follows:

- Have lived and worked in Louisiana for at least one full year
- Married to a Louisiana resident (as defined by LCTCS policy)
- A dependent child of a Delgado Community College graduate
- Dependent child of a Louisiana resident
- Dependent child of a Louisiana resident living with a legal guardian
- Dependent child of a Louisiana resident living with a legal guardian
- Permanent resident - must be in possession of Form I-551 (alien permanent resident card) or must show proof of permanent resident approval)

For tuition purposes, a Louisiana resident is defined as one who has, or a dependent person whose parent or legal guardian has, abandoned all prior domiciles and has been domiciled and is employed full-time in the State of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of classes of the semester of enrollment for which resident classification is sought. Other persons not meeting the 12-month legal residency requirement as defined by the LCTCS may be classified as temporary residents for tuition purposes only if they meet one of the following categories.

**Temporary Residency Classification Categories:**

- Active Duty Military/Dependent
- Visa categories: A, E, G, I, H, K, L
- Non-U.S. citizen lawfully admitted to the United States as Refugee, Amnesty Alien, Temporary Protective Status

**Residency Reclassification**

Students in the process of working to have their classification as non-residents changed to residents must present satisfactory written documentation that they meet one of the categories to be classified as a Louisiana resident for tuition purposes.

To qualify as a Louisiana resident for tuition purposes, the applicant must be a U.S. citizen; a legal permanent resident; a non-U.S. citizen who can demonstrate that he or she has been lawfully admitted to the United States for permanent residence; or meet one of the classifications of temporary resident as defined by the LCTCS above.

Non-U.S. citizens must be a permanent resident in possession of Form I-551 (alien permanent resident card) or proof of approval for such status before beginning the process of establishing residency by meeting the criteria to be classified as a Louisiana resident. Non-U.S. citizens not in possession of Form I-551 are referred to International Student Admissions for determination of residency status.

Non-Louisiana Residency Reclassification Applications, which outline the required supporting documentation, are available in the Office of Admissions and on the Delgado website ([www.dcc.edu](http://www.dcc.edu)). The application along with all supporting documentation must be submitted to the Office of Admissions for

new students or to the Office of the Registrar for readmit and continuing students within 21 days after the first day of classes. Appeals of denial for reclassification as non-residents must be submitted to the Admissions Review Committee at the student's home campus.

**Education Tax Credit**

Certain tuition-related expenses may qualify for the federal HOPE and Lifetime learning tax credits. Please contact your tax advisor for details. The college will mail an IRS 1098-T form to the student's permanent address by January 31. The form will only disclose that the student was at least a half-time student during the calendar year. The student should retain the receipt(s) provided by the Bursar for the amount of tuition paid to the college.

**International Student Fee**

An international student fee is charged all non-U.S. citizens who are also non-residents of Louisiana.

**Audit Fees and Tuition**

Students taking courses for audit are assessed the regular tuition and fees for the audited courses.

**Student Activity Fee**

The self-assessed student activity fee was approved by the student body in 1980 and increased by student referendum in 1993. The proceeds from this fee go directly to the Student Government Association (SGA), which oversees disbursement of the funds to various student activities. The SGA sponsors annual activities such as dances, films, and speakers. In addition, funds are provided to various academic departments for cultural enrichment, and to clubs and organizations for activities that benefit the entire student body.

**Dolphin Card System Fee**

The Dolphin Card is the official photo identification card of Delgado Community College, as well as a multifunctional purchasing and access card. The Dolphin Card System Fee is assessed each semester to activate the student's card. The Dolphin card will be valid for as long as the student is enrolled in classes at Delgado.

Additionally, funds are deposited incrementally to the student's Dolphin Card account at the beginning of each semester at a rate of \$1.00 per credit hour enrolled, up to 12 hours, for free printing at all libraries and

computer labs. At the time of registration, \$6 is deposited automatically into the student's Dolphin Card account for immediate use in the computer labs and library, and, if applicable, the final amount based on the student's credit hours is deposited automatically on the 14<sup>th</sup> day.

If the student chooses to deposit additional money to his/her Dolphin Card, the student will be able to purchase meals at the food court, soda, water, items in vending machines, bookstore merchandise, and copies at libraries and computer labs, all with a swipe of the Dolphin Card. All deposited funds are available to the student as needed; however, refunds are not issued under any circumstances.

#### **Academic Excellence Fee**

The academic excellence fee promotes academic excellence at the college by enhancing institutional programs. This fee was approved by the State Legislature in 2003.

#### **Technology Fee**

This self-assessed student fee was approved by the State Legislature and ratified by the Student Government Associations in 1997. The proceeds are for the purposes of "implementing, replacing, improving, and expanding technologies to benefit student life and learning" (from *Legislative Act 1450, 1997*).

#### **Student Life Center Building Fee**

These self-assessed building fees were approved by the student body of the City Park Campus in 1997, and by the student body of the West Bank Campus in 2003. The proceeds are dedicated to the construction and operation of a new student life center on each campus. These fees apply to students registered at the respective campuses.

#### **Operational Fund Fee**

Effective Fall 2004, State of Louisiana Legislators and the LCTCS approved an operational fee to be assessed at all state colleges and universities. The operational fee will cover operational expenses no longer covered by the State.

#### **Late Registration Fee**

A student who registers after the close of the official registration period may be charged a late registration fee.

#### **Late Payment Fee**

Payments received after due date will incur a

late fee. Additional fees will be assessed monthly until the account is paid in full. This fee is in addition to all other penalties and fees assessed due to returned checks or unpaid tuition (see *Class Schedule*).

#### **Motor Vehicle Registration Fees and Fines**

A registration fee is charged to all students who park a motor vehicle on campus, or at any other location where the college conducts classes and provides security services. An additional nominal fee is charged to students to register each additional car. Motor vehicle registration must be renewed each fall semester so that students may park in designated student areas. Students who receive tickets for violations must present the ticket and pay the fine at the Bursar's Office within 48 hours. A student may not receive a parking permit without a valid Delgado identification card or an I.D. card from a cooperating institution. It is important to note that parking decals must be affixed in the proper location on the vehicle's rear windshield.

#### **Graduation Fee**

Students who will graduate in Fall 2009 or Spring 2010 are required to pay a \$35 graduation fee in that semester during the period of time established for this purpose. This fee includes a \$33 graduation processing fee, which covers the cost of diploma materials and processing, and a \$2 fee for a one-year initial membership in the Delgado Alumni Association.

#### **Transcript of Records Fee**

All admission requirements and financial obligations to the college must be met in full before transcripts are issued. Students who have defaulted on federal student loans secured through a Title IV Student Financial Assistance Office may not receive a copy of their academic record at Delgado until the State Office of Financial Assistance verifies to Delgado in writing that the loan is no longer in default. Transcripts are issued at a cost of \$5 per copy. Students requesting immediate service are assessed a \$10 fee per copy.

#### **Deferment Plan Service Fee**

Students registering for a minimum of six semester hours (and not qualifying for other financial aid) may request a partial deferment of tuition fees. Under this deferment plan, tuition is due in three installments (two installments in the summer session) by the payment deadlines published in the semester's

*Class Schedule.* A \$25 service fee is charged to students who use the deferment plan. Late or incorrect payments by mail or by express-drop will cause a \$25 non-refundable surcharge to be added to the account. Default on installment payments without prior arrangements with the Accounting Office subjects the student's account to being submitted to a collection agency.

**Application for Waiver of Tuition Fee**  
Students may receive a waiver of tuition if they are active members of the National Guard, New Orleans policemen or firemen; dependents of disabled or deceased-in-the-line-of-duty police; firefighters or military personnel; or students cross-enrolled from Nunez, SLU, UNO, SUNO or LCTCS-District 1. Senior citizens (60 years or older) qualify for one tuition-free credit course each semester. Students who attend Delgado on one of these waivers must be enrolled for credit (not audit). Other waivers may be available; contact Business Affairs for further information. All waivers are subject to change by the Board of Supervisors. The student is responsible for verifying with the funding source all specific academic and financial eligibility criteria as it pertains to waivers.

Under the Louisiana Statute R.S. 29:36.1, certain members of the Louisiana **National Guard** may be exempted from paying tuition. Even with this exemption, a student must pay the \$15 non-refundable application fee. The tuition exemption may be claimed by presenting a Certificate of Exemption during the registration period.

#### **Returned Check Charge**

There will be an additional charge for all returned checks. Any student who has a returned check on his/her account will have to pay by cashier's check, money order, or cash for the semester in which the check was written plus the next semester of attendance. Only in the case of a bank error will the returned check hold be removed. After the College has exhausted its attempts to notify the student, failure of the student to pay the returned check and additional charges will subject the student to an administrative withdrawal from classes, and his/her account will be submitted to a collection agency.

#### **Refund of Tuition and Fees**

Refund of tuition and fees for fall and spring semester is published in the *Class Schedule* for students who reduce their number of credit

hours or officially withdraw from college. Refund deadlines vary for the summer session and for special, short-term credit courses according to the length of those courses. Refunds are based on assessed tuition and fees, not on amount paid. Delgado reserves the right to deduct all monies owed to the College before refunding.

Refunds resulting from the reduction in credit hours below 12 hours or withdrawal from college during the refund period each semester will be processed automatically. Students must complete the drop/withdrawal process prior to the posted deadline in order for an automatic refund to occur. Non-attendance does not constitute withdrawal.

Students who wish to appeal the refund they receive (or lack thereof) must complete a "Refund Request Form" in the Registrar's Office. A letter stating the reasons the student feels he or she is entitled to a refund must be attached to the refund request form. Distance education students will be afforded the opportunity to submit their tuition refund request forms and supporting documentation through available distance education modalities.

The College is a state agency, and therefore, all refunds must be substantiated and are subject to review by the State of Louisiana Office of the Legislative Auditor. The following are reasons for denial of a refund:

- Non-attendance without sufficient justification;
- Denial of or late application for federal financial assistance after a promissory note has been signed;
- Dropping disallowed credit courses by students on academic probation or suspension (It is the student's responsibility to know his or her academic status and the classes in which he or she is eligible to enroll before registering.); and/or
- Unsupported or unsubstantiated reasons/justifications.

Refund requests are submitted to the Registrar's Office and are forwarded to an Appeals Committee, which consists of representatives of the Registrar's Office, Office of Student Financial Assistance, and the Accounting Department, as well as appointed academic staff representatives. The Committee Chair will notify the student of the Appeals Committee's decision. A student may

make a final appeal to the Vice Chancellor for Business and Administrative Affairs. Requests for refunds for any fiscal year (July 1 - June 30) must be received by June 30 of that fiscal year.

#### Other Fees

There are specialized areas of instruction (such as laboratories) within the college that require extra fees. The course fees are also listed on the college website: [www.dcc.edu/lab\\_fees/labfeelist.pdf](http://www.dcc.edu/lab_fees/labfeelist.pdf).

### FINANCIAL ASSISTANCE

Delgado Community College believes that no student who wishes to pursue a college education should be denied that opportunity for financial reasons. In determining the need for financial assistance, the Office of Student Financial Assistance is guided by its estimate of each student's actual expenses and the data supplied by the student in the Free Application for Federal Student Aid (FAFSA). Each student who is eligible will be offered a "package" containing a combination of grants, loans, scholarships, and/or student employment. FAFSA's are available from high school guidance offices, the Delgado Office of Student Financial Assistance, or apply over the Internet at: <http://www.fafsa.ed.gov>.

Detailed information on student employment, loans, grants, and scholarships may be secured by contacting one of the following:

**Office of Student Financial Assistance  
City Park Campus**  
Delgado Community College  
615 City Park Avenue  
New Orleans, LA 70119-4399  
(504) 671-5042

**Office of Student Financial Assistance  
West Bank Campus**  
Delgado Community College  
2600 General Meyer Avenue  
New Orleans, LA 70114-3095  
(504) 762-3193/3241

**Office of Student Financial Assistance  
Charity School of Nursing**  
Delgado Community College  
450 South Claiborne Avenue  
New Orleans, LA 70112  
(504) 571-1335

**Office of Student Financial Assistance  
Northshore/Covington**  
Delgado Community College

317 Jefferson Street  
Covington, LA 70433  
(985) 671-6617

**Office of Student Financial Assistance  
Northshore/Slidell**  
Delgado Community College  
320 Howze Beach Road  
Slidell, LA 70461  
(985) 671-6614

Formal admission as a degree-seeking student is required before financial assistance can be offered. The student's file is not considered to be complete and cannot be evaluated until the Financial Assistance Application and all other requested documents have been submitted. The Financial Assistance Office will try to respond to complete applications *within 30 days*.

#### The Application Process

At Delgado Community College, we want to provide students with the best financial aid package possible. To start the process, students must complete two forms:

First, complete the Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.ed.gov>, or complete and mail the application to the Federal Processing center. (Delgado's **school code** is **004626**.)

Second, complete a **Delgado Financial Assistance Application** and return it to the Office of Student Financial Assistance on the appropriate campus. Students are assigned a campus code when they first register for classes at Delgado. Students must submit all required financial aid documentation to the Office of Student Financial Assistance on the appropriate campus. Financial aid documents are available on Delgado Community College's website at: [www.dcc.edu](http://www.dcc.edu) under the "Financial Aid Forms" link. (If you don't know your **campus code**, call the Office of the Registrar at (504) 671-5021 for City Park and (504) 762-3100 for the West Bank.)

Once the Office of Student Financial Assistance has received the results of student's Federal application, the Delgado Financial Assistance application, and any other documentation we ask students to provide, we will send the students an official **Award Letter**. Students may accept all or just a part of the aid offer. **If students fail to sign and return their award letters to our office within 10 working days, the offer of assistance might be withdrawn** and the funds offered to another needy student. If that

happens, and students wish to reinstate their applications, the effective date of the new applications will be the date on which students request that the applications be reinstated.

**Important:** After submitting all requested documents, if students have not been **notified within 30 days** of their award status, they should make an appointment to see a financial aid counselor.

#### Deadlines

1. Priority Processing - Applications of students who have submitted all requested documentation by the established deadline dates listed below will be given priority. Students will be notified before the start of the semester/session if they qualify for Federal Title IV aid.

<b>Fall semester</b>	<b>May 1</b>
<b>Spring semester</b>	<b>October 15</b>
<b>Summer semester</b>	<b>April 1</b>

2. Documents received after priority processing date - If students do not submit all the requested documents by the deadline date, financial aid may not be processed by the start of the semester. However, the Financial Aid Office will attempt to process students within 30 days of receipt of the last document submitted.
3. Late Applications - Students who apply for financial aid after the deadline date or fail to submit all documents on or before the deadline will be responsible for securing their class schedules, either by paying or by making payment arrangements at the Bursar's Office.

If students register during **early registration**, they must make payment arrangements no later than the Friday preceding the first day of regular registration.

If students register during **regular or late registration**, they must make payment arrangements before the close of business on the day they register.

4. Loans - Before students can apply for an educational loan to help pay the cost of attending school, they must indicate their interest in a loan on their Free Application for Federal Financial Assistance and on Delgado Financial Assistance Application. Once the loan is approved, students will receive a school-certified master

promissory note in the mail at the address on the FAFSA. The promissory note must be signed and forwarded to the lender immediately.

#### Financial Aid Eligibility

In general, a student must meet the following requirements to qualify for Title IV Financial Aid:

1. Demonstrate financial need (except for certain loans);
2. Be a high school graduate, have a GED, or pass an independently administered test approved by the Secretary of Education, or meet other standards your state has established that are approved by the U.S. Department of Education;
3. Be either a U.S. citizen or an eligible non-citizen;
4. Be working toward a degree or certificate in an eligible program;
5. Make satisfactory academic progress in a course of study;
6. Not be in default of any educational loans at any school attended; or if in default, must have made satisfactory repayment arrangements;
7. Not owe a refund on grants at any school attended;
8. Register with the Selective Service if required (you can use the paper or electronic FAFSA to register);
9. Have a valid Social Security Number.

#### General Information

Delgado Community College has a comprehensive financial assistance program to help meet the cost of education. The College offers seven major student financial assistance programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Leveraging Educational Assistance Partnership (LEAP)
- Federal College Work-Study (FCWS)
- Federal Unsubsidized Stafford Loans
- Federal Stafford Loans
- Federal PLUS Loans for Parents

Financial Assistance is the economic assistance available to help students meet the difference between what they can afford to pay

and what it will actually cost to go to school. This assistance is provided in one of the following forms:

1. Grants - Grants are a form of non-repayable assistance sometimes referred to as gift aid (free money). Grants are awarded based on the student's need and availability of funds.
2. Scholarships - Academic scholarships are awards based on academic achievement. Participation in student activities or special talents are required for Leadership Scholarships. Scholarships do not have to be repaid.
3. Loans - Loans are financial awards with a low interest rate made to students attending at least half-time, which must be repaid to your lender. Some loans can be cancelled if students meet certain program regulations. Repayments usually begin 6 months after graduation, withdrawal from school, or when a student drops to less than half-time. All first-time loan recipients must complete an online pre-loan counseling session at [www.mapping-your-future.org](http://www.mapping-your-future.org) before receiving student loan funds. In addition, Delgado's Federal Default Management Program requires that all funds for first-time loan recipients be delayed thirty (30) days from the first day of class.
4. Employment - Employment opportunities are provided through the Federal College Work-Study Program, the Federal Community Service Program, and the Campus Work-Study Program.

## GRANTS

### Federal Pell Grant

The Pell Grant is an entitlement program. It is awarded to help undergraduates pay for their college education. Unlike loans, grants do not have to be paid back. Students who have earned a bachelor's degree are ineligible for a Pell Grant. To qualify for a Pell Grant the student must have financial need and be enrolled in a degree-seeking program on a full- or part-time basis.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG money is limited and available only for those who have exceptional financial need. Students with exceptional financial need are

those who are eligible for a Pell Grant, have the lowest expected family contribution, enrolled at least half-time, and still have unmet financial need.

### Leveraging Educational Assistance Partnership (LEAP, formerly SSIG)

The LEAP grant is awarded on a first-come, first-served basis for those students who meet the requirements stated below. The priority deadline is May 1. Funds are limited. The amount awarded is determined by the funds available in a given year.

To be eligible for consideration, you must:

- Be a U.S. citizen or eligible non-citizen.
- Be a Louisiana resident for at least one year.
- Have graduated from high school with at least a 2.00 cumulative GPA, or a minimum average score of 45 on the GED, or at least a 20 on the ACT or a cumulative post-secondary GPA of at least 2.00
- Be enrolled as a full-time undergraduate student.
- Annually apply for federal and state student aid.
- Have financial need of at least \$199
- Not be in default on an educational loan nor owe a repayment on an educational scholarship or grant.

### Federal College Work-Study (FCWS)

The College Work-Study Program provides jobs to earn money for school expense. The amount of award is based on need and availability of funds. College Work-Study pays at least the minimum wage, and the student is paid approximately every two weeks.

Community Service Work-Study involves working on- or off-campus in a community service position.

### FCWS Requirements:

In addition to meeting the general eligibility requirements, students wishing to be considered for FCWS:

1. Must have financial need as determined by FAFSA, and
2. Be enrolled (at least half-time) in a course of study leading to a degree or certificate.

### Campus Work-Study

The Campus Work-Study Program is a state funded program that does not require financial need to apply. Students may apply by completing the application for student

employment. In addition, students must be enrolled at least half-time.

#### OTHER FORMS OF FINANCIAL ASSISTANCE

##### Federal Stafford Loans

You may be eligible for a Stafford loan if you:

- Are a U.S. citizen or eligible non-citizen.
- Have a high school diploma or its equivalent; and
- Plan to attend an eligible postsecondary school at least half time.

There are two kinds of Stafford loans: Subsidized and Unsubsidized.

You are required to begin repaying Stafford loans six months after you leave school or drop below half-time status.

##### Subsidized Federal Stafford Loans

Loans that are available to students who meet certain financial need criteria. If you qualify for this type of loan, the federal government will pay the interest on the loan while you are in school, during a six-month grace period, and during times when you qualify for an authorized deferment, which is one way of postponing loan payments. The maximum amount a student may borrow is \$3,500 per year for the first year of study and \$4,500 per year for the second year, given financial need.

##### Unsubsidized Federal Stafford Loans

Loans that are available to students who meet certain financial need criteria for a subsidized Stafford loan or who do not qualify for the full annual limit of a subsidized Stafford loan. You are responsible for paying the interest that accumulates on an unsubsidized loan during school or you may defer payments. If you defer, the interest will be added to your principle balance.

##### Federal PLUS Loans

Your parent may be eligible for Federal PLUS loans if:

- You are an undergraduate and dependent on your parent;
- You are enrolled in school at least half-time; and
- You and the parent borrower are U.S. citizen or eligible non-citizen.

The parent applying for the loan is responsible for repaying the loan. In this case, parent means your parent, adoptive parent, or step-parent.

A PLUS loan is available without regard to financial need and may include the full cost of education minus other forms of financial aid. The lender is required, however, to verify that the parent borrower does not have an adverse credit history. Your parent is required to begin repaying within 60 days after the loan is fully disbursed.

##### Mandatory Exit Interview

Each loan recipient is required by federal regulations to participate in an exit interview at the time the student ceases to attend Delgado Community College at least half-time. Students should go to the Financial Assistance office at their respective campus for this exit interview before the student withdraws, graduates, drops to less than half-time, or completes his/her last semester at Delgado. Students can also complete an exit interview on the internet at [www.mapping-your-future.org](http://www.mapping-your-future.org).

##### Veterans' Benefits

Discharged servicemen, reservists, those currently in the armed forces, or qualified dependents who plan to attend Delgado must apply for certification to the regional Veterans Administration through Delgado's Veterans Affairs Office. Services which are provided to qualified recipients include:

1. Counseling—academic
2. Tutoring
3. Liaison with personnel from the Veterans Administration

Students eligible to receive veterans benefits enrolled at the Slidell Learning Center should contact the City Park Campus.

##### Satisfactory Academic Progress Policy for Credit-Hour Recipients of Title IV, Student Financial Assistance (SFA)

In order to remain eligible to receive Title IV, Student Financial Assistance (SFA) program funds while attending Delgado Community College, a student must make steady progress toward the chosen academic goal.

The Title IV, Student Financial Assistance Programs include:

- Federal Pell Grant
- Federal College Work-Study (FWS)
- Federal Stafford Loan
- Leveraging Educational Assistance Partnership (LEAP)
- Federal Unsubsidized Stafford Loan



Federal Parent Loan (PLUS)  
 Federal Supplemental Educational  
 Opportunity Grant (FSEOG)

The requirement that a student progress toward his or her academic goal is known as the Satisfactory Academic Progress (SAP) requirement. The *Satisfactory Academic Progress Policy* appears here for the academic year.

Standards: The SAP policy has three standards that a student must meet in order to remain eligible to receive Title IV, SFA—a qualitative standard, a quantitative standard, and a time standard.

Delgado’s **qualitative** standard is the student’s cumulative grade point average (CGPA). The qualitative standard requires that as the number of hours a student has attempted increases, the student’s CGPA increases. Delgado’s qualitative standard is as follows:

<b>Credit Hours Attempted</b>	<b>1-29</b>	<b>30-59</b>	<b>60 &amp; above</b>
<b>Minimum CGPA Required</b>	<b>1.50</b>	<b>1.75</b>	<b>2.00</b>

Federal Regulations require that a college have a *cumulative quantitative standard* in its SAP Policy. Delgado’s cumulative **quantitative** standard requires that a student satisfactorily complete (earn a passing grade and credit hours) a given number of credit hours for a given number of credit hours attempted. Delgado’s cumulative quantitative standard is as follows:

<b>Higher Education Credit Hours Attempted</b>	<b>Minimum Higher Ed. Credit Hours Earned</b>
<b>6-11<sup>1</sup></b>	<b>6</b>
<b>12-23</b>	<b>9</b>
<b>24-35</b>	<b>18</b>
<b>36-47</b>	<b>28</b>
<b>48-59</b>	<b>38</b>
<b>60-71</b>	<b>49</b>
<b>72-83</b>	<b>60</b>
<b>84-95</b>	<b>72</b>
<b>96-99<sup>2</sup></b>	<b>84</b>

<sup>1</sup>A student who has attempted fewer than 6 cumulative hours must successfully complete all of them.

<sup>2</sup>If a student’s appeal from the maximum time frame is granted, a student must successfully complete all further hours attempted.

Delgado’s **time standard** specifies the *maximum time frame* during which a student is permitted to reach the student’s chosen academic goal. The maximum time frame is measured in credit hours attempted (not weeks,

months, or years). A student receiving SFA program funds is expected to reach the student’s chosen academic goal by the time the student has attempted 150% of the number of semester hours required for the student’s degree or certificate.

Moreover, a student may receive SFA program funds while the student is enrolled for no more than 30 semester hours of developmental or remedial courses.

A student enrolled in a limited enrollment program must be admitted to that program before the student’s appeal for exceeding the maximum time frame will be considered. A student whose appeal for relief from the maximum time frame requirement is granted must satisfactorily complete all additional hours attempted in order to remain eligible to receive aid.

All courses attempted, including hours for remedial course work and hours in different majors, are counted in the maximum time frame. Since most certificate programs require 33 semester hours, a student whose chosen academic goal is a certificate will be limited to attempting 50 semester hours while receiving Title IV, SFA program funds. Most degree programs require 66 semester hours; therefore, a degree-seeking student will be limited to attempting 99 semester hours while receiving Title IV, SFA program funds. Hours attempted will include all hours—earned, dropped with a “W,” incomplete (I), and failed. All courses attempted count toward the maximum time frame, even those hours attempted when the student was not receiving Title IV, SFA program funds.

Loss of Eligibility: Once a student has received Title IV, SFA program funds at Delgado Community College, the student’s satisfactory academic progress will be monitored during all periods of enrollment (even those during which the student receives no financial aid).

A student whose eligibility to receive SFA program funds is suspended because of the student’s failure to meet the qualitative or quantitative standards may regain eligibility to receive SFA program funds in a future semester by earning the appropriate cumulative grade point average and semester hours for the hours attempted.

Appeals: A student may appeal the loss of eligibility for **Title IV, SFA program funds** if the student believes the loss of eligibility

occurred because of *mitigating circumstances*. Mitigating circumstances include—personal illness, injury, undue hardship, and death in the student’s immediate family. Mitigating circumstances do **not** include—a change of major, change in job assignment, or similar changes. An appeal of the loss of eligibility for Title IV, SFA program funds must be made in writing to the Financial Aid Appeals Committee. Appeals must be submitted on an *Appeal Form* that can be obtained from the Office of Student Financial Assistance. Along with the appeal form, the student must submit documentation of the extenuating circumstance(s) that are the grounds for the appeal. Each appeal will be considered on its own merits. A student whose appeal is granted, might be required to sign an *Academic Contract* that specifies the conditions a student must meet in order to continue receiving aid.

In order to receive Title IV, SFA program funds during a fall or spring semester for which a student has lost eligibility, an appeal must be submitted to the Office of Student Financial Assistance within 30 days after classes begin. In order to receive Title IV, SFA program funds during a summer for which a student has lost eligibility, an appeal must be submitted to the Office of Student Financial Assistance within 10 days after classes begin.

**Important:** If a student submits an appeal later than ten days before the start of regular registration, financial aid can not be used to secure the student’s classes. The student must make individual arrangements to guarantee the payment of school charges or the student will be dropped from classes.

**Transfer Students:** A transfer student’s eligibility for Title IV, SFA program funds will be evaluated according to the same standards as other Delgado students. A transfer student’s hours attempted will include all transfer hours accepted towards certificate degree, credit hours earned, and grade point average at Delgado Community College.

A student who has received financial aid benefits while attending a non-accredited school will be treated as a new student because Delgado Community College does not accept credit hours earned from a non-accredited school.

A transfer student who wishes to receive aid for their second semester at Delgado in time for that aid to hold the student’s classes must ensure that the Office of Admissions

receives official **transcripts of all previous postsecondary work** by the deadline established by the Admissions office.

**Withdrawals, Non-Credit, Remedial Courses and Incomplete Grades:** A grade of “W” will not be used in calculating a student’s grade point average. However, in measuring a student’s adherence to the SAP standards, all credit hours for courses in which a student receives a “W” will be included in the number of semester hours attempted.

A student will be allowed to repeat a course according to the policies stated in the College Catalog. However, in measuring a student’s adherence to the SAP standards, all credit hours for repeated courses will be included in the total hours attempted.

Non-credit courses or audited courses will not be counted in hours attempted. However, in measuring a student’s adherence to the SAP standards, semester hours for developmental or remedial courses will be counted as hours attempted.

An incomplete (I) grade will not be used in calculating a student’s grade point average. However, the semester hours for courses in which a student receives an “I” will be included in the number of semester hours attempted.

#### **Probation and Suspension Policy**

**Procedures for Implementing the Probationary and Suspension Policies:** At the end of each fall and spring semester, the Office of Student Financial Assistance will notify each student who fails to meet the minimum standards set forth in this policy. If this is a student’s first time at Delgado, he or she will be placed on probation.

A student who is on Federal Financial Assistance and is not a first-time student at Delgado will be suspended from financial aid if he or she fails to meet the minimum SAP standards and will be informed by the Office of Student Financial Assistance at the end of the appropriate enrollment period.

A student may regain eligibility to receive Title IV, SFA program funds by earning the appropriate cumulative grade point average and semester hours for the hours attempted while attending the college with no assistance from the Title IV, SFA programs.

**Important:** The Office of Student Financial Assistance does not monitor the progress of students not eligible to receive Title IV, SFA program funds. Therefore, students who

believe they have reestablished their eligibility to receive Title IV, SFA program funds must notify the Office of Student Financial Assistance. The Office of Student Financial Assistance will then re-evaluate and restore eligibility where appropriate.

#### **Financial Assistance Credits**

The Office of Student Financial Assistance will post appropriate credits to your student account. Students whose financial assistance credits satisfy the minimum payment will be considered registered by the payment due date. If you decide not to attend, you must cancel your schedule. If you fail to follow this procedure, you may receive grades of "F" for the semester, possible financial obligations to the College, and the loss of future financial aid.

If your financial assistance is reduced or eliminated after the semester's bills are mailed, you are responsible for paying the adjusted balance by the fee payment deadline or your classes may be cancelled.

#### **Financial Aid Payments in Excess of Tuition/Fees/Books**

At the time financial aid is credited to your account, applicable outstanding charges will be deducted and any excess credit balance will be refunded electronically via Direct Deposit or Delgado Direct Card within 14 days after classes have begun. You must complete an enrollment application for Direct Deposit or Delgado Direct Card. Enrollment applications may be picked up at the Accounts Receivable Office in Bldg. 2, Room 205, the Business Office, or the Bursar's Office at your respective campus.

#### **Return of Federal Title IV Funds**

When a student completely withdraws from the college during an academic period for which he or she is a recipient of Title IV funds, the College is required to determine whether the return of Title IV funds must be made according to statutory and regulatory requirements. The rules that govern the return of Title IV funds assume that a student earns his or her aid based upon the period of time that the student remains enrolled.

During the first sixty percent (60%) of an enrollment period, a student "earns" Title IV funds in direct proportion to the length of time that he or she remains enrolled. The percentage of time during an academic period that a student remained enrolled is the percentage of

disbursable aid for that period that the student earned.

Aid is "disbursable" if a student could have received it at that point of an academic period when the student withdrew from the College. Total disbursable aid includes aid that was disbursed and aid that could have been, but was not, disbursed as of the student's date of withdrawal.

A student who remains enrolled at the College beyond the sixty percent (60%) point of an academic period is presumed to have earned all aid for that period.

Unearned Title IV funds, other than Federal Work Study, must be returned. Unearned aid is the amount of disbursed Title IV funds that exceeds the amount of Title IV funds earned under statutory and regulatory guidelines.

The responsibility to repay unearned Title IV funds is shared by the College and the student in proportion to the Title IV funds each is assumed to possess.

The College will notify, in writing, a student who is required to repay and return unearned Title IV funds prior to the end of the enrollment period.

#### **Telephone Voice Response System**

To reach the Office of Student Financial Assistance voice response system call **485-8000**; outside New Orleans, call **1-800-377-7285** on a touch-tone phone.

You can obtain accurate information through direct access to your financial aid data on:

- Eligibility Requirements
- Hours of Operation
- Deadlines

You can access your personal records to view:

- Student Requirements
- Award Information by year
- Amount of Awards
- Academic Progress

#### **SCHOLARSHIPS AND AWARDS**

##### **For New Students**

In general students must meet the following minimum eligibility requirements for each new student scholarship listed below:

1. Must be a high school graduate from an accredited or state approved school or have a GED equivalency.

2. Must be a full-time student (12 semester hours, excluding Developmental Studies and English as a Second Language courses) in the semester the scholarship is used.
3. Must be seeking a degree or certificate.
4. Must be a Louisiana resident as defined in this Catalog.
5. Must maintain required grade point average (GPA) in order to have scholarship renewed for additional semesters.
6. Must successfully complete at least 12 hours each semester to maintain scholarship.

Note: In the event of extenuating circumstances such as personal illness, injury, undue hardship, or death in the immediate family, a student may appeal to the Scholarship Committee for exception to requirements #5 and #6.

Academic Scholarships: Delgado Community College offers academic scholarships each year to outstanding Louisiana high school graduates. Selection is based on high school grade point average, ACT composite score of 20, and recommendations. Recipients of this scholarship must maintain a 3.0 grade point average and successfully complete 12 credit hours per semester (excluding Developmental Studies & English as a Second Language courses) in order to retain a \$2,800 award for a two-year period.

Honors Scholarships: Students who wish to enroll in the Honors Program may qualify for an Honors Scholarship, which covers full tuition and fees. Honors Program requirements include an ACT composite score of 22 and a high school GPA of 3.0 on a 4.0 scale, *or* an ACT composite score of 20 and a GPA of 3.5 on a 4.0 scale, *and* placement in college-level courses. To retain the Honors Scholarship, continuing students must successfully complete at least 12 hours of college-level courses per semester (excluding Developmental Studies and ESL courses), enroll in at least one Honors course each semester, and maintain a 3.4 cumulative GPA per semester.

Leadership Scholarships: Leadership scholarships are awarded to high school graduates who have demonstrated strong leadership as student government leaders,

yearbook/newspaper editors, club officers, etc. The amount awarded is \$400 per semester for 2 years (four semesters, summer excluded). Recipients of this scholarship must maintain a 2.5 GPA as a full-time student enrolling in and successfully completing 12 credit hours each semester (may include Developmental Studies and English as a Second Language courses). Verification of each recipient's participation in a Delgado student organization is also required to renew eligibility each semester.

Delgado "Dolphin Jazz" Dance Team Leadership Scholarship: This fund provides Scholarship awards of \$400 per semester for one year. Students interested in being a member of the Delgado Dolphin Jazz Dance Team must audition and be selected by a panel of judges. These students must possess a 2.0 minimum GPA in high school and submit a letter of recommendation and an ACT Test score. All students must successfully complete 12 credit hours per semester and maintain a 2.0 cumulative GPA. In addition, students must be active members of the Dolphin Jazz Team throughout the semester to be eligible for subsequent semester assistance.

Adult Scholarships: Part-time as well as full-time students may apply for the adult scholarships. The applicant should show outstanding performance at work and have never attended a regionally accredited college or university. A recommendation from the student's employer or a community leader is also required. The amount of the scholarship varies depending on qualifications. Students must maintain a 2.0 GPA and successfully complete 12 credit hours per semester for full-time and 6 credit hours for part-time (may include Developmental Studies and English as a Second Language courses). The scholarship is for two years.

Music Scholarships: Each semester, scholarships ranging from \$100 to \$400 are awarded to new and continuing students with exceptional talent in music. To receive this scholarship, a student must participate in the College Chorus, Concert Band, or Jazz Ensemble and maintain a GPA of 2.0, and at least half-time status with no grade lower than a "C" in a required major course. Applications are accepted continuously, but awards are made prior to the end of registration each semester. Scholarship recommendations are made by a faculty committee from the Music Department following an audition/interview.

Applications should be sent directly to the Music Department on the City Park Campus. (Continuing students also are eligible.)

**Athletic Scholarships:** Scholarships are awarded for participants in baseball and basketball. Each year there are men's and women's full basketball scholarships which cover tuition, books, and fees. There are also scholarships available for baseball each year. In order to be awarded a scholarship, the student must be eligible to attend or continue enrollment at the college and must be in compliance with all admission requirements. All athletic scholarships are awarded and administered under the eligibility rules of the National Junior College Athletic Association. Selections of recipients are made by the coaches on the basis of their recruiting and scouting observations or student performance at annual tryouts. Inquiries should be directed to the Athletic Department on the City Park Campus. (Continuing students are also eligible.)

**Cheerleader/Mascot Scholarships:** Students interested in being Delgado cheerleaders may be awarded \$400 per semester if chosen by the selection committee at annual tryouts. These students must successfully complete 12 credit hours each semester and maintain a 2.0 GPA. (Continuing students are also eligible.) In addition, students must be active on the cheerleading squad throughout the semester to be eligible for subsequent semester assistance.

Further information about scholarships for new students may be obtained from:

Office of Enrollment Services  
Delgado Community College  
615 City Park Avenue  
New Orleans, LA 70119-4399  
(504) 671-5091

**Bill Panter Scholarship:** The Delgado Federation of College Teachers provides a \$200-per-year award for a deserving student of a labor-affiliated family. Recipient to be chosen by the donor.

#### **For Continuing Students**

Applications are available through the Financial Assistance Office on each campus. The deadline to submit a scholarship application is February 15th. Continuing students may apply for the following scholarships and must meet the following minimum eligibility requirements unless otherwise stated:

1. Must be a high school graduate from an accredited or state approved school or have GED equivalency.
2. Must be a full-time student (12 semester hours, excluding Developmental Studies and English as a Second Language courses) in the semester the application is submitted and maintain full-time status during the period of the scholarship unless otherwise stated. Exceptions to the full-time status requirements are made for students in Allied Health or Nursing programs, if their degree programs dictate a less than full-time load after they are admitted to the program.
3. Must have earned at least a 2.5 cumulative grade point on the 4.0 system at Delgado Community College.
4. Must be seeking a degree or certificate.
5. Must be a Louisiana resident as defined in this Catalog.
6. Must maintain required grade point average (GPA) at the end of the Spring Semester in which the scholarship is awarded and during the period of the award.  
**SCHOLARSHIPS ARE GRANTED FOR TWO SEMESTERS.**
7. Must successfully complete at least 12 hours each semester to maintain scholarship (exception noted in #2).

**Note:** In the event of extenuating circumstances such as personal illness, injury, undue hardship, or death in the immediate family, a student may appeal to the Scholarship Committee for exception to requirements #6 and #7.

**SGA Scholarships:** The Student Government Association of each campus provides scholarship awards of up to \$600 per semester to students in each of that campus's divisions. These awards are in recognition of outstanding academic performance at Delgado Community College. Only applicants with a GPA of 3.5 or higher are considered. The student must have successfully completed 15 hours at Delgado to be considered.

**Edward Kennedy Memorial Scholarships:** The Student Government Association of the City Park Campus provides funds for a scholarship of \$500 per semester to a deserving student from the City Park Campus. This is in recognition of outstanding

academic performance at Delgado Community College and is based on cumulative GPA, activities, and service at Delgado Community College. Only applicants with a GPA of 3.5 or better are considered.

**Seymour Weiss Memorial Scholarship:** This fund provides scholarship awards of \$500 per semester to students in each of the college's divisions. These awards are in recognition of outstanding academic performance at Delgado Community College and are based on successful completion of at least 15 hours at Delgado, cumulative GPA, activities, and service at Delgado Community College. Only applicants with a GPA of 3.5 or higher are considered.

**Delgado Tuition Assistance Program:** This emergency fund will provide assistance to students who do not qualify for or do not receive federal or state financial aid. The award should be used to pay tuition and fees, to purchase books, or to defray any other related educational expenses. To be considered, students must demonstrate financial hardship.

Full-time students: Up to \$400 for 12 or more hours

Part-time students: Up to \$200 for 6-11 hours

**William B. Stanfield Memorial Scholarship:** This fund provides scholarship awards of \$250 for part-time and \$400 for full-time students each semester. Awards are in recognition of high scholastic achievement at Delgado Community College, and are based on financial need. Applicants must have a 3.5 GPA to be considered.

**Delta Sigma Theta Sorority Scholarship:** This fund provides a scholarship of \$350 per semester. Recipients are chosen by the scholarship donor.

**Coleman B. Curtis Memorial Scholarship:** The Construction Specifications Institute provides scholarships of \$500 per semester to a full-time student majoring in an engineering construction-related field and who has financial need.

**Overture to the Cultural Season Scholarship:** This organization provides two scholarships of \$750 annually to a student majoring in Visual Communications, Fine Arts, Interior Design, or Music who has earned a GPA of 3.0 or more after completion of 12 hours and shows a need for financial aid. New and transfer students may also be considered.

**Tom Ireland Memorial Scholarship:** This

scholarship of \$300 per year is awarded to a student majoring in Care and Development of Young Children who has maintained at least a 3.0 cumulative grade point average.

**Madelyn Blanchard Memorial Scholarship:** This scholarship of \$300 per year is awarded to a student majoring in Care and Development of Young Children who has maintained at least a 3.0 cumulative grade point average.

**National Association of Women in Construction Scholarship:** A scholarship of \$750 is provided to a student who is a citizen of the United States and who is pursuing a construction-related field. The student may be full or part-time and must have completed 50% of the courses in his degree program.

**Experiential Education Scholarship:** A scholarship of \$500 is awarded to a student who is currently enrolled in at least nine semester hours and whose total semester hours and clinical setting or on-the-job hours are at least twelve. A 3.5 GPA and a full-time equivalent enrollment must be maintained during the period of the scholarship.

The following scholarships are also available for continuing students:

- Honors Scholarships
- Athletic Scholarships
- Music Scholarships
- Cheerleader Scholarships
- Dolphin Jazz Dance Team Scholarships

(See "Scholarships and Awards - For New Students," p. 67.)

**Jacqueline "Jinx" Vidrine Scholarship:** This scholarship provides \$250 per year to a full-time student seeking an Educational Interpreting for the Deaf degree who has maintained at least a 3.0 cumulative GPA, has earned at least 30 credit hours, and has financial need. The recipient is selected by the donor.

**The Barbara Rose Memorial Scholarship:** This fund provides a scholarship award of \$150.00 per semester for one continuing student majoring in music and enrolled in an applied music piano with a GPA of 2.5.

**C.B. "Lum" Ellis Scholarship:** This fund provides a scholarship award of \$250 per semester to a student with 30 or more credit hours majoring in behavioral or social sciences who has an interest in studies beyond the associate degree leading to a career in social services.

NOTE: Full-time faculty and staff are not eligible for Delgado Scholarships.

# ACADEMIC POLICIES AND PROCEDURES

## STUDENT CLASSIFICATION

A credit of one semester hour usually represents one hour of classwork or one laboratory session per week for a semester together with the necessary outside preparation.

A student's classification is determined upon registration and again at the end of each semester according to the number of credit hours earned. A student who has earned fewer than 30 credit hours is classified as a freshman. A student is classified as a sophomore after earning at least 30 hours and as an upperclassman after earning 60 hours.

A student is also classified as full-time or part-time in accordance with the number of credit hours pursued during a semester. Twelve hours constitutes a full-time schedule in a regular semester, six hours in the summer session. Only an exceptional student may, upon the approval of the appropriate division dean, enroll in more than 18 credit hours (nine hours in summer session). The maximum allowable course load is 21 credit hours (12 hours in summer session). The permission of the campus provost is required to enroll in hours beyond this maximum.

Students receiving financial assistance in any form need to verify with the qualifying agency the definition of "full-time" applicable for that form of financial assistance.

## CAMPUS CLASSIFICATION

Student campus classification for a semester is based on the campus the student is attending. For students attending more than one campus, the campus to which a student is enrolled over 50% of his/her credit hours determines the student's campus classification. If a student is enrolled evenly across more than one campus (for example 50%/50% or 33 $\frac{1}{3}$ %/33 $\frac{1}{3}$ %/33 $\frac{1}{3}$ %), the student's campus classification is determined as the campus to which the student originally applied to the College.

Students may officially request to change their campus classification in the Office of the Registrar. However, this classification is based on which campus the student takes the majority of their classes. Students should refer to the above campus classification criteria. Certain fees vary by campus and additional fees may be charged to a student account for the semester if the campus classification changes. Campus classification changes will be denied if the above criteria are not met.

All majors are not available on all campuses, but a student may begin any major at the City Park Campus, the West Bank Campus, or Northshore.

## ATTENDANCE

Class attendance is an obligation as well as a privilege. All students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may lead to being dropped from the course or a failing grade. Faculty members are required to state in the course's syllabus and to explain their expectations concerning class attendance and absences.

Each instructor must keep a permanent record for each class. It is the instructor's prerogative to define "excused" and "unexcused" absences. If a student has "unexcused" absences for ten percent of the total scheduled classes, the instructor may drop the student from the course. Students who are dropped from courses for excessive absences may appeal the action. (See "Deadline for Challenging/Appealing Drops Due to Excessive Absences," pp. 76-77.)

## CHANGES TO CLASS SCHEDULE

Requests by students for addition of courses cannot be accepted by the Office of the Registrar after the end of late registration. Generally, students may not change sections after the end of late registration. When the student can verify that his or her hours of employment have been changed, the student may change from day to night or night to day sections of courses if such sections are available and the involved instructors agree to the change.

#### DROPPING CLASSES/ WITHDRAWING FROM COLLEGE

A student is responsible for dropping classes or withdrawing from College if he/she is unable to complete the course(s). A student **must not** assume that a faculty member will drop them from class. Failure to officially drop a course or withdraw from the College **may** result in the student receiving an “F” in the course.

A student may drop a class in the Registrar’s Office (City Park Campus), Student Records Office (Charity School of Nursing Campus), Admissions Office (West Bank Campus), Office of Northshore/Slidell or Northshore/Covington, or on the Delgado Web Site until the final date for dropping. (See academic calendar for specific dates for each semester.) Dropping all courses is the same as **withdrawing** from the College.

To withdraw from the College, a student must complete the official Withdrawal Form. The form and instructions for proceeding are available at the Office of Advising and Testing (OAT-City Park Campus), Student Records Office (Charity School of Nursing Campus), Office of Northshore/Slidell or Covington, or the Admissions/Registrar’s Office (West Bank Campus). The Librarian, the Bursar, and a Financial Assistance Officer must sign the completed form before it is submitted to the Registrar’s Office on the student’s respective campus. **Withdrawal is effective on the date the completed form is submitted to the Registrar’s Office.** The final date for dropping a class or withdrawing from the College is in the academic calendar for the semester.

#### REINSTATEMENT

Students who have been dropped for excessive absences or who have dropped courses themselves may request reinstatement. If the reinstatement is approved by the instructor and the division dean, the student may process the paperwork in the Office of the Registrar. The approved paperwork must be received by the Records Office by the deadline listed in the Academic Calendar.

#### AUDITING CLASSES

A student who wants to enroll in a college credit course for personal enrichment and who does not want to earn college credit may elect to audit the course. The decision should be made at the time of registration. Changes from audit to credit or from credit to audit must be made by the official end of Late Registration as listed in the college calendar. A student may audit no more than nine credit hours in any semester.

An auditor will not receive college credit, nor will he or she be permitted to obtain credit for the audited course through a credit examination or any other form of non-traditional credit. However, a course previously audited may be taken for credit by enrolling in the course.

Students who wish to audit courses must follow the same admissions procedures as credit students. Students who have been suspended or dismissed by other colleges or universities may, under specified conditions, audit courses at Delgado. (See the “Admissions” section of this publication for details.) Audited courses are not included in determining a student’s full-time enrollment status (for insurance or other purposes).

#### EXAMINATIONS

Final examinations are required and are held at the end of each semester or summer term in accordance with the schedule issued by the Registrar. When final examinations are inappropriate because of the nature of the course, exceptions to this requirement may be made upon approval of the appropriate division dean.

#### GRADING SYSTEM

Degree of attainment of course objectives is indicated by letter grades and quality points. A quality-point-to-semester-hour ratio of 2.0 (i.e., a “C” average) in the courses of the degree program pursued is required for graduation. The number of semester hours of credit offered for each course is included with the course description listed in another section of this catalog.



Final grades are reported for each student for every course undertaken according to the following grading system.

LETTER GRADE	DESCRIPTION	QUALITY POINTS PER CREDIT HOUR
<b>A</b>	Outstanding	4
<b>B</b>	Above average	3
<b>C</b>	Average	2
<b>D</b>	Passing, below average	1
<b>F</b>	Failing	0
<b>W</b>	Withdrawn	Not computed
<b>I</b>	Incomplete	Not computed
<b>P</b>	Pass	Not computed
<b>AU</b>	Audit	Not computed
*	Grade not submitted	Not computed
YA-YC	Passing, but competency level not reached	Not computed

Quality points earned for each course are determined by multiplying the number of quality points for each grade by the number of credit hours the course carries. A student's grade point average is computed by adding the total quality points for all courses for which quality point values may be computed, then dividing by the corresponding number of credit hours attempted during the same period. The grade of pass "P" will be awarded for non-traditional credit and non-credit courses only. Courses so credited will not be used in computing the grade point average.

A grade of incomplete ("I") indicates that satisfactory work has been done in a course, but the student has been prevented from completing the final examination or other concluding work because of some verifiable reason. The grade of "I" may be given as a final grade only. An "I" grade will not be given unless the student contacts his or her instructor and a contract for completion of work is approved. The "I" grade must be removed by the time final grades are due in the Office of the Registrar the following semester (unless the "I" contract specifies an earlier deadline); otherwise, it will be automatically converted to a permanent "F". The grade of "I" is not used in calculating grade point average. If it is not removed in the allotted time, however, it will be calculated as an "F" upon conversion. Re-enrolling in a class will not prevent an "I" from being changed to an "F". The Repeat/Delete policy may remove an "F"

from the GPA (see "Repeat/Delete Policy," p. 73).

A student who withdraws from a course after the official fourteenth day of class and prior to the deadline designated on the academic calendar for dropping with a "W" will receive a "W" for the course. After this date, a student may not withdraw. In extraordinary cases, the campus provost may authorize resignation from the institution or the dropping of a course with a "W" after the deadline. Extraordinary cases do not include dissatisfaction with an anticipated grade or the decision to change a major.

The "YA" through "YC" grades are earned only in developmental studies Reading courses. These grades indicate that the student has made progress but is not yet at competency level. The Y + grade is not used in the computation of the grade point average.

A student who believes a grade has been calculated incorrectly must appeal within one semester of earning the grade. Grade appeals must follow the procedures outlined by the Academic Review Committee. (See "Academic Appeals Procedures," pp. 83-84.)

#### ENGLISH DEPARTMENT - "C" PREREQUISITE

A student must earn a grade of "C" or better in his/her English course to advance to the next English course in the sequence. "D"s may still be awarded in all courses and are acceptable in all courses that will not be used as a prerequisite for another course.

**ALL** students who have earned a "D" are **strongly advised** to repeat the course.

#### MATH DEPARTMENT - "C" PREREQUISITE

A student must earn a grade of "C" or better in his/her math course to advance to the next math course in the sequence. "D"s may still be given in all courses and are acceptable in courses that will not be used as a prerequisite for another course.

**ALL** students who have earned a "D" are **strongly advised** to repeat the course.

### READING DEPARTMENT - "C" PREREQUISITE

A student must earn a grade of "C" or better in his/her Developmental Reading course (READ 070, READ 071, READ 072, or READ 073) to exit Developmental Reading. Students with a grade of "D" or "F" must repeat the course. A grade of "YA," "YB," or "YC" is earned only in Developmental Reading and indicates that the student has made progress but is not yet at competency level and advances to the next level of Developmental Reading.

### REPEAT/DELETE POLICY

Since fall 1984, a student has been allowed to repeat a course in which he or she has previously enrolled at Delgado. (The course must have been taken for the first time in Fall 1984 or thereafter at Delgado Community College.) In this case, an "R" is added beside the first grade, and the first grade is not computed in the grade point average. The last grade received becomes the official grade for the course and is the grade computed in the grade point average. A "W" does not delete a prior grade.

Students who took a course for the first time at Delgado between fall 1984 and spring 1992 and then repeated the course must apply to have the first grade deleted from their cumulative grade point average. Forms for such requests are available in the Registrar's Office on each campus.

Students should be aware that four-year colleges and universities and many professional programs may not honor Delgado's Repeat/Delete policy. Such institutions generally compute all grades in the cumulative grade point average.

Effective fall 1995, a student may delete a maximum of 15 credit hours of course work numbered above 099 from the Delgado Community College cumulative grade point average by repeating courses. For all courses repeated after the 15 hour maximum is reached, grades for all attempts will be included in the cumulative GPA. The last grade will continue to be the official grade. There is no limit to the repeat/delete for courses numbered below 100.

### CHANGE OF MAJOR

A degree-seeking student may transfer from one degree or certificate program to another. A non-degree-seeking student may declare a major after meeting the admission requirements for a degree-seeking student. A student wishing to change his or her major may do so in the Registrar's Office. Students must meet the degree requirements listed in the catalog in effect at the time they change majors.

### CHANGE OF CATALOG

A student who misses a fall or spring semester must follow the catalog in effect when the student returns to college. A student may request permission to use his or her original catalog only if the student had completed two-thirds (2/3) of the courses required for the degree under the original catalog at the time of the break in enrollment.

Requests for catalog changes will be approved by the appropriate division dean and the campus provost so long as the catalog requested is no more than five years old (i.e., 2002-2003 for the 2007-2008 year). Requests to use an older catalog will also require the approval of the Vice Chancellor for Learning and Student Development. A student may not use any catalog in effect other than his or her original catalog, the catalog when the student returns after missing a fall or spring semester, the catalog in effect when the student changes majors (to be used only for the new major), or the exit catalog.

### COURSES IN SEQUENCE

A student may not register for any lower-level course in a sequence after having received a passing grade in the higher-level course in the sequence. In this context, the higher-level course must contain material similar to, but at a more advanced level, than that of the lower-level course. Such courses include but are not limited to: accounting, algebra, biology, calculus, chemistry, computer languages, design, drafting, drawing, English, foreign languages, keyboarding, music, painting, physics, and sculpture. Such courses must be identified by the fact that the lower-level course serves as a prerequisite to the higher-level

course. Students may repeat BIOL 251-253 after having completed or while enrolled in BIOL 252-254 because of the non-sequential content of these two pairs of courses.

#### DEAN'S LIST AND HONORS LIST

At the end of the fall and spring semesters, a Dean's List is produced recognizing those students who have completed at least 12 hours (exclusive of developmental studies and English as a Second Language courses) with a semester grade point average of 3.5 or higher, with no grade below "C" for that semester.

Each semester an Honors List is also produced recognizing those students who have completed at least 12 hours (exclusive of developmental studies and English as a Second Language courses) with a semester grade point average of 3.00-3.49, with no grade below "C" for that semester.

#### THE HONORS PROGRAM

The Honors Program provides an excellent opportunity for high achievement students to be placed in small, intensified classes that explore issues and concerns from a wide perspective. A number of scholarships are available for selected members of the program. Students' transcripts will indicate which courses are "honors," and upon graduation those who have completed 15 credit hours in such courses will be designated graduates in the Honors Program.

Students who wish to enter the program must meet certain criteria. For entering freshmen, the criteria are a composite ACT score of at least 22 and a cumulative high school GPA of 3.0. (For ENGL 101 Honors, a placement score of 10 qualifies.) Continuing students should have a cumulative average of 3.0 with no developmental English or Reading required. To graduate in the Honors Program, students must have a cumulative GPA of 3.4 and 15 hours of honors courses.

#### ACADEMIC STATUS

A student's academic status is a general indication of his/her eligibility to remain in

school. It may affect a student's eligibility for scholarships, special insurance rates, loans, work-study programs, and participation in intercollegiate athletics and other student activities. A student's academic status is determined at the end of each semester and summer session.

There are three categories of academic status: academic good standing, academic probation, and academic suspension. Students will receive official notification of academic status. Such notice is not a prerequisite to students being placed in one of the above categories. Delgado will attempt via registered mail or other confirmed written or electronic means to inform students of any changes in academic status. Students have the responsibility to ascertain their academic status prior to the beginning of the next enrollment period.

**Cumulative Average:** A student's cumulative grade point average (**GPA**) is calculated by dividing the total number of quality points earned by the total number of credit hours. (See "Grading System," pp. 78-79, for the quality points assigned to each final grade.) Students have a Delgado Cumulative GPA based on all coursework taken at Delgado and a higher education cumulative GPA based on work at Delgado plus work at other regionally accredited institutions. The Delgado Community College cumulative is reflected on the semester grade report and in transcripts and is used to determine academic standing at the College. However, the higher education GPA is used to determine graduation honors.

**Good Academic Standing:** A student who has a cumulative grade point average of 2.0 (C) or higher on all coursework attempted at Delgado Community College is considered to be in good standing. A 2.0 average occurs when the number of quality points is twice the number of credit hours attempted. Students who are provisionally allowed to take courses while on suspension do not revert to the status of good standing.

**Probation:** A student will be placed on academic probation whenever the Delgado Community College adjusted cumulative average falls below the "College's scale as listed below:

<i>Adjusted Cumulative Quality Hours Attempted</i>	<i>Adjusted Cumulative GPA at Which Student Is Placed on Probation</i>
15-20	1.540 or less
21-30	1.640 or less
31-40	1.740 or less
41-50	1.840 or less
51-60	1.940 or less
61-70	1.970 or less
71-80	1.999 or less

No student will be placed on probation before he/she has attempted 15 credit hours. The statement “Academic Probation” will be placed on the student’s permanent academic record.

Once on academic probation, a student will remain on probation (as long as each semester average is at least a 2.0) until the adjusted cumulative grade point average of 2.0 or higher is achieved. The College strives to provide academic advising and/or intervention for these students. Once an adjusted cumulative GPA of 2.0 or higher is achieved, a student will be removed from probation.

**Suspension:** A student who is on academic probation and who fails to achieve a semester grade point average of at least a 2.0 in the ensuing semester will be suspended for one semester. The statement “Academic Suspension” will be placed on the student’s permanent academic record.

No student will be suspended before he/she has attempted 24 credit hours.

A student who is suspended for the first time at the end of the fall semester has the option of remaining out of school for the spring semester or auditing courses (maximum of nine hours), enrolling in developmental courses, and/or CCSS 107.

A Delgado student who is suspended for the first time at the end of the spring semester may attend the summer session. If the student raises his/her Delgado cumulative average to 2.0 during the summer session, the student may attend the fall semester. If the cumulative average remains below 2.0, the student is suspended for the fall semester. If the student chooses not to attend the summer session, the student has the option of remaining out of school for the fall semester or auditing courses (maximum of nine hours), enrolling in

developmental courses, and/or CCSS 107.

Under this program, the student may enroll in a maximum of 13 credit hours per semester.

A Delgado student may appeal to attend and enroll in college level courses during his/her suspension semester. The appeal must be in writing to the Academic Appeals Committee on the student’s home campus (Provost’s office) at least seven (7) calendar days prior to the first day of regular registration.

A student reenters the College on academic probation after being suspended academically. A student who is allowed to enroll during his/her suspension semester is also placed on academic probation and does not revert to the status of good standing.

Any Delgado student who is suspended for a second time for academic reasons during a fall semester must remain out of school for the following spring semester. Any Delgado student who is suspended for a second time for academic reasons during a spring semester must remain out of school for the following summer session and fall semester.

A student who has been placed on academic suspension and achieved a 2.0 grade point average for the semester following reinstatement must maintain at least a 2.0 grade point average in each subsequent semester of attendance until he/she achieves a Delgado Community College cumulative grade point average of 2.0. Failure to make a 2.0 grade point average in any subsequent semester before the cumulative 2.0 grade point average is achieved will result in another one semester suspension.

A transfer student who has been suspended for the first time from an accredited college or university may petition to be admitted to Delgado for fall or spring semesters only. If admitted, the student is on probation for the duration of the suspension from the previous college or university and his/her enrollment will be limited to auditing courses (maximum of nine hours), taking developmental courses and/or CCSS 107 only. The student must file an Appeal for Transfer-Suspension Admission Form in the Office of Admissions seven (7) calendar days prior to the first day of regular registration.

A transfer student who is suspended for a second time for academic reasons from another accredited college or university must remain out of school and will not be allowed to enroll in any coursework at Delgado for the entire duration of the suspension.

#### ACADEMIC STATUS IN SPECIFIC MAJORS

Faculty in a given major may, with the approval of the academic administration of the College, establish and publish higher academic standards for admission, continuation and/or reentry to the major.

#### ACADEMIC STATUS OF TRANSFER STUDENTS

A student who is on probation and who has a cumulative grade point average below 2.0 at his/her previous institution will enter Delgado on probation. At the end of his/her first semester at Delgado, he/she will be suspended if he/she does not achieve a 2.0 grade point average for the semester. He/she will be placed in good academic standing if his/her first semester/term average is 2.0 or higher. The student's academic status at the end of each subsequent semester of attendance at Delgado will be based on the Delgado cumulative/semester average only.

#### ACADEMIC APPEALS PROCEDURES

Delgado Community College has established a process for academic challenges and appeals. Students may challenge and/or appeal: 1) the final grade received in a class, 2) their academic suspension, and 3) their having been dropped from a class for excessive absences. The challenge procedure must be completed before any appeal process is initiated. The procedures for academic challenges and appeals are published in full in the College's Academic Appeals Procedures policy, which is available on the Delgado website. A summary of the procedures follows:

##### Final Grade Challenges/Appeals

Only final grades may be challenged and/or appealed. The challenge procedure must be

completed before any appeal process is initiated. In order to change a final grade of "F" or an "F" to a "W," the final grade challenge/appeal process must be followed. The procedure for challenging a final grade is as follows.

##### ***Final Grade Challenge Procedure:***

1. The student completes an Academic Challenge/Appeal Form and presents it to the instructor along with a written statement and/or supporting documentation regarding the final grade dispute. The student discusses the final grade dispute with the instructor and tries to resolve the issue. If the grade is not changed, the instructor must sign the form as documentation. If the instructor is not available, the appropriate department chair or coordinator may sign the form.
2. If the final grade dispute is not resolved in Step #1, the student submits the Academic Challenge/Appeal Form, with the instructor's signature (or the department chair's or coordinator's if the instructor is not available) along with the verbal statement and/or supporting documentation to the Dean of the division in which the course grade is being disputed. The Division Dean will attempt to resolve the final grade dispute through meetings with the student, instructor, and/or department chair or coordinator.
3. If the final grade dispute is not resolved in Step #2 and the student wishes to pursue the challenge, the Division Dean submits the student's written challenge to the Academic Appeals officer, attaching documentation. The student will be contacted by the committee representative and scheduled for a hearing before the committee.

##### ***Final Grade Appeal Procedure:***

1. If the final grade dispute is recommended for referral to the Academic Appeals Committee, the Committee must:
  - a. Recommend to the Vice Chancellor for Learning and Student Development a change of grade for the student;

- b. Recommend alternative solutions to resolve the student's dispute; or
  - c. Deny the student's appeal.
2. If the appeal is denied, the student may submit in writing to the Vice Chancellor for Learning and Student Development an explanation detailing why the appeal should be reviewed. Decisions by the Vice Chancellor for Learning and Student Development are final.

#### Academic Suspension Challenges/ Appeals

A student suspended for the first time may enroll, while on suspension, in coursework specified in the College's Academic Status policy (see pp. 81-83). To enroll in these courses, the student must meet with an academic advisor. To appeal the suspension, the student must follow the process outlined above in *Final Grade Challenges/Appeals*. (Also, see *Deadlines for Challenges/Appeals*.)

#### Program Dismissal Challenges/ Appeals

To challenge program dismissals, students must follow the challenge/appeal process outlined above in *Final Grade Challenges/Appeals*. (Also see *Deadlines for Challenges/Appeals*.)

#### Challenges/Appeals of Drops for Excessive Absences

A student may be dropped by an instructor for excessive absences. A student desiring to challenge/appeal being dropped from a class for excessive absences must follow the challenge/appeal process outlined in *Final Grade Challenges/Appeals*. (Also see *Deadlines for Challenges/Appeals*.) A student challenging or appealing being dropped for excessive absences is allowed to attend the dropped class in question pending the outcome of the challenge or appeal process. The student must bring a Notification of Excessive Absence Appeal Form, signed by the division dean, to the instructor of the class from which the student was dropped before being readmitted pending approval.

#### Deadlines for Challenges/Appeals

##### **Final Grade Challenges/Appeals Deadline**

A student must begin the challenge/appeal procedures for final grades before the end of the regular semester following the term in which the final grade being challenged was issued.

##### **Academic Suspension Challenge Deadline**

A suspension is for one (1) semester. A suspension challenge procedure must be initiated by the student by the first day of registration for the semester of suspension.

##### **Program Dismissal Challenge Deadline**

A program dismissal challenge must be initiated by the student by the first day of registration for the semester of dismissal.

##### **Deadline for Challenging/Appealing Drops Due to Excessive Absences**

Excessive absence procedures must be initiated in writing within one (1) week of attempting to return to class. The student is allowed to attend the course while challenging the instructor's drop; however, class attendance, test results, or participation in the class in question does not influence the challenge or appeal procedures or decisions. The student must bring a Notification of Excessive Absence Appeal Form, signed by the division dean, to the instructor of the class from which the student was dropped before being readmitted pending approval.

#### GRADUATION REQUIREMENTS

A student may qualify for an associate degree or certificate if he or she has satisfactorily:

1. Completed work in his or her curriculum as described in either the a.) Entry College Catalog—the catalog in effect during the first semester of a student's latest unbroken enrollment period; or b.) Exit College Catalog—the catalog in effect during the semester in which a student completes graduation requirements. Failure to attend a summer session does not constitute a break in enrollment.

##### **Change of College Catalog**

For a student who changes majors, the entry College Catalog becomes the catalog in effect the semester in which the student changed to the current major during the student's latest unbroken

enrollment period. The student who changes majors has the option of utilizing the new entry College Catalog or the exit College Catalog.

If a student requests a change in College Catalog under which the student may fulfill graduation requirements, the student must meet the requirements and follow the procedures outlined below:

**Requirements for a Catalog Change**  
Changes in College Catalog may be approved to allow a student who misses a fall or spring semester to go back to the student's original entry catalog only if the student had completed two-thirds (2/3) of the courses required for the degree or certificate under the original entry catalog at the time the break in enrollment occurred.

A change of College Catalog must be approved by the student's advisor, division dean and Campus Provost. The Vice Chancellor for Learning and Student Development must also approve requests to use catalogs over five years old where there has been a break in enrollment.

A student may not request any College Catalog other than the original entry catalog, the catalog in effect when the student changed majors (to be used only for that new major), or the catalog in effect upon completion of graduation requirements.

#### Procedures to Change Catalog

If a student wishes to request a change of College Catalog for graduation requirements, the student must complete a Request for Change of College Catalog for Degree or Certificate Requirements Form, *Form 1413/002*. This form must be signed by the student's advisor, division dean, and Campus Provost. The signature of the Vice Chancellor for Learning and Student Development is required for requests to use a catalog over five years old where there has been break in enrollment.

2. Earned at least a "C" in each required major course and has an overall grade point average of 2.0 on all courses used

toward the degree or certificate as well as a cumulative average of "C" in courses taken at Delgado Community College. A student who earns an "F" in a required course ("D" or "F" in a major course) must repeat the course. No substitution may be made nor may the course be taken at another institution and transferred to Delgado. (The last grade earned is the official grade in any repeated course.)

3. Earned at least 25 percent of the semester hours required for the degree/certificate through instruction offered at Delgado. (Non-traditional credits awarded by Delgado may not be used to meet this requirement.) Nine of these credits must be in courses required in the major (those courses in which a minimum grade of "C" is required). Individual programs may have additional residency requirements; students should check with their academic advisor.
4. Completed 12 of the final 15 hours of required courses applied toward the degree or certificate in residence at Delgado Community College. Non-traditional credits (CLEP, LEAP, etc.) may not be included in the 12 hours.
5. Used no more than a total of 24 credit hours from non-traditional sources to meet certificate/degree requirements.
6. Earned no more than one-third of the credits needed in required major courses from non-traditional sources.
7. Completed at least the number of credits stipulated in the degree/certificate program. In cases where programs are revised and a course is no longer available, completion of the total number of credit hours required in the curriculum as listed in the catalog being followed is mandatory; however, an appropriate substitution may be made.
8. Received in writing through all administrative channels approval for any deviation from the curriculum, as stated in the catalog being followed. Students are reminded that they may not receive credit for a lower-level course in a sequence after earning credit in the higher level course (for example, may not receive credit for

MATH 118 after completing MATH 130).  
(See "Courses in Sequence," pp. 80-81.)

9. Made application for graduation by the deadlines published in the Academic Calendar.
10. Fulfilled all other obligations and regulations including financial obligations to the College prior to established dates. Financial aid recipients who have student loans must attend an exit interview before they will be allowed to participate in graduation or receive their diplomas. Students should contact the office of Student Financial Assistance for details.
11. Paid the appropriate graduation fee. A student who does not complete graduation requirements for the anticipated academic year must pay an additional graduation fee during the academic year in which he or she re-applies for graduation and meets the requirements.

Students who have completed program requirements but have not applied for graduation before registering for the final semester of attendance will have ten (10) years from the last semester of attendance to apply for graduation. A \$100 late graduation fee will be charged. The degree will be awarded within the semester in which the student applies for graduation, and a program completion date will also be noted on the diploma.

#### **Requirements for a Second Degree or Certificate**

A student must meet all graduation requirements for the second degree or certificate and must earn at least an additional nine semester hours for a second certificate or 15 semester hours for a second associate degree in the second major. These hours cannot have been applied toward the first degree or first certificate. In addition, an official declaration of major must be on file in the Office of the Registrar by the 14<sup>th</sup> day of a semester and prior to applying for a second degree or certificate so that the appropriate catalog requirements can be determined.

In degree programs where there are several concentrations, a different concentration is not considered a second degree and a degree may

not be earned twice. Options do qualify as separate degrees.

#### **Students with Discontinued Major**

Any student who has completed 50 percent of the required courses in a major that is no longer available may be allowed to transfer credits from another institution of higher education into Delgado Community College to complete the degree requirements. The student must complete the requirements within three years after the semester in which the program was discontinued. Students in discontinued majors will be allowed to complete their major at Delgado provided the necessary courses are offered at Delgado or through cross-enrollment, or if appropriate substitutes are approved and the student continues his or her enrollment without missing a fall or spring semester. Students will not be readmitted to complete discontinued majors.

#### **Transfer and**

#### **Re-Entry Students**

In order to determine a student's eligibility to enroll, and in order for an evaluation to be made and transfer credits applied toward graduation requirements, each regionally accredited institution attended must be noted on the Application for Admission to Delgado Community College. An official copy of each transcript must be on file in the Office of the Registrar. The transferring student may be required to provide Delgado Community College with a copy of the catalog from each of the other institutions attended by the student.

#### **Graduation with Distinction**

#### **Associate Degree Recipients**

Students with the highest academic achievement are designated as Chancellor's Honor Graduates. Their academic record must consist of (1) a cumulative grade point average of at least 3.8 on the college work attempted at all colleges attended (excluding work on which academic amnesty has been declared); (2) a minimum of 45 credit hours at Delgado Community College; and (3) completion of the final 15 semester hours in required courses at Delgado Community College.

In order to receive the distinction of Honor Graduate, the student's academic record must consist of (1) a cumulative grade point average of at least 3.5 on the college work attempted at



all colleges attended (excluding work on which academic amnesty has been declared); (2) a minimum of 45 semester hours at Delgado Community College; and (3) completion of 12 of the final 15 semester hours in required courses at Delgado Community College.

#### CREDIT FROM NON-TRADITIONAL SOURCES

Delgado Community College may award college credit for knowledge gained through reading, private study, and/or work experience. These credits are typically referred to as non-traditional credits and also include the award of credit from non-credit coursework.

The types of non-traditional credit available at Delgado are Advanced Placement, College Board AP Credit, College Level Examination Program (CLEP), Credit Examinations, Career Tech Facilitation (formerly Tech Prep) Articulation Agreements, Life Experience Assessment Program (LEAP), Military Credits, Technical College Credit, Correspondence Credits, Credit for Non-Credit Coursework (through LEAP and/or Credit Examinations), and Non-Traditional credits from other institutions.

Specific policies and procedures have been established for the granting of college credit from non-traditional sources:

1. A student must be enrolled in a degree-seeking program beyond the official 14th day of enrollment in order to request non-traditional credit. Credits may be requested only for courses that are offered by DCC.
2. The non-traditional credit granting process must be requested and completed by the midterm of the semester in which it has been requested.
3. All non-traditional credits must be awarded before or during the semester prior to graduation. All non-traditional credits awarded during the semester of graduation must be approved by the Vice Chancellor for Learning and Student Development.
4. To qualify for graduation, twelve (12) of the final fifteen (15) hours of required coursework must be earned in courses taken at Delgado; therefore, only three (3) non-traditional credit hours may be earned

after the student enrolls for any of the final 15 hours of credit toward a degree.

5. Semester hours of credit earned through non-traditional sources are assigned a grade of "P". No quality points are earned, and such credit is not added into the student's grade point average. Non-traditional credits are identified on the student's transcript as credit granted through non-traditional sources.
6. A maximum of 24 semester credit hours may be awarded from non-traditional sources.
7. Non-traditional credit cannot be awarded in a course that a student has previously completed or enrolled in at any college (excluding coursework completed before Academic Amnesty is declared for which the student earned a grade of "C" or higher).
8. No more than one-third of credits needed in Required Major Courses (those courses which require a minimum grade of "C") may be obtained from non-traditional sources.
9. A student may not receive non-traditional credit in more than one course in a two-semester sequence or two courses in a four-semester sequence, with the exception of Advanced Placement.
10. Students who plan to use credit from non-traditional sources to meet the degree requirements of other institutions should check the requirements of the receiving institution, as this type of credit is often re-evaluated by the receiving institution.

#### ADVANCED PLACEMENT

Advanced Placement refers to a college testing result that, once established criteria are met, allows first-semester freshmen and high school students enrolled in Career Tech/Dual Enrollment programs to receive college credits in certain English and mathematics courses without actually completing those courses. Such credit is contingent upon the submission of American College Testing (ACT) scores that (a) meet the College's criteria and (b) are no more than five (5) years old. Additionally,

first-time freshman students must request Advanced Placement credit before the completion of thirty academic credits at Delgado. Career Tech/Dual Enrollment students must request Advanced Placement credit within the semester of enrollment in the higher level course.

The general policies concerning credit from non-traditional sources are applicable.

#### Criteria for Advanced Placement:

##### English

A student who has an ACT score in English of 25 or higher may receive Advanced Placement credit in ENGL 101 if he/she completes ENGL 102 with a grade of "C" or higher.

##### Mathematics

1. A student who has an ACT score in mathematics of 22-26 may receive Advanced Placement credit in MATH 118 if he/she completes MATH 128 or MATH130 with a grade of "C" or higher.
2. A student who has an ACT score in mathematics of at least 27 may receive Advanced Placement credit in MATH 130 if he/she completes MATH 131 with a grade of "C" or higher.

#### COLLEGE BOARD ADVANCED PLACEMENT CREDIT

Delgado Community College may grant non-traditional credit for College Board Advanced Placement Examinations, which are taken prior to the student's high school graduation.

The first-semester student who has taken a College Board AP Credit exam must have scored at least 4 to receive appropriate course credit. AP credit is subject to review by the Division Dean or representative of the course and approval by the Director of Advising and Testing. A student may not receive credit toward a degree solely on the basis of an Advanced Placement test score. The student must request that an original transcript from the College Board be sent to the Office of Advising and Testing for evaluation. College Board AP Credit scores are valid for three years from the original test date.

When AP credit is considered for placement purposes, the placement decision is made by the Department Head.

#### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Delgado Community College has been designated as a testing center for the College Level Examination Program (CLEP).

Specific policies and procedures have been established for the granting of college credit from non-traditional sources:

##### Policies:

1. The general policies concerning credit from non-traditional sources are applicable.
2. Prior to taking a CLEP examination, the student must check with the Division Dean or academic counselor of his/her major to confirm that the credit is applicable to the student's major.
3. The awarding of credit under CLEP is based upon two criteria.
4. The standard scores recommended by the Commission on Educational Credit for the American Council on Education; and an essay graded by Delgado Community College faculty who teach in that subject area.
5. Specific course credit (course title and hours credit) is awarded by the Registrar's Office.
6. Semester hours of credit earned by the CLEP examination are assigned a "P" grade. No quality points are earned. Such credit does not enter into grade point average computation.
7. Students who wish to transfer CLEP credits to Delgado must request that official score reports be sent to the Director of the Office of Advising and Testing.

#### CREDIT EXAMINATIONS

Any Delgado student who believes he/she is qualified by experience, previous training, or non-credit coursework may request credit by examination. A student who wishes to apply for credit by examination should contact the Division Dean of the student's major. Specific policies and procedures have been established for the granting of college credit from non-traditional sources:

**Policies:**

1. The general policies concerning credit from non-traditional sources are applicable.
2. A non-refundable fee of \$10.00 per credit hour is charged prior to administration of the examination.
3. Administration of Credit Examinations must be completed by midterm.
4. To pass a Credit Examination, a student must demonstrate a minimum proficiency of 75% of all the competencies for the course.
5. A student who intends to use credit by examination to meet degree requirements of another institution should check the requirements of the receiving institution.
6. A student who wishes to take a Credit Examination for a by-passed course must take the examination by midterm of the semester in which the student is enrolled in the more advanced course.
7. A student who fails to meet the minimum proficiency (75%) on the Credit Examination will be administratively dropped from the sequential or higher level course. No refund will be granted.
8. Credit Examinations are approved by the Division Dean of the course and the Division Dean of the student's major.
9. Credit Examinations are available only in courses offered at Delgado Community College.
10. A student may apply for credit by examination only twice in the same course.
11. A student may *not* take a Credit Examination in a course in which he/she has been or is currently enrolled, or which he/she has completed at any college.
12. A student who receives Academic Amnesty may request a Credit Examination for any course completed prior to receiving Academic Amnesty. A grade of "C" must have been earned in the course when it was taken prior to the granting of Academic Amnesty.
13. A student may not take a Credit Examination for a course that he/she has audited.

**NOTE: Credit Examination grades must be reported to the Registrar's Office by the Division Dean of the course no later than two weeks after midterm of the Spring/Fall semester.**

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

TITLE OF CLEP EXAM	DCC COURSE	CREDIT HOURS
Western Civilization I	HIST 101	3
Western Civilization II	HIST 102	3
History of the United States I	HIST 205	3
History of the United States II	HIST 206	3
Freshman College Composition*	ENGL 101	3
Analysis and Interpretation of Literature*	ENGL 205 or 206	3
American Literature*	ENGL 211 or 212	3
English Literature*	ENGL 221 or 222	3
French Language	FREN 101	3
Spanish Language	SPAN 101	3
Educational Psychology, Intro. to	PSYC 235	3
Psychology, Intro.	PSYC 127	3
Sociology, Intro.	SOCI 151	3
American Government	POLI 180	3
Mathematics, College	MATH 120	3
Algebra, College	MATH 128 or 130**	3
Trigonometry	MATH 129 or 131**	3
Calculus	MATH 221	4
Biology	BIOL 141	3
Chemistry	CHEM 141	3
Accounting, Principles of	ACCT 201	4
Macroeconomics, Principles of	ECON 201	3
Microeconomics, Principles of	ECON 202	3
Marketing, Principles of	MARK 201	3
Management, Principles of	MANG 201	3
Information System and Computer Applications	CMIN 201	3

Delgado Community College requires a minimum score of 50 to receive credit for any CLEP exam.

\* These exams, in addition to the standard computerized portion, require essays to be written for credit.

\*\* Check with the department head or dean to verify which course credit will be granted for this exam.

## CAREER TECH ARTICULATION AGREEMENTS

One of the primary goals of the Career Tech Articulation process is to provide a seamless transition for students from the secondary school systems to the community colleges and universities, and to avoid or minimize the duplication of instructional course work. Additionally, to facilitate the early completion of the student's post secondary program of study, specific courses are articulated with respect to course outline, course content, and instructional strategy. Students enrolled in an articulated course in the 11th or 12th grade may earn college credit through the successful completion of a proficiency examination. In order to obtain college credit, the following requirements must be met:

1. Student must meet all the prerequisite requirements for the designated articulated course.
2. The *Career Tech Statement of Intent Application* must be completed at the high school.
3. The student must pass the high school course with a grade of "C" or better.
4. Students must demonstrate mastery by passing the Delgado Community College proficiency examination with a "C" or better for a designated articulated course.
5. Credits earned by passing the proficiency examination are "*banked*" at the community college until graduation from high school.
6. Once a student earns 12 credit hours at Delgado Community College, the student must submit an *Application for Career Tech Credit* to the Registrar's Office.
7. College credits earned through the Career Tech Articulation Program are then posted to the student's official college transcript.

For additional information regarding the Career Tech Articulation and Proficiency Examination policies, you may contact your high school guidance counselor or the Career

Tech Coordinator at Delgado Community College at (504) 671-5463 or (504) 818-4656.

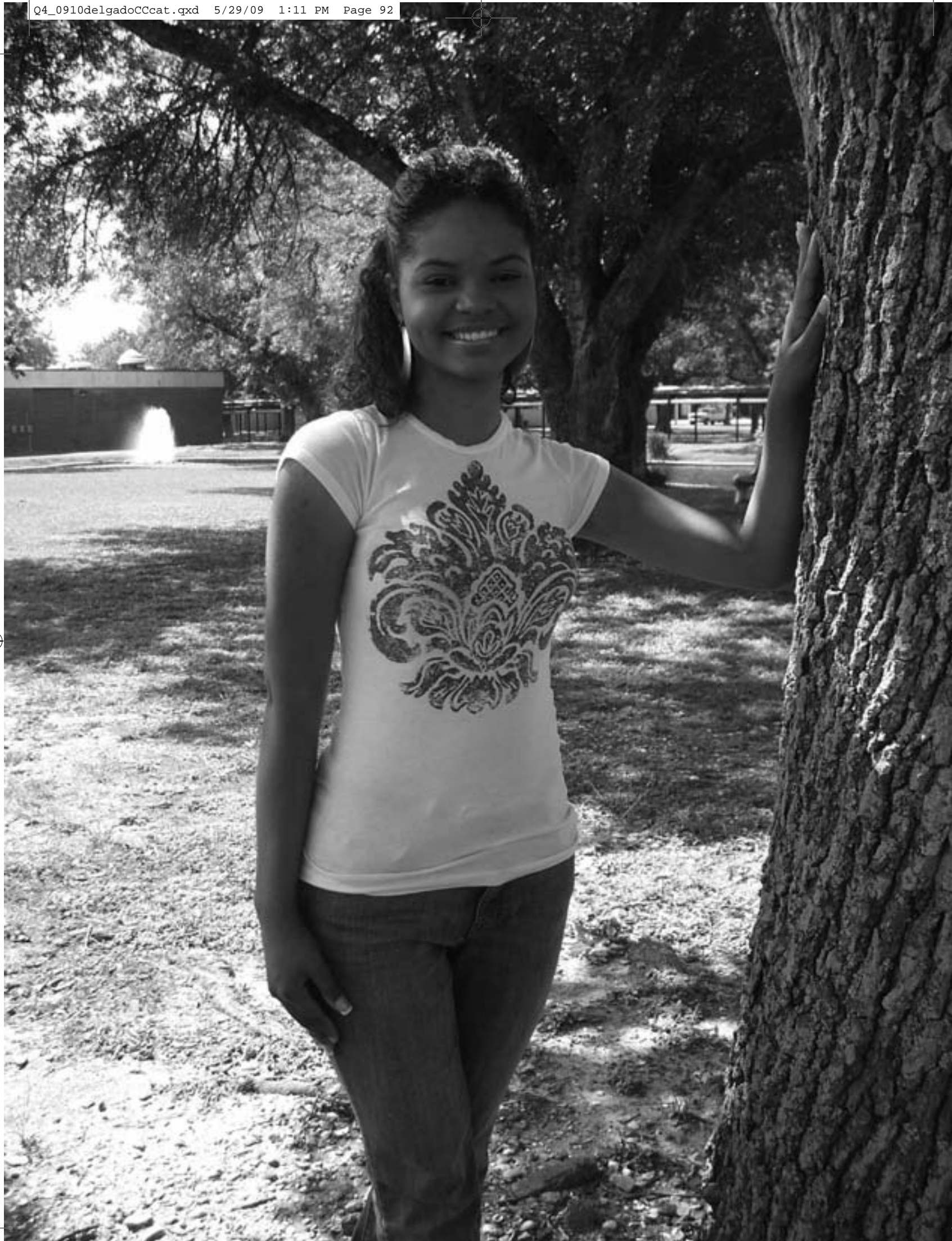
## LIFE EXPERIENCE ASSESSMENT PROGRAM (LEAP)

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

Specific policies and procedures have been established for the granting of college credit from non-traditional sources.

### Policies:

1. The general policies concerning credit from non-traditional sources are applicable.
2. LEAP credit is available only if the life experience warrants three (3) or more credit hours.
3. A non-refundable fee of \$20.00 per credit hour is charged for the evaluation process, which includes a portfolio and/or documentation and demonstration of competencies.
4. For each applicant a review committee is established to verify that the student can demonstrate knowledge and skills in the requested area comparable to the knowledge and skills of a college-trained student in the same area.
5. The LEAP review committee should consist of the Division Dean of the division from which credit is being requested, at least one faculty member with expertise in the relevant discipline, the Registrar's designee, and any other expert or consultant deemed necessary to ensure fairness and equity to the student.



Avenues from which LEAP credit can be acquired	Suggested methods of evaluation
1. Structured course work from: <ul style="list-style-type: none"> <li>• Vocational/technical educational programs.</li> <li>• Nursing and medical programs.</li> <li>• Non-accredited professional schools (art, secretarial, computers, etc.)</li> <li>• Military training courses</li> <li>• Enrichment seminars, workshops, and courses.</li> <li>• Non-credit coursework</li> </ul>	1. A portfolio validating content, contact hours, completion and/or grades if applicable.
2. Work Experience (includes military experience)	2. Through well documented portfolio and a demonstration of acquired competencies.

The portfolio should consist of documentation of the acquisition of those competencies deemed necessary for specific course content such as:

- Awards
- Course Content/Description (Credit or Non-credit) and Contact Hours
- Drawings, Diagrams, Artwork, etc.
- Work Experience Records and Job Description
- Graduation Certificates
- High School Co-op Work Experience Training Plan
- Licensures/certifications
- Narrative of Experiences
- Letters of Recommendations/Testimony
- Transcripts

**MILITARY CREDITS**

Students who have earned credit through courses taken while in the Armed Services may apply for acceptance of these credits in the Admissions or Registrar’s Office.

Specific procedures have been established for the granting of college credit from non-traditional sources.

The general policies and procedures concerning credit from non-traditional sources are applicable.

In order for these credits to be evaluated, the student must:

1. Complete a “Request for Course Recommendation” form for each service school course completed;
2. Provide a DD Form 295, “Application for the Evaluation of Educational Experiences

During Military Service” or “Application for the Evaluation of Learning Experiences During Military Service”;

3. Provide a DD Form 214, “Armed Forces of the United States Report of Transfer or Discharge”; and
4. Provide copies of any “Course Completion” certificates that the student has received, or other proof of having completed the course.

If these records are not available, the student should schedule an appointment with the Credential Evaluator in the Admissions Office (new students) or the Office Coordinator in the Registrar’s Office (currently enrolled students) to discuss alternative forms of documentation of credits earned.

### TECHNICAL COLLEGE CREDIT

Students who have attended a campus of the Louisiana Technical College since January 1992 may apply for credits based on work completed at the LTC prior to their enrolling at Delgado Community College. Faculty at Delgado Community College have reviewed the competencies included in these clock-hour courses and have established a crosswalk for the awarding of these credits. Specific procedures have been established for the granting of college credit from non-traditional sources:

Students who were enrolled at Louisiana Technical College in 1992 or later will be awarded credit based on their coursework at the LTC using the crosswalk established by the faculty in the various disciplines. These credits are being awarded using the non-traditional credit procedures in place at the College. These credits will be listed on the student's Delgado academic transcript as "Technical College Credit".

As with all non-traditional credit, all Technical College Credit will carry a grade of "P". Specific grades are awarded only for courses transferred directly from another regionally accredited institution. Since the crosswalk for awarding credit from the LTC is based on competencies gained in more than one LTC course rather than on a course-to-course equivalency, it would be inappropriate to assign a letter grade for the credits awarded. Credits awarded are subject to the limitations on total hours of non-traditional credit and hours in a student's major as listed in the College Catalog.

Students who wish to avail themselves of this avenue for earning credits should complete the application form which is available in the Admissions Office. The form must be submitted to the Office of the Registrar for processing.

Note: Students who were enrolled at the LTC-NO on July 1, 1997, when the institution merged with Delgado Community College, will not be subject to the limits placed on the number of hours that can be earned and used to meet degree requirements through the non-traditional credit procedure.

### CORRESPONDENCE CREDITS

Delgado Community College offers no correspondence courses. Students who wish to use credit from correspondence courses taken at other regionally accredited institutions to meet degree or certificate requirements must receive the permission of their Division Dean and the Campus Provost prior to registering for the correspondence course. A maximum of three (3) hours of correspondence credit may be applied toward a certificate or degree. These hours count as part of the total hours of non-traditional credits applicable toward a degree or certificate.

No more than three (3) hours of credit earned through any non-traditional source (or at any other institution) may be used to fulfill the last 15 hours of coursework needed to complete a degree/certificate at Delgado

### NON-TRADITIONAL CREDITS FROM OTHER INSTITUTIONS

Delgado Community College accepts non-traditional credits that have been awarded by other regionally accredited institutions. These credits have the same limitations in their use in meeting graduation requirements as do non-traditional credit earned at Delgado Community College and will be used in computing the total hours of non-traditional credit for which a student is eligible.



# GENERAL POLICIES AND PROCEDURES

In order to ensure that all students are familiar with their rights and responsibilities, Delgado Community College publishes policy and procedures information on the college's home page. Student rights and responsibilities are also listed in each semester's *Student Handbook*.

## STUDENT RIGHTS

In order to provide conditions indispensable to the full achievement of the objectives of higher education, the college guarantees the following rights to all students:

1. Consideration for admission to the College and equal participation in all College offerings, programs and activities, without regard to race, color, religious or political affiliation, gender, sexual orientation, citizenship, national origin, age, disability/handicap or marital status or veteran's status, pregnancy, childbirth and related medical conditions, or the sickle cell trait.
2. Participation in campus, local, national, or international organizations for intellectual, religious, social, political, economic, or cultural purposes when such organizations do not infringe upon the rights of others.
3. Ability to freely engage, individually or in association with others, in off-campus activities, provided students do not claim to represent the College.
4. Issuance of publications following appropriate procedures.
5. Democratic student governance.
6. Use of campus facilities, with appropriate approval.
7. Choice of speakers and topics, subject to approval.
8. Petition for changes through proper channels.
9. Due process in discipline matters.

## STUDENT RESPONSIBILITIES

Acceptable student conduct is determined, in most cases, by good sense and judgment. The following acts as set forth by legislative action and Board of Supervisors policy are contrary to acceptable conduct. Any student who commits or attempts to commit any of these acts will be subject to disciplinary proceedings.

1. Intentional obstruction or disruption of teaching, research, administration, disciplinary procedure, or other authorized college event.
2. Unauthorized occupation of or unauthorized entry into any college facility.
3. Verbal, emotional, physical abuse, or threat thereof against any person on campus or at any college authorized event, or other conduct that threatens or endangers the health and safety of any such persons.
4. Theft or damage to property of the College or injury to a person on the campus.
5. Intentional interference with the right of access to college facilities or with any lawful right of any person on the campus.
6. Setting a fire on campus without proper authority.
7. Unauthorized use or possession on the campus of fire arms, ammunition, or other dangerous weapons, substance, or materials.
8. Dishonesty such as cheating or plagiarism or knowingly furnishing false information to the college.
9. Forgery, alteration, or misuse of college documents, records or identification.
10. Use, possession, or distribution of narcotic or dangerous drugs such as marijuana, hallucinogens, or other drugs which are not prescribed or expressly permitted by law.
11. Failure to comply with the directives of campus police officials and law enforcement officers acting in performance of their duties, or to identify oneself to these officers when requested to do so.
12. Conduct which adversely affects the student's suitability as a member of the academic community (e.g., drunkenness, use of profanity, disorderly conduct).

13. Aiding or inciting others to commit any act set forth above.
  14. Smoking in any college facility.
  15. Gambling in any form on college property.
  16. Use or possession of any alcoholic beverage on campus except at functions as approved by the Chancellor of the College.
  17. Misuse or Abuse of Computer Equipment, Programs, or Data—Unauthorized use of computing resources or use of computing resources for unauthorized purposes is prohibited by the College's Information Technology security policy. This may include but is not limited to such activities as accessing or copying programs, records, or data belonging to the College or another user without permission; attempting to breach the security of another user's account or deprive another user of access to the College's computing resources; knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks; using the College's computing resources for personal or financial gain; allowing non-college personnel access to college computing resources; displaying obscene, lewd, or sexually harassing images or text in use of college computing services; transporting copies of College programs, records, or data to another person or computer site without written authorization; attempting to destroy or modify programs, records or data belonging to the College or another user.
- investigates the charges further.
4. The Director of Student Life or designee then either proposes a sanction through a resolution conference or schedules a hearing with the College Judicial Committee. In either case, the student is informed.
  5. The student may challenge the decision of the Director of Student Life or designee by requesting a hearing before the College Judicial Committee.
  6. Following the hearing and within three business days of notification of the Committee's decision, the student may appeal to the Assistant Vice Chancellor for Learning and Student Development.
  7. Within three business days of notification of the decision by the Assistant Vice Chancellor for Learning and Student Development, the student may appeal to the Vice Chancellor for Learning and Student Development.
  8. Within three business days of notification of the decision by the Vice Chancellor for Learning and Student Development, the student may appeal to the Chancellor.

Actions requiring discipline are not limited to the above.

#### STUDENT JUDICIAL PROCEDURE

In case of student misconduct, the following procedures apply:

1. Report is made in writing to the Director of Student Life within one week of the incident.
2. The Director of Student Life or designee, having determined that a violation has taken place, interviews the student within one week.
3. The Director of Student Life or designee either notifies the parties involved that no disciplinary action is merited or

(For a complete description of the policy and procedures, see the College's "Student Judicial Code" policy, which is available on the College's home page and in the Office of Student Life of each campus or site.)

#### DRUG-FREE CAMPUS POLICY

Delgado Community College prohibits the abuse of drugs, including alcohol. It is unlawful to possess, use, or distribute illicit drugs on Delgado property or at any college-sponsored event, whether or not the event occurs on campus. In addition, Delgado prohibits the use of alcohol on campus, except as designated in the college policy "Alcoholic Beverages at Student Functions (SA-1475.1C, 1997)." The college provides counseling, referral services, and other assistance to students, faculty, and staff who seek help with substance abuse problems.

Alcohol and drugs can seriously damage physical and mental health, as well as jeopardize personal and public safety. For these reasons, violators of the Delgado drug policy will face disciplinary action, as outlined

in “Drug-Free College” (PR-2530.1A, 1997). Penalties for students who are substance abusers include suspension or expulsion. Penalties for faculty and staff members include termination of employment. As with all illegal activities, substance abuse can result in criminal prosecution as well, under state and federal laws, including section 22 of the Drug-Free Schools and Campuses Act Amendment of 1989 (Public Law of 101-226).

The Student Health Service, Room 102, Building 11, City Park Campus, will answer any questions about alcohol and/or drugs and their effects.

#### College Sanctions

Violations of the college drug policy by students, faculty, or staff will result in disciplinary action. Depending on the nature of the offense, this can take the form of a written reprimand, suspension, demotion, reduction in pay, or termination of the person’s association with Delgado. Disciplinary actions against students will be imposed in accordance with the school standards.

#### 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 or possess any alcoholic beverages for any reason, in any place open to the public. Driving under the influence of alcohol is illegal in Louisiana, and anyone with a blood alcohol level of .10 or above will be charged with driving while intoxicated (DWI) or driving under the influence (DUI).

#### EDUCATIONAL RECORDS

Delgado Community College retains and disposes of educational records in accordance with the recommendations of the American Association of Collegiate Registrars and Admissions Officers, as published in

“Retention of Records: A Guide for Retention and Disposal of Student Records (2000).”

In accordance with the College’s Student Records Policy, Policy and Procedures Memorandum SA-1442.2B, educational records are maintained by the Office of the Registrar. A student’s application for admission, transfer transcripts, entrance exam scores, and any record that indicates advanced standing credit are kept for five years after graduation or date of last attendance. The following are permanent educational records: academic records (including narrative evaluations, competency assessments, etc.), change of grade forms, class lists (original grade sheets), and graduation lists.

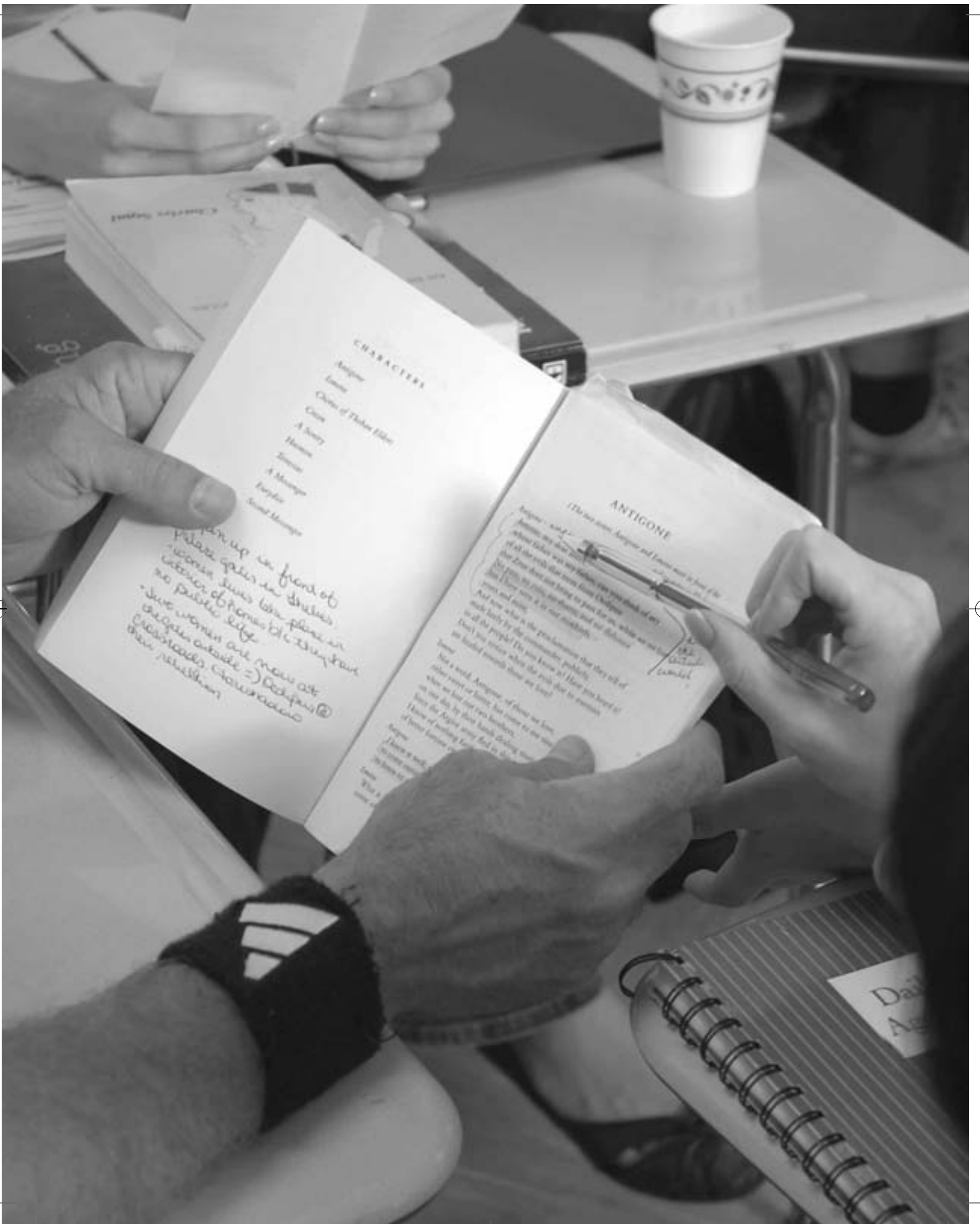
#### STUDENT ACCOUNT RECORDS

In accordance with the College’s Student Records Policy, Policy and Procedures Memorandum SA-1442.2B, student account records are maintained by the Controller’s Office. Delgado Community College maintains its student account records in conformity with Generally Accepted Accounting Principles (GAAP), pronouncements of the Governmental Accounting Standards Board (GASB), and other applicable laws and regulations.

#### FAMILY EDUCATION RIGHTS AND PRIVACY ACT

In accordance with the Family Education Rights and Privacy Act (Sec. 513 of P.L. 93-380, Education Amendments of 1974, which amends the General Education Provisions Act Sec. 438), postsecondary students attending Delgado Community College have access to their official records as follows:

1. The right to inspect and review the student’s education records.
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act



CHARACTERS

- Antigone
- Ismae
- Chorus of Theban Elders
- Creon
- A Sentry
- Haemon
- Teiresias
- A Messenger
- Isidor
- Second Messenger

stand up in front of  
 Palace gates in Thebes  
 - women Jews like place in  
 interior of Home b/c they have  
 no public life  
 - just women and men at  
 gates outside => help out  
 Creon's laws, Christians  
 then rebellion

ANTIGONE

*(The two sisters, Antigone and Ismae, enter in front of the palace gates.)*

Antigone - *sings*  
 Antigone: my dear sister  
 where has she gone?  
 of all the roads that cross from Thebes  
 she has shut out being to pass for us, while we sit here  
 that have seen it in our watchful  
 eyes and ears.  
 And now when in the proclamation she they tell of  
 made heavy by the commander, publicly,  
 in all the people! Do you know it? Have you heard it?  
 Don't you notice when the path shut to women  
 as hostile enough than we live!

Ismae  
 Sit a word, Antigone, of these we know  
 not a word of Ismae, but come to me now  
 when we but our two hands,  
 on our side, by these hand, giving  
 love the Antigone, giving  
 I have of making Ismae, but in  
 of your love, Ismae

Antigone  
 I have a word  
 to say to you  
 Ismae  
 What a  
 word



and the regulations authorize disclosure without consent.

4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements of the Act and the regulations.
5. The right to obtain a copy of the institution's student record policy.

Under this Act, Delgado Community College assumes that all students are independent. Parents of dependent students must prove such dependence through the presentation of the latest 1040 form filed with the IRS before they will be granted access to any student record of their dependent. The Act provides that certain information, designated as directory information, concerning the student may be released by the college unless the student has informed the college that such information should not be released.

Directory information includes the student's name, address, telephone number, e-mail address, date and place of birth, date of enrollment, division in which enrolled, full or part-time status, classification, major, degree(s) earned, awards, participation in officially recognized activities and sports, weight and height (of members of athletic teams), and the most recent previous educational agency or institution attended. A student who desires that any or all of the above listed information not be released must notify the Office of the Registrar in writing each semester within 10 days after the final day of registration.

Requests for further information should be made to the Office of the Registrar.

#### ENVIRONMENTAL SAFETY

##### Campus Police Department

The Campus Police Department is the primary law enforcement agency for Delgado Community College. Campus Police Officers are commissioned by the State of Louisiana with full arrest powers. Officers are assigned to the City Park, West Bank, and Charity School of Nursing campuses, as well as the Slidell/Northshore, LTC Jefferson, and LTC West Bank sites. The Delgado Campus Police Department will request the assistance of other law enforcement agencies as needed, and have established positive relationships with local law enforcement agencies. Campus Police Officers provide uniform patrol services on each of its campuses using a variety of

deployment strategies: vehicle, bicycle, and foot patrols.

The Delgado Community College Campus Police Department is dedicated to providing professional law enforcement services to our community. The Delgado Campus Police Department seeks and welcomes input from our school community regarding the quality of services provided. The Police Department's non-emergency telephone number is 671-6112. In the event of an emergency, on City Park, West Bank and Charity School of Nursing Campuses the emergency number is 671-6111, on Northshore/Slidell call 646-6420 to report an emergency.

#### Crime Statistics

The Delgado Community Campus Police Department maintains daily statistics of reported crimes, which are available to the college community for review during business hours at the Communications Office located in Building 1 Annex on the City Park Campus, and are also available on the College website at [www.dcc.edu](http://www.dcc.edu). The table is a summary of criminal offenses reported to Campus Police for the past four years.

OFFENSES	2005	2006	2007	2008
Homicide	0	0	0	0
Sex Offenses (Forcible)	0	0	0	0
Sex Offenses (Non-Forcible)	0	0	0	0
Hate Related Crimes	0	0	0	0
Aggravated Battery	0	0	0	0
Simple Battery	4	5	4	2
Aggravated Assault	0	0	0	0
Stalking	0	0	0	0
Robbery	0	0	0	0
Burglary (Building)	3	0	1	6
Burglary (Vehicle)	13	0	4	7
Auto Theft	0	1	1	1
Felony Theft (over \$300)	16	10	10	25
Misdemeanor Theft	11	7	8	5
Liquor Law Violation	0	0	0	0
Drug Law Violation	0	0	0	0
Weapon Violation	0	0	1	0
Arson	0	0	0	0
<b>Total</b>	<b>47</b>	<b>23</b>	<b>29</b>	<b>46</b>

**Smoke-Free Building Policy**

In response to recent scientific studies of the harmful effects of second-hand smoke and the Louisiana Office Indoor Clear Air Law, Act 1106, effective January, 1993, Delgado Community College became a smoke-free environment. Smoking by employees, students, and visitors is permitted only outside college buildings.

**STUDENT GRIEVANCE**

The purpose of the student grievance procedure is to afford students an orderly process for the redress of non-academic and non-financial grievances. Students are encouraged to resolve grievances informally and use the formal student grievance procedure as a last resort. Student grievance forms may be obtained from the Office of Student Life on each campus or on the College's website.

A student wishing to file a grievance should fill out the form and follow the instructions contained therein. If the student's grievance is not satisfied through direct contact with the employee or department involved, the student may appeal through the Assistant Vice Chancellor for Student Affairs, as indicated on the student grievance form.

**Sexual Harassment Policy**

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Elementary/Secondary Education Act of 1972 for students.

Sexual harassment may be unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature whereby: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; (2) submission to or rejection of such conduct by an individual is

used as the basis for academic decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or demeaning educational environment. No student—either male or female—should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

The educational mission of Delgado Community College is to foster an open learning environment. The ethical obligation to provide an environment that is free from sexual harassment and from the fear that it may occur is implicit in the College policy on "Sexual Harassment" (PR-1732.1, 1998).

Each campus has Confidential Advisors who are trained in handling complaints of sexual harassment. Generally, each campus has two Confidential Advisors; the names of these advisors are available in the Provost/Dean's Offices, the Student Government Association (SGA) Offices, and the Division Offices. Persons who have complaints should consult one of these advisors.

**Traffic Appeal Procedure**

Faculty, staff, and students who have received Campus Police traffic citations have the right to appeal. The traffic appeal process requires that an appeal must be made within five working days of the issue date of the contested citation. The Traffic Appeals Committee meets to review contested citations.

A person who wishes to contest a traffic citation should pick up a Traffic Appeals Application which is available in the Campus Police Office or on the College's website. Supporting documentation should be attached to the appeal. A letter stating the reasons the person believes he/she is entitled to a cancellation of the assessed fine may also be attached to the form.

# INSTRUCTIONAL AND SUPPORT SERVICES

## ARTICULATION AND TRANSFER AGREEMENTS

The College provides educational services to the area through consortia and articulation arrangements with local universities, colleges, and public and private agencies and institutions. In the fall of 1972, Delgado Community College became a member of the Gulf Regional Interstate Collegiate Consortium (GRICC). This consortium is composed of ten colleges and universities from Louisiana, Mississippi, Florida, and Alabama.

Delgado has had articulation agreements with the University of New Orleans, Our Lady of Holy Cross College, Loyola University in New Orleans, Dillard University, Southeastern Louisiana University, Xavier University, Regents College of the State University of New York and Nicholls State University for the last ten years. In 1998, Delgado updated and expanded the articulation agreements with Dillard University, University College of Tulane University and the University of New Orleans. In 2001 Delgado has signed expanded articulation agreements with Northwestern State University and the University of Phoenix. The Louisiana Board of Regents has published an equivalency guide for all public higher education institutions in the state of Louisiana.

Students who plan to transfer may receive copies of these programs and course equivalencies from the Transfer Center at the City Park Campus or from any academic advisor on any campus. Students are also encouraged to contact a counselor at the receiving institution for up-to-date information on curriculum requirements. Students who are enrolled in programs articulated with a four-year institution should be aware that they may complete the last six hours toward a degree at the four-year institution and transfer the credits back to Delgado to complete the associate degree.

## CROSS ENROLLMENT - UNO, SUNO, SLU, NUNEZ (NCC)

In 1991, Delgado entered into agreements with the University of New Orleans and Southern University in New Orleans so that students in each of the institutions may enroll in **courses not offered on their home campus**, on the other campuses. In 1997, Delgado developed a cross-enrollment agreement with Southeastern Louisiana University, and in 2000 signed a cross-enrollment agreement with Nunez Community College. Cross-enrolled students have access to the library and other facilities of the host campuses while enrolled there. Tuition is paid at the student's home campus for the combined total of hours for the semester; fees may be charged at the host institution. Students must bring their schedule to the Bursar's Office on the day they are registered to pay their assessed fees, or their classes will be dropped.

A Delgado student must have completed 24 hours of non-developmental courses at Delgado and have a Delgado cumulative average of at least 2.5 to be eligible to cross-enroll at UNO. A Delgado student must have completed all developmental courses to be eligible to cross-enroll at SUNO. A Delgado student must have completed 12 hours of non-developmental courses and have at least a 2.0 Delgado cumulative average to be eligible to enroll at SLU. Enrollment at Delgado must be maintained for the semester. A cross-enrolled student will follow the appropriate college or university's academic calendar and the academic policies of the college or university in all matters related to the course(s).

## LEARNING COMMUNITIES

Delgado Community College offers special programs that have been found to increase student success and completion of academic goals. One such program is Learning Communities. A learning community is a unique program that promotes student success by offering an improved approach to learning. Students register for two or three classes that

are linked together by a common theme, such as an English class and a history class that have similar assignments and the same students enrolled in each class. Student learning improves in both courses in this kind of environment, and students' engagement, retention, and success improve when they work together as a community.

Students register for Learning Community courses the same way they do for traditional classes. In addition, almost all Learning Communities are composed of at least one transferable course. Interested students should still check with an advisor to be sure, as all Learning Communities are unique and serve different academic needs. For more information, email the Learning Community Coordinator at lcs@dcc.edu.

#### EXPERIENTIAL EDUCATIONAL PROGRAMS

In recognition of the importance of "on-the-job training" as part of the occupational and professional preparation of students, Delgado Community College offers four experiential educational programs: Apprenticeship Programs, Cooperative Educational Programs, Internships, and Practicum. These provide supervised work experience in the various curricula while granting academic credit according to the standards of the accrediting agencies. Students gain occupational experience to help prepare them for meaningful employment.

The programs offer the opportunity to:

1. Learn outside the classroom where that knowledge is used in the work setting to develop skills and add meaning to studies.
2. Explore, confirm, or modify career choices.
3. Develop professional experience and contacts.
4. Earn money while working.
5. Receive academic credit toward a degree for work experience while attending school.

#### **Apprenticeship**

Culinary Arts, through its Chef Apprenticeship program, gives its students the best of culinary on-the-job experiences in the haute cuisine of New Orleans as well as Europe.

#### **College Cooperative Education Program**

College Cooperative Education is an educational plan in which paid employment is integrated into the college curriculum. The student works 200 hours during the entire semester. Students on scholastic probation are not eligible. Agreements involving the student, the college, and the employer must be confirmed prior to registering for a co-op course. Students must submit all required forms to the coordinator before credit may be awarded.

#### **Internship**

Internship programs help to orient students to the world of work, emphasize practical aspects of the business world, and provide closer liaison and cooperation among the student, college, and work environment.

Although this program is administered by the Business and Technology Division, it is open to qualified students in all divisions.

#### **Practicum**

Supervised work experience is offered in several fields of study, including Care and Development of Young Children, Criminal Justice, and most Allied Health programs.

#### COLLEGE-WIDE RESOURCES

##### **Alumni Association**

The Alumni Association of Delgado was organized and officially chartered in 1972. The affairs of the association are handled by a board of directors, which elects its own officers.

The purpose of the Alumni Association, as stated in its charter, is to promote the educational, physical, and athletic growth of the college, and to preserve and strengthen the bonds of friendship existing among former students, and between them and the college.

Membership is open to graduates and friends of the college who help to develop the college. The Alumni Board may also confer honorary membership on others who are interested in furthering the development of the college.

##### **Bookstore**

The college, through Barnes & Noble, maintains a bookstore on each campus as a service to students, faculty, and staff. Textbooks, school supplies, and other course-related materials are available, as well as clothing, gift items, and snacks.



### The Office of Advising and Testing

The Office of Advising and Testing's (OAT) Advising Center is designed to serve the needs of the student population through a multifunctional advising office that provides guidance services to first-time freshmen, students planning to continue their education at a four-year institution, students on probation or suspension, veterans, students with disabilities, and special populations.

The Advising Center works closely with the Office of Enrollment Services in providing Orientation—Advising—Registration and Support Services (OARS). The center is located in Building 10, Room 117, and is open Monday, Thursday, and Friday, 8 a.m.-4 p.m., and Tuesday and Wednesday, 8 a.m.-6 p.m. The Advising Center's phone number is 671-5156.

The OAT's Testing Center offers a wide range of testing, including Delgado placement, Ability to Benefit, ESL proficiency, CLEP and ACT residual exams. In cooperation with many national educational, contract, and certification testing companies, the testing office offers a complete array of tests to fulfill the academic and professional needs of our students and the community throughout the year. On a contractual basis, the testing staff proctors several national tests such as the ACT National Exam, Automotive Service Excellence, and American Council on Exercise. In order to take these exams the examinees must register with national test providers. Hours are Tuesday and Wednesday, 8 a.m.-7 p.m. and Monday, Wednesday, and Friday, 8 a.m.-4:40 p.m. At the West Bank Campus, the Testing Center is located in Building 10, Room 131B. The hours are Monday through Friday from 8 a.m. - 4:30 p.m. and Wednesday until 7 p.m.

The Testing Center is a full-service testing and training center that offers an impressive array of programs to meet the needs of individuals, businesses, and industry.

The Testing Center offers extensive certification and competency tests and also offers services through Castle Worldwide, Inc., and Lasergrade, Inc., which includes certification and licensure testing, workplace assessments, continuing education, skill-specific training and educational and career guidance.

The Testing Center offers students, faculty, staff, businesses, and the community the opportunity to assess their work skills using the ACT Workkeys assessments. The nine subject areas include: Applied Mathematics, Applied Technology, Business Writing, Listening, Locating Information, Observation, Reading for Information, Teamwork, and Writing. The nine subject areas directly relate to employment skills levels. Students or job seekers may receive a Louisiana Work Ready Certificate indicating that they have met the basis score on the WorkKeys core assessments, which are Reading for Information, Applied Mathematics, and Locating Information. The WorkKeys Certificate exemplifies to employers quality performance on the job. One or all the assessments may be helpful in evaluating one's job skills. The ACT Workkeys assessments are available by appointment. A fee may be required.

The Testing Center is also a certified National Center for Competency Testing. The competency exams are given in Medical Assistant, Phlebotomy Technician, Insurance Coding Specialist, Surgical Technician, ECG Technician, Medical Office Assistant, Bookkeeper, Assistant in Surgery, and College Instructor. Those who are interested must register in the Testing Center, City Park. There is a fee for each test.

Test proctoring services are available for community members. Correspondence course exams, both written and internet-based, are administered. Appointments are required to schedule. An hourly fee is charged for non-Delgado students.

In collaboration with the Career Tech Office, area high schools, and the academic divisions, the Testing Center coordinates the administration of the Career Tech Proficiency Exams.

The Testing Center in coordination with the Office of Disability Services offers testing with reasonable ADA, IDEA, 504 and Rehabilitation Act (1973) Accommodations. To receive special testing accommodation the student must:

- Self identify and sign up for the services through the Office of Disability Services;
- Provide appropriate, current documentation of the disability/disabilities and accommodations; and

- Schedule a test appointment with approved accommodation(s) in advance.  
The Testing Center welcomes students, faculty, alumni, community members, and businesses to contact us regarding our services.

City Park Campus:  
Delgado Community College  
Office of Advising and Testing  
Testing Center  
615 City Park Avenue  
Building 10, Room 131  
New Orleans, LA 70119  
Phone: (504) 671-5080 or (504) 671-5086  
Fax: (504) 483-4361

West Bank Campus:  
Delgado Community College  
Office of Advising and Testing  
Testing Center  
2600 General Meyer Avenue  
Building 10, Room 131B  
New Orleans, LA 70114  
Phone: (504) 762-3232  
Fax: (504) 361-6257

**Office of Disability Services**  
Students who need special support services are advised to see the Coordinator of Disability Service for their campus, Building 10, Room 120 at City Park and LaRocca Hall Room 145 on the West Bank Campus. Students enrolled at the Northshore should contact the City Park campus. Delgado Community College provides academic adjustments and auxiliary aids to qualified students. It is the general policy of Delgado Community College to ensure equal opportunity for all qualified persons. Reasonable accommodations for qualified persons with disabilities will be made provided the students have self-identified with the Office of Disability Services on their campus and have provided required documentation. Individual instructors will modify the methods, requirements, and procedures of courses and examinations appropriately to accommodate the special needs of students with disabilities, provided the academic integrity of the course or examination is not violated, and the health and welfare of all students are safeguarded.

**Veterans Upward Bound Program**  
The Veterans Upward Bound is a free program

designed to assist honorably discharged veterans in continuing their education. The Veterans Upward Bound Program includes a Pre-College Refresher Program for veterans who wish to attend college or receive special training. The program offers career, academic, and financial aid counseling, workshops, assistance in college enrollment, and class instruction. Enrollment is limited to allow time for personalized instruction. Additional information can be obtained by calling 671-5606 (City Park).

#### **Career Services**

Career Services assists students in securing employment while enrolled at Delgado and after graduation. The Career Counselor administers career inventories in order to provide career exploration and development to students. Occupational opportunities, salary ranges, and goal setting information are also available. Students at the West Bank Campus and at the Northshore are encouraged to register with the City Park Campus Career Services at the beginning of their final academic semester. This entitles them to participate in on-campus interviews with prospective employers and review current job listings. Résumé critiques, career expo's, and employer literature are also available to them. Notices of employment opportunities processed at the City Park Campus are also provided at Delgado's West Bank Campus, Northshore, and Charity School of Nursing. Seminars on job search, as well as job readiness techniques are offered at the City Park, Charity, Northshore, and West Bank campuses.

Although the college can provide instruction for many educational and career objectives, the student is ultimately responsible for selecting and defining career goals and for obtaining employment. Faculty and staff members assisting students cannot assume responsibility for educational and career decisions or for employment.

Students who wish to work on campus should complete an initial application at the appropriate campus. Each new student employee is required to complete a PARTNERS training session before the end of the first semester of employment.

#### **Office of Enrollment Services**

The Office of Enrollment Services provides information about the college to a wide variety of populations, such as high school groups,

new students, adults, returning students, and community-based organizations. This office handles career days, college nights, high school visits, information booths at area malls, hospitals, and personnel offices, and many other Delgado recruitment activities within the Greater New Orleans area. It offers group and individual tours of the college by appointment. Enrollment Services coordinates scholarships for entering freshmen students. The scholarship deadline is February 15; scholarships are awarded for the fall semester at the Honors Convocation in April.

New freshmen who have never attended college can have their application for financial assistance (FAFSA) processed on the web by Enrollment Services advisors.

Enrollment Services sponsors a number of postsecondary transitional initiatives (PTI) to increase enrollment, such as the Delgado On Site Mentorship (DOS), which helps high school students make a smooth transition to college; the annual summer Community Festival; the Create Your Future seminar to help adults enroll in college; Navigating New Waters, which brings parents and students together on campus; the Health Career Fair and the Culinary Arts/Hospitality Fair, for juniors and seniors from eleven different parishes, designed to link education to careers.

OARS (Orientation Advising Registration Support Services) is an orientation program designed to assist new students in making the transition to Delgado. Each session includes orientation, individual advising, registration (scheduling of classes) and a campus tour. OARS is required of all new students entering Delgado in a degree or certificate program. Appointments for OARS are made at the conclusion of placement testing.

#### **Health Services**

The Office of Health Services is dedicated to providing quality emergency medical services to the Delgado community with a special attention to the concerns of our diverse, commuter-based student body.

Health Services offers a fully equipped and nationally registered EMT-Paramedic, who responds to all medical incidents involving students, faculty, or staff members on campus.

Health Services is also available for general wellness check ups, blood pressure and blood glucose screenings, and basic first aid. Any student in need of additional treatment or the services of a physician is referred to a local hospital, doctor's office, or community-based clinic in the surrounding area where services are available.

To contribute to the educational experience, the Office of Health Services offers a variety of quality health and wellness activities, sponsors annual health fairs college wide, provides alcohol and drug programs, and offers a list of community-based facilities where additional types of health-related services can be obtained.

Finally, the Office of Health Services is responsible for tracking, recording, and monitoring the immunization and health record for each student. With the assistance of Delgado's Office of Admissions, the Office of Health Services notifies students of non-compliance status and then assists them with updating their records.

#### **Media Services**

The Delgado television production facilities provide instructional support for all courses, a special classroom for televised learning, and production of college informational programs.

#### **Public Affairs and Information**

The Public Affairs Office facilitates communication between Delgado Community College and its stakeholders, including students, faculty, staff, alumni, and the community at large. The P.A. Office issues news and information to the media, responds to requests from journalists, publishes an external magazine, an electronic newsletter, and plans and implements all advertising and marketing campaigns. The Office also coordinates the design and production of the web site and all college-wide promotional literature. The Office also includes the College's Information Center telephone switchboard and support services operations. Major activities include communications planning and professional writing, editing, and photographic services, and coordinating publicity, advertising, and marketing campaigns.

### The Gail T. Jones Center for the Advancement of Teaching and Technology (CATT)

The Gail T. Jones Center for the Advancement of Teaching and Technology (CATT) functions as a central facility to address the technology integration needs of Delgado's academic community. The purpose of the CATT is to provide training sessions and development activities through sponsored staff development. The Center also provides personalized assistance to faculty and staff for technology development in the CATT resource room.

The CATT is an 8,000 square foot facility housing two academic computer labs and one dedicated staff development computer lab, each with Internet access. It also operates a conference room and a microwave-linked "electronic classroom."

The CATT sponsors many professional development conferences and seminars in various disciplines.

#### Miscellaneous Services

The College offers its facilities and parking areas for special events to the community at large. Arrangements may be made through the Office of the Vice Chancellor for Business and Administrative Affairs.

## LEARNING RESOURCES

### Campus Libraries

The Moss Memorial Library, representing all Delgado campus libraries, holds membership in LALINC (Louisiana Academic Library Information Network Consortium), a partnership of participating libraries whose primary purpose is to develop cooperation and foster resource sharing among Louisiana libraries. LALINC membership enables access to the electronic resources acquired through the services of LOUIS: The Louisiana Library Network. The Delgado campus libraries strive to provide resources for the educational needs of students and the instructional needs of faculty.

**Moss Memorial Library** at the City Park Campus is temporarily located in Building 10, Room 116. The facility, with 6700 square feet, currently houses over 12,000 volumes and a wide selection of magazines, media materials, and newspapers, with new acquisitions

continuously added. The remainder of the library's print collection (108,841 volumes) is temporarily stored on-site with access to this stored collection available to users through a closed stacks system. User requests for stored materials are accepted at the Circulation Desk and online, with a 24-hour turnaround period for delivery.

Despite space constraints the library continues to support the college curriculum by providing college-wide access to 101 online databases to assist students and faculty with their educational and research needs.

Computer access includes the online catalog, ISAAC, which provides access to over 51,000 electronic journals and over 73,000 electronic books, including a virtual reference library of reference books that are commonly found in print on library shelves. The computers also provide access to the Internet, Blackboard, numerous electronic databases, and Question Point, a 24/7 virtual reference tool.

Other library services include—but are not limited to—the following: reference assistance; circulation; bibliographic instruction; interlibrary loan; access to reserved materials, a computer print station, print and microform copiers, magazines and journals in both microfiche and print; and audio-visual materials and equipment.

During the fall and spring semesters, the library is open from 8 a.m. to 8 p.m., Monday through Thursday, and from 8 a.m. to 4:30 p.m. on Friday. Intersession hours are 8 a.m. to 4:30 p.m., Monday through Friday.

The library on the **West Bank Campus** has a collection of over 22,000 volumes. The library subscribes to more than 460 journals, magazines and newspapers in print and microform, and provides access to the Internet and college-wide online research tools, including ISAAC (the library catalog) and electronic databases. Reference assistance, bibliographic instruction, circulation, interlibrary loan, copiers, printers, and access to reserved materials are also available.

The West Bank Campus Library is open from 8 a.m. to 8 p.m., Monday through Thursday, and 8 a.m. to 4:30 p.m. on Friday. Intersession hours are 8 a.m. to 4:30 p.m., Monday through Friday.

The **Charity School of Nursing** library has 2136 volumes and subscribes to more than 80

professional journals. Students, faculty, and staff have access to ISAAC (the library catalog), the Internet, and other college-wide online research materials, such as the electronic databases that include titles specific to medicine and nursing: Medline, Proquest Medical Library, CINAHL Plus, and Nursing and Allied Health. Other services include reference assistance, bibliographic instruction, interlibrary loan, circulation, reserves, copiers, and printers.

The library lobby is open at 7 a.m. for copying purposes. Other areas of the library are open from 7:30 a.m. to 6:30 p.m., Monday through Friday. The library's hours are subject to change every semester.

The **Northshore/Slidell** site library has approximately 4161 volumes, 50 current periodicals, and a variety of other research materials such as videotapes and DVDs for classroom use. The library provides computer access to the Internet, the online catalog (ISAAC), and to the college-wide system of electronic databases. Other services include a copier, a printer and an AV viewing area.

The Northshore/Slidell library is open from 8 a.m. to 8 p.m., Monday through Thursday, and 8 a.m. to 4:30 p.m. on Friday.

#### **Student Open Lab**

The City Park Open Lab consists of computers with Pentium chips, dual disk drives, CD-ROM drives, dot matrix printers, and desk jet printers. The Center has software to support courses offered in the Computer Information Technology discipline and also software to support various other disciplines. The Open Lab is located in the CATT Center in Building 10, first floor. During a regular semester, the Center is open on Monday through Thursday from 8 a.m. to 9 p.m., and Friday and Saturday from 8 a.m. to 4:30 p.m.

#### **LEARNING LABORATORIES**

On the City Park Campus, there are a number of learning laboratories for students.

The Reading Lab, located in the west wing area on the second floor of Isaac Delgado Hall (Building 1), provides tutoring and computer services for students in reading courses. The Individualized/Prescriptive Lab in 212W4 offers one-to-one tutoring in reading problems and the Computer Assisted Lab in

221W offers specialized reading software and programs, word processing, Internet research, and reading skills tutorials.

The Writing Center, which houses the English Composition and Grammar Labs for the Liberal Arts Division, provides one-to-one tutoring in writing, as well as computer resources—word processing, internet access for writing-related research, and software tutorials for grammar and writing. Located on the second floor west wing of Isaac Delgado Hall (Building 1/216W), the Writing Center is open to students with writing projects in all disciplines. The Writing Center is open Monday through Saturday. The American Sign Language Skills Lab is also located within the Writing Center (Building 1/216W) and provides software and video services for students enrolled in American Sign Language courses in the Liberal Arts Division. Hours for this lab vary.

The English as a Second Language (ESL) Listening/Speaking Classroom is located on the second floor of Delgado Hall (211W). When not in use for ESL conversation classes, the room serves as an open laboratory for students enrolled in the ESL program to work on listening, speaking, and pronunciation activities. Students should see an ESL instructor for current lab hours.

The Mathematics Learning Center is located on the first floor of Building 1 (CP01), Rooms 113W17 and 113W18. Paraprofessional tutors are available to assist students enrolled in mathematics courses at Delgado. Videotapes and computer tutorials for most mathematics courses are available for student use at home or in the lab. The Center is open only when classes are in session. During the fall and spring semesters, the Learning Center is open Monday through Thursday from 9 a.m. to 7 p.m., and Friday and Saturday from 9 a.m. to 2 p.m. The phone number for the Center is 504-617-6428.

The Hibernia Enrichment Center is located on the City Park Campus in Building 1, Room 108W. The Center provides computer-based instruction in reading, English, and study skills. In addition to computer-based instruction, the Center offers students enrolled at Delgado a place to study, access to multimedia study skills programs, Microsoft

Office programs, and the Internet. The Center is open Monday through Friday.

The West Bank Campus Learning Resources Center is in Room 107 of Building 1. The Center provides a number of services, including tutoring in mathematics, English, and science; computers and instructional software; word processing programs and printers; workshops on writing term papers; and telecourse materials and videotapes on mathematics and other subjects. The computers are available to all students. The Learning Resources Center is open Monday through Friday, including evenings, and on Saturday morning. The telephone numbers are 762-3131 (English) and 762-3103 (Math); the FAX number is 361-6411.

The Charity School of Nursing Computer-Assisted Learning Laboratory was initiated through a grant from the Helene Fuld Foundation. In addition to 36 computers, it houses a file server, printer, scanner, and 236 software programs. The computer laboratory is available from 7:30 a.m. to 6:30 p.m., Monday through Friday.

The Charity Nursing Skills Laboratories are equipped with hospital beds, furnishings, and equipment arranged in simulated patient units. There are medical mannequins, models, and durable disposable equipment and supplies for students to practice and demonstrate nursing procedures. The laboratories are open from 7:30 a.m. to 10 p.m., Monday through Friday.

The Charity School of Nursing Dr. J. Terence Kelly Human Patient Simulator Lab is equipped with computer-driven lifelike models that speak, breathe, have heartbeats and pulses, and respond to nursing interventions just as real humans would. This technology provides opportunities for students

to use nursing knowledge and critical thinking skills in real-to-life scenarios.

Both of Delgado's Northshore locations offer a student learning resource center where students can receive assistance in math, English, and reading. The Covington and Slidell sites also house computer labs that offer open lab hours for students.

#### Media Centers

The audio visual collection at the Moss Memorial Library, City Park Campus, and the media centers at the West Bank and Charity School of Nursing Campuses serve the educational needs of students and faculty with an extensive resource of audio visual materials. The resources are available for individual or classroom use at all facilities, with restrictions on group use at the City Park Campus only. Contact the media staff at the following locations:

Moss Memorial Library, Circulation Desk,  
City Park Campus

Learning Resources Center, West Bank  
Campus

Audio-Visual Department, Charity School  
of Nursing

The Charity School of Nursing Media Services department maintains a color television studio, digital editing facilities, an in-house library of over 600 nursing-related programs, and a selection of over 160 "streamed" programs that are available to nursing students 24/7 via internet connection. In addition, there are two compressed video classrooms at the School of Nursing that allow two-way live video and audio communication with similar classrooms located nationally or internationally.



## STUDENT LIFE

The co-curricular activities and organizations of students are important to their growth and development. Numerous scholastic, social, professional, service, interest, and religious organizations have been developed in response to expressed interest and to leadership of the student bodies across the College. Officers of all student organizations must have at least a 2.0 grade point average and be enrolled as full-time or part-time students. This applies to all members of student organizations, unless otherwise specified by the organization's constitution.

### STUDENT LIFE CENTER

The Delgado Community College Student Life Center Complex is a 43,000 square-foot, full-service College Union. It was funded in 1998 by a student initiative. This state-of-the-art multifaceted building houses a full-service food court, coffee shop, duplicating center, student lounge, game room, meeting rooms, conference rooms and a ballroom. Designed for great symposiums, banquets, and celebrations of all types, this magnificent facility can accommodate with comfort, style, and ease groups of 5 to 500. The College's Student Life Center is a complete meeting and events service found in one setting. For a tour of the conference center and room reservations, contact the Director of Auxiliary Services at (504) 671-5493.

### STUDENT ORGANIZATIONS

Student activities are offered in cooperation with the Student Government Association (SGA) on each campus, student organization officers, faculty sponsors, and the Office of Student Life.

The following organizations are recognized at Delgado Community College:

#### **Departmental Clubs:**

Alpha Rho Tau  
 American Institute of Graphics Arts Delgado (AIGA)  
 American Society of Safety Engineers  
 Charity Association of Student Nurses (CASN)  
 Construction Specification Institute  
 Culinary Club  
 Delgado Architecture Student Organization  
 Delgado Community College Car Club  
 Delgado Education Association CP & WB  
 Delgado Paramedic Association

Delgado Physical Therapist Assistant Association  
 Delgado Student Dietetic Association  
 Electronics Club  
 Growthworks  
 Interior Design Club  
 International Association Administration Professionals  
 Men in Nursing (AAMN)  
 Music and Entertainment Industry Student Association (MEISA)  
 National Association of Homebuilders (Student Chapter)  
 National Federation of Licensed Practical Nurses, Inc. (NFLPN)  
 Occupational Therapy Association  
 Sign Language Club, CP & WB  
 Society of Hispanic Professional Engineers  
 Veterinarian Technology Technician Organization (VETT)

#### **Special Interest Groups:**

Biological Science Club, WB  
 Charity School of Nursing Class Board  
 Organizations: Level 1, 2, 3, and 4  
 Criminal Justice  
 Delgado CyberNet Club  
 Delgado Dolphin Newspaper  
 Delgado Theater Club  
 Delgado Video Club (DTV)  
 Delta Epsilon Chi  
 Fine Arts and Literary Club, WB  
 Gay and Lesbian Alliance (GALA)  
 P.E.A.C.E.  
 SIFE, (Student in Free Enterprise), WB  
 Skills USA, WB  
 Sociology Club of Delgado Community College  
 Outreach Club  
 Spectrum  
 Student Government Association, City Park, Charity, Northshore, and West Bank  
 Veterans Club

#### **Honorary Societies:**

Alpha Beta Gamma – CP, NS & WB  
 Delgado Honors Council  
 Mu Alpha Theta  
 Phi Theta Kappa  
 Sigma Alpha Chi (SAC)  
 Sigma Chi Eta

#### **Religious Groups:**

Baptist Collegiate Ministry  
 Campus Crusade for Christ  
 Muslim Student Association





**Service Organizations:**

Delgado Greens

**For more information contact:**

City Park – Building 11, room 111  
671-6001

West Bank – LaRocca Hall, room 147  
762-3164

Covington – Lockwood Building, front desk  
671-6608

Slidell – Front Desk  
671-6608

Charity School of Nursing –Room 619  
571-1338

**DELGADO ACTIVITIES AND TRADITIONS****Homecoming**

Homecoming is celebrated each year by the entire college. A Homecoming basketball game is sponsored through the Athletic Department, and other activities are sponsored through the Student Government Association. A college-wide off campus celebration is held each year. Each campus and site elects a Mr. & Ms. Delgado to represent them throughout the week's activities.

**SGA Spring Fest**

Ending the Spring Semester on a hot note, SGA sponsors its annual crawfish boil or fish fry on most of its campuses and sites.

**Other Annual Gatherings**

Annual gatherings include Welcome Fest, Fall Fest, and Summer Barbecue. These functions are sponsored by the Student Government Association.

**African-American History Month**

During the month of February, the SGA on all campuses, along with other campus organizations, sponsors African-American History Month. Activities centering on the heritage and contributions of African-Americans are featured.

**Annual Honors Convocation**

Once a year, the College gathers to honor its top achievers in scholarship, leadership, and service.

The Honors Convocation is a college-sponsored activity conducted at the City Park and West Bank campuses each April.

**International Week**

The International Student Organization sponsors a week of international favorites including music, dances, sports, and food items from around the world at the City Park and West Bank Campuses.

**INTERCOLLEGIATE ATHLETICS**

Delgado Community College is a member of the National Junior College Athletic Association. The athletic programs of the college are a meaningful part of the total institution and are consistent with its goals of fostering individual fulfillment, the acceptance of responsibility, and self-realization. Delgado participates in four intercollegiate sports – men's and women's basketball, men's baseball, and women's softball.

Delgado is a member of the Louisiana Athletic Association of Community Colleges.

**INTRAMURAL SPORTS**

The intramural sports program provides students with opportunities for individual, dual and team competition. Intramurals are designed to provide enjoyment and physical recreation during the student's college career, contribute to his or her physical well-being, improve recreational skills for leisure time, and aid in the development of sound emotional and social qualities. Some of the activities in the intramural program are basketball, soccer, tennis, softball, volleyball, and flag-football. Delgado is a member of the Louisiana Collegiate Intramural-Recreational Sports Association.

Participation is voluntary and open to all currently enrolled Delgado students in good academic and judicial standing. Participants retain their eligibility status until they withdraw from the College or fail to comply with the rules and regulations of the intramural sports office on the campus.

Delgado Community College assumes no responsibility for injuries received by any person during participation or involvement in Delgado's Intramurals program.

To register for or obtain additional information on intramural sports, please contact

the Coordinator of Intramural Sports at (504) 671-5650.

#### INTERNATIONAL STUDENTS

Delgado Community College welcomes students from around the world. Students representing more than 80 different nationalities are presently enrolled in various programs, including English as a Second Language, which is recognized worldwide and nationally as one of the largest programs of intensive English instruction in the USA. Non-native speakers of English are able to study English or pursue their major at Delgado.

International student groups such as the International Student Club and Vietnamese Club are Student Government-sponsored organizations whose purpose is to promote educational, recreational and social activities which enhance the cross-cultural understanding of the college

and community. International fairs and ethnic celebrations are sponsored at various times during the semester highlighted by an International Evening promoting cultural food, music, and entertainment.

Delgado international students may participate in the SELAFA soccer league. This league is a highly competitive soccer league consisting of university affiliated teams from around the state. Regional universities participate in weekend games and tournament play.

The International Student Advisor assists international students by acting as liaison between international students, academic divisions, and administrative offices. The advisor also provides academic, personal, and social support. For more information, contact (504) 671-5090.



# WORKFORCE DEVELOPMENT AND EDUCATION

## PROFESSIONAL & CONTINUING EDUCATION

Delgado's Workforce Development and Education unit seeks to enhance the quality of life for all by providing educational programs and services that promote personal, professional, and economic development in the Greater New Orleans area and surrounding region.

The Workforce Development and Education Unit is designed to provide customer-driven assessment and training programs as an inducement to secure new value-added businesses to our region, to respond to permanent closures and layoffs, as well as to provide existing businesses with the necessary training for expansion. This Unit will also serve as a forecasting mechanism for industry growth by providing leadership to the business community in identifying and training for emerging workforce trends and technologies. Through these comprehensive initiatives, the Workforce Development and Education approach will allow employers to retrain, upgrade and attract a skilled workforce pool to our region.

We offer flexible scheduling for programs that are portable, modular, accessible and affordable with the ability to be delivered through a variety of methods including on site, on campus, online and through compressed video.

Workforce Development and Education provides programs and services such as:

- Assessment Packages
- Skill Set Training
- Incumbent Worker Grants
- Customized Training Courses
- Short-Term, Compressed Courses
- Industry Based Certification Courses
- Educational Outreach Community Programs
- Continuing Education and Professional Development

## DELGADO NORTHSHORE

The Covington site is adding a second building at 207 E. Lockwood Street. Now, through our locations in Covington and Slidell (320 Howze Beach Road), people north of Lake Pontchartrain can participate in credit, non-credit, and specialized professional/technical training without a lengthy commute to the southshore.

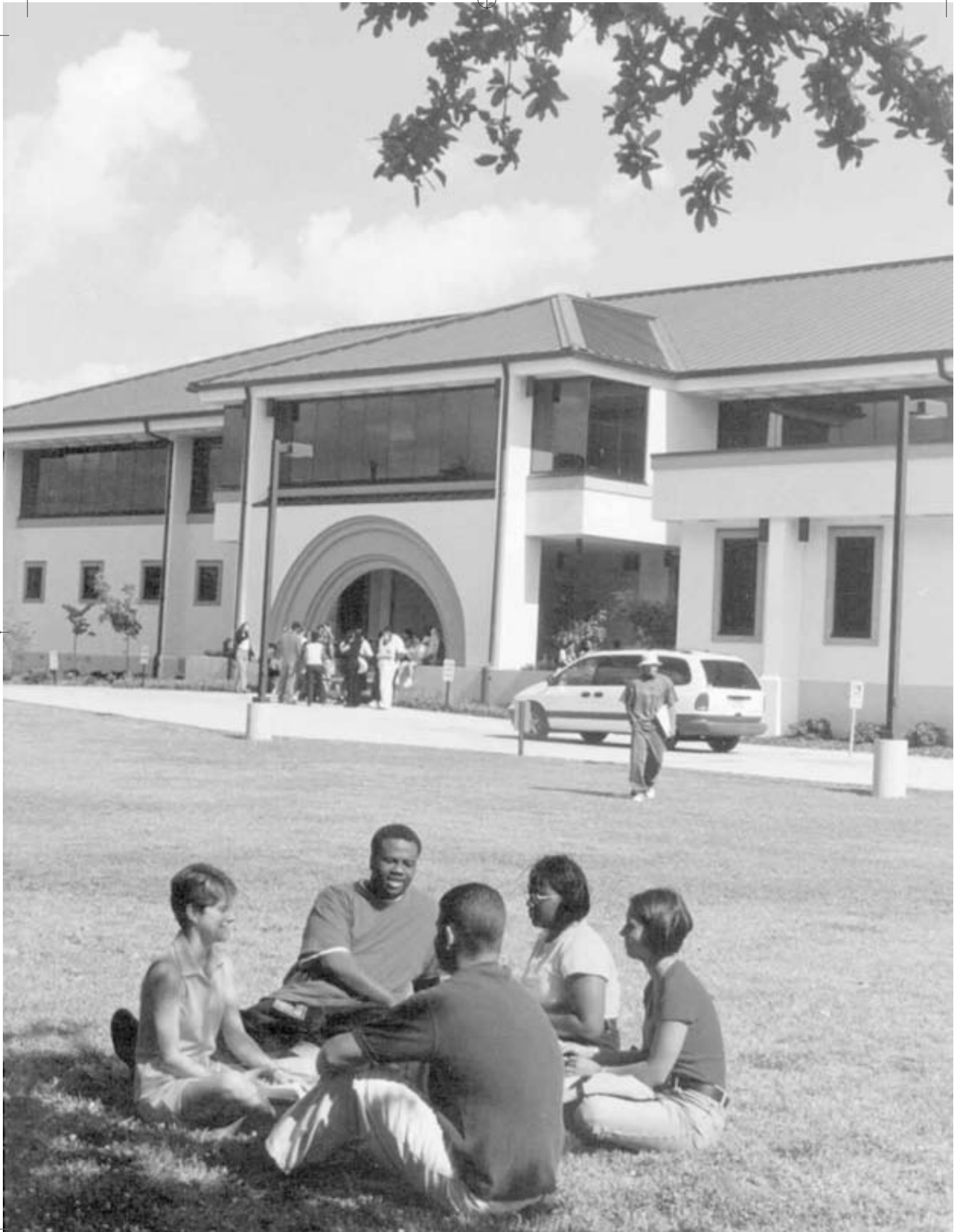
In addition to classroom-based credit and non-credit courses, Delgado Northshore is equipped to offer incumbent worker training for businesses needing to upgrade the skills of their employees. We can develop specialized training programs to assist specific businesses or address larger industry needs. Through our continuous acquisition of new technology, Delgado Northshore is prepared to assume an integral role in community outreach and workforce development.

In addition, Delgado Northshore is pursuing community partnerships to support efforts in homeland security training, horticulture, health care, economic and community development, business and the arts. We maintain relationships with other educational institutions on the northshore to provide pathways through post-secondary education which serve the entire northshore population.

Delgado Northshore also participates in community outreach efforts on a larger scale through Chamber of Commerce activities, regional economic development committees and other organizational efforts where higher education representation is needed. Contact Northshore/Slidell at (985) 646-6420 or Northshore/Covington at (985) 671-6624.

## DELGADO WEST BANK

Conveniently located on the West Bank Campus of Delgado Community College is the Louisiana Small Business Development Center (LSBDC). The LSBDC is a network of nine service centers statewide that provide small business owners with face-to-face consultation. The network is paid for by the U.S. Small Business Administration (SBA) and the Louisiana Economic Development Office. Delgado West Bank Campus is one of the participating colleges statewide and is designated to serve the Greater New Orleans region.



Part of the LSBDC program includes a wide variety of business seminars, almost all of which are free. Business owners can continue their education by attending seminars on everything from “Exceptional Customer Service” and “Hiring and Training Employees,” to “Financing Your Business Idea” and “Developing a Web Site Strategy.” The most beneficial aspects of the center are “the face-to-face interviews, the availability of consultants, the wealth of knowledge, and the free training.”

The resources provided through the partnership between the LSBDC and Delgado contribute greatly to the success of small businesses, the lifeblood of a community. The sole underlying goal is to provide small business owners all of the tools and information necessary for success and to turn their expertise into a profitable business.

Business owners and aspiring entrepreneurs interested in making an appointment with the West Bank LSBDC can call (504) 831-3730 for more information or visit the campus at 2600 General Meyer Avenue, Building 1, Room 108, New Orleans, LA, 70114.

#### BUSINESS AND INDUSTRY TRAINING

The Workforce Development and Education Unit is designed to provide customer-driven assessment and training programs as an inducement to secure new value-added businesses to our region, to respond to permanent closures and layoffs, as well as to provide existing businesses with the necessary training for expansion. This Unit also serves as a forecasting mechanism for industry growth by providing leadership to the business community in identifying and training for emerging workforce trends and technologies. Through these comprehensive initiatives, the Workforce Development and Education approach will allow employers to retrain, upgrade and attract a skilled workforce pool to our region. For more information please call (504) 671-6710.

#### INCUMBENT WORKER TRAINING PROGRAM

The Incumbent Worker Training Program provides grant funding for customized training to benefit business and industry by assisting in

the skill development of existing employees. Through this customer driven training, companies are able to effectively upgrade and retain their current workforce, thus enhancing economic development.

Delgado’s collaborative efforts in Incumbent Worker Training provide a viable relationship among business, government, and the college to ensure a properly trained workforce and the opportunity for career advancement.

#### MARINE FIREFIGHTING AND EMERGENCY PREPAREDNESS COURSES

Delgado Community College offers U.S. Coast Guard-approved basic and advanced courses that provide maritime employees with specialized training in marine fire fighting, industrial safety, emergency preparedness, etc. These courses are designed to meet the specific requirements of barge, ship, and offshore platform personnel.

Completion of the 51-hour combined basic and advanced courses is accepted by the Coast Guard in lieu of examination. Industrial Fire Brigade training is also available. Fire scenarios designed by industry simulate in-plant situations and provide training in Incident Command.

In addition to fire fighting, courses such as U.S. Coast Guard-approved STCW, crane operator and rigger, and a variety of OSHA/Industrial Safety courses are also taught on a regular basis. Courses can be customized to suit the needs and schedule of the sponsoring company.

#### MARINE RADAR SCHOOL

The Delgado Community College Marine Radar School is a United States Coast Guard-approved facility featuring a 240 degree Full Mission Bridge Simulator. Delgado’s Full Mission Bridge Simulator is equipped with the most modern equipment available in the world today. This simulator was designed to train maritime personnel in the region, but also has the ability to train personnel on vessels in waterways around the world. Delgado Radar School also has new facilities with modern labs to instruct students in Coast Guard-approved ARPA, Radar, GMDSS, and Celestial Navigation, offering professional certifications in many areas.

Delgado Radar School is also able to design comprehensive, customized training for companies in the maritime industry.

#### COMMUNITY EDUCATION/NON-CREDIT

Community Education's mission is to make education more accessible to the public and to meet community needs not served by traditional college programs. Delgado offers noncredit courses for individuals who want to enrich their cultural experiences or improve their professional or occupational skills. Through the continuing education and noncredit programs, the college developed the following three distinct clusters to meet the needs of our community: corporate training, life long learning, and global view learning. Corporate training programs are offered for individuals and businesses. The Lifelong Learning cluster includes both personal enrichment and art courses and is designed for personal development in order to enhance the quality of one's life. The Global View Learning cluster offers courses in the Languages and English for speakers of other languages.

Noncredit students are awarded Continuing Education Units (CEUs) for each course successfully completed. The Continuing Education Unit is a nationally accepted unit of measurement. The earned CEUs become part of the student's permanent records and are often used by employers as a means of evaluating professional development.

Classes are offered on both City Park and West Bank campuses. For more information, contact the Office of Community Education at (504) 671-6474.

#### COMMUNITY-BASED WORKFORCE TRAINING INITIATIVES

In response to the need for workforce training in the Greater New Orleans Metropolitan Area, the W.I.A., Y.O.S.T., S.T.E.P., and Intensive Services programs promote economic independence, self-respect, and confidence. Collaborations with various agencies and businesses facilitate the success of our clients. These programs provide training to acquire marketable skills, continuing education in an environment that is student-oriented, and instruction that utilizes innovative technology.

#### Workforce Investment Act (W.I.A.)

The W.I.A. program promotes employment and training designed to provide services that will increase skills for adults and youth that will result in employment and increased earnings. Delgado Community College offers several education programs that can help in overcoming employment barriers. For more information, please contact your Business and Career Solutions Centers:

Jefferson Business and Career Solutions Center  
(504) 227-1283

New Orleans Business and Career Solutions Center  
364-5625 and 568-7280

#### Youth Occupational Skills Training (Y.O.S.T.)

The Y.O.S.T. program provides free training for eligible youth (ages 17-21) in carpentry, certified nursing assistant, culinary arts, health unit coordinator, Microsoft office assistant, patient care technician, phlebotomy, truck driving, and welding. For more information on these programs, contact the Y.O.S.T. office at 361-6542.

#### Strategies To Empower People (S.T.E.P.)

The S.T.E.P. program offers academic and short-term vocational skills for participants referred by the Office of Family Support. Course work must be completed within one year. For more information on these programs, call the STEP Coordinator at (504) 671-6465.

#### Intensive Services

The Intensive Services program provides a learning-centered environment to prepare students to attain educational, career, and personal goals. These services are provided through classes and workshops based on the needs of each participant. The classes offered consist of strategies for résumé writing, job search, business etiquette, business office support, customer service, Microsoft office, and various skills and academic assessments. For more information call (504) 361-6542.

# GENERAL DEGREE REQUIREMENTS

## TYPES OF DEGREES

**Associate of Arts.** This degree is awarded in the arts, humanities, and social sciences. In general, programs leading to the associate of arts are college parallel and allow the recipient to transfer with advanced standing to a four-year institution. To ensure maximum acceptance of credit, however, students should consult both a Delgado Community College advisor and a representative of the institution to which they plan to transfer. Associate of Arts degree programs are comprised of between 60 and 72 credit hours, with 27 credit hours consisting of general education coursework. General education coursework includes: six credit hours of English composition; three credit hours of Mathematics; six credit hours in the Natural Sciences; three credit hours in the Humanities; three credit hours in Fine Arts; and six credit hours in the Social/Behavioral Sciences. Additionally, Associate of Arts degree programs address competencies in Computer & Information Literacy and International Education, either through specific coursework or through projects imbedded in programmatic courses.

**Associate of Science.** In general, programs leading to the associate of science are college parallel and allow the recipient to transfer with advanced standing to a four-year institution. To ensure maximum acceptance of credit, however, students should consult both a Delgado Community College advisor and a representative of the institution to which they plan to transfer. Associate of Science degree programs are comprised of between 60 and 72 credit hours, with 27 credit hours consisting of general education coursework. General Education coursework includes: six credit hours of English composition; six credit hours of Mathematics; six credit hours in the Natural Sciences; three credit hours in the Humanities; three credit hours in Fine Arts; and three credit hours in the Social/Behavioral Sciences.

Additionally, Associate of Arts degree programs address competencies in Computer & Information Literacy and International Education, either through specific coursework or through projects imbedded in programmatic courses.

**Associate of Applied Science.** This degree is awarded in vocational and technical areas. Although some courses taken to fulfill requirements for this degree may be accepted by senior institutions, this degree is normally considered to be a terminal degree. Associate of Applied Science degree programs are comprised of between 60 and 72 credit hours, with 15 credit hours consisting of general education coursework. General Education coursework includes: three credit hours in English Composition; three credit hours in Mathematics; three credit hours in the Natural Sciences; three credit hours in the Humanities; and three credit hours in the Social/Behavioral Sciences. Additionally, Associate of Applied Science degree programs address competencies in Computer & Information Literacy and International Education, either through specific coursework or through projects imbedded in programmatic courses.

**Associate of General Studies.** This degree is awarded upon completion of a highly flexible program designed by the student in consultation with an advisor. Depending upon the courses chosen, the degree may be either college parallel or terminal. The Associate of General Studies degree is, in most cases, the degree that students will receive when they are following an articulated program with participating four-year institutions. This degree may be designed with a concentration in almost any discipline or pre-professional studies. Students must consult a divisional counselor for more information about the Associate of General Studies degree and articulation with four-year institutions. The Associate of General Studies degree is comprised of 69 credit hours, with 30 credit hours of general education coursework. General Education coursework includes: six credit hours of English composition; six credit hours of Mathematics; six credit hours in the Natural Sciences; three credit hours in the





Humanities; three credit hours in Fine Arts; and six credit hours in the Social/Behavioral Sciences. Additionally, the Associate of General Studies program addresses competencies in Computer & Information Literacy through a specific required course and it addresses International Education through projects imbedded in programmatic courses.

**Associate.** The Associate (non-designated) degree is awarded in programs designed to prepare students for immediate employment or career entry, but which also may serve as preparatory education for transfer to a related baccalaureate program. To ensure maximum acceptance of credit, however, students should consult both a Delgado Community College advisor and a representative of the institution to which they plan to transfer. Associate (non-designated) degree programs are comprised of between 60 and 72 credit hours, with 27 credit hours consisting of general education coursework. General Education coursework includes: six credit hours of English composition; six credit hours of Mathematics; six credit hours in the Natural Sciences; three credit hours in the Humanities; three credit hours in Fine Arts; and three credit hours in the Social/Behavioral Sciences. Additionally, Associate of Arts degree programs address competencies in Computer & Information Literacy and International Education, either through specific coursework or through projects imbedded in programmatic courses.

**Technical Diploma.** The college offers Technical Diplomas. The Technical Diploma is an applied, technical degree program strictly limited to community and technical colleges. Technical Diplomas are comprised of between 45 and 60 credit hours of professional/technical courses with no general education requirements. Technical Diploma programs address competencies in Computer & Information Literacy and International Education, either through specific coursework or through projects imbedded in programmatic courses.

#### TYPES OF CERTIFICATES

The College also offers certificate

programs. These programs are applied, technical programs and are classified as follows:

**Certificate of Applied Science.** The Certificate of Applied Science is awarded upon completion of a course of study designed to prepare students for immediate employment or career entry. The Certificate of Applied Science is comprised of between 30 and 42 credit hours, with nine credit hours consisting of general education coursework. General Education coursework includes: three credit hours of English composition; three credit hours of Mathematics; and three credit hours in the Fine Arts, Humanities, or Social Sciences. Additionally, Certificate of Applied Science programs address competencies in Computer & Information Literacy and International Education, either through specific coursework or through projects imbedded in programmatic courses.

**Certificate of General Studies.** The Certificate of General Studies is designed to provide students with a broad foundation of fundamental academic courses. It offers students the opportunity to increase readiness for collegiate study while exploring career pathways. It allows students who intend to transfer to senior colleges the opportunity to choose courses that meet the admission requirements of the receiving institution. To ensure maximum acceptance of credit, however, students should consult both a Delgado Community College advisor and a representative of the institution to which they plan to transfer. The Certificate of General Studies is comprised of 30 credit hours, with 24 credit hours consisting of general education coursework. General education coursework includes: six credit hours of English composition; three credit hours of Mathematics; three credit hours in the Natural Sciences; three credit hours in the Humanities; three credit hours in Fine Arts; three credit hours in the Social/Behavioral Sciences; and three additional credit hours in Humanities, Mathematics, Natural Sciences, or Social/Behavioral Sciences. Additionally, the Certificate General Studies address competencies in Computer & Information

Literacy and International Education through projects imbedded in programmatic courses.

Certificate of Technical Studies. The Certificate of Technical Studies is awarded upon completion of a course of study designed to prepare students for immediate employment or career entry. The Certificate of Technical Studies is comprised of between 21 and 33 credit hours of professional/technical courses with no general education requirements. Certificate of Technical Studies programs address competencies in Computer & Information Literacy and International Education, either through specific coursework or through projects imbedded in programmatic courses.

Additionally, the College offers Technical Competency Areas (TCAs). These are applied courses which have a focus on workforce development. See the TCA listings on pages 214-215.

#### CATEGORIES OF REQUIREMENTS

Each degree program includes the following categories of requirements.

Required Courses in Major. These courses, which may be drawn from one department or from several departments, form the nucleus of the program. Each course in this category must be completed with a grade of "C" or better.

Approved Electives. Students choose from specified courses listed in this area. The courses listed provide for a broad distribution in the student's major area of interest.

Required Related Courses. These are specific courses that are closely related to the major field of study, or they provide necessary skills to support the major.

General Education Courses. These are courses in English, mathematics, fine arts, humanities, natural science, and social science. With very few exceptions, they are required in all degree programs. In cases where no courses are specified in a particular category, courses to complete general education requirements must be selected from the lists appearing on page 121.

Free Electives. These courses are chosen entirely by the student. Any credit course offered by Delgado Community College that is numbered 100 or above may be used as an elective.

(Specific degree requirements and procedure for graduation are listed on pp. 84-86.) Students should be particularly careful about adhering to the catalog and curriculum in effect at time of admission (or change of major), the rule that a "C" or better be earned in ALL courses in the major, the requirement of passing a proficiency exam in writing to earn credit in English 101, and the requirement that twelve of the last 15 hours completed must be earned in residence at Delgado Community College. For degree completion, at least 25 percent of credit semester hours must be earned through instruction offered by Delgado Community College; nine of these hours must be earned in the major.

## GENERAL EDUCATION REQUIREMENTS

The following are approved Fine Arts, Humanities, Social Science, and Natural Science courses that meet program requirements for a degree. Students may not use a course in their major to fulfill their degree requirements.

### Fine Arts

FNAR 103	Drawing I
FNAR 113	Painting I
FNAR 120	Art Appreciation
FNAR 125	
or 126	Art History Survey I and II
FNAR 127	Contemporary Art
FNAR 151	Jewelry Making I
FNAR 155	Ceramics I
FNAR 158	Three Dimensional Design
FNAR 213	Water Media Painting
MUSC 105	Music Appreciation
MUSC 200	Introduction to Jazz Literature
THEA 101	Introduction to Theatre
THEA 102	Modern Theatre
THEA 111	Fundamentals of Acting
THEA 207	Classical Theatre

### Humanities

Courses to fulfill the general education requirement in humanities must be selected from the following:

ARCH 180	History of Architecture
ASLS 101	American Sign Language I
ENGL 205	Introduction to Short Story and Novel
ENGL 206	Introduction to Poetry and Drama
ENGL 211	American Literature to 1865
ENGL 212	American Literature after 1865
ENGL 221	British Literature to 1798
ENGL 222	British Literature after 1798
ENGL 240-241	Current Topics in Literature
ENGL 243	Ethnic Literature
ENGL 244	African-American Writers
ENGL 253	Bible as Literature
FREN	Any French course with FREN prefix

HIST	Any HIST Course
HUMA 105	Humanities Through the Arts
HUMA 150	Structure of Western Thought: Ancient Greece
HUMA 201	Humanities: An Introduction
HUMA 220	Modernism in the Arts
HUMA 260	Activism and Change
PHIL 101	Introduction to Philosophy
PHIL 175	Social Ethics
SPAN	Any Spanish course with SPAN prefix
SPCH 130	Fundamentals of Speech Communication
SPCH 230	Public Speaking

### Natural Sciences

Courses to fulfill the general education requirement in natural science must be selected from the following:

BIOL	Any biology course with BIOL prefix except BIOL 072, 095, 114, 161, and 163
CHEM	Any chemistry course with CHEM prefix
GEOL	Any geology course with GEOL prefix
PHYS	Any physics course with PHYS prefix except PHYS 105
SCIE	Any physical science course except SCIE 202

### Social/Behavioral Sciences

Courses to fulfill the general education requirement in social science must be selected from the following:

ANTH	Any anthropology or geography course with ANTH prefix
ECON 201	Macroeconomics
ECON 202	Microeconomics
POLI 180	American Government
PSYC	Any psychology course with PSYC prefix except PSYC 290
SOCI 151	Introductory Sociology
SOCI 155	Modern Social Problems
SOCI 250	Studies in Cultural Diversity
SOCI 255	Marriage and the Family



# CHARACTERISTICS OF GENERAL EDUCATION

## A DELGADO GRADUATE WILL HAVE:

A general understanding of the English language.

The ability to describe, report, order and analyze facts and opinions.

The ability to distinguish between facts and opinions, to synthesize facts and opinions, and to think critically.

The ability to compose and express a series of related thoughts, unified in content and coherent in language.

A general understanding of computational methods.

The ability to manipulate mathematical language above the basic computational level.

The ability to organize information and to recognize patterns among different phenomena.

An understanding of the importance of logic and self-discipline in solving problems.

A general understanding of the physical world.

An understanding of at least one branch of the natural sciences.

The ability to follow the sequential steps necessary to analyze and solve a problem.

The ability to recognize when the absence of data impedes the formation of a sound conclusion.

A general understanding of the social and individual behavior of human beings.

The ability to analyze a social issue.

The ability to formulate analytical questions about behavior.

The ability to recognize that insufficient data can impede judgment.

The ability to locate sources for data.

An understanding of at least one of the basic disciplines in the social sciences and how its principles and theories are applied to an understanding of human behavior.

A general understanding of how selected essential works of the human imagination and intellect improve the ability to comprehend human experience.

Insight into human experience in other places and at other times.

The ability to reflect on experience, beliefs, and values.

An understanding and appreciation of at least one of the areas associated with the fine arts—drama, poetry, music, historical and imaginative literature, philosophy, and rhetoric.

## HONORS

The Honors Program provides an opportunity for high achieving students to be placed in small, intensified classes that explore issues and concerns from a wide perspective. Opportunities for service are also provided through the Honors Council. Participation in the Honors Program enhances the student's prospects for scholarships and employment. Delgado offers Honors scholarships, and many universities give transfer scholarships to Honors students.

To qualify for Honors classes, a new student must have at least a 22 ACT composite score. For Honors English 101, a placement score of 10 or higher also qualifies. For continuing students, requirements are a 3.0 GPA in at least 12 hours at college level and completion of any developmental English or reading requirements. To be considered for an Honors scholarship, a continuing student must have a 3.4. (See Scholarships.)

Students may graduate in the Honors Program by achieving the following: 3.4 GPA, with 15 Honors credits, including HUMA 150. It is possible to graduate in the Honors Program in addition to the student's regular major without taking extra courses. This is done by taking Honors courses for General Education requirements: English Composition, Humanities and Social Science requirements, and free elective. General Studies majors have great flexibility in taking Honors; the Honors Advisor is available to assist in degree planning.

Honors courses are indicated by sections numbered 164/184 (City Park Campus day/night) or 264/284 (West Bank Campus day/night).

To register for Honors classes, or to receive further information, please contact the Registrar's Office on the respective campus.

# PROGRAMS OF STUDY

An alphabetical list of programs, brief descriptions, and approved curricula for the certificate and associate degree follow. The programs, listed alphabetically, lead to degrees and certificates for job placement as well as transfer to four-year colleges. Any student who intends to transfer to another college should discuss these plans with a Delgado advisor and with a counselor from the other college so that maximum transferability of credits can be achieved. Unless otherwise noted, all programs lead to the associate degree.

As of spring 2008, the college was authorized to offer 42 degree programs, 27 certificate programs, and 2 diploma programs. In addition, several programs are in development.

In each of the following programs, individual courses are listed with a prefix followed by the course number, course title, and the number of credit hours awarded. The sequence in which these courses are taken will be determined by availability, program requirements and in consultation with an advisor. The four-letter course prefixes are indexed on page 205. For descriptions of courses offered, refer to the “Courses” section, beginning on page 207. Note: In a few programs it may not be possible to complete all degree requirements within the normal span of four semesters. Students should consult a counselor to determine the length of full-time study normally required to complete a given program.

## Definitions

**Concentration:** In some certificate and degree programs, students must select one specialization within that degree or certificate. A student may earn only one certificate and one degree in such majors even if more than one area of specialization is completed. One concentration must be completed; a student may not complete parts of two or more concentrations in lieu of completing one concentration.

**Option:** In some degree programs, students may pursue degrees in each of several options

within the degree. A separate degree is awarded for each option completed. A student must complete all requirements for each option in order to receive a degree in that option.

**Technical Competency Areas (TCAs):** An applied course or a series of courses which has a focus on workforce development. These may be free standing courses or they may be part of a certificate and/or degree program. Many of the TCAs will prepare the student for certification or licensure. Contact the division which offers the TCA for specific information about this new and dynamic workforce development opportunity. Students registering only for a TCA are not eligible for federal financial assistance.

## PROGRAMS—ALPHABETICAL LIST

- Accounting  
Degree
- Administrative Office Technology  
Degree
- American Sign Language Interpreting  
Degree
- American Sign Language Studies  
Certificate of Technical Studies
- Architectural/Design Construction Technology  
Degree
- Biomedical Equipment Repair  
Degree Option in Electronics Servicing  
Technology
- Business Administration  
Degree
- Business and Management  
Degree
- Care and Development of Young Children  
Degree
- Civil Construction Technology  
Degree Option in Construction Technology
- Computer Aided Design and Drafting  
Certificate of Technical Studies  
Degree
- Computer and Electronics Service Technology  
Certificate of Technical Studies  
Degree Option in Electronics Servicing  
Technology
- Computer Information Technology  
Degree
- Computer Network Technology  
Degree
- Construction Management Technology  
Degree Option in Construction Technology
- Criminal Justice  
Degree
- Culinary Arts\*  
Certificate of Applied Science
- Culinary Arts – Catering\*  
Degree Option in Culinary Arts
- Culinary Arts – Chef Apprenticeship\*  
Degree Option in Culinary Arts

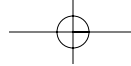
- Culinary Management\*  
Certificate of Technical Studies
- Diagnostic Medical Sonography\*  
Post-Associate Certificate
- Diesel Power Technology  
Certificate of Technical Studies
- Dietetic Technician\*  
Degree
- Electrical-Electronics Engineering Technology  
Degree
- Electrical Technology  
Certificate of Technical Studies
- Emergency Medical Technician-Paramedic\*  
Certificate of Technical Studies  
Degree
- Entrepreneurship  
Certificate of Technical Studies
- Fine Arts  
Degree
- Fire Science Technology  
Certificate of Technical Studies  
Degree
- Funeral Service Education\*  
Degree
- General Science  
Degree
- General Studies  
Certificate of General Studies  
Degree
- Health Information Technology\*  
Degree
- Horticulture  
Certificate of Technical Studies  
Degree
- Hospitality Management  
Certificate of Technical Studies  
Degree  
Hotel and Lodging Management Concentration  
Tourism Concentration  
Food and Beverage Management Concentration
- Interior Design  
Degree  
Technical Diploma
- Legal Secretary  
Certificate of Technical Studies
- Logistics Technology  
Certificate of Technical Studies
- Massage Therapy\*  
Certificate of Technical Studies
- Medical Coding\*  
Certificate of Technical Studies
- Medical Laboratory Technician\*  
Degree
- Motor Vehicle Technology  
Certificate of Technical Studies  
Collision Repair Concentration  
General Automotive Concentration  
Degree  
Collision Repair Concentration  
General Automotive Concentration
- Music  
Degree  
Performance Education Concentration  
Jazz Concentration

- Nuclear Medicine Technology\*  
Post-Associate Certificate
- Nursing\*  
Degree - Registered Nursing  
Technical Diploma - Practical Nursing
- Occupational Therapy Assistant\*  
Degree
- Ophthalmic Medical Assistant\*  
Certificate of Technical Studies
- Pastry Arts\*  
Certificate of Technical Studies
- Performance and Media Arts  
Degree  
Print/Broadcast Journalism Concentration  
Public Relations Concentration  
Speech Communication Concentration  
Television Production Concentration  
Theatre Arts Concentration
- Pharmacy Technician\*  
Certificate of Technical Studies
- Physical Therapist Assistant\*  
Degree
- Radiation Therapy\*  
Post-Associate Certificate
- Radiologic Technology\*  
Degree
- Respiratory Care Technology\*  
Degree
- Safety and Health Technology  
Certificate of Technical Studies  
Degree
- Surgical Technology\*  
Certificate of Technical Studies
- Teaching, Grades 1-5\*  
Degree
- Veterinary Technology\*  
Degree
- Visual Communications-Graphic Design  
Degree
- Web Site Design  
Certificate of Technical Studies

#### TCAs ALPHABETICAL LIST

Audio Engineering  
Automotive Gas Metal Arc Welding  
Child Development Associate (CDA) Preparation  
Child Development Associate (CDA) Renewal  
Clerical Automation  
\*Culinary Cost Control  
\*Culinary Supervision  
Desktop Publishing  
Dietary Manager  
Direct Support Professional  
Electrical Technology  
Emergency Medical Technician-Basic  
\*Emergency Medical Technician-Intermediate  
First Responder  
\*Food and Beverage Purchasing  
\*Food Safety and Sanitation  
Management Trainee in General Business  
Motor Vehicle Maintenance and Light Repair  
Music Business  
\*Phlebotomy Technician  
Real Estate Sales Agent

\*Contact the respective division for additional admissions requirements.



## ACCOUNTING

DEGREE: ASSOCIATE OF SCIENCE

DIVISION: BUSINESS AND TECHNOLOGY

The Associate of Science Degree program in Accounting is designed to graduate paraprofessionals with the necessary technical skills to obtain employment in accounting and accounting-related professions. Many of the courses offered in this program are transferable to senior institutions. This program is accredited by the Association of Collegiate Business Schools and Programs.

### REQUIRED COURSES IN MAJOR\*

ACCT 201	Accounting I	3	ACCT 214	Tax Accounting – Individuals	3
ACCT 202	Accounting II	3	BUSL 250	Legal Envir. of Business	3
ACCT 211	Managerial Accounting	3			
	Choose six hours from ACCT courses 212 and above.				6

### REQUIRED RELATED COURSES

BUSG 129	Introduction to Business	3	BUSG 224	Business Computer App.	3
ECON 201	Macroeconomics	3	MANG 201	Principles of Management	3
BUSG 178	Business Communications	3	MANG 275	Project Management	3

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Composition I	3	Humanities Requirement	3
ENGL 102	English Composition II	3	Fine Arts Requirement	3
MATH 118	Algebra for College Students	3	Natural Science Requirement	6
MATH 120	Math Survey	3		

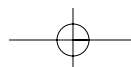
TOTAL CREDIT HOURS: 63

\* Required grade of “C” or higher.

\*\* To facilitate transfer to certain colleges, substitute MATH 130 and a higher-level MATH course for MATH 118 and 120. See General Education Requirements, page 121, for approved Fine Arts, Humanities, Natural Science, and Social Science courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>





## ADMINISTRATIVE OFFICE TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: BUSINESS AND TECHNOLOGY

Administrative Office Technology is designed to provide students with the knowledge and competencies necessary to obtain employment as administrative assistants, executive secretaries, or software application specialists in business, industry, or government. Two concentrations are offered: (1) Administrative Specialist prepares graduates in office administration areas, and (2) Applications Specialist prepares graduates to use computer software programs to solve a variety of office function problems. The program is accredited by the Association of Collegiate Business Schools and Programs.

### REQUIRED COURSES IN MAJOR\*

ADOT 101	Keyboarding	3	ADOT 208	Pres. with PowerPoint	3
ADOT 105	Survey of Comp. Appl.	3	ADOT 172	Spelling & Word Concepts	3
ADOT 106	Word Processing	3	ADOT 264	Database Applications	3
ADOT 141	Desktop Publishing	3	ADOT 265	Spreadsheet Applications	3
Area of Concentration		12			

### REQUIRED RELATED COURSES

BUSG 178	Business Communication	3	BUSG 121	Business Mathematics	3
ACCT 111	Fundamentals of Accounting	3	BUSG 131	Internship <b>OR</b>	
MANG-101	Human Relations in Business	3	COOP-103	Cooperative Education/Business	3

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Composition I	3	Social Science Requirement	3
MATH 118	Algebra for Coll. Students	3	Natural Science Requirement	3
Humanities Requirement		3		

### AREAS OF CONCENTRATION (CHOOSE ONLY ONE)

#### Administrative Specialist (Select 4 courses)

ADOT 178	General Office Procedures	3	ADOT 102	Keyboarding II	3
ADOT 201	Machine Transcription	3	ADOT 205	Advanced Word Processing	3
ADOT 179	Records Management	3			

#### Computer Applications Specialist (Select 4 courses)

ADOT 221	Computerized Accounting: Peachtree <b>OR</b>		ADOT 135	Digital Illustration Software	3
ADOT 222	Computerized Accounting: Quickbooks	3	ADOT 215	Web Design Using Dreamweaver	3
ADOT 131	Photo Editing for Windows	3	ADOT 209	Web Design Using Expression Web	3
ADOT 263	Photo Management App.	3	ADOT 205	Advanced Word Processing	3
ADOT 268	Advanced Spreadsheets	3	ADOT 225	Web Animation & Multimedia	3

### APPROVED ELECTIVES

Select 6 credit hours from courses with the following prefixes:  
ADOT, BUSG, BUSL, ECON, CMIN, INSU, MARK, MANG

### TOTAL PROGRAM HOURS: 72

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, substitute MATH 130 for MATH 118.

See General Education Requirements, page 121, for approved Humanities, Natural Science, and Social Science courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## AMERICAN SIGN LANGUAGE INTERPRETING

DEGREE: ASSOCIATE OF ARTS

DIVISION: COMMUNICATION

The American Sign Language interpreting degree program prepares students to interpret for Deaf and hard-of-hearing persons in a variety of educational and community settings. This program also provides a foundation for those students seeking state and national certification or advanced degrees in interpreting, speech therapy, audiology, education of, and counseling of the Deaf and hard-of-hearing.

### REQUIRED COURSES IN MAJOR\*

ASLS 101	Am. Sign Lang. I	3	ASLS 210	Comparative Ling.	3
ASLS 102	Am. Sign Lang. II	3	ASLS 220	Fund. of Translation	3
ASLS 150	Intro. to Deaf Studies	3	ASLS 235	Applied Linguistics	3
ASLS 201	Am. Sign Lang. III	3	ASLS 252	Transliterating	3
ASLS 202	Am. Sign Lang. IV	3	ASLS 261	Interpreting I	3
ASLS 204	Fingerspelling	3	ASLS 262	Interpreting II	3
ASLS 205	ASL Literature	3	ASLS 263	Practicum	3

### REQUIRED RELATED COURSES

PSYC 127	Gen. Psychology	3	SOCI 250	Studies in Cultural Diversity	3
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### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Comp. I	3	PHIL 175	Social Ethics	3
ENGL 102	English Comp. II	3		Fine Arts Requirement	3
MATH 118	Algebra for Coll. Sts.	3		Natural Science Requirement	6

TOTAL CREDIT HOURS: 691

\* Required grade of "C" or higher.

\*\* See General Education Requirements, page 121, for approved Fine Arts and Natural Science courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## AMERICAN SIGN LANGUAGE STUDIES

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
DIVISION: COMMUNICATION

The American Sign Language Studies certificate program is designed to provide the student with a foundation in American Sign Language. The goal of the certificate program is to provide basic communication skills for teachers, social workers, audiologists, nurses, police officers, and others whose professions bring them into contact with the Deaf and hard of hearing individuals. Employees with sign language skills are increasingly in demand as business and industry accommodate requirements of the Americans with Disabilities Act.

### REQUIRED COURSES IN MAJOR\*

ASLS 101	American Sign Lang. I	3	ASLS 204	Fingerspelling	3
ASLS 102	American Sign Lang. II	3	ASLS 210	Comparative Linguistics	3
ASLS 150	Intro. to Deaf Studies	3			
ASLS 201	American Sign Lang. III	3			

### GENERAL EDUCATION REQUIREMENTS

ENGL 101	English Composition I	3
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TOTAL CREDIT HOURS: 21

\* Required grade of "C" or higher.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

# ARCHITECTURAL/DESIGN CONSTRUCTION TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: BUSINESS AND TECHNOLOGY

The Architectural/Design Construction Technology Program deals with the design and construction of homes, schools, commercial, industrial, and public buildings and community projects. It is also concerned with the upkeep, repair, modification, renovation, restoration and modernization of existing buildings.

Graduates work as technical management personnel for architects, engineers, design-builders, developers, general contractors, subcontractors, fabricators, technical construction material sales companies, or the government. Many will have their own businesses practicing as licensed home builders, contractors, remodelers and architectural designers/builders.

Graduates will have the knowledge to produce drawings required to build the structure and to supervise and inspect the actual construction of residential and commercial buildings. After completion of the associate of applied science degree program, the graduate can also attend a four-year institution to attain a bachelor's degree in related fields.

The Architectural/Design Construction Technology Associate of Applied Science Degree is accredited by the National Association of Industrial Technology, 3300 Washtenaw Avenue - Suite 220, Ann Arbor, MI 48104, phone: 734-677-0720, fax: 734-677-0046, email: nait@nait.org.

## REQUIRED COURSES IN MAJOR\*

ARCH 110	Arch. Design I	3	ARCH 212	Comp. Aided Arch. <b>OR</b>	
ARCH 120	Arch. Design II	3	CADD 212	Arch. App. In CAD	3
ARCH 150	Arch. Res. & Ren.	3	ARCH 230	Environmental Tech. I	3
ARCH 160	Const. Prac. & Codes	3	ARCH 235	Environmental Tech. II	3
ARCH 165	Office Pract. & Specs.	3	ARCH 285	Arch. Design IV	3
ARCH 180	History of Arch.	3	CADD 125	Drafting I	3
ARCH 210	Arch. Design III	3	CIVT 201	Structural Statics	3

## REQUIRED RELATED COURSES

CIVT 222	Microcomputer Est.	3	SPCH 130	Fund. of Spch. <b>OR</b>	
CADD 201	Intro. to CAD	3	SPCH 132	Workplace Communication	3

## APPROVED ELECTIVES

Select an additional three hours from courses with the following prefixes:

CADD, CIVT, CMIN, COOP, INTD, MANG, RLST, SFTY, TECH

## GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Comp. I	3	PHYS 107	Elementary Physics Lab.	1
MATH 114	Geo. & Trig. for Tech.	3		Humanities Requirement	3
MATH 118	Alg. for Col.Students	3		Social Science Requirement	3
PHYS 101	Elementary Physics	3			

## TOTAL CREDIT HOURS: 70

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, take MATH 130 and MATH 131.

See General Education Requirements, page 121, for approved Humanities and Social Science courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## BIOMEDICAL EQUIPMENT REPAIR

DEGREE OPTION IN ELECTRONICS SERVICING TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: BUSINESS AND TECHNOLOGY

The program in Biomedical Equipment trains students to install and repair the highly sophisticated electronic equipment used in the health care field. The capstone of the program is a practicum which allows students to practice their skills in a health care environment.

The Biomedical Equipment Repair option in the Electronics Servicing Technology Associate of Applied Science degree program is accredited by the National Association of Industrial Technology, 3300 Washtenaw Avenue - Suite 220, Ann Arbor, MI 48104, phone: 734-677-0720, fax: 734-677-0046, email: nait@nait.org

### REQUIRED COURSES IN MAJOR\*

ELST 103	Electrical Principles	3	ELET 271	Digital Circuits	4
ELST 104	Elect. Principles Lab	1	<b>OR</b>		
ELST 106	Shop Pracs. Lab	1	ELST 230	Dig. Cir. Fund.	3
ELST 148	Solid Elect.	3	<b>AND</b>		
ELST 152	Basic Electronics	3	ELST 232	Dig. Cir. Fund. Lab	1
ELST 154	Basic Elec. Lab	1	ELET 291	Micropro. and Adv.	
ELST 190	General Video Systems	3		Dig. Sys.	4
ELST 192	Video Color Dev.	3	<b>OR</b>		
ELST 213	Medical Electronics	3	ELST 234	Microprocessor Funds.	3
ELST 214	Medical Elect. Lab	1	<b>AND</b>		
ELST 215	Biomed. Instr. Sys.	3	ELST 236	Microprocessor Funds. Lab	1
ELST 216	Biomed. Instr. Sys. Lab	1	ELST 240	Computers for Elec.	3
			ELST 251	Biomedical Equip. Prac.	4

### REQUIRED RELATED COURSES

TECH 104	Comp. Fund. for Tech.	3	SPCH 130	Fundamentals of Speech	<b>OR</b>
			SPCH 132	Workplace Communication	3

### GENERAL EDUCATION COURSES\*\*

BIOL 161	Intro. Anat. & Phys.	3	PHYS 101	Elementary Physics	3
BIOL 163	Intro. A. & P. Lab	1	PHYS 107	Elementary Physics Lab.	1
ENGL 101	English Comp. I	3	Humanities Requirement		
MATH 118	Algebra for Coll. Sts.	3	Social Science Requirement		

TOTAL CREDIT HOURS: 67

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, substitute MATH 130 for MATH 118. See General Education Requirements, page 121, for approved Humanities and Social Science courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## BUSINESS ADMINISTRATION

DEGREE: ASSOCIATE OF SCIENCE

DIVISION: BUSINESS AND TECHNOLOGY

The Associate of Science degree program in Business Administration is designed to prepare students to enroll in a four-year institution immediately upon graduation. This degree is designed to provide the foundation students need to succeed in majors such as: Accounting, Business Administration, Management, or Marketing at the baccalaureate level.

For those students interested in a more career-focused business education, Delgado Community College offers additional business programs listed in this catalog under the headings of Accounting and Management. Students are encouraged to examine those programs as well as consult with an advisor in Business and Technology to determine the educational program that best meets individual goals.

### REQUIRED COURSES IN MAJOR\*

ACCT 205	Prin. of Finan. Acct.	3	BUSL 250	Legal Env. of Bus.	3
BUSG 129	Intro. to Bus.	3	MANG 201	Prin. of Mang.	3
BUSG 178	Bus. Commun.	3	MANG 275	Project Mang.	3
BUSG 224	Bus. Comp. Appl.	3	MARK 201	Prin. of Mark.	3

### REQUIRED RELATED COURSES

ECON 201	Macroecon.	3	ECON 202	Microecon	3
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### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Comp. I	3	Fine Arts Requirement	3
ENGL 102	English Comp. II	3	Humanities Requirement	3
MATH 118	Alg. for Coll. Students	3	Natural Science Requirement	6
MATH 128	Expl. in Coll. Alg.	3		

### APPROVED ELECTIVES

Choose 9 credit hours from the following:

ACCT 211	Managerial Acct.	3	ECON 272	Money and Banking	3
MATH 203	Statistics	3	MANG 215	Info. Sys. Mang.	3
BUSG 115	Starting A New Bus.	3	MARK 211	Salesmanship	3
BUSG 131	Internship	3	MARK 213	Retailing	3
BUSG 125	Pers. Finance	3	RLST 161	Prin. of Real Estate***	3
BUSG 151	Pers. Investments	3	BUSG 200	Intl. Bus.	3
MANG 228	Intl. Mang.	3			

TOTAL CREDIT HOURS: 63

\* Required grade of "C" or higher.

\*\* See General Education Requirements, page 121, for approved Fine Arts, Humanities, Natural Science, and Social Science Requirements.

\*\*\* Students planning to transfer credits to a baccalaureate program should check with the receiving institution to determine if this course may be used for credit toward a degree.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## BUSINESS AND MANAGEMENT

DEGREE: ASSOCIATE OF APPLIED SCIENCE  
DIVISION: BUSINESS AND TECHNOLOGY

The Business and Management Associate of Applied Science degree offers a wide variety of options to prepare students for successful careers in today's economy. The program consists of a common core curriculum and several career-focused concentrations. All students majoring in Business and Management must take the courses in the core curriculum and choose one of the concentrations. Though not required, it is recommended that students begin with the core curriculum to best determine which concentrations will best meet their needs and interests.

While many of the courses do transfer to senior colleges, students planning to transfer immediately to senior colleges should meet with an academic advisor to determine the best course of study to meet their needs. Students may also consider the Business Administration Associate of Science degree program; the goal of this program is transfer to a related program at a senior college.

### REQUIRED COURSES IN MAJOR\*

ACCT 201	Accounting I	4
BUSG 129	Introduction to Business	3
BUSG 131	Internship	3
BUSG 178	Business Communication	3
BUSL 250	Legal Environment of Business	3
CMIN 201	Computer Literacy <i><b>OR</b></i>	
BUSG 224	Business Computer Applications	3
MANG 201	Principles of Management	3
MARK 201	Principles of Marketing	3
	Area of Concentration	18-19

### REQUIRED RELATED COURSES

ECON 201	Macroeconomics	3
ECON 202	Microeconomics	3

### GENERAL EDUCATION COURSES\*\*

ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
MATH 118	Algebra for College Students	3
MATH 120	Math Survey with Applications	3
	Humanities Requirement	3
	Natural Sciences Requirement	3
	(Social Science Requirement met in Required Related Courses)	

### AREA OF CONCENTRATION (CHOOSE ONLY ONE)

#### General Business

ACCT 202	Accounting II	4
BUSG 210	Business Ethics	3

Select twelve (12) credit hours from courses with the following prefixes:

ACCT, BUSG, BUSL, CMIN, ECON, LOGT, MANG, MARK, or RLST. The following is restricted to six (6) credit hours: ADOT.

Continued next page.

## BUSINESS AND MANAGEMENT (CONTINUED)

### Human Resources Management/Leadership

MANG 131	Human Resources Management	3
MANG 224	Supervision	3
Choose four (4) courses from the following list:		
ACCT 218	Payroll Accounting	3
BUSG 210	Business Ethics	3
MANG 101	Human Relations in Management	3
MANG 203	Labor Relations	3
MANG 215	Management Information Systems	3
MANG 226	Organizational Leadership	3

### Entrepreneurship/Small Business Management

BUSG 121	Business Mathematics	3
BUSG 252	Entrepreneurial Finance	3
MANG 222	Small Business Management	3
Choose three (3) courses from the following list:		
Any Course with the ACCT Prefix (maximum of six (6) credit hours)		
BUSG 115	Starting A New Business	3
BUSG 128	Electronic Commerce	3
MANG 101	Human Relations in Business	3
MANG 224	Supervision	3
Any Course with the MARK Prefix (maximum of six (6) credit hours)		

### International Business

BUSG 200	International Business	3
MANG 228	International Management	3
MARK 220	International Marketing	3
Choose three (3) courses from the following list:		
ACCT 202	Accounting II (or)	4
ACCT 211	Managerial Accounting	3
BUSL 244	Intro to International Business Law (or)	3
MANG 203	Principles of Labor Relations (or)	3
MANG 224	Supervision	3
BUSG 128	Electronic Commerce (or)	3
BUSL 210	Cyberlaw	3

### Marketing

MARK 211	Personal Selling	3
Choose five (5) courses from the following list:		
Any Course with the MARK Prefix		
BUSG 121	Business Mathematics	3
BUSG 128	Electronic Commerce	3
HOST 221	Hospitality Marketing	3
MUSB 101	Introduction to Music Business	3
MUSB 103	Music Marketing and Production	3

Continued next page.



## BUSINESS AND MANAGEMENT (CONTINUED)

### Music Business

MUSB 101	Introduction to Music Business	3
MUSB 102	Music Publishing and Copyright	3
MUSB 103	Music Marketing and Promotion	3
MUSB 206	Music Entrepreneurship	3
Choose two (2) courses from the following list:		
BUSG 252	Entrepreneurial Finance	3
MANG 222	Small Business Management	3
MANG 224	Supervision	3
MANG 275	Project Management	3
MARK 215	Merchandising	3
MUSB 200	Live Audio Engineering	3
MUSB 204	Basic Audio Troubleshooting	3
MUSB 105	Seminar in Recording Techniques	3
MUSB 205	Seminar in Recording Techniques II	3

### Real Estate

RLST 161	Principles of Real Estate	3
RLST 261	Real Estate Law	3
Choose twelve (12) credits from the following list:		
BUSL 220	Environmental Law	
Any course with the RLST prefix		

### Retail Management

MANG 101	Human Relations in Management	3
MARK 213	Retailing	3
MARK 215	Merchandising	3
Choose three (3) courses from the following list:		
BUSG 121	Business Mathematics	3
MANG 203	Labor Relations	3
MANG 224	Supervision	3
MANG 226	Organizational Leadership	3
MARK 215	Merchandising	3
MARK 216	Purchasing	3

### Logistics Management

MANG 206	Introduction to Logistics Management	3
MANG 208	Transportation Management	3
MANG 215	Management Information Systems	3
MANG 220	Introduction to Operations Management	3
MANG 229	Supply Chain Management	3
MANG 230	Warehouse and Inventory Management	3

TOTAL CREDIT HOURS: 67-68

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, substitute MATH 130 for MATH 118. See General Education Requirements, page 121, for approved Humanities, Natural Science, and Social Science courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## CARE AND DEVELOPMENT OF YOUNG CHILDREN

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: ARTS AND HUMANITIES

The Associate of Applied Science degree in Care & Development of Young Children (formerly Associate of Arts in Early Childhood Education) is designed to prepare student for the workforce in occupations related to the direct care, education, curriculum development, and/or administration of programs for young children. Graduates will be prepared and eligible to open their own licensed childcare centers, serve as childcare providers and directors of licensed centers, or work in quality childcare programs such as Head Start and Early Start.

This program is viewed as a terminal, not a transfer, degree program; however, all requirements for credentials of instructors and quality of courses are maintained exactly as needed for AS and AA (transfer) degrees of the College. Specific courses may transfer to senior colleges; students planning to transfer should seek advising from the transfer institution of choice as early as possible to select appropriate courses. Additional courses may be needed for transfer. Graduates are encouraged to explore transfer options other than Teacher Education, such as a baccalaureate in General Studies, Family & Consumer Sciences, Child and Family Studies, or related fields such as Psychology or Child Development.

Students who wish to transfer to a nationally accredited Teacher Education degree program at a senior college should investigate the Associate of Science in Teaching (see page 209 or visit <http://www.louisianateachnext.org>).

Teachers in possession of Louisiana teacher certification and who seek “add-on” certification in Early Childhood (Pre-Kindergarten to Third Grade) should contact the State Department of Education (<http://www.teachlouisiana.net>) to determine specific CDYC courses to complete at Delgado Community College.

The College offers credit courses to help students prepare for the Child Development Associate (CDA) credential and CDA renewal. Students with current CDA certification or Child Care Administration Certificate may request a LEAP credit in place of some coursework, if they have not previously registered for the course. See page 84 for nontraditional credit policies and information.

Students are required to maintain a portfolio and other artifacts for this degree program. Students are required to work under supervision and mentorship at schools or child care centers outside of class. Service Learning or Professional Networking projects are required.

### REQUIRED COURSES IN MAJOR\*

CDYC 105	Introduction to Care & Development of Young Children	3
CDYC 111	Observation and Assessment**	3
CDYC 112	Health, Safety, Nutrition <b>OR</b>	
CDYC 280	Administration of Child Care Programs	3
CDYC 115	Guidance & Classroom Management	3
CDYC 121	Movement with Young Children <b>OR</b>	
CDYC 131	Music with Young Children <b>OR</b>	
CDYC 135	Dramatic Expression with Young Children <b>OR</b>	
CDYC 141	Art with Young Children	3
CDYC 281	Children’s Literature <b>OR</b>	
CDYC 165	Language & Literacy	3

Continued next page.

## CARE AND DEVELOPMENT OF YOUNG CHILDREN

(CONTINUED)

CDYC 175	Teaching Science to Young Children	<b>OR</b>	
CDYC 185	Teaching Math to Young Children		3
CDYC 261	Families in the Educational Process	<b>OR</b>	
CDYC 221	Intro to Multiculturalism		3
CDYC 265	Working with Children with Special Needs	<b>OR</b>	
CDYC 130	Intro to Special Education for CDYC Students		3
CDYC 273	Curriculum & Teaching Materials		3
PSYC 225	Child Psychology	<b>OR</b>	
PSYC 226	Human Growth & Dev		3
CDYC 298	Practicum***		6
CDYC	Electives		6

### GENERAL EDUCATION REQUIREMENTS\*\*\*\*

ENGL 101	English Composition I		3
MATH 118	Algebra for College Students		3
	Natural Science Requirement		3
	Humanities Requirement		3
PSYC 127	General Psychology		3
	Free Elective Choose three hours from credit courses that are numbered 100 or above		

### TOTAL CREDIT HOURS: 63

- \* Required grade of "C" or higher.
- \*\* Students with current CDA (Child Development Associate) Certification, please see catalog page 85 policies for LEAP credit before registering for CDYC 111.
- \*\*\* Practicum (CDYC 298) is taken as the final course in the major, usually in the final semester prior to graduation. Students must apply to the Department to determine eligibility for the Practicum course. (Requires a commitment of five mornings per week, outside of class time).
- \*\*\*\* To facilitate transfer to certain colleges, take ENGL 102 and substitute MATH 130 for MATH 118. See General Education Requirements, page 121, for approved Humanities, Natural Science, and Fine Arts courses.

Information on the TCA associated with this program can be found on page 214-215.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## CIVIL CONSTRUCTION TECHNOLOGY

DEGREE OPTION IN CONSTRUCTION TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: BUSINESS AND TECHNOLOGY

Civil Construction Technology involves the construction of buildings, bridges, tunnels, dams, harbors, airports, waterways, railways, highways; of water power, irrigation, drainage and water supply systems; and of sewerage and waste disposal and environmental health systems. A civil construction technician may be involved in drawing plans and specifications, estimating costs and materials needed, using surveying instruments, preparing maps, and inspecting projects.

The Civil Construction Technology option in the Construction Technology Associate of Applied Science degree program is accredited by the National Association of Industrial Technology, 3300 Washtenaw Avenue - Suite 220, Ann Arbor, MI 48104, phone: 734-677-0720, fax: 734-677-0046, email: nait@nait.org.

### REQUIRED COURSES IN MAJOR\*

CIVT 100	Elementary Surveying	4	CIVT 202	Structural Strengths	3
CIVT 105	Advanced Surveying	3	CIVT 222	Micro-Comp. App. in Est.	3
CIVT 115	Civil Drafting	4	CIVT 232	Project Supervision	3
CIVT 150	Materials of Construction	3	CIVT 251	Soil Mech. and Found.	3
CIVT 155	Des./Cont. Conc. Mix	1	CIVT 256	Design Applications	3
CIVT 201	Structural Statics	3	CIVT 287	Practicum	1

### REQUIRED RELATED COURSES

ARCH 160	Const. Prac./Codes	3	CADD 201	Introduction to CAD	3
ARCH 165	Office Prac./Specs	3	SPCH 130	Fund. of Speech <b>OR</b>	
CADD 125	Drafting I	3	SPCH 132	Workplace Communication	3
			TECH 104	Comp. Fund. for Tech.	3

### APPROVED ELECTIVES

Select an additional three hours from the following courses:

CIVT 240, 288, TECH 201, SFTY 157

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Composition I	3	PHYS 107	Elementary Physics Lab.	1
MATH 118	Algebra for Coll. Sts.	3	Humanities Elective		3
PHYS 101	Elementary Physics	3	Social Science Elective		3

TOTAL CREDIT HOURS: 71

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, substitute MATH 130 for MATH 118. See General Education Requirements, page 121, for approved Humanities, and Social Science courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## COMPUTER AIDED DESIGN AND DRAFTING

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
DIVISION: BUSINESS AND TECHNOLOGY

The certificate and degree option programs in Computer Aided Design and Drafting are designed to develop skills and techniques used in the drafting room. Students learn to identify and solve various types of drafting problems and at the same time develop the flexibility needed to adapt to various work settings.

The Computer Aided Design and Drafting Certificate of Technical Studies program is accredited by the National Association of Industrial Technology, 3300 Washtenaw Avenue - Suite 220, Ann Arbor, MI 48104, phone: 734-677-0720, fax: 734-677-0046, email: nait@nait.org.

### REQUIRED COURSES IN MAJOR\*

TECH 104	Comp. Fund. for Tech.	3	CADD 201	Intro. to CAD	3
CADD 125	Drafting I	3	CADD 202	CAD II	3
CADD 170	Drafting II	3	CADD 212	Arch. CAD <b>OR</b>	
			CADD 231	Struct./Civ. Apps in CAD	3

### REQUIRED RELATED COURSE

MATH 114	Geo. & Trig. for Tech.	3
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TOTAL CREDIT HOURS: 21

\* Required grade of "C" or higher.

*See the following page for the degree program.*



## COMPUTER AIDED DESIGN AND DRAFTING

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: BUSINESS AND TECHNOLOGY

The Computer Aided Design and Drafting Certificate degree option in Industrial Technology Associate of Applied Science degree program is accredited by the National Association of Industrial Technology, 3300 Washtenaw Avenue - Suite 220, Ann Arbor, MI 48104, phone: 734-677-0720, fax: 734-677-0046, email: [nait@nait.org](mailto:nait@nait.org),

### REQUIRED COURSES IN MAJOR\*

CADD 125	Drafting I	3	CADD 221	Mech. Apps. in CAD	3
CADD 170	Drafting II	3	CADD 231	Struct./Civ. Apps. in CAD	3
CADD 201	Intro. to CAD	3	CADD 242	Piping Apps. in CAD	3
CADD 202	CAD II	3	CADD 261	Adv. CAD Apps.	3
CADD 205	CAD III	3	CADD 287	Practicum/CO-OP	3
CADD 212	Arch. App. in CAD	3			

### REQUIRED RELATED COURSES

MATH 114	Geo. & Trig. for Tech.	3	TECH 104	Comp. Fund. for Tech.	3
SPCH 130	Fundamentals of Speech	OR			
SPCH 132	Workplace Communication	3			

### APPROVED ELECTIVES

Choose an additional 6 hours from courses below :

ARCH, CADD, CIVT, CMIN, COOP, ELCT 100, MACH, SFTY 102

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Composition I	3	PHYS 101	Elementary Physics	3
MATH 118	Algebra for Coll. Sts.	3	PHYS 107	Elementary Physics Lab.	1
			Humanities Elective		3
			Social Science Elective		3

TOTAL CREDIT HOURS: 64

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, choose MATH 130, placement scores permitting. See General Education Requirements, page 121, for approved Humanities and Social Science courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## COMPUTER AND ELECTRONICS SERVICE TECHNOLOGY

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
DIVISION: BUSINESS AND TECHNOLOGY

The Computer and Electronics Service Technology certificate program provides skills in the diagnostic and repair servicing of computer and electronic systems.

The Computer and Electronics Service Technology degree option in the Electronics Servicing Technology Associate of Applied Science degree program is accredited by the National Association of Industrial Technology, 3300 Washtenaw Avenue - Suite 220, Ann Arbor, MI 48104, phone: 734-677-0720, fax: 734-677-0046, email: nait@nait.org.

### REQUIRED COURSES IN MAJOR\*

ELST 103	Electrical Principles	3	ELST 261	Comp. Repair Fund.	3
ELST 104	Electrical Principles Lab	1	ELST 263	Comp. Repair Fund.	
ELST 106	Shop Practices Lab	1		Lab	1
ELST 148	Solid State Electronics	3	ELST 266	Adv. Comp. Repair	3
ELST 152	Basic Electronics	3	ELST 268	Adv. Comp. Repair Lab.	1
ELST 154	Basic Electronics Lab	1	ELST 269	A+ Certification Prep.	3

### REQUIRED RELATED COURSES

TECH 104	Comp. Fund. for Tech.	3
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TOTAL CREDIT HOURS: 26

\* Required grade of "C" or above.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## COMPUTER AND ELECTRONICS SERVICE TECHNOLOGY

DEGREE OPTION IN ELECTRONICS SERVICING TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: BUSINESS AND TECHNOLOGY

The Computer and Electronics Service Technology degree option in the Electronics Servicing Technology degree program provides skills in the diagnostic and repair servicing of computer and electronic systems.

### REQUIRED COURSES IN MAJOR\*

ELST 103	Electrical Principles	3	ELST 234	Micropro. Fund.	3
ELST 104	Elec. Principles Lab	1	<b>and</b>		
ELST 106	Shop Practices Lab	1	ELST 236	Micropro. Fund. Lab	1
ELST 148	Solid State Electronics	3	<b>OR</b>		
ELST 152	Basic Electronics	3	ELET 291	Micropro. & Adv. D.S.	4
ELST 154	Basic Electronics Lab	1	ELST 240	Comp. for Electronics	3
ELST 230	Digital Circuits	3	ELST 261	Comp. Repair Funds.	3
<b>and</b>			ELST 263	Comp. Repair Funds. Lab	1
ELST 232	Digital Circuits Lab	1	ELST 266	Adv. Comp. Repair	3
<b>OR</b>			ELST 268	Adv. Comp. Repair Lab	1
ELET 271	Digital Circuits	4	ELST 269	A+ Certification Prep.	3

### REQUIRED RELATED COURSES

SPCH 130	Fund. of Speech Comm.	<b>OR</b>	TECH 104	Comp. Fund. for Tech.	3
SPCH 132	Workplace Communication	3			

### APPROVED ELECTIVES

Choose six hours from the courses listed below or Department Head approval for other courses.

CNET 117	Net. Multiunit Sys.	3	ELET 283	Electronics Com.	4
CNET 119	Net. Multiunit Sys. Lab	1	ELET 285	Industrial Electronics	4
CNET 157	Net. System Basics	3	ELST 287	Practicum/CO-OP	3
ELET 260	Inst. & Control Sys.	4			

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Comp. I	3	PHYS 107	Elementary Physics Lab	1
MATH 118	Alg. for Coll. Students	3	Humanities Requirement 3		
PHYS 101	Elementary Physics	3	Social Science Requirement 3		

### FREE ELECTIVES

Choose three hours from credit courses that are numbered 100 or above.

### TOTAL CREDIT HOURS: 62

\* Required grade of "C" or above.

\*\* See General Education Requirements, page 121, for approved Humanities and Social Science Courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>



# COMPUTER INFORMATION TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: BUSINESS AND TECHNOLOGY

Computer Information Technology is primarily concerned with the study of computer and Internet technologies and with the application of the systematic methods of developing information system solutions for businesses and organizations. It includes ongoing operations, as well as planning, development, implementation, maintenance, and management of these technologies and systems in a variety of settings. This program includes a core of courses to be completed by all students, plus four concentrations from which each student selects one.

The goals of this curriculum are: (1) to prepare students for entry-level positions in information technology and information systems, with sufficient knowledge of the overall computer technology environment to advance along several career paths, e.g., application programming, systems analysis/design, web design, and I.T. support; and (2) to provide the appropriate foundation for further studies in computer information systems and information technology, such as in a four-year degree program.

## **Programmer/Analyst Concentration**

This concentration helps students prepare for traditional jobs and careers in the Information Technology field. Fundamentals of the programming and database management are expanded beyond the learning offered in the core curriculum: Java, additional Visual Basic, and a second course in database management are included in the concentration specialist courses.

## **Web Design Concentration**

Students interested in becoming web page and web site designers and developers will find this concentration challenging and rewarding. A combination of technologies and tools are taught, to assist the student in working as a professional in the web environment.

## **E-Commerce Concentration**

Students who pursue a concentration in E-Commerce will be interested in marketing, general business, and foundations of Internet and Web technologies specifically for business. E-Commerce graduates might work in Internet commerce as marketing managers, advertising and promotions managers, small-business entrepreneurs, and in other evolving electronic business support roles.

## **Technical Specialist Concentration**

This concentration guides student to build a solid college program for optimal transfer to a 4-year university. Students should meet with an advisor to determine the best courses to take for transfer options.

**NOTE: A student may earn a degree in only one of these concentrations.**

### REQUIRED COURSES IN MAJOR\*

ADOT 264	Database Applications	3
ADOT 265	Spreadsheet Applications	3
CMIN 203	Logic and Design I	3
CMIN 204	Fundamentals of Information Technologies and Systems	3
CMIN 211	Visual Basic I	3
CMIN 216	Web Foundations I	3
CNET 157	Network Systems Basics	3
	Area of Concentration	15

Continued next page.

## COMPUTER INFORMATION TECHNOLOGY (CONTINUED)

## REQUIRED RELATED COURSES

BUSG 129	Introduction to Business	3
BUSG 178	Business Communication	3
BUSG 121	Business Mathematics <b>OR</b>	
MATH 128	Explorations in College Algebra	3

## GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Composition I	3
MATH 118	Algebra for College Students	3
	Humanities Requirement	3
	Social Science Requirement	3
	Natural Science Requirement	3

Note: To facilitate transfer to certain colleges, substitute MATH 130 for MATH 118 and substitute MATH 131 for MATH 128. See an advisor to make the best choices regarding mathematics selection.

## AREA OF CONCENTRATION (CHOOSE ONLY ONE)

Programmer/Analyst Specialist

CMIN 212	Visual Basic II	3
CMIN 250	JAVA Programming	3
CMIN 266	Database Management Systems	3
CMIN 291	Systems Analyst Methods	3
	Programmer/Analyst Specialist Elective	3

Web Design Specialist

CMIN 206	Web Programming	3
CMIN 220	Web Foundations II	3
CMIN 225	Web Animation and Multimedia for Windows	3
CMIN 255	Advanced Web Projects	3
	Web Design Specialist Elective	3

E-Commerce Specialist

BUSG 128	E-Commerce	3
MARK 201	Principles of Marketing	3
MARK 208	Internet Marketing	3
CMIN 266	Database Management Systems	3
BUSL 210	Cyberlaw	3

Technical Specialist

CMIN 207	Logic and Design II	3
CMIN 220	Web Foundations II	3
CMIN 232	Discrete Systems	3
CMIN 250	JAVA Programming	3
CMIN 291	Systems Analysis Methods	3

Approved Electives (Select 12 credit hours from courses with the following prefixes):

ACCT, ADOT, BUSG, BUSL, CMIN, CNET, ECON, ELST, ENGL, HIST, MARK, MANG  
See a faculty member or advisor for help in making the best choices for your electives.

TOTAL CREDIT HOURS: 72

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, substitute MATH 130 for MATH 118. See General Education Requirements, page 121, for approved Humanities, Natural Science, and Social Science courses

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## COMPUTER NETWORK TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE  
DIVISION: BUSINESS AND TECHNOLOGY

The Computer Network Technology Program provides entry-level students and experienced computer professionals the skills necessary to work on and with computer networks. Design, installation, repair, administration, management, and operation of networks are the primary focus of the program with an emphasis on the flexibility to adapt network technology to the needs of any company, research facility, or educational institution.

The Computer Network Technology Associate of Applied Science degree program is accredited by the National Association of Industrial Technology, 3300 Washtenaw Avenue - Suite 220, Ann Arbor, MI 48104, phone: 734-677-0720, fax: 734-677-0046, email: nait@nait.org.

### REQUIRED COURSES IN MAJOR\*

CNET 117	Network Multiunit Sys.	3	CNET 257	Update Seminar	1
CNET 119	Net. Multi. Sys. Lab	1	CNET 277	Network Design	3
CNET 157	Network System Basics	3	CNET 279	Network Design Lab	1
CNET 177	Network Operations	3	CNET 287	Practicum/Coop	3
CNET 179	Network Operations Lab	1	CNET 297	Certification Preparation	3
CNET 197	UNIX System Fund.	3			

### REQUIRED RELATED COURSES

ELET 160	Prog. for Engineer. Tech.	3	ELST 263	Comp. Repair Fund. Lab	1
ELET 291	Micropro. And Adv. Dig. Sys.	4	ELST 266	Adv. Computer Repair	3
	<b>OR</b>		ELST 268	Adv. Comp. Repair Lab	1
ELST 234	Microprocessor Funds.	3	ELST 269	A+ Cert. Prep.	3
	<b>and</b>		SPCH 130	Fund. of Spch. Com.	
ELST 236	Micropro. Funds. Lab	1		<b>OR</b>	
ELST 261	Computer Repair Fund.	3	SPCH 132	Workplace Communication	3
			TECH 104	Comp. Fund. for Tech.	3

### GENERAL EDUCATION REQUIREMENTS\*\*

MATH 118	Algebra for Col. Stu.	3	ENGL 101	English Composition I	3
PHYS 101	Elementary Physics	3		Humanities Requirement	3
PHYS 107	Elementary Physics Lab.	1		Social Science Requirement	3

TOTAL CREDIT HOURS: 65

\* Required grade of "C" or higher.

\*\* Approval of the Department Head for other courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## CONSTRUCTION MANAGEMENT TECHNOLOGY

DEGREE OPTION IN CONSTRUCTION TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: BUSINESS AND TECHNOLOGY

The Construction Management option in the Construction Technology degree program affords an analytical approach to problem solving and skills development for entry-level management positions in the construction industry.

The Construction Management option in the Construction Technology Associate of Applied Science degree program is accredited by the National Association of Industrial Technology, 3300 Washtenaw Avenue - Suite 220, Ann Arbor, MI 48104, phone: 734-677-0720, fax: 734-677-0046, email: [nait@nait.org](mailto:nait@nait.org).

### REQUIRED COURSES IN MAJOR\*

CIVT 100	Elem. Surveying	4	CIVT 222	Micro-Comp. App. in Est.	3
CIVT 115	Civil Drafting	4	CIVT 232	Project Supervision	3
CIVT 150	Materials of Construction	3	CIVT 240	Construction Management	3
CIVT 155	Concrete Mixtures	1	CIVT 251	Soil Mech. and Found.	3
CIVT 201	Structural Statics	3	CIVT 287	Practicum	1
CIVT 202	Structural Strength	3	CIVT 288	Construction Con. & Laws	3

### REQUIRED RELATED COURSES

ARCH 160	Const. Pract./Codes	3	SPCH 130	Fundamentals of Speech	<b>OR</b>
ARCH 165	Office Prac./Spec.	3	SPCH 132	Workplace Communication	3
CADD 125	Drafting I	3	TECH 104	Computer Fundamentals	3
CADD 201	Intro. to CAD	3	TECH 201	Engineering Economics	3

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Composition I	3	PHYS 107	Elementary Physics Lab.	1
MATH 118	Algebra for Coll. Sts.	3		Humanities Elective	3
PHYS 101	Elementary Physics	3		Social Science Elective	3

TOTAL CREDIT HOURS: 71

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, substitute MATH 130 for MATH 118. See General Education Requirements, page 121, for approved Humanities and Social Science Courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## CRIMINAL JUSTICE

DEGREE: ASSOCIATE OF ARTS  
DIVISION: ARTS AND HUMANITIES

For students whose career interests are in law enforcement, law, and corrections, the Criminal Justice program provides preparation for direct entry into the workforce, for transfer to senior colleges, and for professional advancement.

### REQUIRED COURSES IN MAJOR\*

CRJU 103	Corrections Process	3	CRJU 209	Criminology	3
CRJU 105	Criminal Justice System	3	CRJU 298	Criminal J. Practicum	3
CRJU 160	Criminal Law	3			

Choose fifteen hours from the following courses:

CRJU 101	Police Process	3	CRJU/SOCI 240	Juvenile Delinquency	3
CRJU 162	The Judicial Process	3	CRJU 261	Constitutional Law	3
CRJU 203	Evidence	3	CRJU/SOCI 270	Victimology	3
CRJU 204	Legal Rights of the Conf.	3	CRJU 295	Criminal Justice Res.	3
CRJU 222	Drug Abuse	3			

### REQUIRED RELATED COURSES

SOCI 151 Introduction Sociology 3

### APPROVED ELECTIVES

Choose nine hours from the following courses:

Humanities Courses  
Business Courses (three hours maximum)  
Social Science Courses

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Composition I	3	Fine Arts Requirement	3
ENGL 102	English Composition II	3	Humanities Requirement	3
MATH 118	Alg. for College Students	3	Natural Science Requirement	6
PSYC 127	Gen. Psychology <b>OR</b>		Social Science Requirement***	3
POLI 180	American Gov.	3		

TOTAL CREDIT HOURS: 69

\* Required grade of "C" or higher.

\*\* See General Education Requirements, page 121, for approved Fine Arts, Social Science, Natural Science and Humanities Courses.

\*\*\* Must be at the 200 level or above.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## CULINARY ARTS

CERTIFICATE OF APPLIED SCIENCE PROGRAM  
DIVISION: BUSINESS AND TECHNOLOGY

The Culinary Arts program is a one-year course of study leading to a certificate of completion. It consists of a general education core of nine hours and 28 hours in the Culinary Arts area.

Students interested in this program should contact the Culinary Office for entrance and deadline dates.

The Culinary Arts Certificate of Applied Science program is accredited by the Accrediting Commission of the American Culinary Federation Foundation, 180 Center Place Way, St. Augustine, FL 32095, fax: 904-825-4758.

### REQUIRED COURSES IN MAJOR\*

CULA 101	Intro. to Culinary Arts	3	CULA 211	Bakeshop Fundamentals	2
CULA 102	Basic Culinary Skills	2	CULA 213	Nutrition for the	
CULA 103	Food Safety and Sanitation	3		Culinary Professional	3
CULA 105	Theory of Meat, Poultry, and Seafood	3	CULA 281	Supervised Work Experience I	2
CULA 107	Foodservice Purchasing	3	CULA 282	Supervised Work Experience II	2
CULA 121	American Regional Cuisine	2			
CULA 208	Soups, Stocks, and Sauces	2			

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Composition I	3	Humanities	<b><i>OR</i></b>	
MATH 118	Algebra for College Students	3	Social Science Requirement		3

### APPROVED ELECTIVES

Choose one (1) of the following courses:

ACCT 111	Fundamentals of Accounting	3
ADOT 105	Survey of Computer Applications	3
BUSG 115	Starting a New Business	3
BUSG 224	Business Computer Applications	3
BUSG 252	Entrepreneurial Finance	3

TOTAL CREDIT HOURS: 39

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, substitute MATH 130 for MATH 118. See General Education Requirements, page 121, for approved Humanities, Natural Science, and Social Science courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## CULINARY ARTS – CATERING

DEGREE OPTION IN CULINARY ARTS  
DEGREE: ASSOCIATE OF APPLIED SCIENCE  
DIVISION: BUSINESS AND TECHNOLOGY

The culinary arts program offers two options which are designed to develop skills leading to a degree in either chef apprenticeship or catering.

### CATERING:

Success in today's more competitive catering market demands a new level of professionalism and expertise on the part of the catering professional. The catering option prepares students for the catering industry, off-premise and on-premise catering. The catering option covers all practical aspects of catering planning, development, implementation, supervision, and follow-up. It also offers up-to-date information on marketing a catering business, working with intermediaries and suppliers, handling financial controls, and other critical business issues. This program option equips the student with the knowledge and skill needed to succeed as a catering professional.

In order to be accepted, the student must meet the following criteria. He or she:

1. Must be 18 years of age; documentation required.
2. Must successfully complete the application packet, which includes the Culinary Arts Application, two reference letters, and documentation of high school diploma or GED.
3. Must have been admitted to DCC (submitted application and all college transcripts or ACT scores).
4. Must be ready to register in ENGL 101 or MATH 118 as determined by college transcripts or Delgado placement exams.
5. Must attend the informational interview.

Applications are accepted from September through March 30 for the fall semester of the next year. Students who are interested in the certificate program in Culinary Arts and the Culinary Management Certificate Program are referred to pages 148 and 153.

Continued next page.



## CULINARY ARTS – CATERING (CONTINUED)

### REQUIRED COURSES IN MAJOR\*

CULA 101: Introduction to Culinary Arts	3
CULA 102: Basic Culinary Skills	2
CULA 103 Food Safety and Sanitation	3
CULA 107 Foodservice Purchasing	3
CULA 208 Soups, Stock, and Sauces	2
CULA 209 Culinary Seminar	3
CULA 210 Intro. to Garde Manger	2
CULA 211 Bakeshop Fundamentals	2
CULA 213 Nutrition for the Culinary Professional	3
CULA 214 Restaurant and Hospitality Supervision	3
CULA 215 Food, Sales, Beverage, and Labor Cost Control	3
CULA 230 On-Premise Catering	3
CULA 231 Off-Premise Catering	3
CULA 232 Current Issues in Catering	3
ACCT 111 Fundamentals of Accounting	3
ACCT 201 Accounting I	3
CULA 287 Catering Work Experience	2
HOST 221 Hospitality Marketing	3

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101 English Composition I	3
MATH 118 Algebra for College Students	3
Humanities	3
Social Science	3
Natural Science	3

### APPROVED ELECTIVES

Select three (3) hours from the following:

ADOT 105, BUSG 115, BUSG 224, or BUSG 252.

### TOTAL CREDIT HOURS: 67

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, substitute MATH 130 for MATH 118. See General Education Requirements, page 121, for approved Social Science, Natural Science, and Humanities courses..

Information on TCA associated with this program can be found on page 214-215.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>



## CULINARY ARTS – CHEF APPRENTICESHIP

DEGREE OPTION IN CULINARY ARTS

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: BUSINESS AND TECHNOLOGY

In keeping with the mission statement of Delgado Community College, the Culinary Arts Department provides academic instruction through both theoretical and hands-on experiences, as well as supervised practical work experience in the field of food service, culinary arts, and the hospitality industry.

The goals of the culinary arts degree and certificate programs are to provide students and persons already in the workforce with (a) preparation for entry level and mid-management culinary positions in the restaurant industry, (b) training to upgrade skills for certifications, and (c) education for promotions and increased wages.

The Culinary Arts Department program objectives include: maintaining programmatic standards at or above those set forth by the American Culinary Federation Foundation Accrediting Commission; providing adequate and relevant instruction for success in the restaurant industry; furnishing instruction through credentialed faculty with extensive industry experience and training; encouraging a high standard of professionalism to students, faculty, and staff; and providing students with well-maintained equipment and facilities that mimic current industry standards and trends.

The culinary arts program offers two options which are designed to develop skills leading to a degree in either chef apprenticeship or catering.

### CHEF APPRENTICESHIP:

The chef apprenticeship option for degree was organized by Les Chefs de Cuisine de la Louisianne, a local chapter of the American Culinary Federation, in cooperation with the Board of Trustees of the Culinary Apprenticeship Programs of Louisiana, an organization comprised of twelve hospitality industry associations. The program follows traditions of the European culinary apprenticeship programs by providing students practical work experience under the supervision of executive chefs in hotels and restaurants in metropolitan New Orleans. The apprenticeship program option is accredited by the American Culinary Federation Educational Institute Accrediting Commission, and students have the opportunity to earn certification. Students are required to complete a minimum of 4,000 hours of on-the-job training under the supervision of an executive chef and 900 hours of related classroom instruction under the direction of culinary arts faculty. The 4,000 hours of on-the-job training are monitored by the Bureau of Apprenticeship Training under the auspices of the Federal Department of Labor and the State of Louisiana Apprenticeship Council.

In order to be accepted the student must meet the following criteria. He or she:

1. Must be 18 years of age; documentation required.
2. Must successfully complete the application packet, which includes the Culinary Arts Application, two reference letters, and documentation of high school diploma or GED.
3. Must have been admitted to DCC (submitted application and all college transcripts or ACT scores).
4. Must be ready to register in ENGL 101 or MATH 118 as determined by college transcripts or Delgado placement exams.
5. Must attend the informational interview.

Applications are accepted from September through March 30 for the fall semester of the next year. Students who are interested in the certificate program in Culinary Arts and the Culinary Management Certificate Program are referred to pages 148 and 153.

Continued next page.

## CULINARY ARTS – CHEF APPRENTICESHIP (CONTINUED)

### REQUIRED COURSES IN MAJOR\*

CULA 101: Introduction to Culinary Arts	3
CULA 102: Basic Culinary Skills	2
CULA 103 Food Safety and Sanitation	3
CULA 105 Theory of Meat, Poultry, and Seafood	3
CULA 107 Foodservice Purchasing	3
CULA 121 American Regional Cuisine	2
CULA 208 Soups, Stock, and Sauces	2
CULA 209 Culinary Seminar	3
CULA 210 Intro. to Garde Manger	2
CULA 211 Bakeshop Fundamentals	2
CULA 213 Nutrition for the Culinary Professional	3
CULA 214 Restaurant and Hospitality Supervision	3
CULA 215 Food, Sales, Beverage, and Labor Cost Control	3
CULA 217 Culinary Arts Practicum	4
CULA 218 Culinary Certification Preparation	2
CULA 226 International Cuisine	2
CULA 281 Supervised Work Experience	2
CULA 282 Supervised Work Experience	2
CULA 283 Supervised Work Experience	2
CULA 284 Supervised Work Experience	2
CULA 285 Supervised Work Experience	2
CULA 286 Supervised Work Experience	2

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101 English Composition I	3
MATH 118 Algebra for College Students	3
Humanities	3
Social Science	3
Natural Science	3

### APPROVED ELECTIVES

Select three (3) hours from the following:

ACCT 111- Fundamentals of Accounting, ADOT 105-Survey of Computer Applications, BUSG 115-Starting a New Business, BUSG 224-Computer Applications, or BUSG 252 Entrepreneurial Finance.

### TOTAL CREDIT HOURS: 72

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, substitute MATH 130 for MATH 118. See General Education Requirements, page 121, for approved Social Science, Natural Science, and Humanities courses.

Information on TCA associated with this program can be found on page 214-215.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## CULINARY MANAGEMENT

### CERTIFICATE OF TECHNICAL STUDIES PROGRAM

#### DIVISION: BUSINESS AND TECHNOLOGY

The program is designed to provide food service managers and hospitality management program students with the training needed for success in the culinary management industry. The Culinary Management CTS will train future managers to master the basics in five key management competencies: risk management, cost control and revenue, human resources and diversity, marketing, and operations. A Management Development diploma will also be issued through the National Restaurant Association upon successfully completing certification examinations for each course.

Students are eligible for admission to the Culinary Management CTS if they meet the following criteria:

1. Possess a high school diploma or equivalent.
2. Score on the ACT, SAT, or Delgado College Placement Test sufficient to place the student in the following courses:
  - a. MATH 118
  - b. ENGL 101

#### REQUIRED COURSES IN MAJOR\*

CULA 103	Food Safety and Sanitation	3	CULA 214	Restaurant and Hospitality Supervision	3
CULA 107	Foodservice Purchasing	3	CULA 215	Food, Sales, Beverage, and Labor Cost Control	3
CULA 209	Culinary Seminar	3	HOST 221	Hospitality Marketing	3
CULA 213	Nutrition for the Culinary Professional	3			

TOTAL CREDIT HOURS: 21

\* Required grade of "C" or higher.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

# DIAGNOSTIC MEDICAL SONOGRAPHY

## POST-ASSOCIATE CERTIFICATE PROGRAM

### DIVISION: ALLIED HEALTH

Diagnostic Medical Sonography is a relatively new diagnostic imaging modality which produces cross-sectional images of soft tissues in the body. The sonographer must have an exceptional understanding of cross sectional anatomy, ultrasonic instrumentation, wave behavior, and pertinent patient information necessary for the interpretation of ultrasound exams. Sonography demands a creative self-directed approach for locating and demonstrating human anatomy and pathology.

The program admits one class per year, and enrollment is limited by the number of clinical positions available in affiliate hospitals. The program begins in the fall semester and completes at the end of the following fall semester.

Selection into the program is based on the candidate's overall qualities, including college and professional education background, grade averages, character references, evidence of basic skills, interpersonal relations, and an interest in sonography. Applicants must be able to meet the program's technical standards. All applications are reviewed and evaluated by the faculty committee on admissions for the Allied Health Division. Prospective students must contact the Allied Health Admissions Office for admissions criteria and to initiate the admission procedure. The deadline for application to the program is May 15.

The Diagnostic Medical Sonography Certificate of Technical Studies program is accredited the CAAHEP Joint Review Committee on Education in Diagnostic Medical Sonography, 2025 Woodlane Drive, St. Paul, MN 55125-2998, phone: 651-731-1582, e-mail: jrc-dms@jcahpo.org.

To be eligible to apply for admission to the Diagnostic Medical Sonography program students must:

1. Be an associate degree graduate of an accredited allied health occupation program OR
2. Have at least 60 credit hours of previous college coursework.
3. All applicants must have completed the following:

#### **Prerequisites:**

ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
MATH 118	Algebra for College Students	3
MATH 120	Mathematics Survey with Applications	3
BIOL 251	Human Anatomy and Physiology I	3
BIOL 253	Human Anatomy and Physiology I Laboratory	1
BIOL 252	Human Anatomy and Physiology II	3
BIOL 254	Human Anatomy and Physiology II Laboratory	1
PHYS 101	Elementary Physics	3
HESC 111	Medical Terminology	3

#### REQUIRED COURSES IN MAJOR\*

DMSU 200	Ultrasound Pt. Care	1	DMSU 253	Ultrasound Pract. III	3
DMSU 201	Directed Reading	1	DMSU 254	Ultrasound Practicum IV	2
DMSU 211	Superficial Structures	1	DMSU 261	Ultrasound OB/GYN I	2
DMSU 221	Physics and Instr. I	2	DMSU 262	Ultrasound OB/GYN II	2
DMSU 222	Physics and Instr. II	2	DMSU 263	Ultrasound Obstetrics	
DMSU 223	Physics and Instrumentation III	1		and Gynecology III	1
			DMSU 271	Abdominal Ultras. I	2
DMSU 241	Ultrasound Learn. Lab. I	3	DMSU 272	Abdominal Ultras. II	2
DMSU 242	Ultrasound Learn. Lab II	1	DMSU 273	Abdominal Ultrasound III	1
DMSU 251	Ultrasound Pract. I	1	DMSU 280	Comprehensive Seminar	1
DMSU 252	Ultrasound Pract. II	4			

TOTAL CREDIT HOURS: 33

\* Required grade of "C" or higher.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## DIESEL POWER TECHNOLOGY

DEGREE: CERTIFICATE OF TECHNICAL STUDIES  
DIVISION: BUSINESS AND TECHNOLOGY

The Certificate of Technical Studies in Diesel Power Technology is designed to prepare the graduate for a career in the operation, repair, and maintenance of diesel/multi-fuel industrial engines and equipment.

### REQUIRED COURSES IN MAJOR\*

CMIN 201	Computer and Internet Literacy	3
DPTE 100	Introduction to Tool/Shop Safety	2
DPTE 101	Introduction to Diesel	3
DPTE 103	Preventive Maintenance Inspection	3
DPTE 120	Diesel Engine Overhaul	4
DPTE 121	Fuel Systems	3
DPTE 130	Basic Diesel Electrical/Electronic Systems	3
DPTE 170	Natural Gas Engine Theory	4

TOTAL CREDIT HOURS: 25

\* Required grade of "C" or higher.

NOTE: See page 84 for Graduation Requirements.



## DIETETIC TECHNICIAN

DEGREE: ASSOCIATE OF SCIENCE

DIVISION: ALLIED HEALTH

A Dietetic Technician is an individual who has been specially trained in the areas of food and nutrition. A Dietetic Technician typically works as a member of the food service or health care team. The program provides didactic instruction and supervised practice experiences to meet the Foundation Knowledge and Skills and Competencies for Entry-Level Dietetic Technicians and the Standards of Education. Areas of study include clinical dietetics, food service management and administration and community nutrition. Graduates will be eligible to write the registration examination for dietetic technicians and apply for membership in the American Dietetic Association.

The Dietetic Technician Program at Delgado Community College is currently granted accreditation by the Commission on Accreditation for Dietetics Education of the American Dietetic Association. CADE is a specialized accrediting body recognized by the United States Department of Education and the Council for Higher Education Accreditation. The address and phone number of CADE are 120 S. Riverside Plaza, Ste. 2000, Chicago, IL 60606, 800/877-1600.

All prospective students must contact the Allied Health Admissions Office to initiate the application process. Students may enter the program at the beginning of any semester.

To be eligible to apply to the Dietetic Technician program, students must meet the following criteria:

1. Possess a high school diploma or equivalent.
2. Placement in college level Math and English.
3. Earn a cumulative GPA of at least 2.0 in all college courses.
4. Be able to meet program's technical standards.

### REQUIRED COURSES IN MAJOR\*

DIET 101	Intro. to Dietetics	3	DIET 216	Mang. Pract. in Diet.	3
DIET 111	Introductory Foods	3	DIET 220	Comp. Syst. in Dietetics	3
DIET 141	Basic Nutrition	3	DIET 224	Nutrition in Wellness	3
DIET 205	Nutr. in the Life Cycle	3	DIET 225	Dietetics Seminar	1
DIET 206	Nutrition in Disease	3	DIET 251	Pract. in Dietetics I	3
DIET 208	Instit. Foods/Hlth. Care	3	DIET 252	Pract. in Dietetics II	6

### REQUIRED RELATED COURSES

BIOL 161	Intro. Anat. & Phys.	3	PSYC 127	General Psychology	3
BIOL 163	Intro. Anat. & Phys. Lab	1	SPCH 130	Fundamentals of Speech	<b>OR</b>
HESC 111	Medical Terminol.**	3	SPCH 132	Workplace Communication	3

### GENERAL EDUCATION REQUIREMENTS\*\*\*

CHEM 101	Elem. Chemistry	3	MATH 120	Math Survey	3
ENGL 101	English Composition I	3	Fine Arts Requirement		3
ENGL 102	English Composition II	3	Humanities Requirement		3
MATH 118	Algebra for College	3			

### TOTAL CREDIT HOURS: 71

\* Required grade of "C" or higher.

\*\* Students planning to transfer credits to a baccalaureate program should check with the receiving institution to determine if this course may be used for credit toward a degree

\*\*\* To facilitate transfer to certain colleges, take MATH 130 and a higher level MATH course for MATH 118 and 120; take BIOL 251 and 252 for BIOL 161, 163 and take CHEM 141 and 143 for CHEM 101. See General Education Requirements, page 121, for approved Fine Arts and Humanities courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## EARLY CHILDHOOD EDUCATION

See Care and Development of Young Children, p 136.



## ELECTRICAL-ELECTRONICS ENGINEERING TECHNOLOGY

DEGREE: ASSOCIATE OF SCIENCE

DIVISION: BUSINESS AND TECHNOLOGY

The primary objective of the Electrical-Electronics Engineering Technology program is to prepare students to become Engineering Technicians. A graduate of the program will have both a theoretical and practical knowledge of the construction, application, properties, operation, and limitations of engineering systems and processes. All courses in the ELET Program consist of theory and laboratory applications.

The Electrical-Electronics Engineering Technology Program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.

The program emphasizes three areas: Instrumentation and Process Control, Electrical Power, and Electronics. Courses may be transferred to four-year institutions that offer a Bachelor of Science Degree in Technology.

### REQUIRED COURSES IN MAJOR\*

ELET 101	Electrical Circuits I	4	ELET 271	Digital Circuits	4
ELET 102	Electrical Circuits II	4	ELET 274	Elect. Mach. & Control	4
ELET 103	Circuit Analysis	3	ELET 283	Electronics Comm.	4
ELET 155	Electronics I	4	ELET 285	Industrial Electronics	4
ELET 160	Prog. for Engin. Tech.	3	ELET 291	Micro. & Adv. Dig. Sys.	4
ELET 260	Inst. & Control Sys.	4			

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Comp. I	3	PHYS 141	General Physics I	3
ENGL 102	English Comp. II <b>OR</b>		PHYS 143	General Physics I Lab.	1
ENGL 112	Writing for Bus./Ind.	3		Fine Arts Requirement	3
MATH 130	Pre-Calculus Alg.	3		Humanities Requirement	3
MATH 131	Pre-Calculus Trig.	3		Social Science Requirement	3
MATH 221	Calculus I	4			

TOTAL CREDIT HOURS: 71

\* Required grade of "C" or higher.

\*\* Students planning to transfer to another college should take ENGL 102. See General Education Requirements, page 121, for approved Humanities and Social Science courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>



## ELECTRICAL TECHNOLOGY

CERTIFICATE OF TECHNICAL STUDIES  
DIVISION: BUSINESS AND TECHNOLOGY

The Electrical Technology certificate program is designed to prepare students for entry-level electrician positions building and equipping electrical power generating plants, installation and servicing of electrical systems for industrial plants, stores, homes, and office buildings that use electrical energy for heating, lighting, cooling, and other operations.

### REQUIRED COURSES IN MAJOR\*

CIVT 110	Construction Graphics and Blueprint Reading		ELCT 102	National Electrical Code II	3
	<b>OR</b>		ELCT 103	Tools, Equip. & Mat.	3
ELCT 108	Basic Blueprint Reading and Design	3	ELCT 104	Circuits Laboratory	3
ELCT 100	Fund. of Electricity	3	ELCT 109	Residential Elect. Blueprint & Design	3
ELCT 101	National Electrical Code I	3	ELCT 111	Electrical Tech. I	3

TOTAL CREDIT HOURS: 24

\* Required grade of "C" or higher

## ELECTRONICS SERVICING TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE  
DIVISION: BUSINESS AND TECHNOLOGY

The program in Electronics Servicing prepares students to install and service electronic equipment. Its goal is to develop competent service technicians who understand the principles of electronics, have well developed mechanical skills, and are adept at solving problems in complex electronic systems.

Students in the Electronics Servicing Technology program may choose from two options:  
Biomedical Equipment Repair (p. 131)  
Computer and Electronics Service Technology (p. 142)



# EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
DIVISION: ALLIED HEALTH

The Emergency Medical Technician-Paramedic Program accepts one class per year. Selection of each year's class will be competitive and will have limited enrollment that is governed by the number of clinical positions available in the affiliate institutions. Those accepted into the program must make a full-time commitment for the 16 consecutive months required for completion. Students must be Louisiana State Licensed, Nationally Registered EMT-Basic or Intermediate prior to admission into the program. Prospective students must contact the Allied Health Admissions Office to initiate the admissions procedure. The deadline for application to the program is April 30th. To qualify for admission into the program, the student must meet the following criteria:

1. Possess a high school diploma or equivalent.
2. Successfully complete prerequisite courses. Intro to A&P-BIOL 161 and BIOL 163.
3. Score on ACT, SAT, or Delgado Placement Test sufficient to place at ENGL 101, MATH 096 and not at remedial reading level.
4. Achieved a cumulative grade point average of at least 2.0 in all college courses.
5. Must be currently Louisiana State Licensed, Nationally Registered EMT-Basic or Intermediate.
6. Be able to meet program's technical standards.

The Emergency Medical Technician - Paramedic Certificate of Technical Studies program is accredited by the CAAHEP Commission on Accreditation on Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, phone: 727-210-2350, fax: 727-210-2354, email: mail@caahep.org.

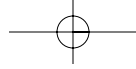
## REQUIRED COURSES IN MAJOR\*

EMTE 225	Introduction to Preparatory EMS & Patient Assessment	4
EMTE 226	Introduction to Preparatory EMS & Patient Assessment Lab	3
EMTE 235	Acute Medical & Trauma Emergencies	4
EMTE 236	Acute Medical & Trauma Emergencies Lab	1
EMTE 237	Acute Medical & Trauma Emergencies Practicum	1
EMTE 245	Advanced Airway Management & Emergency Cardiac Care	4
EMTE 246	Advanced Airway Management & Emergency Cardiac Care Lab	1
EMTE 247	Advanced Airway Management & Emergency Cardiac Care Practicum	1
EMTE 255	Obstetrical & Pediatric Emergencies	4
EMTE 256	Obstetrical & Pediatric Emergencies Lab	2
EMTE 257	Obstetrical & Pediatric Emergencies Practicum	1
EMTE 265	Assessment Based Management & Special Situations	4
EMTE 266	Assessment Based Management & Special Situations Lab	1
EMTE 267	Assessment Based Management & Special Situations Practicum	1

TOTAL CREDIT HOURS: 32

\* Required grade of "C" or higher. Students are not eligible to apply for State and National Registry Examinations until all course work is successfully completed in Required Courses in Major.

Information on the TCA associated with this program can be found on page 215.



## EMERGENCY MEDICAL TECHNICIAN— PARAMEDIC

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: ALLIED HEALTH

The Emergency Medical Technician-Paramedic Program accepts one class per year. Selection of each year's class will be competitive and will have limited enrollment that is governed by the number of clinical positions available in the affiliate institutions. Once accepted, the program requires a two-year, full-time commitment. Students must be Louisiana Certified, Nationally Registered EMT-Basic prior to admission into the program. Prospective students must contact the Allied Health Admissions Office to initiate the admissions procedure. The deadline for application to the program is April 30th. To qualify for admission into the program, the student must meet the following criteria:

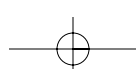
1. Possess a high school diploma or equivalent.
2. Complete program prerequisite courses (ENGL 101, MATH 118).
3. Complete BIOL 141 and 143 (prerequisite for Anatomy and Physiology at Delgado Community College).
4. Earn an overall college grade point average (GPA) of at least 2.0.
5. Be a currently Louisiana State Certified Nationally Registered EMT-Basic or Intermediate.
6. Be able to meet program's technical standards.

The Emergency Medical Technician - Paramedic Associate of Applied Science degree program is accredited by the CAAHEP Commission on Accreditation on Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, phone: 727-210-2350, fax: 727-210-2354, email: mail@caahep.org.

### REQUIRED COURSES IN MAJOR\*

EMTE 225	Intro. to Prep. EMS & Patient Assess.	4	EMTE 247	Adv. Airway Mgmt. Pract.	1
EMTE 226	Intro. to Prep. EMS & Pt. Assess. Lab	3	EMTE 255	Obstetr. & Ped. Emerg.	4
EMTE 235	Acute Med. & Trauma Emerg.	4	EMTE 256	Obstetr. & Ped. Emerg. Lab	2
EMTE 236	Acute Med. & Trauma Emerg. Lab	1	EMTE 257	Obstetr. & Ped. Pract.	1
EMTE 237	Acute Med. & Trauma Emerg. Pract.	1	EMTE 265	Assess. Based Mgmt. & Special Situations	4
EMTE 245	Advanc. Airway Mgmt. & Emerg. Cardiac Care	4	EMTE 266	Assess. Based Mgmt. Lab	1
EMTE 246	Adv. Airway Mgmt. & Emerg. Card. Lab	1	EMTE 267	Assess. Based Mgmt. Pract.	1

Continued next page.



## EMERGENCY MEDICAL TECHNICIAN— PARAMEDIC (CONTINUED)

### REQUIRED RELATED COURSES

BIOL 251	Human Anat.& Phys. I.	3	HESC 111	Medical Terminology	3
BIOL 253	Human Anat.& Phys. I Lab	1	HESC 161	Intro. EKG	3
BIOL 252	Human Anat.& Phys. II	3	WELL 101	Physical Fitness I	1
BIOL 254	Human Anat.& Phys. II Lab	1	PSYC 127	General Psychology	3
			PSYC 226	Human Growth & Dev.	3

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Comp. I	3	MATH 120	Math Survey	3
ENGL 102	English Comp. II	3		Humanities Requirement	3
MATH 118	Algebra for Coll. Sts.	3			

### FREE ELECTIVES

Choose three hours from credit courses that are numbered 100 or above.

### TOTAL CREDIT HOURS: 71

- \* Required grade of "C" or higher. Students are not eligible to apply for State and National Registry Examinations until all course work is successfully completed in Required Courses in Major.
- \*\* See General Education Requirements, page 121, for approved Humanities courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## ENTREPRENEURSHIP

DEGREE: CERTIFICATE OF TECHNICAL STUDIES

DIVISION: BUSINESS AND TECHNOLOGY

The goal of the certificate program is to provide students with an educational experience that will prepare them to successfully start, maintain, and grow their own businesses. The Certificate of Technical Studies in Entrepreneurship will provide the framework to start or expand the small business. The program is designed to help the new business owner avoid the pitfalls of new business startup and to increase the likelihood that the small business will survive the critical startup period.

### REQUIRED COURSES IN MAJOR\*

ACCT 111	Fundamentals of Accounting <b><i>OR</i></b>	3
ACCT 201	Accounting I	4
BUSG 115	Starting a New Business	3
BUSG 121	Business Mathematics	3
BUSG 129	Introduction to Business	3
BUSL 250	Legal Environment of Business	3
CMIN 201	Computer & Internet Literacy <b><i>OR</i></b>	
BUSG 224	Business Computer Applications	3
BUSG 252	Entrepreneurial Finance	3
MANG 201	Principles of Management	3
MANG 222	Small Business Management	3
MARK 201	Principles of Marketing	3

TOTAL CREDIT HOURS: 30 OR 31

\* Required grade of "C" or higher.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## FINE ARTS

DEGREE: ASSOCIATE OF ARTS  
DIVISION: ARTS AND HUMANITIES

The Fine Arts program promotes self-expression and visual awareness through the study and appreciation of the visual and plastic arts. Students may eventually enter careers as practicing artists, artists/educators, or art historians.

### REQUIRED COURSES IN MAJOR\*

FNAR 103	Drawing I	3	FNAR 158	Three-Dimen. Design	<b>OR</b>
FNAR 104	Drawing II	3	FNAR 160	Sculpture I	3
FNAR 113	Painting I	3	FNAR 209	Painting III	3
FNAR 114	Painting II	3	FNAR 211	Advanced Painting	3
FNAR 125	Art History I	3	FNAR 212	Figure Drawing	3
FNAR 126	Art History II	3			

### REQUIRED RELATED

VISC 131	Design I**	3
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### APPROVED ELECTIVES\*\*

Choose nine hours from the courses with the following prefixes:

ARCH 180, ASLS, VISC, FNAR, INTD, ACCT, BUSG, BUSL, CMIN, ECON, MANG,  
RLST, COOP (maximum 4 credits)

### GENERAL EDUCATION REQUIREMENTS\*\*\*

ENGL 101	English Comp. I	3	Humanities Requirement	3
ENGL 102	English Comp. II	3	Natural Science Requirement	6
MATH 118	Algebra for Coll. Sts.	3	Social Science Requirement****	6

### FREE ELECTIVES

Choose three hours from credit courses that are numbered 100 or above.

TOTAL CREDIT HOURS: 69

\* Required grade of "C" or higher.

\*\* Students planning to transfer credits to a baccalaureate program should check with the receiving institution to determine if this course may be used for credit toward a degree.

\*\*\* Student planning to transfer credits may choose to take higher-level MATH courses, if qualified. See General Education Requirements, page 121, for approved Humanities, Natural Science, and Social Science courses.

\*\*\*\* Three hours must be at the 200 level or above.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## FIRE SCIENCE TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: BUSINESS AND TECHNOLOGY

Fire Protection Technology prepares current fire service professionals for promotion and necessary information for the various challenges of emergency response—from proper fire ground tactics, to fire investigation, to hazardous materials incidents. An Associate of Applied Science degree in Fire Protection Technology also prepares civilians with a complete understanding of the fire service career opportunities in the fire service industry and investigations.

### REQUIRED COURSES IN MAJOR\*

FPTC 101	Organ. for Fire Protect.	3	FPTC 222	Basic Resp. to Terrorism	3
FPTC 155	Building Materials	3	FPTC 240	Fire Investigation Meth.	3
FPTC 170	Fire Protection Systems	3	FPTC 250	Fire Hydraulics	3
FPTC 211	Fire Strategies & Tactics	3	FPTC 260	Public Relations for Fire	3
FPTC 220	Codes & Prevention Princ.	3	FPTC 290	Fire Administration	3
FPTC 221	Hazardous Materials	3	FPTC 291	Exec. Manag. in Fire Sci.	3

### REQUIRED RELATED COURSES

TECH 104	Comp. Fund. for Tech.		<b>OR</b>	CMIN 201	Computer & Internet Literacy	3
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### APPROVED ELECTIVES

Choose an additional nine hours from courses with the following prefixes:

ACCT, BUSG, CADD, CMIN, EMTE, ENGL, FPTC, HESC, MANG, MARK, SFTY, SPCH

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Comp. I	3	Natural Science Requirement	3
MATH 118	Algebra for Col.Stu.	3	Social Science Requirement	3
	Humanities Requirement	3		

### TOTAL CREDIT HOURS: 63

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, substitute a higher-level Algebra and Trigonometry. See General Education Requirements, page 121, for approved Humanities, Natural Science and Social Science courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>



## FIRE SCIENCE TECHNOLOGY

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
DIVISION: BUSINESS AND TECHNOLOGY

The objective of the Fire Science Technology Certificate is to enable current Fire Science professionals to obtain credentials needed in their field of work for promotions and other specializations tailored to individual districts in the metropolitan area. Delgado also offers an Associate of Applied Science degree program in Fire Science Technology.

### REQUIRED COURSES IN MAJOR\*

FPTC 101	Organization for Fire Protection	3
FPTC 155	Building Construction	3
FPTC 211	Fire Strategies and Tactics	3
FPTC 221	Hazardous Materials	3
FPTC 240	Fire Investigation Methods	3
FPTC 250	Fire Hydraulics	3
FPTC 260	Public Relations for Fire Dept. Personnel	3
Approved Electives		9 or 15

### APPROVED ELECTIVES

Choose an additional 9 or 15 hours from courses with the following prefixes:

ACCT, BUSG, CMIN, CADD, EMTE, ENGL, FPTC, HESC, MANG, MARK, SFTY, SPCH,  
or TECH

Electives will be determined by the District Fire Department that employs the student and advisement by the program faculty.

TOTAL CREDIT HOURS: 30 OR 36

\* Required Grade of "C" or higher.



NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## FUNERAL SERVICE EDUCATION

DEGREE: ASSOCIATE OF APPLIED SCIENCE  
DIVISION: ALLIED HEALTH

**Caution:** *Students applying for admission to the Funeral Service program should contact their respective state boards of funeral service regarding the state board's approval of this particular program of instruction.*

The Funeral Service Education program prepares the student in all aspects of funeral service, including funeral service counseling and funeral home management. This two-year program admits one class per year in the fall semester. Prospective students must contact the Allied Health Admissions Office to initiate the application procedure. The deadline for applications for admission is April 30. All students who qualify are admitted to the program. To qualify for admittance into the program, the student must meet the following criteria:

1. Possess a high school diploma or equivalent.
2. Score on the ACT, SAT, or Delgado College Placement test sufficient to place the student in college-level courses.
3. If previous college courses have been taken, the student's cumulative grade point average must be at least 2.5.
4. Science courses over 5 years old may require repetition; contact the Allied Health admissions advisor for additional information.

### Goals and Objectives:

At the completion of the Funeral Service Education program, it is expected that graduates will:

1. Develop fully their capabilities and be assisted in setting realistic goals for themselves.
2. Work in an environment in which they may be able to achieve social, moral, and vocational enrichment.
3. Understand the need for self-discipline, respect for others, and for individual and group cooperation.
4. Perceive that learning and self-improvement are lifelong processes.

### Program specific goals:

1. Function as competent funeral directors/embalmers as defined by nationally accepted standards.
2. Explain how the treatment, handling, and disposition of the dead human body, the sociological, psychological, theological, physical, and legal needs of the family and community are fulfilled.
3. Have a complete and thorough knowledge of the state and federal laws regulating funeral service practice.
4. Demonstrate proficiency by successful completion of both national and state licensing examinations.
5. Be able to provide varieties of funeralization as seen in major religious and ethnic subcultures, fraternal, and military groups in the United States.
6. Be able to counsel families about funerals prior to a death, during the time of the funeral, and continue to assist as long as there is a need.
7. Be able to develop professional relationships within and outside of the funeral service community. They must take an active role in the communities in which they reside, not only to provide service, but also to be present as community resources.

Continued next page.

## FUNERAL SERVICE EDUCATION (CONTINUED)

8. Act in a professional manner and constantly be aware of their role as guardians of public health and those measures of safety which must be followed when dealing with human remains.
9. Recognize the high standards of ethical conduct which must be adhered to in order to promote the dignity of funeral service.
10. Take an active role in promoting and attending continuing education programs offered in the profession.

### REQUIRED COURSES IN MAJOR\*

BIOL 211	Microbiology of Human Pathogens	3
BUSL 250	Legal Environment of Business	3
FSED 121	History/Sociology of Funeral Service	3
FSED 130	Dynamics of Grief	3
FSED 131	Funeral Home Management and Directing	3
FSED 134	Mortuary Law and Ethics	3
FSED 135	Funeral Service Merchandising	3
FSED 141	Embalming Techniques	3
FSED 145	Embalming Lab I	2
FSED 146	Embalming Lab II	2
FSED 152	Problems in Anatomy	3
FSED 225	Funeral Service Chemistry	3
FSED 228	Funeral Service Pathology	3
FSED 243	Restorative Art	3
FSED 247	Restorative Art Lab	1
FSED 270	Funeral Services Seminar	3

### REQUIRED RELATED COURSES

MANG 222	Small Business Management	3
SPCH 130	Fundamentals of Speech Communication	3
CMIN 201	Computer and Internet Literacy	3
ACCT 201	Accounting I	3

### GENERAL EDUCATION REQUIREMENTS\*\*

BIOL 141	General Biology I	3
BIOL 143	General Biology I Laboratory	1
ENGL 101	English Composition I	3
ENGL 102	English Composition II <b><i>OR</i></b>	
ENGL 112	Writing for Business and Industry	3
MATH 118	Algebra for College Students	3
	Social Science Requirement	3

### TOTAL CREDIT HOURS: 72

\* Required grade of "C" or higher in all program courses required for degree.

\*\* To facilitate transfer to certain colleges, take ENGL 102 and substitute MATH 130 and a higher-level math course for MATH 118 and 120, if qualified. See General Education Requirements, page 121, for approved Humanities courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## GENERAL SCIENCE

DEGREE: ASSOCIATE OF SCIENCE

DIVISION: SCIENCE AND MATHEMATICS

The General Science curriculum provides foundation courses that may lead to a science or health paraprofession or toward one of the numerous science-related professions requiring additional work at a senior institution or a specialized school. Students planning to continue their education in areas such as dentistry, medicine, optometry, pharmacy, physical therapy, physics, biological science, or chemistry may elect to pursue the Associate of Science in General Science degree.

Students planning to transfer to a four-year institution should consult an advisor or counselor about obtaining either an Associate of Science in General Science or an Associate of General Studies with a concentration in the sciences by following an articulation agreement with participating institutions.

### REQUIRED COURSES IN MAJOR\*

Choose 20 hours from courses listed.

BIOL 141	General Biology I	3	CHEM 143	Gen. Chemistry I Lab	1
BIOL 142	General Biology II	3	CHEM 144	Gen. Chemistry II Lab	1
BIOL 143	Gen. Biology I Lab	1	PHYS 141	General Physics I	3
BIOL 144	Gen. Biology II Lab	1	PHYS 142	General Physics II	3
CHEM 141	General Chemistry I	3	PHYS 143	General Physics I Lab	1
CHEM 142	General Chemistry II	3	PHYS 144	General Physics II Lab	1

### REQUIRED RELATED COURSES\*\*

CMIN 201	Computer & Internet Literacy	3	Social Science Course	3
	Humanities Course	3		

### APPROVED ELECTIVES

Select an additional 8 hours from courses with the following prefixes:

ARCH\*\*\*, BIOL 142 or higher, CHEM 142 or higher, CIVT\*\*\*, ELET, GEOL, MATH 151 or higher, METC\*\*\*, PHYS 142 or higher.

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Comp. I	3	MATH 131	Pre-Calculus Trig.	3
ENGL 102	English Comp. II	3		Fine Arts Requirement	3
MATH 128	Explor. in Col. Alge. <b>OR</b>			Humanities Requirement	3
MATH 130	Pre-Calculus Algebra	3		Natural Science Requirement	3
MATH 129	Trigonometry <b>OR</b>			Social Science Requirement	3

### FREE ELECTIVES

Choose three hours from credit courses that are numbered 100 or above.

TOTAL CREDIT HOURS: 64

\* Both semesters of at least two different sciences must be completed with a grade of "C" or better in each course.

\*\* See General Education Requirements, page 121, for approved Fine Arts, Humanities, Natural Science, and Social Science courses.

\*\*\* Students planning to transfer credits to a baccalaureate program should check with the receiving institution to determine if this course may be used for credit toward a degree.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## GENERAL STUDIES

DEGREE: CERTIFICATE OF GENERAL STUDIES  
DIVISION: ARTS AND HUMANITIES

The Certificate of General Studies is designed to provide students with a broad foundation of fundamental academic courses. It offers students the opportunity to increase readiness for collegiate study while exploring career pathways. It allows students who intend to transfer to senior colleges the opportunity to choose courses that meet the admission requirements of the receiving institution.

Students should meet with a General Studies advisor to determine an educational plan.

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Comp. I	3	Humanities Requirement	3
ENGL 102	English Comp. II	3	Natural Science Requirement	3
MATH 118	Alg. For Coll. Students	3	Social Science Requirement	3
	Fine Arts Requirement	3		

### GENERAL EDUCATION ELECTIVE\*\*

Humanities, Mathematics,  
Natural Science, or Social Science 3

### ELECTIVES

Certificate Elective Area of Choice 6

TOTAL CREDIT HOURS: 30

\*\* For transferability to most four year institutions, students should substitute a higher level MATH course for MATH 118.

NOTE: See page 121 for approved Fine Arts, Humanities, Social/Behavioral Science, and Natural Science courses.

## GENERAL STUDIES

DEGREE: ASSOCIATE OF GENERAL STUDIES

DIVISION: ARTS AND HUMANITIES

The General Studies Program is a flexible and academically structured program designed for those students whose academic objectives cannot be met by other programs offered by the College. While this degree is the basis for most articulation agreements with senior institutions, the student who plans to transfer to a four-year college is encouraged to seek appropriate advising to ensure course transferability.

The General Studies program provides opportunities for students to follow a pre-baccalaureate course of study in several academic areas. With an advisor, an educational plan is developed for the selected course of study. Students must declare a major in General Studies prior to enrolling in the last fifteen (15) semester hours of course work. The following requirements are needed to earn the Associate of General Studies degree:

- Twenty-five percent (25%) of coursework used to meet degree requirements must be taken at Delgado, with nine (9) of those semester hours in major area of concentration.
- Courses in major area of concentration must be completed with a grade of “C” or better.
- At least twelve (12) semester hours must be taken in courses numbered 200 or above, with six (6) of those hours in the major area of concentration.
- Computer & Internet Literacy (CMIN 201): students who are able to demonstrate a competency in the basic use of computers (based on examination) may substitute three (3) hours of free electives for this course. However, students must seek the assistance of their advisor for more information regarding this process.

### MAJOR AREA OF CONCENTRATION\*

Eighteen (18) semester hours in one subject area are required for a major area of concentration, with six (6) semester hours at the 200 level. The concentration must be in a subject area where an associate’s degree is not offered. General Studies students must seek the assistance of their advisor for this selection.

### REQUIRED RELATED COURSES

CMIN 201 Computer & Internet Literacy 3

Eighteen (18) semester hours are required related to this concentration. Students must choose six (6) hours in each of three (3) distinct course areas, other than courses in their major area of concentration. General Studies students must seek the assistance of their advisor with this selection.

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Comp. I	3	Fine Arts Requirement	3
ENGL 102	English Comp. II <b>OR</b>		Humanities Requirement	3
ENGL 112	Writing for Bus./Ind.	3	Natural Science Requirement	6
MATH 118	Alg. for Coll. Stud.	3	Social Science Requirement***	6
MATH 120	Math Survey	3		

TOTAL CREDIT HOURS: 69

\* Required grade of “C” or higher.

\*\* For transferability to most four-year institutions, students should take ENGL 102 and substitute MATH 130 and a higher level MATH course for MATH 118 and 120.

\*\*\* Three hours must be at the 200 level or above.

NOTE: See page 84 for Graduation Requirements.

See page 121 for approved Fine Arts, Humanities, Social Science and Natural Science courses.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College’s web site at <http://www.dcc.edu/transfer/courselist.pdf>

# HEALTH INFORMATION TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: ALLIED HEALTH

The Health Information Technology Program (formerly Medical Records Technology) is a two-year associate degree program which provides academic and clinical education in the field of Health Information services. The Health Information Technology Associate of Applied Science degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) Accreditation Services, 233 N. Michigan Ave, 21st Floor, Chicago, IL 60601-5800, phone: 312-233-1100. After successful completion of the program, graduates are eligible to sit for the national certification examination given by AHIMA.

The program has limited enrollment. Once accepted, the program requires two years to complete. Prospective students must contact the Allied Health Admissions Office to initiate the admissions procedure. The deadline for application to the program is March 15. To qualify for admission into the program, the student must meet the following criteria:

1. Possess a high school diploma or equivalent.
2. Score on the ACT, SAT or Delgado College Placement Test sufficient to place the student in college-level courses. (ENGL 101, MATH 118 and no remedial reading.)
3. If previous college courses have been taken, the student's cumulative grade point average must be at least 2.0.
4. Be able to meet the program's technical standards.

## REQUIRED COURSES IN MAJOR\*

HEIT 101	Health Info. Tech. I	3	HEIT 211	Quality Assurance	3
HEIT 102	Legal Aspects	2	HEIT 212	Advanced Coding	3
HEIT 103	Basic Coding	3	HEIT 251	Directed Practice III	3
HEIT 104	Directed Practice I	3	HEIT 252	Health Info. Tech. Sem.	1
HEIT 151	Stats & Alt Hlth Rec	3	HEIT 253	Info. Tech. & Mgt.	3
HEIT 152	Directed Practice II	1			

## REQUIRED RELATED COURSES

BIOL 251	Human Anat. & Phys. I	3	HESC 142	Human Disease	3
BIOL 252	Human Anat. & Phys. II	3	MANG 201	Principles of Mgmt. <b>OR</b>	
BIOL 253	Human Anat. & Phys. I Lab 1		MANG 224	Supervision	3
BIOL 254	Human Anat. & Phys. II Lab 1		PSYC 127	Gen. Psyc.	3
CMIN 201	Computer & Internet Literacy	3	SPCH 130/131/132		
HESC 111	Medical Terminology	3		Fund./Comm./Tech.	3
HESC 115	Pharmacology for the Allied Health Professional	3			

## GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Comp. I	3	MATH 120	Math Survey	3
ENGL 102	English Comp. II	3		Humanities Requirement	3
MATH 118	Algebra for Coll. Sts.	3			

TOTAL CREDIT HOURS: 72

\* Required grade of "C" or higher.

\*\* See General Education Requirements, page 121, for approved Humanities courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## HORTICULTURE TECHNOLOGY

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
DIVISION: BUSINESS AND TECHNOLOGY

The Horticulture Technology Certificate Program provides students with the basic skills and knowledge to begin a career in the Green Industry. The Green Industry includes areas such as nurseries, garden centers, greenhouses, landscape operations, golf courses and grounds maintenance operations. The program is tailored specifically for the Green Industry in and around the Southeastern Louisiana area. The graduate will be prepared for state licensing examinations and entry-level management and self-employment opportunities in nurseries, garden centers, greenhouses, landscape operations, golf courses, grounds maintenance, and local, state, and parish agencies.

### REQUIRED COURSES IN MAJOR\*

HORT 101	General Horticulture	3
HORT 110	Soil Science	2
HORT 111	Plant Materials	3
HORT 112	Plant Propagation	3
HORT 113	Environmental Landscape Improvement I	2
HORT 120	Horticultural Professionalism	1
HORT 151	Horticulture Internship	2
HORT 200	Applied Botany for Horticulture	2
HORT 214	Landscape Integrated Pest Management	3

### REQUIRED RELATED COURSES

Choose three (3) credit hours from:

ACCT 111	Fundamentals of Accounting	3
ACCT 222	Computerized Accounting Using Quickbooks	3
BUSG 115	Starting A New Business	3
MANG 222	Small Business Management	3
MANG 224	Supervision	3
SPCH 131	Interpersonal Communication	3

### APPROVED ELECTIVES

Choose six to eight (6-8) credit hours from:

HORT 114	Turf Grasses	2
HORT 160	Horticultural Certification	3
HORT 213	Environmental Landscape Improvement II	2
HORT 221	Urban Forestry	3
HORT 222	Landscape Design and Management	2
HORT 201	Greenhouse Management and Production Methods	3
HORT 204	Irrigation	2

TOTAL CREDIT HOURS: 30-32

\* Required grade of "C" or higher.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>



## HORTICULTURE TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: BUSINESS AND TECHNOLOGY

The Horticulture Technology Associate of Applied Science Program provides students with the basic skills and knowledge to begin a career in the Green Industry. The Green Industry includes areas such as nurseries, garden centers, greenhouses, landscape operations, and grounds maintenance operations. The programs are tailored specifically for the Green Industry in and around the Southeastern Louisiana area. The graduate will be prepared for state certification examinations, entry-level management and self-employment opportunities in nurseries, garden centers, greenhouses, landscape operations, grounds maintenance, and local, state and parish agencies. Delgado also offers a Certificate Program in Horticulture Technology.

### REQUIRED COURSES IN MAJOR\*

HORT 101	General Horticulture	3
HORT 110	Soil Science	2
HORT 111	Plant Materials	3
HORT 112	Plant Propagation	3
HORT 113	Environmental Landscape Improvement I	2
HORT 120	Horticultural Professionalism	1
HORT 151	Horticulture Internship I	2
HORT 200	Applied Botany for Horticulture	2
HORT 214	Landscape Integrated Pest Management	3
HORT 224	Horticulture Seminar	1
HORT 251	Horticulture Internship II	2

### REQUIRED RELATED COURSES

Choose nine (9) credit hours from:

ACCT 111	Fundamentals of Accounting	3
ACCT 222	Computerized Accounting Using Quickbooks	3
BUSG 115	Starting A New Business	3
MANG 222	Supervision	3
MANG 224	Small Business Management	3
SPCH 131	Interpersonal Communication	3

### APPROVED ELECTIVES

Choose eleven or twelve (11 or 12) credit hours from:

HORT 114	Turf Grasses	2
HORT 160	Horticultural Certification	3
HORT 213	Environmental Landscape Improvement II	2
HORT 221	Urban Forestry	3
HORT 222	Landscape Design and Management	3
HORT 201	Greenhouse Management and Production Methods	3
HORT 204	Irrigation	2

Continued next page.

## HORTICULTURE TECHNOLOGY (CONTINUED)

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Composition I	3
ENGL 102	English Composition II <b>OR</b>	
ENGL 112	Writing for Business and Industry	3
MATH 118	Algebra for College Students	3
	Humanities Requirement	3
	Social Science Requirement	3
	Natural Science Requirement	3

TOTAL CREDIT HOURS: 62-63

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, take ENGL 102 and higher-level math courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## HOSPITALITY MANAGEMENT

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
DIVISION: BUSINESS AND TECHNOLOGY

The Hospitality Management Program provides academic instruction in the field of hospitality. The program includes instruction in hospitality operation, travel and tourism, and hospitality facilities. The program is designed to provide trained personnel for entry-level positions in the hospitality industry. The hospitality industry includes areas such as hotels, motels, restaurants, travel agencies, tourist and convention centers. The college also offers a non-credit program in Travel and Tourism.

### REQUIRED COURSES IN MAJOR\*

HOST 101	Intro. to Hosp. Ind.	3	HOST 210	Hospitality Practicum	3
HOST 103	Intro. Travel & Tour.	3	HOST 200	Hosp. Revenue Mang.	3
HOST 104	Hotel Sys. & Oper. Mgmt.	3	HOST 202	Hospitality Facilities	3
			CULA 102	Food Prep.	2

### APPROVED ELECTIVES

Choose three (3) hours from courses listed below:

HOST 191	Reser. & Tick.	3	HOST 216	Conv. Mgmt. & Serv..	3
HOST 201	Hosp. Law	3	HOST 221	Hosp. Mark.	3
HOST 211	Food and Bev. Mgmt.	3	CULA 214	Restaurant and Hospitality Supervision	3
HOST 212	Trav. and Tourism Mgmt.	3	CULA 215	Food, Sales, Beverage, and Labor Cost Control	3
HOST 213	Geog. Destinations	3			

TOTAL CREDIT HOURS: 23

\* Required grade of "C" or higher.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## HOSPITALITY MANAGEMENT

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: BUSINESS AND TECHNOLOGY

Delgado Community College provides a learning-centered environment in which to prepare students from diverse backgrounds to attain their educational, career, and personal goals, to think critically, to demonstrate leadership, and to be productive and responsible citizens. In keeping with the College's mission statement, the Hospitality Management program is committed to providing trained employees for the hospitality industry and to creating a positive, learning-centered environment that encourages lifelong learning in our community.

The Hospitality Management Program provides academic instruction and practical experience in the field of hospitality. The program includes instruction in hospitality operations and management, travel and tourism, hospitality revenue management and law, food and beverage management, and convention management.

The program is designed to provide trained personnel for entry-level positions and mid-management positions in the hospitality industry. The program is also designed for students who wish to continue with their studies by matriculating in the School of Hotel, Restaurant, and Tourism Administration at the University of New Orleans.

### REQUIRED COURSES IN MAJOR\*

HOST 101	Intro. to the Hosp. Industry	3	HOST 210	Hospitality Practicum II	3
HOST 103	Intro. to Travel & Tourism	3	HOST 221	Hospitality Marketing	3
HOST 200	Hospitality Accounting	3	CULA 214	Restaurant and Hospitality Supervision	3
HOST 201	Hospitality Law.	3			
Area of Concentration		12-14			

### REQUIRED RELATED COURSES

ECON 201	Macroeconomics	3	SOCI 250	Studies in Cult. Diversity	3
MANG 201	Principles of Management	3	SPCH 131	Interpersonal Comm.	3

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Composition I	3	Humanities Requirement	3
MATH 118	Algebra for Coll. Students	3	Social Science Requirement	3
			Natural Science Requirement	3

### AREAS OF CONCENTRATION (CHOOSE ONLY ONE)

#### Hotel & Lodging Management

HOST 104	Hotel Systems and Operations Mgmt	3	HOST 191	Reservations and Ticketing	3
HOST 202	Hospitality Facilities	3	HOST 216	Convention Management and Service	3

#### Tourism

HOST 191	Reservations and Ticketing	3	HOST 213	Geographic Destinations	3
HOST 212	Tour and Travel Mgmt.	3	HOST 283	Overview of New Orleans	3

#### Food & Beverage Management

HOST 211	Food and Beverage Mgmt.	3	CULA 209	Culinary Seminar	3
HOST 225	Hospitality Seminar	3	CULA 215	Food, Sales, Beverage, and Labor Cost Control	3
CULA 102	Food Preparation I	2			

TOTAL CREDIT HOURS: 60-62

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, substitute MATH 130 for MATH 118. See General Education Requirements, page 121, for approved Humanities, Natural Science, and Social Science courses

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## INTERIOR DESIGN

DEGREE: ASSOCIATE OF ARTS  
DIVISION: ARTS AND HUMANITIES

Delgado offers the Associate of Arts Degree in Interior Design. This degree program is appropriate for students who wish to prepare for the National Council of Interior Design preparation see next page. Please see an advisor if you wish to transfer to a four year institution before enrolling in the program. Visit [www.ncidq.org](http://www.ncidq.org) for specific exam eligibility requirements.

### REQUIRED COURSES IN MAJOR\*

FNAR 103	Drawing I	<b>OR</b>	INTD 242	Computers for Int. Design	<b>OR</b>
FNAR 113	Painting I	3	CADD 201	Intro. To CAD**	3
INTD 111	Hist. of Interior Design I	3	INTD 251	Interior Design IV	3
INTD 125	Drafting for Interior Design	3	INTD 260	Color for Interior Space	3
INTD 131	Two-Dimensional Design	3	INTD 268	Interior Materials, Finishes and Furnishings	3
INTD 141	Interior Design I	3	INTD 270	Lighting Design	3
INTD 151	Interior Design II	3	INTD 274	Int. Constr. Sys.	3
INTD 161	Hist. of Interior Design II	3	INTD 286	Prof. Practices for Int. Design	3
INTD 201	Interior Design III	3			

### APPROVED ELECTIVES

Choose three (3) hours from the courses below:

ARCH 160	Const. Pract. & Codes**	3	INTD 243	Computers for Interior Design II	3
ARCH 180	Hist. of Architecture**	3	INTD 292	Special Studies and Portfolio	3
CADD 212	Arch. Appli. in CADD**	3	INTD 295	Seminar in Interior Design	3
FNAR 125	Art History I	3	INTD 297	European Interiors	3
FNAR 126	Art History II	3			

### GENERAL EDUCATION REQUIREMENTS\*\*\*

ENGL 101	English Comp. I	3	Humanities Requirement****	3
ENGL 102	English Comp. II	<b>OR</b>	Natural Science Requirement	6
ENGL 112	Writing for Bus./Ind.	3	Social Science Requirement*****	6
MATH 118	Alg. for Coll. Sts.	3		

### TOTAL CREDIT HOURS: 72

- \* Required grade of "C" or higher.
- \*\* Students planning to transfer credits to a baccalaureate program should check with the receiving institution to determine if this course may be used for credit toward a degree.
- \*\*\* To facilitate transfer to certain colleges, take ENGL 102 and substitute MATH 130 for MATH 118. See General Education Requirements, page 121, for approved Humanities, Natural Science, and Social Science courses.
- \*\*\*\* These courses may be dictated by an articulation agreement. Students planning to transfer to a baccalaureate program should see an interior design advisor before choosing a course.
- \*\*\*\*\* 3 hours must be at the 200 level or above.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## INTERIOR DESIGN

DEGREE: TECHNICAL DIPLOMA

DIVISION: ARTS AND HUMANITIES

The Technical Diploma in Interior Design is designed for degree holding students to prepare for a career change and acquire the appropriate credentials to practice as an Interior Designer. This program is limited to those students in possession of an Associate degree or higher in a discipline other than Interior Design. The program is designed to meet the requirements as outlined by the National Council for Interior Design Qualification (NCIDQ).

### REQUIRED COURSES IN MAJOR\*

FNAR 103	Drawing I	<b>OR</b>	
FNAR 113	Painting I		3
INTD 111	History of Interior Design I		3
INTD 125	Drafting for Interior Design		3
INTD 131	Two-Dimensional Design		3
INTD 141	Interior Design I		3
INTD 151	Interior Design II		3
INTD 161	History of Interior Design		3
INTD 201	Interior Design III		3
INTD 242	Computers for Interior Design	<b>OR</b>	
CADD 201	Introduction to CAD		3
INTD 251	Interior Design IV		3
INTD 260	Color for Interior Space		3
INTD 268	Interior Material, Finishes, and Furnishings		3
INTD 270	Lighting Design		3
INTD 274	Interior Construction Systems		3
INTD 286	Professional Practices for Interior Design		3
INTD 292	Special Studies and Portfolio		3

### APPROVED ELECTIVES

Choose four (4) courses from the following:

ARCH 160	Construction Practices and Codes		3
ARCH 180	History and Theory of Architecture		3
CADD 212	Architectural Applications in CAD		3
FNAR 125	Art History I		3
FNAR 126	Art History II		3
FNAR 158	Three-Dimensional Design		3
INTD 243	Computers for Interior Design II		3
INTD 295	Seminar in Interior Design		3
INTD 297	European Interiors		3

TOTAL CREDIT HOURS: 60

\* Required grade of "C" or higher.

## LEGAL SECRETARY

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
DIVISION: BUSINESS AND TECHNOLOGY

The Legal Secretary Certificate Program is designed to provide students with the competencies necessary to obtain employment as legal secretaries or legal word-processing specialists. The Legal Secretary Certificate Program was organized by the New Orleans Chapters of the Association of Legal Administrators (ALA) and Legal Secretaries of New Orleans and the River Region (LSNORR) and Delgado Community College.

To be eligible to apply to the Legal Secretary Certificate program, students must demonstrate keyboarding proficiency of at least 35 wpm or have completed ADOT 101 (Keyboarding I).

### REQUIRED COURSES IN MAJOR\*

ACCT 111	Fund. of Acct.	3	BUSG 178	Bus. Comm.	3
ADOT 178	Off. Proc.	3	ADOT 106	Word Proc.	3
ADOT 201	Mach. Trans.	3	ADOT 205	Adv. Word Proc.	3
ADOT 261	Legal Off. Proc.	3	BUSL 202	Intro. to Legal Profession	3
ADOT 262	Leg. Term. & Transcript.	3			

### GENERAL EDUCATION REQUIREMENTS

ENGL 101	Engl. Comp. I	3
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TOTAL CREDIT HOURS: 30

\* Required grade of "C" or higher.



NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## LOGISTICS TECHNOLOGY

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
DIVISION: BUSINESS AND TECHNOLOGY

The Logistics Technology Program is designed to prepare students for a multitude of career opportunities in distribution, transportation, and manufacturing organizations. “Logistics means having the right thing, at the right place, at the right time.” The program is designed to equip students with the knowledge and skills to address the current and future supply-chain needs within today’s industries. Graduates of the certificate program will qualify for positions in governmental agencies, manufacturing, and service organizations. Employment opportunities include entry-level positions in materials management, warehousing, inventory, and as transportation coordinators.

### REQUIRED COURSES IN MAJOR\*

MANG 201	Principles of Management	3
MANG 206	Introduction to Logistics	3
MANG 208	Transportation Management	3
MANG 215	Management Information Systems	3
MANG 220	Introduction to Operations Management	3
MANG 229	Supply Chain Management	3
MANG 230	Warehouse and Inventory Management	3

### REQUIRED RELATED COURSE

BUSG 224	Business Computer Applications <i>or</i>	
CMIN 201	Computer and Internet Literacy	3
MATH 118	Algebra for College Students	3

TOTAL CREDIT HOURS: 27

\* Required grade of “C” or higher.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>



# MASSAGE THERAPY

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
DIVISION: ALLIED HEALTH

The Massage Therapy Program will provide academic and clinical education in the practice of therapeutic massage. The program will include instruction in massage topics such as its history, purpose, benefits, its place in a holistic approach to wellness, and an introduction to the variety of massage techniques for special populations.

Upon successful completion, students will be eligible to take the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) Exam and the State of Louisiana Licensure Exam.

Prospective students should contact the Allied Health Division on the City Park Campus to start the application procedure.

To be eligible for a Certificate in Massage Therapy, students must meet the following criteria:

1. Provide evidence of a high school diploma or equivalent.
2. Be eligible for ENGL 101 and MATH 096 as documented by ACT, placement test or developmental course completion.
3. Successfully complete all required related courses (BIOL 251, 253). Prerequisites for BIOL 251 and 253 are BIOL 141 and 143.
4. Earn a cumulative grade point average (GPA) of at least 2.0 in all college courses.

## REQUIRED COURSES IN MAJOR\*

MSTH 101	Intro. to Therap. Massage	2	MSTH 114	Path. For Massage Therapy	2
MSTH 102	Foundation for Swed. Tech.	3	MSTH 115	Bus./Ethics/Law in MSTH	2
MSTH 103	Mus./Skel. Anat. & Pal. Sk.	3	MSTH 120	Topics for Special Pop.	3
MSTH 111	Sports Massage	2	MSTH 151	Massage Therapy Clin. I	1
MSTH 112	Nmus./Deep Tis. Therapy	2	MSTH 152	Massage Therapy Clin. II	1
MSTH 113	Foun. of Trad. Chin. Med.	3	MSTH 153	Massage Therapy Clin. III	1

## REQUIRED RELATED COURSES

BIOL 251	Anatomy & Physiology I	3	BIOL 252	Anatomy & Physiology II	3
BIOL 253	Anat. & Phys. I Lab	1	BIOL 254	Anat. & Phys. II Lab	1

TOTAL CREDIT HOURS: 33

\* Required grade of "C" or higher.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## MEDICAL CODING

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
DIVISION: ALLIED HEALTH

The Medical Coding Certificate of Technical Studies program at Delgado Community College provides academic and clinical education in inpatient and outpatient coding, including required courses in health record content, medical terminology, anatomy and physiology and disease process. The program prepares graduates to perform medical coding functions in various health care facilities.

The program will adhere to the American Health Information Management Association's (AHIMA) approval criteria for coding certificate programs. Students completing this certificate will be qualified to sit for the Certified Coding Associate (CCA) credential.

Students interested in Delgado's Medical Coding Certificate of Technical Studies program should contact the Allied Health Admissions Office at (504) 671-6201 for admissions information.

### REQUIRED COURSES IN MAJOR\*

HEIT	101	Health Information Technology I	3	HEIT	125	Billing and Reimbursement	2
HEIT	121	Medical Coding I	3	HEIT	141	Professional Practice Medical Coding I	2
HEIT	122	Medical Coding Lab	2				
HEIT	123	CPT Coding	2				

### REQUIRED RELATED COURSES

BIOL	161	Introduction to A & P	3	HESC	112	Advanced Medical Terminology	3
BIOL	163	Intro. to A & P Lab	1	HESC	118	Information Mgt. for AHP	3
CMIN	201	Computer & Internet Literacy	3	HESC	142	Human Disease	3
HESC	111	Medical Terminology	3				

TOTAL CREDIT HOURS: 33

\* Required grade of "C" or higher.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

# MEDICAL LABORATORY TECHNICIAN

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: ALLIED HEALTH

The Medical Laboratory Technician (MLT) performs scientific, diagnostic tests in the medical laboratory to help physicians detect, diagnose, treat, and prevent disease. The medical laboratory combines the latest computer technology with scientific instrumentation to create a challenging and ever expanding workplace. The MLT works with microscopes, computers, and instruments on body fluids, tissues, and cells. MLT graduates are employed in hospital laboratories, clinics, doctors' offices, blood banks, research and commercial laboratories.

The Medical Laboratory Technician Program is a 24 month program which accepts one class each year in January. The deadline for application to this limited admissions program is October 15.

To be considered for admission to the program, applicants must meet the following criteria:

1. Possess a high school diploma or equivalent.
2. Successfully completed all prerequisite courses.
3. Possess a cumulative college grade point average (GPA) of at least 2.0.
4. Be able to meet program's technical standards.

Prerequisites: MATH 118 Algebra for Coll. Sts., ENGL 101 English Comp. I, BIOL 161 Introductory Anatomy and Physiology, and BIOL 163 Introductory Anatomy and Physiology Lab.

The Medical Laboratory Technician Associate of Applied Science degree program and the Phlebotomy Technician TCA program are accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 W Bryn Mawr Ave., Suite 670, Chicago, IL 60631, phone: 773-714-8880, fax: 773-714-8886, email: info@naacls.org, www.naacls.org.

## REQUIRED COURSES IN MAJOR\*

MLTS 103	Intro. to Med. Tech.	2	MLTS 250	Practicum II	4
MLTS 207	Hematology I	3	MLTS 260	Clin. Micro.	3
MLTS 208	Hematology II	3	MLTS 262	Clin. Micro. Lab	2
MLTS 220	Immunology & Serology	4	MLTS 264	Parasitology	2
MLTS 230	Practicum I	1	MLTS 270	Clin. Immunohematology	3
MLTS 240	Clin. Chemistry	3	MLTS 280	Practicum III	1
MLTS 242	Clin. Chemistry Lab	2	MLTS 282	Practicum IV	6
MLTS 245	Urinalysis	3	MLTS 290	Seminar in Med. Tech.	3

## REQUIRED RELATED COURSES

BIOL 161	Intro. Anat. & Phys.	3	CHEM 141	General Chem. I	3
BIOL 163	Intro. Anat. & Phys. Lab	1	CHEM 143	General Chem. Lab I	1
BIOL 210	Microbiology	3	SOCI 151	Intro. Sociology <b>or</b>	
BIOL 212	Microbiology Lab	1	PSYC 127	General Psychology	3

## GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Comp. I	3	Humanities Requirement	3
MATH 118	Alg. for College Students	3		

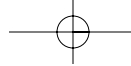
TOTAL CREDIT HOURS: 69

\* Required grade of "C" or higher.

\*\* See General Education Requirements, page 121, for approved Humanities courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>



## MOTOR VEHICLE TECHNOLOGY

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
DIVISION: BUSINESS AND TECHNOLOGY

Delgado offers a one-year certificate in Motor Vehicle Technology. Students may choose one of the following concentrations:

### REQUIRED COURSES IN MAJOR\*

MOVH 103	Tools and Equipment	2
MOVH 105	Basic Engines	2
MOVH 130	Fund. of Electricity	3
Area of Concentration <sup>†</sup>		15-16

### <sup>†</sup>CONCENTRATIONS\* (CHOOSE ONLY ONE)

#### • COLLISION REPAIR CONCENTRATION

MOVH 109	Auto. Gas Met. Arc Wel.	2
MOVH 175	Auto Painting Tech.	3
MOVH 217	Auto Chassis	3
MOVH 219	Auto Chassis Lab	1
MOVH 224	Collision Repair I	3
MOVH 226	Collision Repair II <b>OR</b>	
MOVH 176	Auto Painting II	3

#### • GENERAL AUTOMOTIVE CONCENTRATION

MOVH 231	Mtr. Veh. Elec. Sys.	3
MOVH 233	Mtr. Veh. Elec. Sys. lab	1

Choose any three of the following course pairs

MOVH 154 & 156	Auto Brakes & Lab	4
MOVH 206 & 208	Fuel Sys. & Lab	4
MOVH 211 & 213	Eng. Recond. & Lab	4
MOVH 217 & 219	Auto Chassis & Lab	4
MOVH 232 & 234	Ignit. and Test Equip. & Lab	4
MOVH 260 & 262	Auto Air Cond. & Lab	4

TOTAL CREDIT HOURS: 22-23

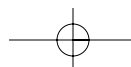
\* Required grade of "C" or higher.

*See the following page for the degree program.*

Information on the TCAs associated with this program can be found on pages 214-215.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>



## MOTOR VEHICLE TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE  
DIVISION: BUSINESS AND TECHNOLOGY

The degree curriculum in Motor Vehicle Technology provides two areas of concentration: Body and Fender and General Automotive. Delgado Community College has two cooperative degree programs in Motor Vehicle Technology: ASSET with Ford Motor Company and ASEP with General Motors. Students entering either program must be sponsored by a participating Ford or GM dealer who provides supervised work experience for approximately eight weeks of each semester. The other half of the semester is spent in special classes at Delgado.

The Motor Vehicle Technology degree program is accredited by the National Association of Industrial Technology, 3300 Washtenaw Avenue - Suite 220, Ann Arbor, MI 48104, phone: 734-677-0720, fax: 734-677-0046, email: nait@nait.org.

### REQUIRED COURSES IN MAJOR\*

Any COOP Education: Tech	3	MOVH 154	Auto Brakes	3	
MOVH 103	Tools and Equip.	2	MOVH 156	Auto Brakes Lab	1
MOVH 105	Basic Engines	2	MOVH 160	Auto Service Bus.	3
MOVH 106	Basic Diesel Engines	3	MOVH 231	Electrical Systems	3
MOVH 130	Fund. of Electricity	3	MOVH 233	Electrical Systems Lab	1
Area of Concentration	15-16				

### APPROVED ELECTIVES

Choose an additional 9 hours from courses with the following prefixes: COOP and/or MOVH.

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Comp. I	3	Humanities Requirement	3
MATH 118	Algebra for Coll. Stu.	3	Natural Science Requirement	3
			Social Science Requirement	3

### CONCENTRATIONS\* (CHOOSE ONLY ONE)

• COLLISION REPAIR CONCENTRATION					
MOVH 109	Auto. Gas Met. Arc Wel.	2	MOVH 224	Collision Repair I	3
MOVH 175	Auto Painting Tech.	3	MOVH 226	Collision Repair II <b>OR</b>	
MOVH 217	Auto Chassis	3	MOVH 176	Auto Painting II	3
MOVH 219	Auto Chassis Lab	1			
• GENERAL AUTOMOTIVE CONCENTRATION					
Choose any four of the following course pairs					
MOVH 206 & 208	Fuel Systems & Lab	4			
MOVH 211 & 213	Engine Recond. & Lab	4			
MOVH 217 & 219	Auto Chassis & Lab	4			
MOVH 232 & 234	Ignit. & Test Sys. & Lab	4			
MOVH 240 & 242	Standard Trans. & Lab	4			
MOVH 244 & 246	Auto. Trans. & Lab	4			
MOVH 260 & 262	Auto. Air Cond. & Lab	4			

TOTAL CREDIT HOURS: 63-64

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, substitute MATH 130 for MATH 118. See General Education Requirements, page 121, for approved Humanities, Natural Science, and Social Science courses.

Information on the TCA associated with this program can be found on pages 214-215.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## MUSIC

DEGREE: ASSOCIATE OF ARTS

DIVISION: ARTS AND HUMANITIES

The music program offers two concentrations which are designed to develop skills leading to a degree in either classical performance/education or in jazz studies; the program includes courses in studio recording techniques. The program is engineered for either transfer to a four-year institution, for potential employment in the music industry, or for personal enrichment. Many of the course offerings utilize a state-of-the-art Macintosh computer lab with full MIDI stations and a wide array of software for the development of music theory and listening skills.

### REQUIRED CORE COURSES\* (all concentrations)

MUSC 109	Harmony I	3	MUSC 112	Musicianship II	1
MUSC 110	Harmony II	3		Applied Major Instrument	12
MUSC 111	Musicianship I	1		Area of Concentration*	21/22

### GENERAL EDUCATION REQUIREMENTS\*\* (all concentrations)

ENGL 101	Engl. Comp. I	3		Fine Arts Requirement	3
ENGL 102	Engl. Comp. II	3		Humanities Requirement	3
MATH 118	Alg. for Coll. Students	3		Natural Science Requirement	6
				Social Science Requirement****	6

TOTAL CREDIT HOURS: 68-69

### \*CONCENTRATIONS\* (CHOOSE ONLY ONE)

#### •PERFORMANCE/EDUCATION CONCENTRATION

##### REQUIRED COURSES\*

MUSC 213-214 Intro. to Music Lit. 4

##### REQUIRED RELATED COURSES

MUSC 101, 102			Ensemble: Chorus, Concert Band	
	Recital Hour I-II	2	Jazz or Guitar Ensemble	4
			Keyboard Studies***	8
			Musical Electives	3

#### •JAZZ CONCENTRATION

##### REQUIRED COURSES\*

MUSC 203	Jazz Harmony and Theory I	2	MUSC 200	Introduction to Jazz Lit.	3
MUSC 106, 107, 206	Jazz Improvisation I-III	3	MUSC 205	Jazz Combo	1
			MUSC 215	Studio Recording Techniques	3

##### REQUIRED RELATED COURSES

MUSC 145, 146, 245, 246			Music 213 or 214	
	Jazz Ensemble I-IV	4	Introduction to Music Lit.	2
MUSC 101, 102,	Recital Hour I-II	2	Music Electives	2

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, substitute MATH 130 for MATH 118. See General Education Requirements, page 121, for approved Fine Arts, Humanities, Natural Science, and Social Science courses.

\*\*\* Students for whom piano is the major instrument must elect other courses from the list of minor instruments.

\*\*\*\* Three hours must be at the 200 level or above.

Information on the TCAs associated with this program can be found on pages 214-215.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

# NUCLEAR MEDICINE TECHNOLOGY

POST - ASSOCIATE CERTIFICATE PROGRAM  
DIVISION: ALLIED HEALTH

Nuclear Medicine is the medical specialty that utilizes the nuclear properties of radioactive and stable nuclides to make diagnostic evaluations of the anatomic or physiologic conditions of the body and to provide therapy with unsealed radioactive sources. The skills of the nuclear medicine technologist complement those of the nuclear physician and other professionals in the field.

The Nuclear Medicine Technology program at Delgado Community College is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT). The program is a one-year, full-time program of combined clinical and classroom education. Upon successful completion, students will be eligible to take the American Registry of Radiologic Technology Exam in Nuclear Medicine and/or the Nuclear Medicine Technology Certification Board Exam.

The program admits one class per year, and enrollment is limited by the number of clinical positions available in affiliate hospitals. The program begins in the fall semester and extends through the spring term.

Selection into the program is based on the candidate's overall qualities, including college and professional education background, grade averages, character references, evidence of basic skills, interpersonal relations, and an interest in nuclear medicine. Applicants must be able to meet the program's technical standards. All applications are evaluated by the faculty committee on admissions for the Allied Health Division. Prospective students must contact the Allied Health Admissions Office for admissions criteria and to initiate the admissions procedure. The deadline for application to the program is May 15.

To be eligible to apply for admission to the Nuclear Medicine Technology program students must:

1. Be an associate degree graduate of an accredited allied health occupation program **OR**
2. Have at least 60 credit hours of previous college coursework.
3. All applicants must have completed the following:

### **Prerequisites:**

ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
MATH 118	Algebra for College Students	3
MATH 120	Mathematics Survey with Applications	3
BIOL 251	Human Anatomy and Physiology I	3
BIOL 253	Human Anatomy and Physiology I Laboratory	1
BIOL 252	Human Anatomy and Physiology II	3
BIOL 254	Human Anatomy and Physiology II Laboratory	1
PHYS 101	Elementary Physics	3
HESC 111	Medical Terminology	3

### REQUIRED COURSES IN MAJOR\*

NUMT 200	Intro. to Nuc. Med.	1	NUMT 252	Clinical Procedures II	3
NUMT 211	Physics of Nuc. Med.	3	NUMT 253	Clinical Proced. III	3
NUMT 221	Instrumentation	2	NUMT 261	Pract. in Nuc. Med. I	4
NUMT 232	Radiopharmacology	2	NUMT 262	Pract. in Nuc. Med. II	4
NUMT 242	Rad. Biology & Safety	3	NUMT 263	Pract. in Nuc. Med. III	4
NUMT 251	Clinical Procedures I	3	NUMT 283	Comprehensive Sem.	1

TOTAL CREDIT HOURS: 33

\* Required grade of "C" or higher.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## NURSING – REGISTERED NURSING

DEGREE: ASSOCIATE OF SCIENCE

DIVISION: CHARITY SCHOOL OF NURSING

Successful completion of the program qualifies the graduate to take the National Council Licensure Examination for state licensure as a Registered Nurse and to seek employment as nurse in a first-level position in various health care settings. Graduates are prepared to continue study for a baccalaureate degree in nursing. The School of Nursing has full approval from the Louisiana State Board of Nursing (17373 Perkins Road, Baton Rouge, LA 70810, 225-755-7500) and is accredited by the National League for Nursing Accrediting Commission. (61 Broadway, 33rd floor, New York, NY 10006. Phone 1-212-363-5555)

To be eligible for admission to the Associate of Science degree program, a student must meet Delgado Community College admission requirements and the following additional criteria:

1. A high school diploma or a G.E.D.
2. Non-remedial (non-developmental) status in English and Math.
3. An overall college grade point average (GPA) of at least 2.0 if college work is attempted.
4. A GPA of at least 2.5 in all non-nursing (required related or general education) courses.
5. A Delgado Community College GPA of 2.0 (if applicable).
6. An acceptable score on the pre-nursing exam. It may be taken on the City Park Campus in the Office of Advising and Testing in Building 10, Room 131. More information may be obtained in the Information Bulletin or on the Delgado Community College website.

**The Louisiana State Board of Nursing reserves the right to deny a student admission to clinical nursing courses. A copy of the information required by the Louisiana State Board of Nursing is available in the Nursing Admissions Information Bulletin. Failure to meet these requirements can result in denial of admission to the clinical nursing courses. Please note that drug testing is required upon admission and/or at various times during the nursing program. A criminal history record and background check are required of all students in the nursing program.**

A class is admitted each January and August. The program may be completed in a minimum of five semesters and one summer session. This is a limited enrollment program with competitive admission. Admission is a function of the School of Nursing Admissions Committee.

To obtain an Information Packet and application, contact the Nursing Admission Office at [csn@dcc.edu](mailto:csn@dcc.edu), 504-571-1270, 568-6411, or write to 450 S. Claiborne Avenue, New Orleans, LA 70112.

**Licensed Practical Nurses** who wish to earn an Associate degree in Nursing have several options at Delgado-Charity School of Nursing: (1) LPNs may seek application to the program as generic students who will proceed through the prescribed curriculum. (2) They may seek advanced placement and, if they meet the criteria, LPNs may “advance place” into the second semester of the nursing curriculum, NURS-122: Nursing of the Adult Client I. (3) Students who meet criteria may enroll in NURS-132: Transitions in Nursing: Licensed Practical Nurse (LPN) to Registered Nurse (RN). This is the accelerated option. Upon successful completion of NURS-132, the student may “advance place” into the third semester of the nursing curriculum. The last two options have specific requirements and admission timelines. To obtain information regarding either option, contact Delgado-Charity School of Nursing at 504-571-1270.

**Transfer students** from other nursing schools must meet admission and progression criteria at the time of application. Additionally, the student must be in good standing at the previous nursing program. Transfer students must provide a syllabus and course descriptions for all nursing courses previously taken.

To obtain information on the program, please visit the Delgado Community College website under Delgado-Charity School of Nursing. Also, the application and information on the pre-nursing exam are available for review on the website. Required application materials, *to be submitted as one package at the same time*, consist of the Charity School of Nursing application, exam scores, and all college transcripts.

Continued next page.



## NURSING – REGISTERED NURSING (CONTINUED)

### Prerequisites to enrollment in **first nursing course:**

BIOL 251	Anatomy & Physiology I	ENGL 101	English Composition I
BIOL 253	Anatomy & Physiology I Lab	MATH 118	Algebra for College Students

Students who elect to take Anatomy and Physiology II lecture and lab prior to enrolling in nursing courses must have completed both courses within five years of enrollment in the first clinical nursing course (NURS 112).

### Prerequisites to **NURS 122:**

BIOL 252	Anatomy & Physiology II	BIOL 254	Anat. & Phys. II Lab
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### Prerequisites to **NURS 219 & 221:**

PSYC 127	General Psychology
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### Prerequisites to **NURS 232:**

All courses except 3hr. Humanities elective or 3hr. Fine Arts elective

### REQUIRED COURSES IN MAJOR\*

NURS 112	Basics in Nursing	6	NURS 219	Parent-Child Nursing	7
NURS 115	Pharmacology in Nurs.	3	NURS 221	Mental Health Nursing	6
NURS 122	Nursing of Adult Clients I	9	NURS 232	Nurs. of Adult Clients II	9

### REQUIRED RELATED COURSES\*

BIOL 211	Microbiology	3	BIOL 252	Anat. & Phys. II	3
BIOL 251	Anat. & Phys. I	3	BIOL 254	Anat. & Phys. II Lab	1
BIOL 253	Anat. & Phys. I Lab	1	PSYC 127	General Psychology	3

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Comp. I	3	MATH 120	Math Survey	<b>OR</b>
ENGL 102	English Comp. II	3	MATH 128	Explor. In College Algebra	3
MATH 118	Alg. for Coll. Students	3	Humanities Requirement		3
Fine Arts Requirement		3			

### TOTAL CREDIT HOURS: 72

\* Required grade of “C” or higher in **all program courses required for degree**. Prerequisites to each clinical nursing course include: completion of a Health Care Provider CPR Course renewed every two years and valid through each semester of enrollment, completion of immunizations, documentation of student nurse liability insurance, and health insurance.

\*\* Six credit hours of college-level math are required, three of these in algebra. Suggested math courses are MATH 118, 120, 203 and MATH 128 or 130. To facilitate transferability to some baccalaureate nursing programs, math at the level of 130 or higher is recommended. See page 121, **General Education Requirements**, for approved Fine Arts courses and Humanities courses.

Information on the TCA associated with this program can be found on pages 214-215.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## NURSING – PRACTICAL NURSING

TECHNICAL DIPLOMA PROGRAM  
DIVISION: CHARITY SCHOOL OF NURSING

Successful completion of this program qualifies the graduate to take the National Council Licensure Examination for state licensure as a practical nurse (LPN). An LPN provides general nursing care under the direction of a registered nurse and/or a licensed physician. This program is **accredited by the Louisiana State Board of Practical Nurse Examiners, 3421 N. Causeway Blvd., Suite 203, Metairie, LA 70002-3711.**

One class is admitted every **June**. All developmental English, reading and math courses must be completed by June enrollment. Prospective students should contact the **Admissions Office on the Charity Campus at 504-571-1280 or look for information on the Delgado Community College website under Delgado-Charity School of Nursing. Information may also be obtained by writing to 450 S. Claiborne Ave., New Orleans, LA 70112.**

Students are eligible to apply to the practical nursing program when they have met the following criteria:

1. A high school diploma or GED.
2. Eligibility for MATH 118 and ENGL 101 by the June admission date. (Note: Course completion is not required, but developmental courses must be completed by this time.)
3. Minimum scores on a pre-nursing entrance exam. Delgado Community College Practical Nursing program accepts test scores from the TABE, COMPASS, NET, or ACT exams for admission to the PN program.
  - TABE: Reading – 11.0 grade level; Language – 11.0 grade level; Math – 10.5 grade level
  - COMPASS: Reading – 56; Language – 63; Math – 44
  - NET: Reading – 56; Language – 63; Math – 57
  - ACT: Reading – 19; Language – 17; Math – 17

To schedule a test, applicants should contact the Office of Advising and Testing, Building 10, Room 131 B, City Park Campus (504) 671-5080.

4. An overall college grade point average (GPA) of 2.0 or greater in any college work attempted.
5. A Delgado Community College overall GPA of 2.0 or greater.
6. A negative criminal background check.

Biology 114, 161, and 163 (a) may be completed at the City Park Campus, West Bank Campus, or at either Northshore site before enrollment in the first nursing course, or (b) must be taken with the first nursing course. The courses must have been completed within four years of enrollment in the program. To facilitate transferability to the Delgado-Charity School of Nursing Associate degree program for nursing, BIOL 251, 253, 252, and 254 may be taken as a substitute for BIOL 161 and 163. All four biology courses must be taken within four years of enrollment in the program.

**The Louisiana State Board of Practical Nurse Examiners reserves the right to deny a student admission to clinical nursing courses based upon results of a preliminary criminal records check. Additionally, drug testing may be required in the practical nursing program.**

Continued next page.

## NURSING – PRACTICAL NURSING (CONTINUED)

### REQUIRED COURSES IN MAJOR\*

PRNU 101	Intro. to Prac. Nurs.	3	PRNU 120	Med.-Surgi. Nurs. II	15
PRNU 105	Fund. of Prac. Nurs.	9	PRNU 126	Spec. Needs: Obstet., Pedi., Ment. Health Nurs.	9
PRNU 109	Med.-Surgi. Nurs. I	9	PRNU 127	Career Readiness	2
NURS 115	Pharma. in Nursing	3			

### REQUIRED RELATED COURSES\*\*

BIOL 161	Intro. Anat. & Phys.	3	BIOL 114	Nutrition	3
BIOL 163	Intro. Anat. & Phys. Lab.	1			

TOTAL CREDIT HOURS: 57

\* Required grade of “C” or higher.

\*\* Required grade of “C” or higher. BIOL 114, 161 and 163 may be completed during the Fall or Spring semesters at the College (City Park, West Bank or Slidell Campuses) before enrollment in the first nursing courses, or they must be taken with the first nursing course.

Delgado-Charity School of Nursing reserves the right to make changes to admissions requirements, academic policies, and other rules and regulations that may affect applicants and students. The requirements of Delgado-Charity School of Nursing are continually under examination. There is no guarantee the requirements presented in this publication will not be changed or revoked. Adequate and reasonable notice will be given to applicants and students affected by the change. Current information is always available at the Delgado-Charity School of Nursing Admissions Office and/or website. It is the responsibility of the student to keep apprised of current changes in requirements.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>



# OCCUPATIONAL THERAPY ASSISTANT

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: ALLIED HEALTH

An occupational therapy assistant helps persons who are impaired due to injury or illness, emotional disorder, mental retardation, developmental disabilities, or the aging process. The rehabilitation services administered by an Occupational Therapy Assistant are used to maximize ability, maintain health, and prevent disability. Specific tasks may include teaching or adapting daily living skills, enhancing functional performance with exercises or crafts, developing perceptual and/or motor skills, or enhancing social skills.

Delgado's Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), American Occupational Therapy Association, 4720 Montgomery Lane, P.O. Box 31220, Bethesda, Maryland 20814-3425; (301) 652-2682.

The Occupational Therapy Assistant Program is an Associate of Science degree program, which accepts one class each year, **starting in the fall semester and extending for four full-time daytime semesters**. The program has limited enrollment. Prospective students should contact the Allied Health Admissions office to initiate application procedure. The deadline for application to the program is May 15.

To be eligible to apply to the Occupational Therapy Assistant program, students must meet the following criteria:

1. Possess a high school diploma or equivalent.
2. Successfully complete all prerequisite general education and required related courses.
3. Earn a cumulative GPA of at least 2.0 in all college courses.
4. Have completed a minimum of 30 clock hours of observation, volunteer or work experience in two different occupational therapy settings under the direct supervision of two different licensed occupational therapists. Additional hours are recommended.
5. Be able to meet program's technical standards.

## REQUIRED COURSES IN MAJOR\*

OCTA 201	Intro. to Occup. Therapy	3	OCTA 211	Health Care Systems	1
OCTA 202	Group Skills	3	OCTA 212	Devel. Considerations	2
OCTA 203	Kines. & Occup. App.	3	OCTA 213	Neuro & OT	3
OCTA 204	Conditions & App. I	3	OCTA 214	Conditions & App. II	3
OCTA 205	Occup Theory & App. I	3	OCTA 215	O. Theory & App. II	3
OCTA 206	Therapeutic Media	3	OCTA 217	Clinical Appl. I	3
OCTA 207	Community Occup.	2	OCTA 220	Clinical Appl. II	3
OCTA 208	Psychosocial App. OT	3	OCTA 221	OT Asst. Seminar	1

## REQUIRED RELATED COURSES

BIOL 251	Anatomy &Phys. I**	3	SOCI 151	Intro. Socio.	3
BIOL 253	Anatomy &Phys. Lab I	1	PSYC 240	Abnormal Psych.	3
BIOL 252	Anatomy &Phys. II	3	PSYC 226	Human Growth &Devel.	3
BIOL 254	Anatomy &Phys. Lab II	1			

## GENERAL EDUCATION REQUIREMENTS\*\*\*

ENGL 101	Engl. Comp. I	3	PSYC 127	Gen. Psych.	3
MATH 118	Algebra for Coll. Students	3	Humanities Elective		3

## TOTAL CREDIT HOURS: 71

\* Required grade of "C" or higher. It is recommended that OCTA 201-Intro. to Occupational Therapy be taken before application to the program.

\*\* Prerequisites for BIOL 251 are BIOL 141 and 143.

\*\*\* See General Education Requirements, page 121, for approved Humanities courses.

To facilitate transfer to certain colleges, substitute MATH 130 for MATH 118.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

# OPHTHALMIC MEDICAL ASSISTANT

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
DIVISION: ALLIED HEALTH

The Ophthalmic Medical Assistant is a technical health worker who assists an Ophthalmologist in providing direct patient care as well as in medical office organization/administration. After successful completion of the program, the students will qualify to sit for the national certification test administered by the Joint Commission of Allied Health Personnel in Ophthalmology.

The Ophthalmic Medical Assistant program admits one class each year in the fall session. Upon acceptance, the program requires 2 semesters to complete. The program has limited enrollment. Prospective students should contact the Allied Health Admissions Office to initiate application procedure. The deadline for application to the program is April 30.

To be eligible to apply to the Ophthalmic Medical Assistant Program, students must meet the following criteria:

1. Possess a high school diploma or equivalent.
2. Score on ACT, SAT, or Delgado Placement Test sufficient to place the student in college level courses (ENGL 101, MATH 118, and no remedial reading).
3. Earn an overall grade point average (GPA) of at least 2.0 in all college courses.
4. Be able to meet program's technical standards.

The Ophthalmic Medical Assistant Certificate of Technical Studies program is accredited by the Commission on Accreditation of Ophthalmic Medical Programs, (CoA-OMP), 2025 Woodlane Drive, St Paul, MN 55125-2998, phone: 800-284-3937, fax: 651-731-0410, e-mail: CoA-OMP@jcahpo.org.

## REQUIRED COURSES IN MAJOR\*

OPHT 101	Intro. to Opht. Med. Asst.	1	OPHT 221	Basic Opht. Pharma.	2
OPHT 201	Anat. & Phys. for Opht. Personnel	1	OPHT 222	Opht. Pt. Care	2
OPHT 202	Prin. of Tonometry/Glaucoma	1	OPHT 223	Intro. to Disease of the Eye	2
OPHT 203	Main. of Opht. Instru.	1	OPHT 224	Opht. Optics and Basic Refract.	2
OPHT 204	Practicum I	8	OPHT 225	Practicum II	7

## REQUIRED RELATED COURSES

HESC 111	Med. Term.	3	HESC 118	Info. Mgmt. for All. Hlth. Pro.	3
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TOTAL CREDIT HOURS: 33

\* Requires a grade of "C" or higher.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## PASTRY ARTS

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
DIVISION: BUSINESS AND TECHNOLOGY

The Pastry Arts Certificate of Technical Studies serves students seeking occupations in hotels, restaurants, pastry shops, in-store and individually owned bakeries. The program is designed to provide trained personnel for entry-level positions in the baking/pastry industry.

Students are eligible for admission to the Pastry Arts CTS if they meet the following criteria:

1. Possess a high school diploma or equivalent.
2. Score on the ACT, SAT or Delgado College Placement Test sufficient to place the student in the following college courses:
  - a. ENGL 101
  - b. MATH 095
  - c. No remedial reading.

Students not eligible to register for MATH 095 must enroll and pass MATH 091 with a grade of "C" or better before acceptance into the Pastry Arts program.

### REQUIRED COURSES IN MAJOR\*

CULA 103	Food Safety and Sanitation	3
PAST 101	Introduction to Baking and Pastry	3
PAST 102	Baking and Pastry Skills Lab I	3
PAST 103	Baking & Pastry Skills Lab II	3
PAST 150	Work Experience I	3
PAST 204	Specialty Decorations / Showpieces	4
PAST 250	Work Experience II	3

TOTAL CREDIT HOURS: 22

\* Required grade of "C" or higher.



NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## PERFORMANCE AND MEDIA ARTS

DEGREE: ASSOCIATE OF ARTS

DIVISION: ARTS AND HUMANITIES

The Associate of Arts degree in Performance and Media Arts offers concentrations in Theatre Arts, Speech Communication, Television Production, Print/Broadcast Journalism and Public Relations. The curricula in all five concentrations are integrated to provide an interrelated performance and media arts education. All five concentrations are designed for transfer to four-year institutions. Only one concentration may be used for a degree.

### Print/Broadcast Journalism Concentration

The Print/Broadcast Journalism concentration focuses on building good writing and reporting skills combined with practical experience in newspaper editing and advanced reporting on the student newspaper, *The Dolphin*, as well as internships in print or broadcast journalism settings. This concentration prepares students for a variety of opportunities in any field that requires strong writing skills: public relations, print (newspapers and magazines), broadcasting (radio and television), advertising, or business and technical writing. (See p. 198)

### Public Relations Concentration

The Public Relations Concentration is designed to explore the varied aspects of the customer/public relations industry. Students focus on written and oral communication skills—including interpersonal skills, presentation skills, writing and submitting press releases, media relations, and customer service. This concentration is designed to accommodate both the student wishing to seek employment upon receiving the Associate of Arts degree and the student wishing to transfer to a four-year institution. (See p. 198)

### Speech Communication Concentration

Students who elect the Speech Communication concentration will have the opportunity to take such courses as public speaking, rhetoric, persuasion, interpersonal communication, and performance communication. Delgado graduates in the Speech Communication concentration may find employment in law enforcement, governmental affairs, customer relations, sales, social services, or any position that requires communication skills. (See p. 199)

### Television Production Concentration

The Television Production concentration explores the varied aspects of the television industry. Courses include television production process, studio production/direction, editing and post production, field production, scriptwriting, and corporate and organizational television. Students will gain hands-on experience through television and video production projects in the City Park Campus studio or in internships with local television stations. (See p. 199)

### Theatre Arts Concentration

The Theatre Arts concentration is designed to develop and promote communication skills, creativity, and self-expression through the study and appreciation of various aspects of the theatre. Students may eventually enter careers in the performing arts fields of acting, management, design, production, or education. (See p. 199)

NOTE: A student may earn a degree in only one of these concentrations.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

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## PERFORMANCE AND MEDIA ARTS (CONTINUED)

### REQUIRED COURSES IN MAJOR\* (ALL CONCENTRATIONS)

HUMA 105	Hum. Through the Arts	3	SPCH 130	Fundamentals of Speech	3
MSCM 101	Intro. to Mass. Comm.	3	THEA 101	Intro. to Theatre	3
MSCM 105	Writing for Media	3			
	Area of Concentration*	24			

### GENERAL EDUCATION COURSES\*\* (ALL CONCENTRATIONS)

ENGL 101	English Comp. I	3	Humanities Requirement	3
ENGL 102	English Comp. II	3	Natural Science Requirement	6
MATH 118	Alg. for College Students	3	Social Science Requirement***	6
	Fine Arts Requirement	3		

### FREE ELECTIVES

Choose three hours from credit courses that are numbered 100 or above.

TOTAL CREDIT HOURS: 69

### CONCENTRATIONS\* (CHOOSE ONLY ONE)

#### Print/Broadcast Journalism Concentration

Required Courses in Concentration\*

MSCM 111	Introduction to Public Relations	3
MSCM 201	Writing for the Media II	3
MSCM 242	Public Relations Issues/Strategies	3
SPCH 240	Rhetoric and Persuasion	3
TEVP 124	Introduction to Television/Film Production	3
MSCM 145-146-245-246	Newspaper Reporting and Editing I-IV	
	(1 credit hour each) Choose three (3) credit hours <b>OR</b> choose two	
	(2) credit hours and one (1) additional credit hour from the following:	
MSCM 147-148-247-248	(Radio Production I-IV) <b>OR</b>	
TEVP 127-128-227-228	(Television Production I-IV).	3

#### APPROVED ELECTIVES

Choose six (6) hours from the following: MSCM, SPCH, TEVP, or THEA courses, ADOT 141\*\*\*\*, ADOT 209\*\*\*\*, ADOT 215\*\*\*\*, MANG 201, MARK 201, VISC 185, any course designated as an Honors course.

#### Public Relations Concentration

Required Courses in Concentration\*

MANG 201	Principles of Management	3
SPCH 240	Rhetoric and Persuasion	3
MSCM 111	Introduction to Public Relations	3
MSCM 201	Writing for the Media II	3
MSCM 242	Public Relations Issues/Strategies	3
MSCM 145-146-245-246	Newspaper Reporting and Editing I-IV	
	(1 credit hour each) Choose three (3) credit hours <b>OR</b> choose two	
	(2) credit hours and one (1) additional credit hour from the following:	
MSCM 147-148-247-248	(Radio Production I-IV) <b>OR</b>	
TEVP 127-128-227-228	(Television Production I-IV).	3

#### APPROVED ELECTIVES

Choose six (6) hours from the following: MSCM, SPCH, TEVP, or THEA courses, ADOT 141\*\*\*\*, ADOT 209\*\*\*\*, ADOT 215\*\*\*\*, MANG 201, MARK 201, VISC 185, any course designated as an Honors course.

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PROGRAMS OF STUDY



## PERFORMANCE AND MEDIA ARTS (CONTINUED)

### Speech Communication Concentration

#### Required Courses in Concentration\*

SPCH 131	Interpersonal Communication	3
SPCH 132	Workplace Communication	3
SPCH 230	Public Speaking	3
SPCH 236	Intercultural Communication	3
SPCH 240	Rhetoric and Persuasion	3

#### MSCM 147-148-247-248 Radio Production I-IV

(1 credit hour each) Choose three (3) credit hours OR choose two (2) credit hours and one (1) additional credit hour from the following:

MSCM 145-146-245-246 (Newspaper Reporting and Editing I-IV)

OR TEVP 127-128-227-228 (Television Production I-IV). 3

#### APPROVED ELECTIVES

Choose six (6) hours from the following: MSCM, SPCH, TEVP, or THEA courses, ADOT-141\*\*\*\*, ADOT 209\*\*\*\*, ADOT-215\*\*\*\*, MANG 201, MARK 201, VISC 185, any course designated as an Honors course.

### Television Production Concentration

#### Required Courses in Concentration\*

MSCM 212	Scriptwriting for Television	3
TEVP 124	Introduction to Television/Film Production Process	3
TEVP 251	Field Production	3
TEVP 252	Editing and Post-Production	3
TEVP 255	Corporate Communication	3

#### TEVP 127-128-227-228 Television Production I-IV

(1 credit hour each) Choose three (3) credit hours OR choose two (2) credit hours and one (1) additional credit hour from the following:

MSCM 147-148-247-248 (Radio Production I-IV) OR

MSCM 145-146-245-246 (Newspaper Reporting and Editing I-IV). 3

Choose six (6) hours from the following: TEVP 125, TEVP 253, TEVP 259, TEVP 270.

### Theatre Arts Concentration

#### Required Courses in Concentration\*

THEA 102	Modern Theatre	3
THEA 103	Stagecraft I	3
THEA 111	Fundamentals of Theatre	3
THEA 207	Classical Theater	3

#### THEA 121-122-221-222 Play Production Lab I-IV

(1 credit hour each) Choose three (3) credit hours. 3

Choose nine (9) hours from the following: THEA 110, THEA 131, THEA 211, THEA 213, THEA 241, THEA 250.



\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, substitute MATH 130 for MATH 118. See General Education Requirements, page 121, for approved Fine Arts, Humanities, Natural Science, and Social Science courses.

\*\*\* Three hours must be at the 200 level or above.

\*\*\*\* Students planning to transfer credits to a baccalaureate program should check with the receiving institution to determine if this course may be used for credit toward a degree.

## PHARMACY TECHNICIAN

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
DIVISION: ALLIED HEALTH

The Pharmacy Technician program will provide academic and clinical education in pharmacy practice. The program will include instruction in pharmacology, pharmacy calculations, clinical practice, preparing and dispensing medications, classification of drugs, sterile products and materials management. The skills of the pharmacy technician complement those of the registered pharmacist.

The Pharmacy Technician program at Delgado Community College is a two semester, full-time program of combined clinical and classroom education. Upon successful completion, students will be eligible to take the National Pharmacy Technician Certification Examination offered by the Pharmacy Technician Certification Board (PTCB).

The program is a limited enrollment program. Selection into the program is based on the candidate's overall qualities, including college and professional education background, grade averages, character references, evidence of basic skills, interpersonal relations, and an interest in the pharmacy profession. Applicants must be able to meet the program's technical standards. The admissions committee for the Allied Health Division evaluates all applicants. Prospective students should contact the Allied Health Admissions Office for admissions criteria and to initiate application procedure. The deadline for application to the program is April 7.

To be eligible to apply to the Pharmacy Technician program, students must meet the following criteria:

1. Must provide evidence of a high school diploma or equivalent.
2. Earn a cumulative grade point average (GPA) of at least 2.0 in all college courses.
3. Have completed the prerequisites for MATH 118, documented by placement test score or developmental course completion.
4. Be able to meet the program's technical standards.

The Pharmacy Technician Certificate of Technical Studies program is accredited by the American Society of Health System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814, phone: 301-664-8791, [www.ashp.org](http://www.ashp.org).

### REQUIRED COURSES IN MAJOR\*

HESC 111	Medical Terminology	3
HESC 116	Pharmaceutical Dosage Calculation and Measurements	3
PHAR 102	Pharmacy Practice	3
PHAR 104	Pharmacology for Pharmacy Technicians I	3
PHAR 106	Pharmacy Practice Lab I	1
PHAR 109	Body Systems, Diseases, and Drugs	3
PHAR 110	Sterile Products	2
PHAR 112	Sterile Products Laboratory	1
PHAR 114	Pharmacology for Pharmacy Technicians II	3
PHAR 116	Fundamentals in Pharmacy Math	2
PHAR 120	Professional Practice	3
PHAR 151	Pharmacy Clinical Practice I	3
PHAR 152	Pharmacy Clinical Practice II	3

TOTAL CREDIT HOURS: 33

\* Required grade of "C" or higher.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## PHYSICAL THERAPIST ASSISTANT

DEGREE: ASSOCIATE OF APPLIED SCIENCE  
DIVISION: ALLIED HEALTH

A Physical Therapist Assistant (PTA) is a technical health worker who assists the Physical Therapist (PT) in providing direct patient care to individuals experiencing temporary or permanent disability due to pain, injury, disease or birth defects. PTAs in Louisiana are licensed and work only under the direction and supervision of licensed PTs in a variety of environments including hospitals, rehabilitation centers, nursing homes, public schools, private clinics and patients' homes.

The Physical Therapist Assistant Program at Delgado is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314-1488, phone: 703-684-2782, fax: 703-684-7343, [www.apta.org](http://www.apta.org). Graduates of the program receive an Associate of Applied Science Degree and upon graduation are eligible to sit for the state PTA licensing examination.

The PTA Program includes two portions: (1) prerequisite general education and related courses, and (2) the PTA component which includes all the professional PTA courses. The PTA component of the program begins in August of each year and consists of THREE SEMESTERS OF FULL-TIME, DAYTIME class work and clinical experiences. The final semester of the program is spent in full-time clinical affiliations and may require travel to facilities outside the New Orleans area.

The PTA program has limited enrollment, and admission to the PTA portion of the curriculum is by selective admission. Prospective students must contact the Allied Health Admissions Office to initiate the application procedure. The deadline for application to the program is March 30. To be eligible to apply to the PTA program, students must meet the following criteria:

1. Completed all prerequisite general education and related courses by the spring semester during which application is made. Students will be considered for admission to the program based on the prerequisite courses completed or enrolled in by the March 30 deadline.
2. Achieved a minimum cumulative grade point average of 2.0 in all college courses and a grade of "C" or better in prerequisite science and math courses. Grade point averages are calculated on the basis of all courses taken, including those repeated.
3. Completed a minimum of 40 clock hours (20 hours minimum at each facility) of observation, volunteer or work experience in two different physical therapy settings under the direct supervision of two different licensed physical therapists prior to the time of application. Additional hours are strongly recommended.
4. Completed high school or GED equivalent.
5. Students must be able to meet technical standards required for Physical Therapist Assistants.

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## PHYSICAL THERAPIST ASSISTANT (CONTINUED)

### COURSES REQUIRED IN MAJOR\*

PTAP 201	Introduction to PT	1	PTAP 212	Dev. Considerations	1
PTAP 202	Health Care Comm.	1	PTAP 213	Func. Anat. & Kines. II	3
PTAP 203	Func. Anat. & Kines. I	4	PTAP 214	Path. Conditions II	2
PTAP 204	Path. Conditions I	2	PTAP 215	Clinical Science III	4
PTAP 205	Clinical Science I	4	PTAP 216	Clinical Science IV	4
PTAP 206	Clinical Science II	4	PTAP 217	Clinical Practice II	2
PTAP 207	Clinical Practice I	1	PTAP 221	PTA Seminar	1
PTAP 211	The Health Care System	1	PTAP 227	Clinical Practice III	8

### REQUIRED RELATED COURSES\*\*

BIOL 251	Human Anat. & Phys. I	3	CHEM 101	Elem. Chem.	3
BIOL 253	Human Anat. & Phys. Lab I		HESC 111	Medical Terminology	3
BIOL 252	Human Anat. & Phys. II	3	PHYS 101	Elem. Phys.	3
BIOL 254	Human Anat. & Phys. II Lab I		PSYC 127	General Psys. or higher	3

### GENERAL EDUCATION REQUIREMENTS\*\*\*

ENGL 101	Engl. Comp. I	3
MATH 118	Algebra for Coll. Sts.	3
	Humanities Elective	3

TOTAL PTA COMPONENT HOURS: 43

TOTAL PRE-PTA COMPONENT CREDIT HOURS: 29

TOTAL CREDIT HOURS: 72

\* All courses taken in major require a grade of "C" or higher to continue and/or complete the program.

\*\* Prerequisites for BIOL 251 are BIOL 141 and 143 or departmental permission. Substitute CHEM 141 and CHEM 143 for CHEM 101 and substitute PHYS 141 and PHYS 143 for PHYS 101.

\*\*\* To ensure transferability to certain colleges, substitute MATH 130 and a higher level Mathematics course (MATH 203 is recommended) for MATH 118 and 120; See General Education Requirements, page 121, for approved Humanities courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

# RADIATION THERAPY

POST - ASSOCIATE CERTIFICATE PROGRAM  
DIVISION: ALLIED HEALTH

The Radiation Therapy Program will provide academic and clinical education in the art and science of radiation therapy. The program will include instruction in general radiation therapy, surface and sectional anatomy, radiation therapy physics, oncologic pathology, radiation biology, radiation safety and protection, simulation techniques, dosimetry and treatment planning, patient care and quality management. The curriculum content, including academic and clinical education, will prepare students for employment as Radiation Therapists.

The Radiation Therapy Program has limited enrollment. Prospective students should contact the Allied Health Admissions Office to initiate application procedure.

The Radiation Therapy Certificate of Technical Studies program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, phone: 312-704-5300, fax: 312-704-5304, e-mail: mail@jrcert.org.

To be eligible to apply for admission to the Radiation Therapy program students must:

1. Be an associate degree graduate of an accredited allied health occupation program OR
2. Have at least 60 credit hours of previous college coursework.
3. All applicants must have completed the following:

### **Prerequisites:**

ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
MATH 118	Algebra for College Students	3
MATH 120	Mathematics Survey with Applications	3
BIOL 251	Human Anatomy and Physiology I	3
BIOL 253	Human Anatomy and Physiology I Laboratory	1
BIOL 252	Human Anatomy and Physiology II	3
BIOL 254	Human Anatomy and Physiology II Laboratory	1
PHYS 101	Elementary Physics	3
HESC 111	Medical Terminology	3
	Humanities Course	3

### REQUIRED COURSES IN MAJOR\*

RATH 210	Princ.& Prac. Rad. Ther. I	3	RATH 230	Princ.& Prac. Rad. Ther. II	3
RATH 212	Dosimetry & Treat. Plan. I	2	RATH 232	Dosimetry & Treat. Plan. II	2
RATH 213	Rad. Therapy Physics I	2	RATH 233	Rad. Therapy Physics II	2
RATH 215	Clinical Practice I	3	RATH 235	Clinical Practice III	3
RATH 216	Oncologic Pathology	2	RATH 242	Advanced Student Seminar	1
RATH 221	Radiation Biology	1	RATH 245	Clinical Practice IV	3
RATH 223	Rad. Therapy Patient Care	1	RATH 246	Med. Imag. & Sec. Anat.	1
RATH 225	Clinical Practice II	3	RATH 248	Quality Man. & Oper. Iss.	1

TOTAL CREDIT HOURS: 33

\* Required grade of "C" or higher.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## RADIOLOGIC TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: ALLIED HEALTH

The mission of the Radiologic Technology (RADT) program is to provide students with a comprehensive educational program that will prepare them to become effective participants with high ideals in the medical imaging profession. The Radiologic Technology program attempts to encourage character and lifelong learning.

The Radiologic Technology program is a full-time, 24-month Associate of Applied Science Degree program. The Delgado program admits one class per year, starting in the fall semester. The program has limited enrollment that is governed by the number of clinical positions available in affiliate hospitals. Prospective students must contact the Allied Health Admissions Office to initiate the application procedure. The deadline for applications to the program is February 15. Students must have completed BIOL 141 and 143 and MATH (to 118) before enrolling in the program. All applications are reviewed and evaluated by the faculty committee on admission to the Radiologic Technology program. The committee selects qualified individuals with potential for contributions to the profession. To be eligible to apply to the Radiologic Technology Program, students must meet the following criteria:

1. Possess a high school diploma or equivalent.
2. Earn an overall college grade point average (GPA) of at least 2.0.
3. Complete BIOL 141 and 143 (prerequisite for Anatomy and Physiology).
4. Be able to meet the program's technical standards.

The Radiologic Technology Associate of Applied Science degree program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, phone: 312-704-5300, fax: 312-704-5304, e-mail: mail@jrcert.org

### REQUIRED COURSES IN MAJOR\*

RADT 101	Rad. Tech. I	5	RADT 221	Imaging Equipment	3
RADT 102	Rad. Tech. II	3	RADT 241	Adv. Rad. Tech.	3
RADT 111	Rad. Pos.	3	RADT 242	Rad., Biol. & Protect.	3
RADT 113	Rad. Anat. I	2	RADT 251	Adv. Rad. Pract. I	4
RADT 151	Rad. Pract. I	2	RADT 252	Adv. Rad. Pract. II	4
RADT 152	Rad. Pract. II	3	RADT 253	Adv. Rad. Pract. III	4
RADT 153	Rad. Pract. III	3	RADT 260	Rad. Tech. Seminar	1
RADT 211	Adv. Rad. Pos.	3	HESC 212	Path. & Term.	3
RADT 212	Spec. Imaging	3			

### REQUIRED RELATED COURSES

BIOL 251	Human Anat. Phys. I	3	BIOL 254	Human A. & P. Lab II	1
BIOL 253	Human A. & P. Lab I	1	PSYC 127	Gen. Psychology	3
BIOL 252	Human Anat. Phys. II	3			

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	Engl. Comp. I	3	Humanities Requirement	3
MATH 118	Algebra for Coll. Sts.	3		

### TOTAL CREDIT HOURS: 72

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, substitute MATH 130 for MATH 118. See General Education Requirements, page 121, for approved Humanities courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## RESPIRATORY CARE TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: ALLIED HEALTH

Respiratory Care Technology is the application of scientific knowledge and theory to practical clinical problems of cardiopulmonary care. Respiratory therapists perform procedures that are both diagnostic and therapeutic.

The Associate Degree program is a limited enrollment program. The deadline for application to the program is April 15. Prospective students must contact the Allied Health Admissions Office to initiate the application procedure. To be eligible to apply to the Respiratory Care Technology Program, the student must meet the following criteria:

1. Possess a high school diploma or equivalent.
2. Earn an overall college grade point average (GPA) of at least 2.0.
3. Complete BIOL 251 and 253 (prerequisite for Anatomy and Physiology).
4. Be able to meet the program's technical standards.

The respiratory therapist is qualified to assume primary responsibility for all respiratory care modalities under the direction of a physician. The Associate Degree program satisfies educational requirements needed to take the National Advanced-Practitioner Registry Examination.

The Respiratory Care Technology Associate of Applied Science degree program is accredited by the CAAHEP Committee on Accreditation of Respiratory Care, 1361 Park Street, Clearwater, FL 33756, phone: 727-210-2350, fax: 727-210-2354, email: mail@caahep.org.

### REQUIRED COURSES IN MAJOR\*

RSPT 113	Intro. Clinical Care	1	RSPT 250	Pul. Func. Test	3
RSPT 114	Resp. Patient Care	3	RSPT 251	Clin. Resp. Care I	3
RSPT 115	Resp. Care I	3	RSPT 252	Clin. Resp. Care II	3
RSPT 116	Resp. Equipment I	3	RSPT 253	Mgmt. of Respt. Ther.	2
RSPT 117	Resp. Care II	3	RSPT 254	Clinical Seminar	3
RSPT 118	Resp. Equip. I Lab	1	RSPT 255	Specialty Practicum	1
RSPT 119	Physicians' Lectures I	1	RSPT 256	Resp. Practicum III	1
RSPT 120	Resp. Equipment II	1	RSPT 257	Pharmacology	2
RSPT 122	Resp. Equip. II Lab	1	RSPT 258	Prof. Seminar II	1
RSPT 150	Resp. Practicum I	1	RSPT 259	Physicians' Lectures II	1
RSPT 155	Resp. Practicum II	2	RSPT 260	Physicians' Lectures III	1
RSPT 157	Prof. Seminar I	1			

### REQUIRED RELATED COURSES

BIOL 251	Anat. & Phys I	3	CHEM 101	Elem. Chemistry	3
BIOL 253	Anat. & Phys. I Lab	1	PHYS 101	Elem. Physics	3
BIOL 252	Anat. & Phys. II	3	PSYC 127	Gen. Psychology	3
BIOL 254	Anat. & Phys. II Lab	1	BIOL 211	Micro. Hum. Pathogens	3

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Comp. I	3	Humanities Requirement	3
MATH 128	Expl. in Coll. Alg.	3		

### TOTAL CREDIT HOURS: 71

\* Required grade of "C" or higher.

\*\* Prerequisites for BIOL 251 are BIOL 141 and 143. Application to the program can be made once prerequisite courses have been completed. See General Education Requirements, page 121, for approved Humanities courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## SAFETY AND HEALTH TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE  
DIVISION: BUSINESS AND TECHNOLOGY

The primary objective of the Safety and Health Technology program is to prepare students to become Safety and Health Technicians. The Associate Degree Program is designed to prepare students for entry-level jobs in the safety and health areas.

The Safety and Health Technology Associate of Applied Science degree program is accredited by the National Association of Industrial Technology, 3300 Washtenaw Avenue - Suite 220, Ann Arbor, MI 48104, phone: 734-677-0720, fax: 734-677-0046, email: nait@nait.org.

### REQUIRED COURSES IN MAJOR\*

SFTY 102	Fund. of Sfty.	3	SFTY 202	OSHA Codes & Stand.	3
SFTY 122	Risk Mgmt.	3	SFTY 225	Trans. of Haz. Mat.	3
SFTY 132	First Responder	3	SFTY 232	Sfty. Program Mgmt.	3
SFTY 142	Solid & Haz. Waste Mgmt.	3	SFTY 233	Safety Practicum	3
SFTY 152	Industrial Hygiene I	3	SFTY 262	System Safety	3
SFTY 154	Industrial Hygiene II	3	SFTY 292	Prof. Dev. Seminar	3

### REQUIRED RELATED COURSES

SPCH 130	Fund. of Speech Com. <b>OR</b>	TECH 104	Comp. Fund for Tech.	3
SPCH 132	Workplace Communication			3

### APPROVED ELECTIVES

Select 9 hours of courses from the following list:

ARCH, CIVT, SFTY, COOP, TECH, SPCH, PHYS, FPTC, CHEM, or MATH 130.

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Comp. I	3	CHEM 101 (or higher)	3
MATH 118	Algebra for College Stu.	3	Humanities Requirement	3
PHYS 101	Elem. Physics	3	Social Science Requirement	3
PHYS 107	Elementary Physics Lab.	1		

### TOTAL CREDIT HOURS: 70

\* Required grade of "C" or higher.

\*\* To facilitate transferability to certain colleges, substitute MATH 130 for MATH 118.

Information on the TCA associated with this program can be found on pages 214-215.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>



## SAFETY AND HEALTH TECHNOLOGY

CERTIFICATE OF TECHNICAL STUDIES PROGRAM

DIVISION: BUSINESS AND TECHNOLOGY

The objective of the Safety and Health Technology Certificate is to enable current Safety and Health professionals to obtain credentials needed in their field of work.

### REQUIRED COURSES IN MAJOR\*

SFTY 102	Fundamentals of Safety	3
SFTY 122	Risk Management	3
SFTY 132	First Responder	3
SFTY 142	Solid and Hazardous Waste Management	3
SFTY 152	Industrial Hygiene I	3
SFTY 154	Industrial Hygiene II	3

### APPROVED ELECTIVES:

Select three (3) credit hours from the list below:

SFTY 202	OSHA Codes and Standards	3
SFTY 225	Transportation of Hazardous Materials	3
SFTY 232	Safety Program Management	3

TOTAL CREDIT HOURS: 21

\* Required grade of "C" or higher



# SURGICAL TECHNOLOGY

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
 DIVISION: ALLIED HEALTH

Surgical technologists serve primarily as members of the surgical team. They work with surgeons, anesthesiologists, registered nurses, and other surgical personnel in delivering patient care and providing a safe environment. The surgical technologist assumes appropriate responsibilities before, during, and after surgery. Surgical technologists may also work in other patient service areas such as the emergency room or hold career-related positions such as central service manager, educator, preservation technologist, research assistant, materials manager, or medical salesperson.

The Surgical Technology program is a 14-month certificate program and is accredited by the Commission of Accreditation of Allied Health Education Programs (CAAHEP). Through a selective admission process, two classes are admitted each year (one in January and one in August). Upon completion of the program, the student will be qualified to sit for the national certification examination administered by the Liaison Council on Certification for Surgical Technologists (LCC-ST).

Enrollment in the program is limited and is governed by the number of clinical positions available in affiliate hospitals. The Admissions Committee for the Surgical Technology Program reviews and evaluates each application on an impartial basis. The most qualified applicants with the greatest potential for contributing to the profession are selected. All prospective students must contact the Allied Health Division to initiate the application process.

The deadlines for application are **October 15** for the January class and **February 28** for the August class.

To be eligible to apply to the Surgical Technology Program, students must meet the following criteria:

1. Possess a high school diploma or equivalent.
2. Score on the ACT, SAT or Delgado College Placement test sufficient to place the student at college level courses: (English 101, MATH 095 and no remedial reading.)
3. Successfully complete the eligibility course requirements (BIOL 161/163, HESC 111 & SURG 102 or BIOL 211).
4. Possess a cumulative grade point average of 2.0 on a 4.0 scale for all college courses.
5. Be able to meet the program's technical standards.

## REQUIRED COURSES IN MAJOR\*

SURG 101	Intro. to Med-Legal Asp. of Sur.	2	SURG 201	Clinical Specialties	3
SURG 102	Micro for Surgery Techs.	3	SURG 211	Clinical Practicum I	3
SURG 111	Surgical Instr. & Procedures	3	SURG 212	Clinical Practicum II	4
SURG 121	Intro. to Surgery Tech.	1	SURG 213	Clinical Pract. III	3
SURG 141	Intro. to Clinical Prac.	2	SURG 215	SACK Seminar	1

## REQUIRED RELATED COURSES

HESC 111	Medical Terminology	3	BIOL 161	Intro. Anat. & Phys.	3
			BIOL 163	Intro. Anat. & Phys.	1

TOTAL CREDIT HOURS: 32

\* Required grade of "C" or higher.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## TEACHING GRADES 1-5

DEGREE: ASSOCIATE OF SCIENCE IN TEACHING

DIVISION: ARTS AND HUMANITIES

The Associate of Science in Teaching (A.S.T.) for Grades 1-5 is a transfer degree program that addresses the requirements of the new Baccalaureate of Science in Elementary Education offered by the public and private colleges of education in Louisiana. The mission of the A.S.T. program is to provide the highest quality foundational coursework specifically designed to produce teacher candidates for the state university and colleges of education who are effective communicators with knowledge, skills, and dispositions to meet the diverse education needs of Louisiana schools and their students. It is the design of the A.S.T. degree to be a viable pipeline to four year colleges of education which will add to the state pool of highly qualified teachers.

The Delgado program has additional admission criteria and admits students on a bi-annual basis, starting in the fall and spring semesters. Prospective students must contact Louisiana Teach Next to initiate the application procedure to the Associate of Science in Teaching program for Grades 1-5 after enrolling at the College. Students must have completed all but one developmental course by date of acceptance. All applications are reviewed and evaluated by the committee on admission to the A.S.T. program. The committee selects qualified individuals with potential for contributions to the profession. To be eligible to apply to the Associate of Science in Teaching program, students must meet the following criteria:

1. Possess a high school diploma or equivalent.
2. Earned a minimum cumulative GPA for any college coursework completed as follows:
  - a. 2.0 GPA for 0-15 credit hours
  - b. 2.20 GPA for 16-30 credit hours
  - c. 2.50 GPA for 31-45 credit hours
3. Display desired disposition through an interview process.
4. Be cleared of any criminal activity as established through a criminal background check.

For successful completion of the program, students must achieve the following:

1. Possess a minimum overall GPA of 2.5 or higher
2. Pass PRAXIS I (PPST Pre-Professional Skills Test)
3. Successful completion of an exit interview that is collaboratively completed with the receiving institution entrance interview
4. Pass PRAXIS II Section 0014 (Elementary Education Content Knowledge)
5. Complete a reflective portfolio that consists of artifacts formulated within the A.S.T. experience to be assessed and expanded by receiving four-year partnering colleges of education

### REQUIRED COURSES IN MAJOR\*

ANTH 181	Geography	3	MATH 123	Elem. Numb. Struc.	3
BIOL 101	Intro. Biol. I	3	MATH 124	Elem. Geom.	3
BIOL 102	Intro. Biol. II	3	MATH 128	Expl. in Coll. Alg.	3
BIOL 107	Intro. Biol. I Lab	1	MATH 203	Statistics	3
ENGL 101	English Comp. I	3	POLI 180	Amer. Govt.	3
ENGL 102	English Comp. II	3	SCIE 101	Phys. Sci. I	3
ENGL 212	Amer. Lit. after 1865	3	SCIE 102	Phys. Sci. II	3
ENGL 222	British Lit.	3	SCIE 103	Phys. Sci. I Lab	1
Fine Arts Elective		3	SCIE 104	Phys. Sci. II Lab	1
HIST 102	Modern West. Civ.	3	TEAC 201	Teach. & Learn. in Div. Set. I	3
HIST 205	Amer. History	3	TEAC 203	Teach. & Learn. in Div. Set. II	3

TOTAL CREDIT HOURS: 60

\* Required grade of "C" or higher.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## VETERINARY TECHNOLOGY

DEGREE: ASSOCIATE OF APPLIED SCIENCE  
DIVISION: ALLIED HEALTH

The mission statement of the Veterinary Technology Program (VETT) is to develop veterinary technicians that have both excellent “technical” skills as well as excellent “people” skills. Veterinary technicians have become important members of the veterinary health care team, and as part of that team work directly under the supervision of a veterinarian. Veterinary technicians perform many important duties in the veterinary facility, including the following: client education, performing diagnostic tests including blood work, urinalysis and x-rays, animal nursing, administering anesthesia and assisting in surgery, and record keeping. This comprehensive educational program provides students with a high quality fundamental and practical education in both the college classroom and in veterinary clinical settings. It also prepares students to successfully perform all of the tasks that veterinary technicians are expected to perform. Additionally, they will learn how to become good members of the veterinary health care team. Such important character traits as integrity, hard work, and client service will also be developed.

The Veterinary Technology Program is a full time, five semester Associate of Applied Science program. The Delgado program admits one class per year, beginning in the fall semester. The program is a limited enrollment program. Prospective students must contact the Allied Health Admissions Office to initiate the application procedure. The deadline for completed applications to the program every year is May 1. The Admissions Committee for the program reviews and evaluates each application on an impartial basis. Meeting the minimum requirements does not guarantee admission into the program. To be eligible to apply to the program, students must meet the following criteria:

1. Have a love for animals and a willingness to work hard.
2. Possess a high school diploma or equivalent.
3. Successfully complete all prerequisite general education courses. (See below.)
4. Earn a cumulative college grade point average (GPA) of at least 2.0.
5. Be able to meet program’s technical standards.

**Prerequisites:**

- MATH 118 – Algebra for College Students
- ENGL 101 – English Composition
- BIOL 141 – General Biology I
- BIOL 143 – General Biology I Lab
- CMIN 201 – Computer & Internet Literacy or ADOT 105 – Survey of Computer Appl.

The Veterinary Technology Associate of Applied Science degree program is accredited by the American Veterinary Medical Association (AVMA), 1931 North Meacham Road, Suite 100, Schaumburg, IL 60173-4360, phone: 847-925-8070 fax: 847-925-1329, e-mail: avmainfo@avma.org

(Continued next page)

## VETERINARY TECHNOLOGY (CONTINUED)

### REQUIRED COURSES IN MAJOR\*

VETT 101 Animal Health Careers	1	VETT 145 Radiology for Vet. Techs.	2
VETT 102 Vet. Off. Proc. & Hosp. Mgt	3	VETT 157 Clin. Ext. I	2
VETT 105 Animal Anat. & Phys.	4	VETT 205 Small Animal Medicine	3
VETT 106 Animal Anat. & Phys. Lab	1	VETT 211 Lab. An. Med. & Nurs.	2
VETT 121 Animal Nursing Skills I	2	VETT 221 Animal Nursing Skills II	2
VETT 125 Pharm. for Vet. Techs.	2	VETT 227 Clin. Ext. II	2
VETT 131 Surg. Nurs. for Vet. Techs.	2	VETT 235 Clin. Path. II	2
VETT 135 Clin. Path. I	3	VETT 241 Large An. Med. & Nurs.	4
VETT 136 Clin. Path. I Lab	1	VETT 251 Vet. Tech. Trends	2
VETT 141 Anesthesia for Vet. Techs.	2	VETT 257 Clin. Ext. III	2

### REQUIRED RELATED COURSES

BIOL 141	General Biology I	3	PSYC 127	General Psychology	3
BIOL 143	General Biology I Lab	1	SPCH 130	Fund. of Spch. Comm.	3
BIOL 210	Microbiology	3	CMIN 201	Comp. & Internet Literacy	
BIOL 212	Microbiology Lab	1	<b>OR</b>		
			ADOT 105	Surv. Of Comp. App.	3

### GENERAL EDUCATION REQUIREMENTS

ENGL 101	English Comp. I	3
MATH 118	Algebra for Coll. Sts.	3

TOTAL CREDIT HOURS: 67

\*Required grade of "C" or higher



NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## VISUAL COMMUNICATIONS-GRAPHIC DESIGN

DEGREE: ASSOCIATE OF APPLIED SCIENCE

DIVISION: ARTS AND HUMANITIES

The Graphic Design program is designed to prepare students for gainful employment in professional art and art-related industries such as advertising design, graphic design, and to prepare them for study at senior institutions.

### REQUIRED COURSES IN MAJOR\*

FNAR 103	Drawing I	3
VISC 102	Introduction to Graphic Design	3
VISC 107	Illustration I	3
VISC 131	Two-Dimensional Design	3
VISC 154	Typography	3
VISC 185	Introduction to Photography	3
VISC 204	Computer Graphics I	3
VISC 214	Computer Graphics II	3
VISC 224	Computer Graphics III	3
VISC 226	Web Design on the Mac	3
VISC 234	Computer Graphics IV	3
VISC 256	Advertising Design	3
VISC 260	Portfolio Development	3
	VISC Elective	6

### VISC ELECTIVES:

VISC 132	Color Design	3
VISC 143	Illustration II	3
VISC 189	Advanced Photography Techniques	3
VISC 192	Advanced Darkroom Techniques	3
VISC 205	Cartooning and Comic Book Art	3
VISC 223	Fashion Illustration	3
VISC 225	Digital Imaging	3
VISC 242	Digital Photography	3
VISC 244	Computer Animation	3
VISC 246	Photographic Portfolio	3
VISC 247	Cartooning/Comic Book Portfolio	3

### GENERAL EDUCATION REQUIREMENTS\*\*

ENGL 101	English Composition I	3
ENGL 102	English Composition II <b><i>OR</i></b>	
ENGL 112	Writing for Business/Industry	3
MATH 118	Algebra for College Students	3
	Humanities Requirement	3
	Social Science Requirement	3
	Natural Science Requirement	3

### FREE ELECTIVE

Choose three (3) hours from credit courses that are numbered 100 or above.

TOTAL CREDIT HOURS: 66

\* Required grade of "C" or higher.

\*\* To facilitate transfer to certain colleges, take ENGL 102 and substitute MATH 130 for MATH 118. See General Education Requirements, page 121, for approved Humanities, Natural Science, and Social Science courses.

NOTE: See page 84 for Graduation Requirements.

Students planning to pursue a baccalaureate program should contact that receiving institution for determination of course transferability. A listing of Delgado courses can be found at Delgado Community College's web site at <http://www.dcc.edu/transfer/courselist.pdf>

## WEB SITE DESIGN

CERTIFICATE OF TECHNICAL STUDIES PROGRAM  
DIVISION: BUSINESS AND TECHNOLOGY

The tremendous growth of the Internet has created an explosion of Web pages-both business and personal. With the race to take advantage of the limitless possibilities of the Web, there is an increased demand for professionals skilled in designing, developing, and maintaining Web pages. This certificate program will provide students with the skills and knowledge necessary for a career in web design including training in the technology and business aspects of web design.

Prospective students should be proficient with the Windows operating system and be able to manage files, move, change, cut/paste, resize, and manage multiple windows. Additionally, prospective students should be familiar with the World Wide Web. Students lacking the necessary skills should first take Computer & Internet Literacy (CMIN 201) or Survey of Computer Applications (ADOT 105). These classes will not count toward the required 24 credit hours.

### REQUIRED COURSES IN MAJOR\*

ADOT 131	Photo-Editing for Windows	3	CMIN 215	Web Design Using	
BUSG 128	Electronic Commerce	3		Dreamweaver	3
CMIN 206	Web Programming	<b>OR</b>	CMIN 220	Web Foundations II	3
CMIN 216	Web Foundations I	3	CMIN 225	Web Animation and	
ADOT 209	Web Design Using			Multi-Media	3
	Expression Web	3	CMIN 255	Advanced Web Projects	3

TOTAL CREDIT HOURS: 24

\* Required grade of "C" or higher.



## TECHNICAL COMPETENCY AREAS (TCAs):

A Technical Competency Area is an applied course or a series of courses which has a focus on workforce development. These may be free standing courses or they may be part of a certificate and/or degree program. Many of the TCAs will prepare the student for certification or licensure. Contact the division which offers the TCA for specific information about this new and dynamic workforce development opportunity. Students who register only for a TCA are not eligible for federal financial assistance.

### AUDIO ENGINEERING

Division:	Arts and Humanities	
MUSB 200	Live Audio Engineering	3 Credit Hours
MUSB 204	Basic Audio Troubleshooting	3 Credit Hours
MUSB 105	Seminar in Studio Recording Techniques I	3 Credit Hours
MUSB 205	Seminar in Studio Recording Techniques II	3 Credit Hours

### AUTOMOTIVE GAS METAL ARC WELDING

Division:	Business and Technology	
MOVH 109	Gas Metal Arc Welding Steel for Auto Collision Repair	2 Credit Hours

### CHILD DEVELOPMENT ASSOCIATE (CDA) PREPARATION

Division:	Arts and Humanities	
CDYC 106	Child Care Career Development I	3 Credit Hours
CDYC 107	Child Care Career Development II	3 Credit Hours

### CHILD DEVELOPMENT ASSOCIATE (CDA) RENEWAL

Division:	Arts and Humanities	
CDYC 108	Child Care Career Development III	3 Credit Hours

### CLERICAL AUTOMATION

Division:	Business and Technology	
ADOT 178	General Office Procedures	3 Credit Hours
ADOT 106	Word Processing	3 Credit Hours
CMIN 201	Computer & Internet Literacy	3 Credit Hours
ADOT 265	Spreadsheet Applications	3 Credit Hours

### \*CULINARY COST CONTROL

Division:	Business and Technology	
CULA 215	Food, Sales, Beverage, and Labor Cost Control	3 Credit Hours

### \*CULINARY SUPERVISION

Division:	Business and Technology	
CULA 214	Restaurant and Hospitality Supervision	3 Credit Hours

### DESKTOP PUBLISHING

Division:	Business and Technology	
ADOT 141	Fundamentals of Desktop Publishing	3 Credit Hours
ADOT 106	Word Processing	3 Credit Hours
ADOT 131	Photo-Editing for Windows	3 Credit Hours
ADOT 135	Illustration Software for Windows	3 Credit Hours

### DIETARY MANAGER

Division:	Allied Health	
DMTP 101	Medical Nutrition Therapy	3 Credit Hours
DMTP 110	DMA Resource Management	3 Credit Hours
DMTP 115	DMA Food Service Operations	4 Credit Hours
DMTP 125	DMA Field Experience	3 Credit Hours

### DIRECT SUPPORT PROFESSIONAL

Division:	Allied Health	
DSPE 101	Introduction to Direct Support Professional	3 Credit Hours
DSPE 102	Fundamentals of Communication and Advocacy	3 Credit Hours
DSPE 103	Teaching People with Disabilities	3 Credit Hours
DSPE 104	Developing, Implementing, and Evaluating Individualized Support	3 Credit Hours

\*These TCAs have additional admission requirements. Please contact the division listed for this additional information.



## ELECTRICAL TECHNOLOGY

Division:	Business and Technology	
ELCT 100	Fundamentals of Electricity	3 Credit Hours
ELCT 101	National Electric Code I	3 Credit Hours
ELCT 103	Tools, Equipment, and Materials	3 Credit Hours
CIVT 110	Construction Graphics and Blueprint Reading	3 Credit Hours

## \*EMERGENCY MEDICAL TECHNICIAN-BASIC

Division:	Allied Health	
EMTE 100	Emergency Medical Technician-Basic	6 Credit Hours

## \*EMERGENCY MEDICAL TECHNICIAN-INTERMEDIATE

Division:	Allied Health	
EMTE 200	Emergency Medical Technician Intermediate	3 Credit Hours
EMTE 201	Emergency Medical Technician Intermediate Lab	3 Credit Hours
EMTE 210	Emergency Medical Technician Intermediate Clinical Practicum	4 Credit Hours
EMTE 211	Emergency Medical Technician Intermediate Seminar	1 Credit Hour

## FIRST RESPONDER

Division:	Allied Health	
HESC 137	First Responder	3 Credit Hours

## \*FOOD AND BEVERAGE PURCHASING

Division:	Business and Technology	
CULA 107	Foodservice Purchasing	3 Credit Hours

## \*FOOD SAFETY AND SANITATION

Division:	Business and Technology	
CULA 103	Food Safety and Sanitation	3 Credit Hours

## MANAGEMENT TRAINEE IN GENERAL BUSINESS

Division:	Business and Technology	
ACCT 111	Fundamentals of Accounting	3 Credit Hours
BUSG 129	Introduction to Business	3 Credit Hours
MANG 201	Principles of Management	3 Credit Hours
MARK 201	Principles of Marketing	3 Credit Hours

## MOTOR VEHICLE MAINTENANCE AND LIGHT REPAIR

Division:	Business and Technology	
MOVH 103	Tools and Equipment	2 Credit Hours
MOVH 130	Fundamentals of Electricity	3 Credit Hours
MOVH 154	Auto Brakes	3 Credit Hours
MOVH 156	Auto Brakes Lab	1 Credit Hour
MOVH 217	Automotive Chassis	3 Credit Hours
MOVH 219	Automotive Chassis Lab	1 Credit Hour

## MUSIC BUSINESS

Division:	Arts and Humanities	
MUSB 100	Introduction to Music Business	3 Credit Hours
MUSB 102	Music Publishing and Copyright	3 Credit Hours
MUSB 103	Music Marketing and Promotion	3 Credit Hours
MUSB 206	Music Entrepreneurship	3 Credit Hours

## PHLEBOTOMY TECHNICIAN

Division:	Allied Health	
MLTS 104	Introduction to Phlebotomy	4 Credit Hours
MLTS 105	Structure and Function of the Body Systems	2 Credit Hours
MLTS 151	Phlebotomy Clinical Practicum	6 Credit Hours

## REAL ESTATE SALES AGENT

Division:	Business and Technology	
RLST 161	Principles of Real Estate	3 Credit Hours
RLST 261	Louisiana Real Estate Law	3 Credit Hours

\*These TCAs have additional admission requirements. Please contact the division listed for this additional information.

## COURSE PREFIX KEY

The following are course prefixes and the courses and disciplines for which they stand. Course descriptions follow in alphabetical order.

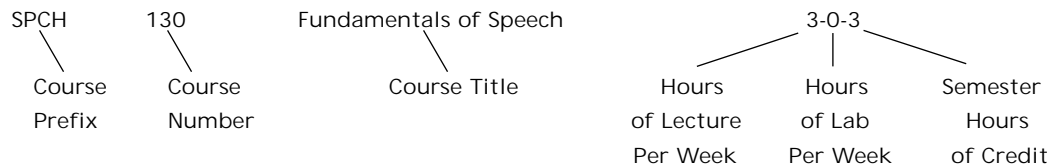
PREFIX	DEPARTMENT OR ACADEMIC AREA	PREFIX	DEPARTMENT OR ACADEMIC AREA
•ACCT	Accounting	•MARK	Marketing
•ADOT	Administrative Office Technology	•MATH	Mathematics
•AERO	Aerospace Studies - Air Force ROTC	•MECH	Mechanical Drawing Apprentice
•ANTH	Anthropology and Geography	•MLTS	Medical Laboratory Technician
•ARCH	Architectural/Design Construction Technology	•MOVH	Motor Vehicle Technology
•ASLS	American Sign Language Studies	•MSCM	Mass Communication*
•BIOL	Biology	•MSTH	Massage Therapy
•BUSG	Business Studies/General	•MUSB	Music Business
•BUSL	Business Law	•MUSC	Music
•CADD	Computer Aided Design and Drafting	•NUMT	Nuclear Medicine Technology
•CCSS	College and Career Success Skills	•NURS	Nursing
•CDYC	Care and Development of Young Children	•OCTA	Occupational Therapy Assistant
•CHEM	Chemistry	•OPHT	Ophthalmic Assistant
•CIVT	Civil Construction Technology	•PAST	Pastry Arts
•CMIN	Computer Information Technology	•PFAP	Pipefitter Apprentice
•CNET	Computer Network Technology	•PHAR	Pharmacy Technician
•CONT	Continuing Education	•PHIL	Philosophy
•COOP	Cooperative Education	•PHYE	Physical Education
•CRJU	Criminal Justice	•PHYS	Physics
•CULA	Culinary Arts	•PNTG	Painter Apprentice
•DIET	Dietetic Technician	•POLI	Political Science
•DMSU	Diagnostic Medical Sonography (Ultrasound)	•PRNU	Practical Nursing
•DSPE	Direct Support Professional	•PSYC	Psychology
•ECON	Economics	•PTAP	Physical Therapist Assistant
•ELAP	Electrical Apprentice	•RADT	Radiologic Technology
•ELCT	Electrical Technology	•RATH	Radiation Therapy
•ELET	Electrical-Electronics Engineering Technology	•READ	Reading
•ELST	Electronics Servicing Technology	•RLST	Real Estate
•EMTE	EMT-Paramedic	•RSPT	Respiratory Care Technology
•ENGL	English	•SCIE	Science
•ENRE	English/Reading	•SFTY	Safety
•ESLN	English as a Second Language	•SFAP	Shipfitter Apprentice
•ESLR	Composition/Reading	•SHMT	Sheetmetal Apprentice
•FNAR	Fine Arts	•SOCI	Sociology
•FPCT	Fire Protection Technology	•SPAN	Spanish
•FREN	French	•SP	Special Topics (by division code)
•FSED	Funeral Service Education	•SPCH	Speech/Oral Communication
•GEOL	Geology	•SURG	Surgical Technology
•HEIT	Health Information Technology	•TEAC	Teaching
•HESC	Health Science	•TECH	Technology-General
•HIST	History	•TEVP	Television Production
•HORT	Horticulture	•THEA	Theatre Arts
•HOST	Hospitality Management	•VETT	Veterinary Technology
•HUMA	Humanities	•VISC	Visual Communications (Commercial Art)
•INSU	Insurance	•WELD	Welding Apprentice
•INTD	Interior Design	•WELL	Wellness
•MACH	Machinist Apprentice		
•MANG	Management		

\*Includes Journalism Courses

## COURSE CREDIT-HOUR KEY

Following are descriptions of courses offered by Delgado Community College. Courses are grouped under academic areas or programs, which are alphabetized.

Each course title is preceded by a four-letter prefix and the course number. The three numbers on the right indicate lecture hours per week, lab hours per week, and total credit hours, as shown below.



Some courses have prerequisites or corequisites listed. A prerequisite must be taken prior to entering a course; a corequisite must be taken prior to, or concurrently with, the course. In individual cases, prerequisites or corequisites may be waived upon recommendation of the instructor and approval of the divisional chair.

NOTE: Only courses numbered 100 and above may be used to fulfill requirements for a degree.

For a list of suggested courses in specific programs of study, refer to the appropriate program in the Programs of Study section, which begins on page 124. Consult the Index on page 318 for page referrals to course descriptions in specific academic areas.

## TYPES OF LEARNING ACTIVITIES IN A FORMAL SETTING

- LEC - Lecture  
Learning activities in a group, including formal presentation.
- LAB - Lab  
Individual (or small teams) learning activities focusing on student investigations.
- LLB - Combined Lecture and Lab
- PRA - Practicum  
Students engaged in supervised practical experience at work sites. Instructor visits worksite periodically.
- SEM - Seminar  
Students carry the major responsibility for preparation of classroom activity.
- PRL - Private Lesson  
Used for Music courses.

# COURSES

## ACCOUNTING

### City Park Campus:

Ms. Aime, Professor  
 Mr. Parrish, Professor  
 Mr. Bealle, Associate Professor  
 Ms. Ciolino, Assistant Professor  
 Ms. Gatzke, Instructor  
 Ms. Lasky, Instructor

### West Bank Campus:

Ms. Grose, Assistant Professor

ACCT 111 Fundamentals of Accounting 3-0-3  
 Accounting cycle, journalizing, posting, adjusting, and preparation of financial statements. Focuses on maintenance of books for a sole proprietorship. No credit earned if taken after ACCT 201 or 202.

ACCT 201 Accounting I 3-0-3  
 Principles, techniques, and tools of accounting. Includes the principles of collecting, summarizing, and reporting financial information for sole proprietorships. Prerequisite: Eligibility for MATH 118

ACCT 202 Accounting II 3-0-3  
 Partnerships, corporations, and analysis of financial statements. Prerequisite: ACCT 201.

ACCT 205 Principles of Financial Accounting 3-0-3  
 An introduction to the accounting model and financial statement preparation with emphasis on the concepts and terminology needed to understand a typical corporate report. Topics covered include current and long-term assets, current and long-term liabilities, stockholders' equity, revenues, and expenses. Students wishing a foundational course are encouraged to take a lower-level Accounting course before attempting this course. Prerequisites: BUSG 129 and MATH 118. Note: Credit will not be awarded for this course and ACCT 201 or ACCT 202.

ACCT 211 Managerial Accounting 3-0-3  
 Accounting as aid to management functions. Production and analysis of documents such as cost-volume-profit, break-even point variance, budgeting, and cost allocation. Prerequisite: ACCT 201 or ACCT 205.

ACCT 212 Intermediate Accounting I 3-0-3  
 Theory and practice of accounting. Concentrates on asset side of balance sheet. Prerequisite: ACCT 202.

ACCT 213 Intermediate Accounting II 3-0-3  
 Current corporation, investment, and accounting principles. Concentrates on liabilities and equities. Prerequisite: ACCT 202.

ACCT 214 Tax Accounting - Individuals 3-0-3  
 Current Internal Revenue Act and its application to the federal income tax for individuals.

ACCT 215 Tax Accounting - Corporations 3-0-3  
 Current Internal Revenue Act and its applications to corporations and partnerships. Prerequisite: ACCT 201.

ACCT 218 Payroll Accounting 3-0-3  
 Emphasizes the methods of computing earnings and deductions, preparation of payroll records, and journalizing payroll transactions as well as focusing on federal and state payroll laws and their effect on payroll records and required government reports. Prerequisite: ACCT 201.

ACCT 221 Computerized Accounting  
 Using Peachtree 3-0-3  
 Hands-on instruction utilizing the computerized accounting software program Peachtree® which is used in many medium-sized businesses. Topics include the general ledger, accounts receivable, accounts payable, payroll and inventory, and generating financial statements and other reports needed for accountants to make decisions. Prerequisite: ACCT 201 or ACCT 205. Note: Students cannot receive credit for both ACCT 221 and ACCT 222 toward a certificate or degree.

ACCT 222 Computerized Accounting  
 Using Quickbooks 3-0-3  
 Hands-on instruction using the computerized accounting software Quickbooks®, which is suited for very small and home-based businesses that are service-oriented. Includes maintaining an accounting recording-keeping system to record daily transactions and generate financial statements. Note: Students cannot receive credit for both ACCT 221 and ACCT 222 toward a certificate or degree.

ACCT 230 Governmental Accounting 3-0-3  
Introduction to concepts and procedures of fund accounting as applied to government and nonprofit institutions. Topics include principles of fund accounting, appropriations, encumbrances, expenditures, and problems and procedures related to use and control aspects of budgets. Prerequisite: ACCT 201.

## ADMINISTRATIVE OFFICE TECHNOLOGY

City Park Campus:

Ms. Tolliver, Professor  
Ms. Gonzales-Kreisman, Associate Professor  
Ms. Green, Associate Professor  
Ms. Holliday, Associate Professor  
Ms. Wilson, Assistant Professor  
Ms. Leonard, Instructor

West Bank Campus:

Ms. Wright, Assistant Professor

ADOT 101 Keyboarding 3-0-3  
Introduction to touch typing using a computer. Overview of computer keyboard function keys, terminology and procedures.

ADOT 102 Keyboarding II 3-0-3  
Basic typing skills continued. Emphasizes production of various kinds of business correspondence, reports, tabulations and forms from unarranged rough-draft copies. Prerequisite: ADOT 101.

ADOT 103 Introduction to Customer Service 2-2-3  
Basic concepts of customer service. This course will include instruction in call center components, skills, and terminology.

ADOT 104 Customer Service Skills 2-2-3  
Introduction to basic business, communication and employability skills associated with the customer service and call center industry.

ADOT 105 Survey of Computer Applications 3-0-3  
Hands-on approach to the use of microcomputer application software. Includes word processing, database, spreadsheet and slide presentation.

ADOT 106 Word Processing 3-0-3  
Use the functions of a popular word processing program to create and edit documents.

Documents produced include letters, reports, and memorandums. Includes the use of mail merge and graphics. Students must be able to type 25 words per minute.

ADOT 131 Photo Editing for Windows 3-0-3  
Introductory course to photo-editing software used to prepare photographs and photographic quality artwork for the web and print. Prerequisite: Proficiency with the Windows operating system recommended.

ADOT 135 Digital Illustration Software 3-0-3  
Development of skills using industry-standard software to create and modify illustrations. Using hands on projects students will prepare illustrations for use in both print and the web. Proficiency with Windows operating system recommended.

ADOT 141 Fundamentals of Desktop Publishing 3-0-3  
Creating and designing documents for desktop publishing. Documents include newsletters, reports, brochures, flyers, and resumes.

ADOT 161 Fundamentals of 3DS Max 3-0-3  
This course is a hands-on basic approach in the use of hardware and software involved in 3-dimensional modeling for game production and simulation. Processes and products are designed to teach students use of high demand software for the gaming industry.

ADOT 172 Spelling and Word Concepts 3-0-3  
Review and upgrading of spelling techniques to increase command of standard English.

ADOT 178 General Office Procedures 3-0-3  
Communications, record keeping, technology, and general responsibilities of clerical position.

ADOT 179 Records Management 3-0-3  
Basic techniques of record keeping and filing.

ADOT 201 Machine Transcription 3-0-3  
Techniques of machine transcription. Simulates actual business messages and includes vocabulary commonly used in office settings. Includes activities to improve vocabulary and English usage. Uses transcribing machines. Prerequisite: ADOT 101.

ADOT 205 Advanced Word Processing 3-0-3  
Production of complex documents using merging, tables, forms, and tables of contents. Documents include newsletters, flyers, and

reports. Prerequisite: ADOT 106 or permission of instructor.

ADOT 208 Presentations with  
PowerPoint 3-0-3

A presentation graphics course using slide presentation.

ADOT 209 Web Design Using  
Expression Web 3-0-3

Web design using stable, tested, and smoothly organized program geared for ease of learning and use. Prerequisite: Proficiency with the Windows operating system and World Wide Web.

ADOT 215 Web Design Using  
Dreamweaver 3-0-3

Introduction to using PC platform Macromedia Dreamweaver, a web-design program that uses visual layout tools with text-based HTML editing features for the creation, management, and maintenance of web sites.

ADOT 225 Web Animation and  
Multimedia for Windows 3-0-3

Introductory course to multimedia animation software used to develop low-bandwidth animations, as well as complex interactive multimedia web sites. Basic knowledge of web design is recommended.

ADOT 261 Legal Office Procedures 3-0-3

Preparation of legal documents, study of legal terms and legal office routine. Prerequisite: ADOT 101.

ADOT 262 Legal Terminology and  
Transcription 3-0-3

Development of legal vocabulary, emphasizing definitions, spelling, machine transcription, correspondence; introduction to business and litigation legal documents, along with increasing computer skills. Prerequisite: ADOT 106.

ADOT 263 Project Management  
Applications 3-0-3

Students will use critical thinking and a problem-solving approach to gain a basic-to-intermediate knowledge of project management software skills. The current version of Microsoft Project is used in the course.

ADOT 264 Database Applications 3-0-3  
Techniques for creating and maintaining database management files using current database software. Prerequisite: ADOT 105 or CMIN 201 or CMIN 204.

ADOT 265 Spreadsheet Applications 3-0-3  
Techniques for using current spreadsheet programs to include saving files, graphing, and printing the output. Prerequisite: ADOT 105 or CMIN 201 or CMIN 204.

ADOT 268 Advanced Spreadsheet  
Applications 3-0-3

Techniques for using current spreadsheet programs. Prerequisite: ADOT 265.

## AEROSPACE STUDIES— AIR FORCE ROTC

AERO 101 Foundations of the  
U.S. Air Force I 1-2-1

A survey course introducing students to the United States Air Force and Air Force Reserve Officer Training Corps. Topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, and an introduction to communication skills.

AERO 102 Foundations of the  
U.S. Air Force II 1-2-1

A continuation survey course, introducing students to the United States Air Force and Air Force Reserve Officer Training Corps. Topics include: US Air Force installations, and professions; geographical awareness, U.S. defense policy; military balance; terrorism and communication skills. Prerequisite: AERO 101.

AERO 201 The Evolution of USAF and  
Space Power I 1-2-1

The course examines general aspects of air and space power through a historical perspective, from the first balloons and dirigibles to World War II. Historical examples are used to show the development of present day Air Force capabilities and missions. Also covered are doctrine, principles of war, and tenets of air and space power. Prerequisite: AERO 102.

AERO 202 The Evolution of USAF Air and Space Power II 1-2-3  
The course examines general aspects of air and space power through a historical perspective, from World War II to the modern day conflicts. Historical examples are used to show the development of present day Air Force capabilities and mission. Also covered are doctrine, principles of war, and tenets of air and space power. Prerequisite: AERO 201.

## AMERICAN SIGN LANGUAGE STUDIES

City Park Campus:

Ms. Knowles, Associate Professor

Ms. Desjardins, Assistant Professor

ASLS 101 American Sign Language I 3-0-3  
Introduction to American Sign Language (ASL) designed to develop basic receptive and expressive conversational language skills.

ASLS 102 American Sign Language II 3-0-3  
Builds upon basic conversational skills, incorporating narration and complex descriptions. Instruction is in ASL without use of voice. Usually taken with ASLS 204. Prerequisite: ASLS 101.

ASLS 150 Introduction to Deaf Studies 3-0-3  
Sociolinguistic and historical survey of Deaf culture, language, education, political movements, art and literature, as well as notable figures and organizations.

ASLS 201 American Sign Language III 3-0-3  
Language and cultural behaviors that establish and maintain social relationships, polite and informal register, vocabulary and grammar ranges from concrete to abstract topic discussions. Instruction is in ASL without use of voice. Usually taken with ASLS 210. Prerequisites: ASLS 102, 150, 204 and ENGL 101.

ASLS 202 American Sign Language IV 3-0-3  
Comprehensive study of ASL morphology and phonology. Prerequisite: ASLS 201.

ASLS 204 Fingerspelling 3-0-3  
Development of expressive and receptive fingerspelling skills. Usually taken with ASLS 102. Prerequisite: ASLS 101.

ASLS 205 ASL Literature 3-0-3  
Comprehensive study of ASL humor, drama, poetry, storytelling, handshape and number stories and the artists producing these works. Instruction is in ASL without use of voice. Prerequisite: ASLS 202.

ASLS 210 Comparative Linguistics 3-0-3  
Contrastive study of American Sign Language and Manually Coded English, and an introduction to linguistic self-analysis. Instruction is in ASL without use of voice. Usually taken with ASLS 201. This is the last course of the Certificate of Technical Studies in American Sign Language Studies. Prerequisites: ASLS 102, 150, 204, and ENGL 101.

ASLS 220 Fundamentals of Translation 3-0-3  
An introductory course that examines the prevailing theoretical models and professional standards of professional interpreting. Prerequisites: ASLS 102, 150, 204 and ENGL 101.

ASLS 235 Applied Linguistics 3-0-3  
In depth study of linguistic theory as applied to signed and spoken languages and the processes of interpreting and transliterating. Prerequisites: ASLS 201, 210, and 220.

ASLS 252 Transliterating 3-0-3  
Theory and application of the process of transliterating as it relates to the roles and responsibilities of the interpreter. Prerequisites: ASLS 201, 210, and 220.

ASLS 261 Interpreting I 3-0-3  
Theory and practice of basic interpreting skills. Prerequisites: ASLS 201, 210, and 220.

ASLS 262 Interpreting II 3-0-3  
Theory and practice of intermediate interpreting building upon skills acquired in ASLS 261. Prerequisite: ASLS 261.

ASLS 263 Practicum 1-6-3  
Exposure and experience in supervised interpreting and/or transliterating assignments. Prerequisites: ASLS 261, ASLS 252 and permission of instructor.

## ANTHROPOLOGY AND GEOGRAPHY

- ANTH 160 Cultural Anthropology 3-0-3  
Nature and diversity of human cultures.
- ANTH 165 Physical Anthropology 3-0-3  
Origin and evolution of human species; includes human genetics and modern primates.
- ANTH 181 Geography 3-0-3  
Describes and analyzes relationships of physical and human forces in various world regions.
- ANTH 200 Music as Culture 3-0-3  
Music as social behavior. Cross-cultural examples provide basis for original research. Prerequisite: See note under Honors heading.

## ARCHITECTURAL/ DESIGN CONSTRUCTION TECHNOLOGY

City Park Campus:  
Mr. Mirzai, Professor

- ARCH 110 Architectural Design I 2-4-3  
Theory and practice in solving beginning design problems. Emphasizes spatial organization, form and processes. Residential buildings and environmental design projects with construction practices are explored.
- ARCH 120 Architectural Design II 2-4-3  
Theory, practice, and methodology in solving intermediate design problems. Construction methods and codes for medium-large residential and commercial buildings. Prerequisite: ARCH 110.
- ARCH 150 Architectural Restoration and Renovation 3-3-3  
Designs and theories for the historic preservation, restoration and renovation of buildings. Recording graphic observations from an architectural viewpoint.
- ARCH 160 Construction Practices and Codes 2-4-3  
Materials and processes involved in current construction practices and building codes, with application to architectural detailing.
- ARCH 165 Office Practices and Specifications 2-4-3  
Professional relationships among architect, engineer, client, and contractor. Project

management, estimating, and specification writing.

- ARCH 180 History and Theory of Architecture 3-0-3  
From early ages to the present.
- ARCH 210 Architectural Design III 2-4-3  
Theory, practice, and methodology of solving intermediate design problems for renovation, restoration, and historic preservation of residential, commercial, and institutional buildings. Includes appropriate construction methods and codes. Prerequisite: ARCH 110.
- ARCH 212 Computer-Aided Architectural Drawing 1-6-3  
Computer production of a full set of construction plans for typical residential building. Prerequisites: CADD 125, CADD 201, ARCH 110. Same course as CADD 212.
- ARCH 230 Environmental Technology I 2-4-3  
Design of heating, air-conditioning, plumbing system, acoustics, and solar energy of buildings and subdivisions. Prerequisite: ARCH 110.
- ARCH 235 Environmental Technology II 2-4-3  
Design of lighting, wiring, control circuits, and electrical equipment of buildings and subdivisions. Prerequisite: ARCH 110.
- ARCH 285 Architectural Design IV 2-4-3  
Advanced design, research, construction, and production of the built environment. Prerequisite: ARCH 110.

## BIOLOGY

City Park Campus:

Dr. Gilotra, Professor  
Dr. Lawler, Professor  
Mr. LeJeune, Professor  
Dr. Smith, Professor  
Mr. Denette, Associate Professor  
Ms. Lowell, Associate Professor  
Ms. Arnaud-Davis, Assistant Professor  
Dr. Ratard, Assistant Professor  
Ms. Rosenzweig, Assistant Professor  
Ms. Brock-Strickland, Instructor  
Ms. Delozier, Instructor  
Mr. Hymel, Instructor  
Ms. Perrin, Instructor  
Ms. Varnado, Instructor  
Ms. Ziadeh, Instructor



## West Bank Campus:

Mr. Russell, Assistant Professor  
 Mr. Arnondin, Instructor  
 Ms. Brammer, Instructor  
 Ms. Taggart, Instructor  
 Ms. Trojack, Instructor  
 Dr. Worrell, Instructor

## Northshore:

Mr. Chalona, Assistant Professor  
 Ms. Smith, Assistant Professor  
 Ms. Bates, Instructor  
 Mr. Perkins, Instructor  
 Mr. Peterson, Instructor

BIOL 072 Fundamental Readings in  
 Biology 3-0-3  
 Study-skills course for pre-nursing, pre-allied  
 health, or pre-science majors who have limited  
 background in biology. Covers basic concepts.  
 Emphasizes reading and understanding  
 scientific textbooks. Cannot be used for degree  
 credit. Corequisite: READ 072.

BIOL 095 The Human Body 3-0-3  
 Elementary survey of structure and function of  
 human body in health and disease. Includes  
 cells and tissues, skin, skeletal system, muscles,  
 the nervous system, and the circulatory system.  
 Cannot be used for degree credit.

BIOL 101 Introductory Biology I 3-0-3  
 Life processes, the cell as a basic unit of life,  
 major body systems, human development, and  
 simple genetics. Suitable for non-science majors.

BIOL 102 Introductory Biology II 3-0-3  
 Evolution, origin of life, ecology, and impact  
 of man on urban environment. Includes  
 evaluation methods of environmental pollution  
 and pest management. Especially suitable for  
 non-science majors. Cannot be used as a  
 required course by general science majors.

BIOL 107 Introductory Biology  
 I Laboratory 0-3-1  
 Explores topics discussed in BIOL 101.

BIOL 108 Introductory Biology II  
 Laboratory 0-3-1  
 Explores topics discussed in BIOL 102.

BIOL 114 Nutrition 3-0-3  
 Nutrients, including functions, factors affecting  
 utilization, food sources, dietary allowances,  
 food habits and special needs. Includes dietary

calculations and evaluation and current issues  
 in nutrition.

BIOL 120 Introductory Plant Biology 3-0-3  
 Basic principles of biology of plants;  
 interrelationships of structure and function at  
 succeeding levels: cell, organism, population,  
 community, and ecosystem. Anatomy and  
 physiology of seed-producing plants and  
 "lower plants" focusing on major organ  
 systems. Corequisite: BIOL 121.

BIOL 121 Introductory Plant Biology  
 Laboratory 0-2-1  
 The use of microscopy systems to investigate  
 the anatomy and physiology of plants,  
 focusing on the identification and study of  
 tissue and organ systems. Corequisite: BIOL  
 120.

BIOL 141 General Biology I 3-0-3  
 Biochemistry, cell biology, cellular  
 metabolism, genetics, molecular biology,  
 evolution, and tissue structure. For general  
 science and health science majors. First of two  
 lecture courses covering the biological  
 sciences. Students are strongly encouraged to  
 take BIOL 143 during the same semester.

BIOL 142 General Biology II 3-0-3  
 Genetics, population genetics, embryology,  
 evolutionary theory, animal behavior, and  
 ecology. Surveys the five kingdoms of life, with  
 emphasis on evolutionary relationships. (For  
 general science and health science majors.  
 Second of two lecture courses covering the  
 biological sciences.) Prerequisites: "C" or  
 better in BIOL 141 and BIOL 143. Students are  
 strongly encouraged to take BIOL 144 during  
 the same semester.

BIOL 143 General Biology I Laboratory 0-3-1  
 Use of the microscope, study of cell and tissue  
 structure, osmosis and diffusion, genetics,  
 photosynthesis, respiration, plant anatomy, and  
 vertebrate anatomy. Dissection required.  
 Students are strongly encouraged to take  
 BIOL 141 during the same semester.

BIOL 144 General Biology II Laboratory 0-3-1  
 Genetics, embryology, evidences of evolution,  
 animal phylogeny with dissection of members  
 of representative groups, plant phylogeny with  
 emphasis on terrestrial adaptation, and  
 characteristics of fungi. Prerequisites: "C" or  
 better in BIOL 141 and BIOL 143. Students

are strongly encouraged to take BIOL 142 during the same semester.

BIOL 161 Introductory Anatomy and Physiology 3-0-3

Overview of integumentary, skeletal, muscular, nervous, endocrine, respiratory, circulatory, urinary, digestive, and reproductive systems. Explores structure and function organs and their relationship to each other and to the total human organism. Corequisite: BIOL 163.

BIOL 163 Introductory Anatomy and Physiology Laboratory 0-3-1

An anatomic survey of organs and structures covered in BIOL 161. Studies confined to the use of anatomically accurate models. Corequisite: BIOL 161.

BIOL 180-184 Biological Issues 0-(2-4)-(2-1):(1-3)-0-(1-3)

Special topics course designed by individual faculty in order to allow interested students and faculty to explore areas of biology not covered by the usual offered courses. Students may receive up to 4 credit hours for each class. Prerequisites: "C" or better in BIOL 141, 143. Corequisites: BIOL 142, 144 or permission of instructor and department chair.

BIOL 201 Botany 3-0-3

Plant cell, plant anatomy, plant morphology, plant physiology, plant ecology, and plant evolution. (For general science majors.) Prerequisites: "C" or better in BIOL 142 and 144. Corequisite: BIOL 203.

BIOL 203 Botany Laboratory 0-3-1

Plant cell, plant anatomy, plant morphology, plant physiology, photosynthesis, and plant taxonomy with emphasis on phylogeny. Corequisite: BIOL 201.

BIOL 204 Plant Taxonomy 3-0-3

Introductory study of plant identification, naming and classification. Covers history of plant systematics and the role of evolution in plant taxonomy. Proper preparation and cataloging of museum specimens is also covered. Prerequisites: "C" or better in BIOL 141, 143, or BIOL 120, 121 or BIOL 209. Corequisite: BIOL 205.

BIOL 205 Plant Taxonomy Laboratory 0-3-1

Basic techniques of plant collection and identification with emphasis on the local major plant families of vascular plants. Herbarium

mounts will be prepared. Prerequisites: "C" or better in BIOL 141, 143 or BIOL 120,121. Corequisite: BIOL 204.

BIOL 207 Comparative Vertebrate Anatomy 3-0-3

Vertebrate characteristics, vertebrate embryology, vertebrate taxonomy and phylogeny, and evolutionary development of vertebrate organ systems. (For general science majors.) Prerequisite: "C" or better in BIOL 144. Corequisite: BIOL 209.

BIOL 209 Comparative Vertebrate Anatomy Laboratory 0-3-1

Concentrates on dissection. Stresses vertebrate phylogeny and trends in the evolutionary development of vertebrate organ systems. Corequisite: BIOL 207.

BIOL 210 Microbiology 3-0-3

Emphasizes human pathogens. Includes the prokaryotic cell, bacterial growth and reproduction, bacterial metabolism, bacterial genetics, pathogenic bacteria, and antimicrobial drugs. (For general science and health science majors.) No credit for both BIOL 210 and BIOL 211. Prerequisites: "C" or better in BIOL 141 and 143 or equivalent; or a composite ACT score of 22 or higher and passed biology in high school with a grade of "B" or better; or passing score on the Biology Placement Exam. Students are strongly encouraged to take BIOL 212 during the same semester.

BIOL 211 Microbiology of Human Pathogens 3-0-3

Pathogenic bacteria, fungi, protozoans, viruses, and helminths are characterized and etiology, signs and symptoms, diagnosis, treatment, and prevention of related infectious diseases are described. (For general science and health science majors.) No credit for both BIOL 210 and 211. Prerequisites: "C" or better in BIOL 120, 121, or "C" or better in BIOL 201, 203. "C" or better in BIOL 141 and 143 or equivalent; or "C" or better in BIOL 161 and 163; or a composite ACT score of 22 or higher and passed biology in high school with a grade of "B" or higher; or passing score on the Biology Placement Exam.

BIOL 212 Microbiology Laboratory 0-3-1

Taxonomy of microorganisms, bacterial morphology and staining techniques, culture

methods, identification of unknown bacteria using morphological, physiological, and serological techniques. Prerequisites: “C” or better in BIOL 141 and 143 or equivalent; or “C” or better in BIOL 161 and 163; or a composite ACT score of 22 or higher and passed biology in high school with a grade of “B” or higher; or passing score on the Biology Placement Exam. Students are strongly encouraged to take BIOL 210 or 211 during the same semester.

BIOL 231 Introduction to Biological Evolution 3-0-3

Concepts of evolutionary biology. Topics include development of the modern theory of evolution, heredity and genetics, natural selection, sexual selection, speciation, co-evolution, extinction, life histories, population genetics, and human evolution. Prerequisites: “C” or better in BIOL 141, 143. Corequisites: BIOL 142, 144 or permission of instructor and department chair.

BIOL 245 Genetics 3-0-3

Introduces principles of inheritance. Includes Mendelian genetics, molecular genetics, population genetics, human genetics, and role of genetics in evolution. Prerequisite: “C” or better in BIOL 141 and 143.

BIOL 251 Human Anatomy and Physiology I 3-0-3

Systemic survey of human body. Emphasizes structure, function, and chemical mechanisms. Prerequisites: “C” or better in BIOL 141 and 143 or equivalent; or a composite ACT score of 22 or higher and passed biology in high school with a grade of “B” or better; or passing score on the Biology Placement Exam. Students are strongly encouraged to take BIOL 253 during the same semester.

BIOL 252 Human Anatomy and Physiology II 3-0-3

Continuation of systemic survey of human body. Prerequisites: “C” or better in BIOL 251 and 253. Students are strongly encouraged to take BIOL 254 during the same semester.

BIOL 253 Human Anatomy and Physiology I Laboratory 0-3-1

Hands-on experience in microscopy. Dissection required. Prerequisites: “C” or better in BIOL 141 and 143 or equivalent; or a composite ACT score of 22 or higher and

passed biology in high school with a grade of “B” or better; or passing score on the Biology Placement Exam. Students are strongly encouraged to take BIOL 251 during the same semester.

BIOL 254 Human Anatomy and Physiology II Laboratory 0-3-1

Hands-on experience in microscopy. Dissection required. Prerequisites: “C” or better in BIOL 251 and 253. Students are strongly encouraged to take BIOL 252 during the same semester.

BIOL 271 Pathophysiology 3-0-3

Alteration in biologic processes affecting the body’s dynamic equilibrium or homeostasis. Integrates knowledge from the basic and clinical sciences. Covers all major organ systems, with special attention to nervous and endocrine systems. Prerequisites: “C” or better in BIOL 252 and 254.

BIOL 272 Natural History of the Vertebrates 3-0-3

Introduction to the natural history of the vertebrates; their evolution, classification, anatomy, physiology, ecology, behavior, and the impact that man has had on vertebrates. The focus for this course is on the extant species. Prerequisites: “C” or better in BIOL 142, 144. Corequisite: BIOL 273.

BIOL 273 Natural History of the Vertebrates Laboratory 0-3-1

Survey of the general anatomy of representatives of the major vertebrate classes. Lab concentrates on vertebrate structure and identification of local fauna. Dissections, field trips, and handling of animal cadavers and museum preparations are required. Prerequisites: “C” or better in BIOL 142, 144. Corequisite: BIOL 272.

BIOL 281 Introduction to Ecology 3-0-3

Concepts of ecology, climatic adaptations, social relations among animals, population genetics, population dynamics, life histories, competition, predation, community ecology, and ecosystem function. Emphasis on keystone species and local examples of mesohabitats and microhabitats. Prerequisites: “C” or better in BIOL 141, 143. Corequisites: BIOL 283 and 142, 144 or permission of instructor and department chair.



BIOL 283 Introduction to Ecology  
Laboratory 0-3-1

Field research in ecology. Emphasis on practical experiences in a field setting looking at organismal interactions at the local mesohabitats and microhabitats. Prerequisites: "C" or better in BIOL 141, 143. Corequisites: BIOL 281 and 142, 144 and permission of instructor and department chair.

BIOL 296-299 Biological Internship 0-4-1

Internship service class involving handling, care and presentation of domestic and exotic animals at the various Audubon facilities. Class will present information covering basic animal biology, safe handling procedures and the natural history of specific species kept by the Audubon education department. Course may be repeated for a maximum of 4 credit hours. BIOL 296 Prerequisites: "C" or better in BIOL 141, 143, departmental permission and Audubon staff approval. BIOL 297-299 Prerequisites: BIOL 142, 144, departmental permission and Audubon staff approval.

## BUSINESS LAW

City Park Campus:

Mr. Conroy, Assistant Professor  
Ms. Lasky, Instructor

BUSL 202 Introduction to the Legal  
Profession 3-0-3

An overview of the American legal systems and legal professions. Topics include: civil law, criminal law, torts, family law, Constitutional law, business law, and the basics of legal research.

BUSL 210 Cyberlaw 3-0-3

Legal topics related to the Internet including, e-commerce regulation, piracy, intellectual property, cyber torts, copyrights and taxation. Also relevant social topics such as free speech and privacy concerns will be explored. Prerequisite: Eligibility for ENGL 101.

BUSL 221 Environmental Law and Policy 3-0-3

Introduction to environmental law with emphasis placed on the interrelationships between federal, state and local environmental regulations and requirements. Topics covered include: hazardous waste regulations, solid waste management programs, the Clean Air Act, OSHA regulations, the Clean Water Act, environmental audits, and issues relating to the impact of environmental laws on society.

BUSL 244 Introduction to International  
Business Law 3-0-3

Structures and processes of international legal community. Prerequisites: BUSG 200

BUSL 250 Legal Environment of Business 3-0-3

An overview of the nature and function of law and legal institutions in society, with emphasis on those areas of law most relevant to business operations. Topics include: the court systems, torts, administrative agencies, business organizations, contracts, labor law, bankruptcy, and environmental law. Prerequisite: BUSG 129.

## BUSINESS STUDIES- GENERAL

City Park Campus:

Ms. Aime, Professor  
Mr. Jones, Professor  
Ms. Gonzales-Kreisman, Associate Professor  
Mr. Mullins, Associate Professor  
Mr. Siragusa, Associate Professor  
Mr. Worsham, Associate Professor  
Dr. Cintrón, Instructor  
Ms. Lenihan, Instructor

West Bank Campus:

Ms. Wright, Assistant Professor  
Ms. Williams, Instructor

NOTE: For Coop or Internship, the work must be related to the Academic Major.

BUSG 095 Orientation to General  
Business 3-0-3

Developmental course for business majors. Introduces business problems, vocabulary, career planning, and decision-making. Note: Cannot be used for degree credit.

BUSG 115 Starting a New Business 3-0-3

Business opportunities, skills needed by an entrepreneur, resource requirements for the new venture, appropriate sources of finance, and risk associated with business ventures.

BUSG 121 Business Mathematics 3-0-3

Basic arithmetic principles applied to common business problems. Prerequisite: MATH 091 or above, or a score of 12 or higher on the Delgado Placement Test.

BUSG 125 Personal Finance 3-0-3

Personal and family finances and money management: budgets, savings, borrowing, insurance, taxes, investments, and estate planning. (LCTCS Course: BUS 133/1330)

- BUSG 128 Electronic Commerce 3-0-3  
Introduction to electronic commerce. Examines the Internet; the Web; software; security issues; payment systems; marketing sales; promotion; purchasing; support activities; existing forms of electronic commerce; and international, legal, ethical, and tax issues related to electronic commerce.
- BUSG 129 Introduction to Business 3-0-3  
A general review of the American Business System is explored in depth. Comparisons are made of the capitalist, communist, and socialist economic systems. Corporate social responsibility, government's relationship with business, and types of business ownership are also discussed. (LCTCS Course: BUS 110/1100)
- BUSG 131 Internship I 0-15-3  
Application of skills and knowledge learned in the classroom. Students gain real world experience by working in their chosen field of study.
- BUSG 132 Internship II 0-15-3  
Career-oriented course emphasizing practical aspects of the business world by providing closer liaison and cooperation between the school, the student, and the world of work. Designed to develop fundamental skills, knowledge, and job experience to help men and women function in decision-making positions by giving them the opportunity to get supervised work experience in their academic major.
- BUSG 140 Principles of Bank Operations 3-0-3  
Overview of techniques and concepts of banking operations; laws and regulations which govern bank operations; interaction with the Federal Reserve System. This course will include the history of banking and bank organizational structure.
- BUSG 151 Personal Investments 3-0-3  
Introduces the student to the basics of investing. Addresses basic issues as risk, return, liquidity, marketability, and diversification. Discusses market operations for both listed and unlisted stocks, how to evaluate potential stock investments using fundamental analysis, the mechanics of margin buying, and the pros and cons of international diversification. Bonds, common stock, and preferred stock are explored.
- BUSG 178 Business Communications 3-0-3  
Advanced techniques of written and oral communication, word usage, organization, and style. Includes business letters and reports. Emphasizes development of effective voice qualities and presentation of oral reports and speeches. Prerequisite: ENGL 101.
- BUSG 200 International Business 3-0-3  
Environmental and strategic complexities of international business. Includes language of international business, balance of payments and international monetary problems. Prerequisite: BUSG 129 or permission of instructor.
- BUSG 210 Business Ethics 3-0-3  
Explores the ethical issues that corporate decision makers face in developing policies about employees, customers, and the general public. Topics include discrimination, privacy, employment rights and duties, affirmative action, industrial hazards, and advertising.
- BUSG 224 Business Computer Applications 3-0-3  
Course focuses on the business applications most commonly used by today's business professionals for data-driven decision making. Extensive coverage of spreadsheets and databases and how they are used in business decisions. Students will also create simple presentations and web pages. Includes Visual BASIC for Applications and macros. Course assumes students have a working knowledge of Windows, Microsoft Word, and the World Wide Web.
- BUSG 252 Entrepreneurial Finance 3-0-3  
Provides an overview of the finance-related issues associated with an entrepreneurial or small-company setting. The goal of the course is to educate future entrepreneurs and small business owners in the tools and skills required to successfully manage the financial challenges of a small company or startup.

## CARE AND DEVELOPMENT OF YOUNG CHILDREN

City Park Campus:

Ms. Johnson, Associate Professor  
Ms. Melson, Assistant Professor  
Ms. Thomas, Assistant Professor  
Ms. Cohen, Instructor



West Bank Campus:

Ms. Rheams, Instructor

CDYC 105 Introduction to Care and  
Development of Young Children 3-0-3

Overview of early childhood education, birth to age eight. Explores philosophies, methods, materials and activities appropriate to the development of the child in child care centers and nursery schools.

CDYC 106 Child Development Associate (CDA)  
Prep I 2-2-3

Orientation to 13 required CDA Competency Standards, including safety, health, learning environment, physical, cognitive, communication, creative, self, social, guidance, family, program management, and professionalism. Prerequisite: Student must be employed as paid or unpaid worker in child care setting.

CDYC 107 Child Development Associate (CDA)  
Prep II 2-2-3

Continuation of CDA Assessment preparation with emphasis on administration of 13 required CDA Competency Standards, including safety, health, learning environment, physical, cognitive, communication, creative, self, social, guidance, family, program management and professionalism. Prerequisite: CDYC 106

CDYC 108 CDA Renewal 3-0-3

Offers course work and support required for preparation of application for CDA renewal and for those who are working on original CDA after completing CDYC 106 and CDYC 107. Emphasis on the application of the 13 CDA Competency Standards and creation of an updated community resource file.

Prerequisite: Need to be working with children and have a CDA in need of renewal.

CDYC 111 Observation and Assessment 2-2-3

Laboratory experiences for systematic, objective observation and assessment of children's development, typical and atypical, while they play and go about their daily routines in a school or child care setting. Planning appropriate learning activities in each area of development for individual children

based on observation and assessment of individual strengths, needs, and interests.

CDYC 112 Health, Safety and Nutrition 3-0-3  
Study of main issues of health, safety and nutrition facing children age 0-8 in a preschool or day care setting. Focuses on practical information and techniques. Review of current day care licensing and school health and safety standards. Includes certification in child and infant CPR, emergency procedures, infectious disease control and specific interventions for special health needs.

CDYC 115 Guidance and Classroom  
Management 3-0-3

Identifying typical age-related behavior patterns and reasons for misbehavior. Includes child guidance practices and their consequences, practicing positive techniques and strategies for successful behavior intervention and classroom management of children age 0-8, including children with special needs.

CDYC 121 Movement with Young  
Children 3-0-3

Movement and space needs of young child, especially sensory motor development.

CDYC 130 Introduction to Special  
Education for CDYC 3-0-3

Examines the exceptional child: the intellectually gifted; the mentally retarded; the learning disabled; those with behavioral, neurological, hearing, visual, and other disorders.

CDYC 131 Music with Young Children 3-0-3  
Songs, rhythms, stories, and activities that enhance development of the young child.

CDYC 135 Dramatic Expression with  
Young Children 3-0-3

Materials and techniques that develop dramatic expression in children.

CDYC 141 Art with Young Children 3-0-3  
Materials and techniques that enhance artistic expression in children.

CDYC 165 Language and Literacy 3-0-3  
Stages of child's language and literacy development. Materials for learning are developed.

CDYC 175 Teaching Science to Young Children 3-0-3  
 Scientific concepts appropriate for pre-schoolers. Materials and methods for teaching science are developed.

CDYC 185 Teaching Mathematics to Young Children 3-0-3  
 Stages of child's development in mathematical comprehension. Materials for learning are developed.

CDYC 209 Infant Development 3-0-3  
 Physiological, emotional, cognitive, and social development of the infant.

CDYC 211 Comparison of Child Care Programs 3-0-3  
 Observation and discussion of facilities, staff, and program content of day care, Head Start, Home Start, parent cooperatives, and parent-child centers. Prerequisite: CDYC 105 or CDYC 106.

CDYC 213 Infant and Toddler Curriculum 3-0-3  
 Planning a developmentally appropriate environment, activities, materials, and interactions for infants and toddlers.

CDYC 221 Introduction to Multiculturalism 3-0-3  
 Survey and evaluation of traditional and modern educational thought and practices.

CDYC 261 Families in the Educational Process 3-0-3  
 How to involve families in child's learning process, including families with children with special needs. Methods of group and individual family/ teacher communication and school/family partnerships. Researches community referral and resources. Case study and field experiences.

CDYC 262 Legal Issues in Education 3-0-3  
 Legal issues and policies that directly affect the educational process.

CDYC 265 Working with Children with Special Needs 3-0-3  
 Overview of disabilities and exceptionalities. Laws, resources, adaptive equipment and interventions for young children with disabilities. Study of atypical development versus typical during the early childhood period (0-8). Observations, interviews and field experiences.

CDYC 273 Curriculum and Teaching Materials 3-0-3

Designed to help student synthesize knowledge of how young children learn, grow, and develop into age-appropriate curriculum covering all areas of development. Course includes the creation of teacher-made materials and units for children's hands-on learning. Prerequisite: CDYC 105 or CDYC 106.

CDYC 277 Inclusion: Methods and Materials 3-0-3  
 Issues, trends, and best practices as outlined in NAEYC and DEC in the education of young children with disabilities. Adapting developmentally appropriate teaching activities, materials, strategies and environment to accommodate exceptionalities consistent with natural environment as the point of service delivery. Prerequisites: CDYC 265 or 130.

CDYC 280 Administration of Child Care Programs 3-0-3  
 Development of a developmentally appropriate child care program including all administrative and curricular policies. Examines professionalism, budget, personnel decisions, philosophy and curriculum decisions, state and local regulations, national guidelines, family involvement, evaluation tools, development of staff and family handbooks. Students observe, practice, and intern under experienced Child Care administrators. Prerequisite: CDYC 105 or 106.

CDYC 281 Children's Literature 3-0-3  
 Children's literature and creative methods of storytelling for pre-schools.

CDYC 298 Practicum 3-18-6  
 Supervised work experience in an approved child care setting. Prerequisite: Permission needed from department.

## CHEMISTRY

City Park Campus:  
 Ms. Dodson, Professor

West Bank Campus:  
 Dr. Sathyamoorthi, Assistant Professor

CHEM 100 Chemistry in Society 3-0-3  
 Survey of major chemical principles and concepts as applied to global, societal and technological issues. Intended for non-science majors. Prerequisite: MATH096.

- CHEM 101 Elementary Chemistry 3-0-3  
Includes scientific method, metric measurement, atomic structure, bonding, and gas laws. Students without high school chemistry may use this course to prepare for more rigorous CHEM 141. Prerequisite: MATH 096 or ACT of 18-21, or 26-32 on the Delgado Math Placement Test.
- CHEM 107 Elementary Chemistry Laboratory 0-3-1  
Accompanies CHEM 101. Corequisite: CHEM 101.
- CHEM 141 General Chemistry I 3-0-3  
Atomic structure, chemical bonding, redox equations, basic organic, and stoichiometry. Prerequisites: High school chemistry or CHEM 101, MATH 118 or ACT of 22-26 or 33-45 on the Delgado Community College Math Placement Test. Corequisite: CHEM 143. Credit not awarded unless CHEM 143 completed.
- CHEM 142 General Chemistry II 3-0-3  
Continuation of CHEM 141. Includes quantitative analysis, chemical equilibrium, electrochemistry, reaction mechanisms, and coordination compounds. Prerequisite: "C" or better in CHEM 141 and 143. Corequisite: CHEM 144. Credit not awarded unless CHEM 144 completed.
- CHEM 143 General Chemistry I Laboratory 0-3-1  
Accompanies CHEM 141. Includes density determinations, analysis of chemical compounds, stoichiometry of reactions, applications of gas laws and evaluation of solution properties. Corequisite: CHEM 141.
- CHEM 144 General Chemistry II Laboratory 0-3-1  
Accompanies CHEM 142. Includes redox reactions, kinetic, equilibrium and thermochemical determinations, acid analysis, and synthesis of selected common compounds. Prerequisite: "C" or better in CHEM 141 and 143. Corequisite: CHEM 142.
- CHEM 221 Organic Chemistry I 3-0-3  
Structures, preparations, and reactions of organic compounds, including the alkanes, alkenes, and alkyl halides. Includes mechanisms involving free radicals and intermediates and concepts such as stereochemistry, kinetics, and thermodynamics that demonstrate the correlation of structure with chemical reactivity. Prerequisites: Completion of CHEM 142 and CHEM 144 with a grade of "C" or better. Corequisite: CHEM 223.
- CHEM 222 Organic Chemistry II 3-0-3  
Structures, preparations, and characteristic reactions of organic compounds, including the aromatic oxygen derivatives of organic compounds, and amines. Includes mechanisms for these compounds and concepts such as stereochemistry and structural determination. Prerequisites: Completion of CHEM 221 and CHEM 223 with "C" or better. Corequisite: CHEM 224.
- CHEM 223 Organic Chemistry Lab I 0-3-1  
General laboratory techniques of organic chemistry. Prerequisites: Completion of CHEM 142 and CHEM 144 with a grade of "C" or better. Corequisite: CHEM 221.
- CHEM 224 Organic Chemistry Lab II 0-3-1  
General laboratory techniques of organic chemistry. Prerequisite: CHEM 221 and CHEM 223 with "C" or better. Corequisite: CHEM 222.
- ## CIVIL CONSTRUCTION TECHNOLOGY
- City Park Campus:  
Mr. Saleh, Associate Professor
- West Bank Campus:  
Ms. Colletti, Assistant Professor
- CIVT 100 Elementary Surveying 3-3-4  
Fundamentals of plan surveying. Covers accurate measuring of distance, theory and practice of leveling, angles and bearings, principles of the level and transit, and stadia surveys. Prerequisites: Algebra and trigonometry.
- CIVT 105 Advanced Surveying 2-3-3  
Principles and field applications of route and geodetic surveying, curves, earthwork, calculation of geodetic position, state coordinates, astronomical observations, and aerial mapping. Prerequisite: CIVT 101.



- CIVT 110 Construction Graphics and Blueprint Reading 3-0-3  
Graphics techniques in construction industry. Includes computation of areas and volumes, drafting as communication skill, computer as drafting tool, and terms and symbols in building industry. Includes blueprint reading.
- CIVT 115 Civil Drafting 3-3-4  
Plotting, surveyors' notes, traverses, plot plan and plots, profile drawing, mapping.  
Prerequisites: CADD 125, CIVT 110, and Trigonometry.
- CIVT 150 Materials of Construction 3-0-3  
Materials and types of construction of various structures. Includes masonry, wood, steel, sheet metal, and reinforced concrete construction. Prerequisite: CIVT 110.
- CIVT 155 Design and Control of Concrete Mixtures 0-3-1  
Specifications and properties of concrete and component materials. Covers major control tests to assure uniformity of materials, desired properties of plastic concrete mixtures, and required strengths of hardened concrete.
- CIVT 201 Structural Statics 3-0-3  
Principles of statics as applied to beams, columns, and trusses. Prerequisite: Trigonometry.
- CIVT 202 Structural Strength of Materials 3-0-3  
Principles of strength of materials as applied to analysis and design of steel and wood beams, columns, and trusses. Prerequisite: CIVT 201.
- CIVT 222 Micro-Computer Applications in Estimating 3-0-3  
Preparation of estimates for residential and light commercial construction.
- CIVT 232 Project Supervision 3-0-3  
Superintendent's role in construction process. Emphasizes general rules and procedures endorsed by construction industry.  
Prerequisite: CIVT 150.
- CIVT 240 Construction Management 3-0-3  
Responsibilities and duties of the construction manager and building contractor. Management decisions and documentation related to organization, synchronization and cost control of construction activities. Overview of computer-based applications related to construction management, scheduling of activities. Prerequisites: CIVT 110, 150.
- CIVT 251 Soil Mechanics and Foundation 3-0-3  
Investigates the theories of soil mechanics including soil classifications, sampling and testing methods, stress distribution, shear resistance and strength of soils. Design of spread footing, piling, and other types of structures. Prerequisite: CIVT 202 or consent of Department Head
- CIVT 256 Design Applications 3-0-3  
Investigation of the behavior and design of rectangular and T-sections in bending and shear as well as bending stresses and the development of reinforcement, designs of footings and one-way slabs. Prerequisite: CIVT 202.
- CIVT 287 Practicum 0-6-1  
Structural/construction internship program under the direction and evaluation of a cooperating Construction/Civil company, supervisor, and Delgado Community College faculty. This course encompasses practical experience in an office or at the construction site. Prerequisite: Permission of instructor.
- CIVT 288 Construction Contracting and Laws 3-0-3  
Study of the way a set of contracts and specifications are put together and how they act as a source of data on a construction job. Course will demonstrate how information is gathered from documents with speed and accuracy.  
Prerequisites: CIVT 110, and CIVT 100 & 102.

## COLLEGE AND CAREER SUCCESS SKILLS

City Park Campus:

- Ms. Deffendall, Program Coordinator
- Ms. Authement, Assistant Professor
- Ms. Fitts, Instructor

West Bank Campus:

- Ms. Romar-Manuel, Assistant Professor

- CCSS 100 Success in College 1-0-1  
Introduction to the cultural, social, and academic resources available at Delgado Community College; exploration of learning styles; development of strategies for academic

success, to include note-taking, study skills, test-taking strategies and time-management. Offered on a pass/fail basis.

CCSS 101 College and Career Success Skills 1-0-1

General knowledge of the college, goal setting, learning style, time management, critical thinking, listening and note taking skills, memory tips, test taking strategies, communication with others verbally and in writing, and links to general education courses.

CCSS 107 College Success Skills 3-0-3

Enhancement of problem-solving and independent learning skills; educational planning; development of academic success skills; exploration of strategies to manage competing demands on a student's time. Career planning strategies.

CCSS 108 Career Success Skills 2-2-3

Provides students with a general knowledge of skills needed for successful employment and career path development. Includes goal-setting, decision-making, career exploration, resume development, job searching, interview skills, problem solving, communication skills, personal qualities, work ethic, interpersonal skills, and teamwork.

CCSS 109 Leadership Skills 3-0-3

Develops proficiency in the use of tools, techniques, and activities employed by individuals in group process. Seminar setting encourages analysis of interpersonal relationships, experience, and strategies necessary for group and individual productivity.

## COMPUTER AIDED DESIGN AND DRAFTING

City Park Campus:

Dr. Krieger, Professor

West Bank Campus:

Ms. Colletti, Assistant Professor

CADD 125 Drafting I 2-4-3

The basic concepts of Drafting: creating construction documents and technical drawings. Included: use of drafting instruments, geometric construction, visualization, freehand sketching, orthographic projection, basic auxiliary and section views, dimensioning,

pictorial views, and diagrams. Some computer graphic solutions are utilized.

CADD 144 Pictorial Drawing 2-4-3

The creation of isometric, oblique, and perspective drawings of details and simple assemblies. Also involved: developments to create a flat "sheet metal" image of geometric shapes, intersections, and transitions. Some descriptive geometry is introduced. Student generates 3-D models to verify solutions. Some computer graphic solutions are utilized. Prerequisite: CADD 125

CADD 170 Drafting II 2-4-3

Advanced concepts of Drafting: visualization, descriptive geometry, drafting instruments, geometric construction, freehand sketching, orthographic projection, auxiliary and section views, dimensioning, pictorial views, and diagrams. Some computer graphic solutions are utilized. Prerequisite: CADD 125

CADD 201 Introduction to CAD 2-4-3

The basics of 2-D computer aided drafting (CAD). Topics: geometric construction, orthographic projection, auxiliary views, isometric views, section views, dimensioning, tolerancing, scaling, working drawings, and printing to scale. Applications in mechanical and architectural CAD. Prerequisite: CADD 125 or INTD 125

CADD 202 CAD II 2-4-3

Basic 3-D computer aided drafting (CAD). Topics: 3-D coordinate systems, viewpoints, surface models, solid models, intersections, auxiliary views by rotation, 2-D projections from 3-D models, perspective, animation. Practical applications in mechanical, architectural, and structural areas. Prerequisite: CADD 201

CADD 205 CAD III 2-4-3

Basic automation and customizing of a CAD work environment. Topics: custom toolbars & menus, macros, AutoLISP, Visual BASIC and CAD programming to perform repetitive functions involved in a practical semester project. Prerequisite: CADD 202

CADD 212 Architectural Applications in CAD 2-4-3

An introduction to computer aided architectural drafting (CAD). The student uses CAD to create architectural drawing for residential and commercial applications.

Topics: floor plans, elevations, electrical plans, framing plans, site plans, common schedules, attributes, etc. The student will complete a full set of plans during the semester. Prerequisite: CADD 201. Same course as ARCH 212.

CADD 221 Mechanical Applications 2-4-3  
in CAD

Drafting practices with gears, cams, levers, drive systems, assemblies, sheet metal fabrication, and castings are covered. Contemporary fabrication and shop drawing are created. Applications are pertinent to manufacturing and construction. Computer applications are used. Prerequisite: CADD 170, CADD 202

CADD 231 Structural/Civil 2-4-3  
Applications in CAD

The course covers structural systems utilizing steel, wood, and concrete. Topics: pier and piling residential and commercial foundations, cast-in-place concrete, prefabricated concrete systems, steel framing, girder and beams, etc. Applications are pertinent to manufacturing, construction, and architecture. Computer applications are utilized. Prerequisite: CADD 170, CADD 201

CADD 242 Piping Applications in CAD 2-4-3

Common piping systems and practices using CAD. Topics: pipe & fittings sizes and nomenclature, valves & instrumentation, pumps, tanks, vessels, flow diagrams, piping plans & elevations, piping isometrics, bill of material, etc. Applications for industry, manufacturing, construction, and architecture. Computer applications are utilized. Prerequisite: CADD 170, CADD 202

CADD 256 Electrical/Electronic 2-4-3  
CAD Applications

The course covers electrical and electronic drafting practices including one-line diagrams, riser diagrams, raceway layouts, power distribution and substations. Contemporary problems and practices. Computer applications are utilized. Prerequisite: CADD 201

CADD 261 Advanced CAD 2-4-3  
Applications

A Capstone CAD course. Practical CAD applications in Mechanical, Piping, electrical, Civil, and Structural fields. Contemporary Industry problems solved using CAD.

Problems from industry are utilized.  
Prerequisite: CADD 221, CADD 231

CADD 265 Special Topics 2-4-3

This course is intended for the motivated student who has completed CAD courses CADD 205 and/or CADD 212 and wants to pursue a topic that is related to his/her vocational interests. This course is intended to provide industrial experience when it is not practical for the student to take CO-OP. Prerequisite: CADD 205 or CADD 212 and consent of Dept. Head.

CADD 268 Animation and Presentation 2-4-3  
Topics in CAD

Topics in CAD modeling that include advanced 3D modeling, animation, and photo-realistic rendering that is related to vocational interests. Applications include architectural, interior design, mechanical, and piping. Application software includes 3D Studio, Photoshop, Inventor, and AutoCAD. Assignments can be tailored to the student's vocational area. Prerequisites: CADD 212 or CADD 221 and permission of the instructor.

CADD 287 Practicum/CO-OP 0-8-3

Practical experience at locations that use computer aided design and drafting. Prerequisite: CADD 205, CADD 221, CADD 231 and consent of Dept. Head.

## COMPUTER APPLIED SKILLS ENHANCEMENT

CASE 082 Computer Applied Skills 1-3-3  
Enhancement I

Skills enhancement course designed to strengthen skills in the areas of Written Communications, Information Literacy, and Applied Math according to initial results of WorkKeys standardized testing on Keytrain software. Designed for different levels. CASE students use computer software, classroom activities, one-on-one tutoring and applied projects to prepare for college academics and the workforce.

CASE 084 Computer Applied Skills 1-3-3  
Enhancement II

Skills enhancement course designed to strengthen skills in the areas of Written Communications, Information Literacy, and

Applied Math according to initial results of WorkKeys standardized testing on Keytrain software. Designed for students at different levels who are familiar with Keytrain software and other computer applications after completing CASE 082.

## COMPUTER INFORMATION TECHNOLOGY

City Park Campus:

Ms. Lawrence, Instructor

West Bank Campus:

Ms. Brown, Assistant Professor

Ms. Williams, Instructor

Northshore:

Ms. Muhsin, Assistant Professor

**CMIN 201 Computer & Internet Literacy** 3-0-3  
Surveys electronic data-processing systems. Includes history of electronics data processing, terminology associated with computers, basic theory of operation, and practical application in several commercial software packages. Covers Windows, Internet, World Wide Web and Electronic mail. Prerequisite: Eligibility for ENGL 101.

**CMIN 203 Logic and Design I** 3-0-3  
Programming logic, physical design, specification, and documentation. Emphasizes business problem solving with programmable solutions. Prerequisite: CMIN 201 or ADOT 105 or CMIN 204.

**CMIN 204 Fundamentals of Information Technologies and Systems** 3-0-3  
Survey course to provide the necessary foundation for understanding Computer Information Technology. Coverage of the fundamentals of information system and information technology concepts, strategies, and skills; these will include: programming logic and coding, database design and development, web design and website development, communication and networking, IT support, large systems design, and information system project management. Prerequisite: Eligibility for ENGL 101.

**CMIN 206 Web Programming** 3-0-3  
Introduction to programming. Includes fundamental programming skills and concepts

used in majority of programming languages- especially those used on the World Wide Web and Internet.

**CMIN 207 Logic and Design II** 3-0-3  
Supplement to CMIN 203-Logic and Design I for students planning to transfer to a senior college in a related baccalaureate degree program. Topics include: fundamentals of programming structures, problem definition and solving, developing computing algorithms, identification and use of data structures, debugging, effective GUI (Graphic User Interface) design, and selected operating system topics. Prerequisite: CMIN 203.

**CMIN 211 Visual BASIC I** 3-0-3  
Covers the fundamental elements of programming using the Visual BASIC programming language. Project activities allow students to practice important Visual BASIC skills and techniques. Prerequisite: CMIN 203.

**CMIN 212 Visual BASIC II** 3-0-3  
Application programming using Visual BASIC language. Emphasizes problem solving common business situations and creation of innovative and useful programs in the Windows environment. Prerequisite: CMIN 211.

**CMIN 214 Introduction to C++** 3-0-3  
Programming in the Windows environment using Visual C++ and the Microsoft Foundation Class Library (MFC). Uses Visual Workbench, AppWizard, ClassWizard and AppStudio. Provides fundamental understanding of MFC and of building programs using MFC. Prerequisite: CMIN 203.

**CMIN 216 Web Foundations I** 3-0-3  
This course introduces the terms, concepts, skills, and development technologies used on the Internet and the World Wide Web. Topics include: use of the Internet, Internet communications technologies, Internet browsers and search engines, HTML Web authoring and file transfer, and management. This course provides the technology foundation for the (proposed) Web Design Concentration in the CMIN degree program. It is recommended that CMIN 204 (Fundamentals of Information Technology and Systems) or comparable courses be completed before attempting this course; previous experience may also be helpful.

- CMIN 217 Introduction to Game Design and Development 3-0-3  
An introduction to electronic game development and to careers in the gaming industry. The course includes study of the history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development system. Applications to simulation are discussed.
- CMIN 220 Web Foundations II 3-0-3  
This course continues coverage of technologies used to enhance and facilitate Website design and production. It provides skills needed to move beyond basic Web page creation and publication. Topics include: implementation of additional HTML tags, addition of XHTML to web pages, and use of CSS to apply formatting across multiple pages. With CSS, students learn to control fonts, background colors, hyperlinks, margins, and other page elements across web sites. Students also learn to create CSS navigational menus for Web pages and to create tables, forms, and frames. The roles of design, programming, animations, and databases are introduced.
- CMIN 232 Discrete Structures 3-0-3  
Supplement to CMIN 203-Logic and Design I and CMIN 207-Logic and Design II for students planning to transfer to a senior college in a related baccalaureate degree program. Topics include: Boolean algebra, logic, proofs, sets, combinatorics, relations, function, recursion, and partially-ordered sets. Prerequisites: CMIN 207 and MATH 131.
- CMIN 234 Programming for the Web 3-0-3  
Teaches how automation and interactivity are produced for websites. It provides an introduction to some of the widely used Web Programming technologies, such as XML, JavaScript, Perl, Java servlets, and JSP. Introductions to the following ware included: PHP, ASP, SQL, Ruby, Rails, and Ajax. Prerequisites: CMIN 203 and CMIN 216.
- CMIN 236 Database for the Web 3-0-3  
Teaches how to design and develop databases to be used with a website. This course will include relational database design for websites, used of ODBC-compliant databases, and examples of techniques used to accomplish database connectivity. Prerequisites: CMIN 216 and CMIN 203 and ADOT 264.
- CMIN 244 Introduction to Internet Security 3-0-3  
Selected models for IS/IT security strategies and management. Knowledge of collaborating information security from inside and outside organization prospective. Models, methods, and standards for information security, risk management, and approaches to different roles and trusts in IT systems are also presented. Prerequisites: CMIN 203 and CMIN 204.
- CMIN 250 JAVA Programming 3-0-3  
Introduction to the Internet and JAVA programming language. Prerequisite: CMIN 203.
- CMIN 254 Computer Organization 3-0-3  
Topics and learning objectives in this course include machine representation of data, fix point, floating point, decimal arithmetic, macros, address modification, bit manipulation, and subroutine linkage. This course is recommended for students planning to transfer to a senior college in a related baccalaureate degree program. Prerequisites: CMIN 232 and CMIN 250.
- CMIN 255 Advanced Web Projects 3-0-3  
Creation of high-end, professional quality web sites from planning stage through design and web site creation to publishing on the World Wide Web. Capstone course in the Web Site Design CTS Program. Students will use and enhance skills learned in several courses from the program. Prerequisites: CMIN 206 and CMIN 220.
- CMIN 266 Database Management Systems 3-0-3  
Covers the fundamental elements of a database management system, its role in information systems, and its relationship to programming languages. Design of a relational database management is taught, followed by implementation. Also covered are: functions of a DBMS, database administration, and system structures for DBMS (desktop, network server, client-server, web, distributed). Prerequisites: CMIN 203, ADOT 264, and one of the following: CMIN 206, CMIN 211 or CMIN 250.

CMIN 291 Systems Analysis Methods 3-0-3  
 Overview of system development life cycle. Emphasizes current system documentation through use of classical and structured tools/techniques for describing process flows, data flows, data structures, file designs, input and output designs and program specifications. Examines information gathering and reporting activities and transition from system analysis to system design. Prerequisite: CMIN 211 or CMIN 250.

## COMPUTER NETWORK TECHNOLOGY

City Park Campus:

Mr. Abukhader, Associate Professor  
 Mr. Nixon, Associate Professor  
 Mr. Spillman, Assistant Professor  
 Mr. Huggins, Instructor

CNET 117 Network Multiunit Systems 3-0-3  
 Operating system principles, design and operation. Memory management, file handling, sharing, remapping, and protocols. A comparison of common operating systems including Windows NT and Novell Netware. Corequisite: CNET 119.

CNET 119 Network Multiunit Systems Lab 0-3-1  
 A laboratory to accompany Network Multiunit Systems. Writing and reading system files. Adapting files to systems; systems to protocols. Corequisite: CNET 117.

CNET 157 Network System Basics 3-0-3  
 Computer network fundamentals. Configuration, client/server networks, sharing; mail and hub configurations. Popular platforms.

CNET 177 Network Operations 3-0-3  
 Operation and maintenance of LANs, OSI, topology, packet transfer, interconnection methods, troubleshooting, and performance analysis. Prerequisite: CNET 157. Corequisite: CNET 179.

CNET 179 Network Operations Lab 0-3-1  
 A laboratory to accompany Network Operations. Labs involving protocol conventions, packet switching, routing and testing of local area networks. Prerequisite: CNET 117 and 119. Corequisite: CNET 177.

CNET 197 UNIX System Fundamentals 3-0-3  
 Principles of the UNIX operating system. File and system manipulation with focus on processes especially useful in a network environment. Prerequisite: CNET 117 and 119.

CNET 257 Update Seminar 1-0-1  
 Student presentations concerning new developments in the field using technical periodicals, white papers and information from the Internet. Prerequisite: CNET 179.

CNET 277 Network Design 3-0-3  
 Design and operation of enterprise and wide area networks (WAN's) using advanced operating systems. Connection and configuration; transmission and security. Prerequisite: CNET 177 and 179. Corequisite: CNET 279.

CNET 279 Network Design Lab 0-3-1  
 Laboratory to accompany Network Design. Enterprise and wide-area network planning and setup. Fault management; fire walls, and testing. Prerequisite: CNET 177 and 179. Corequisite: CNET 277.

CNET 287 Practicum/Coop 0-8-3  
 Practical experience on locations that construct, design and administer networks. Prerequisite: CNET 179 and permission of the Department Head.

CNET 297 Certification Preparation 3-0-3  
 Review and test simulations of subjects on the CompTIA Network+ Certification.

## CONTINUING EDUCATION

Continuing Education courses, which are identified by the prefix **CONT**, are normally offered at off-campus locations and are designed to meet specific educational needs of business and industry. Under certain circumstances, CONT courses may be used to meet degree requirements in the "Free Elective," "Approved Elective," or "General Education" categories. For information regarding the content of specific CONT courses, contact the continuing education division on your campus.

## COOPERATIVE EDUCATION

Cooperative Education courses are designed to fulfill the experiential education component in a student's major field. Experience/education is gained from employment in the major, allied, or related field of study. Periodic reports by the student while on the job, evaluation by the employer, and an observation report by a member of the cooperative education staff are required.

- COOP 101, 201, 204  
Cooperative Education: Business each is 1-0-1
- COOP 102, 202, 205  
Cooperative Education: Business  
each is 2-0-2
- COOP 103, 203, 206  
Cooperative Education: Business  
each is 3-0-3
- COOP 109, 209, 219  
Cooperative Education: Communication  
each is 3-0-3
- COOP 111, 211, 214  
Cooperative Education: Communication  
each is 1-0-1
- COOP 112, 212, 215  
Cooperative Education: Communication  
each is 2-0-2
- COOP 113, 213, 216  
Cooperative Education: Technology  
each is 1-0-1
- COOP 131, 231, 234  
Cooperative Education: Technology  
each is 2-0-2
- COOP 133, 233, 236  
Cooperative Education: Technology  
each is 3-0-3
- COOP 141, 241, 244  
Cooperative Education: Arts and Humanities  
each is 1-0-1
- COOP 142, 242, 245  
Cooperative Education: Arts and Humanities  
each is 2-0-2
- COOP 143, 243, 246  
Cooperative Education: Arts and Humanities  
each is 3-0-3
- COOP 161, 261, 264  
Cooperative Education: Science and  
Mathematics each is 1-0-1

- COOP 162, 262, 265  
Cooperative Education: Science and  
Mathematics each is 2-0-2
- COOP 163, 263, 266  
Cooperative Education: Science and  
Mathematics each is 3-0-3

## CRIMINAL JUSTICE

City Park Campus:

Ms. Whorton, Assistant Professor  
Ms. Haywood, Instructor

West Bank Campus:

Dr. Hippensteel, Assistant Professor

- CRJU 101 Police Process 3-0-3  
Philosophical and historical background of law enforcement in the United States. Examines federal, state, local, and private law enforcement agencies.
- CRJU 103 Corrections Process 3-0-3  
Survey of criminal corrections. Explores historical development of penal and correctional philosophy, and practical application of theoretical concepts.
- CRJU 105 The Criminal Justice System 3-0-3  
Overview of American criminal justice system and functional relationship among its component parts-law enforcement, courts, and corrections.
- CRJU 160 Criminal Law 3-0-3  
Theory and application of criminal law within the criminal justice system. Discusses societal, cultural, and political contexts of criminal law.
- CRJU 162 The Judicial Process 3-0-3  
Organization and function of courts and operation of judicial process from arrest through sentencing. Examines roles of judge, prosecutor, defense counsel, jury, and court administrator.
- CRJU 203 Evidence 3-0-3  
Rules of evidence in law enforcement and criminal procedures in areas such as arrest, force, search, and seizure. Discusses court decisions affecting law enforcement.
- CRJU 204 Legal Rights of the Confined 3-0-3  
Impact of recent court decisions on inmates' rights, correctional institutions, and correctional personnel.

CRJU 209 Criminology 3-0-3  
Origin, extent, types and causes of criminal behavior. Topics include criminal theories as well as societal reaction to deviant behavior and criminal acts. Same course as SOCI 209.

CRJU 222 Drug Abuse 3-0-3  
Overview of American drug problem. Examines characteristics of major drug groups and history and philosophy of drug control legislation.

CRJU 240 Juvenile Delinquency 3-0-3  
Theories of delinquency, nature of delinquent behavior, and juvenile justice system. Same course as SOCI 240.

CRJU 261 Constitutional Law 3-0-3  
Police powers of the state and their limitations. Due-process privileges and immunities of criminal defendants and prisoners afforded by U.S. Constitution. Same course as POLI 261.

CRJU 270 Victimology 3-0-3  
Overview of victims of crime in America, focusing on index crime victims, as well as the victim's role in preventing or assisting crime, and the relation of the victim to the criminal justice system. Special crime victims such as missing children, abused children, the elderly and battered women will be given attention. Same course as SOCI 270.

CRJU 295 Criminal Justice Research 3-0-3  
Introduces forms and applications of criminal justice research. Includes generation of data and statistical analysis. Emphasizes interpretation of research findings. Prerequisite: ENGL 101. Same course as SOCI 295.

CRJU 298 Criminal Justice Practicum 2-5-3  
Research and field work, under staff supervision, in student's area of concentration. Preparation of research paper analyzing theory versus practice.

## CULINARY ARTS

City Park Campus:

Mr. Tipton, Professor  
Mr. Roux, Associate Professor  
Ms. Burbach, Assistant Professor  
Mr. Petrie, Instructor

CULA 101 Introduction to Culinary Arts 3-0-3  
Entry-level culinary arts topics, including history of culinary arts, kitchen organizations, tools and equipment, principles of safety and sanitation, development of recipes and menus. Prerequisites: Eligibility for ENGL 101 and MATH 118.

CULA 102 Basic Culinary Skills 1-3-2  
Cooking methods and vocabulary. Covers pantry, breakfast, and basic food preparation.

CULA 103 Food Safety and Sanitation 3-0-3  
Safe food and equipment handling and microbiological concerns. Certification exam taken upon completion of course. Certification exam also taken to obtain a diploma for NRA's Management Development Diploma Program.

CULA 105 Theory of Meat, Poultry, and Seafood 3-0-3  
Meat, poultry, and seafood identification, grading, quality, and yield. Prerequisites: "C" or better in all of the following: CULA 101, CULA 102, CULA 103.

CULA 107 Foodservice Purchasing 3-0-3  
Principles and practices of food, beverage, equipment, and supply purchasing for hotel and restaurant operations. Covers USDA grades and yields for meats and produce. Prerequisite: "C" or better in CULA 101.

CULA 121 American Regional Cuisine 1-3-2  
Fundamental concepts and techniques of food preparation utilizing the cooking methods and recipes of the geographical regions of the United States. Prerequisites: "C" or better in all of the following: CULA 101, CULA 102, and CULA 103.

CULA 178, 179, 180 Introductory Work Experience 0-24-2  
Work in cooperating restaurant or food service. Requires logbook of work experiences, recipe files, and photos of displayed work.

CULA 207 Fundamentals of Baking 1-3-2  
Introductory bakery and pastry techniques. Includes physical and chemical nature of yeast breads, cakes, pies, cookies, and quick breads. Prerequisites: CULA 107. Corequisites: CULA 208, 283 or permission of instructor.

CULA 208 Soups, Stocks, and Sauces 1-3-2  
Foundations of basic stocks and their relationship to classical soup and sauce



preparation in a commercial kitchen. Stocks, soups, and sauces used in commercial cooking are prepared. Fundamentals of sauce station discussed. Prerequisites: "C" or better in all of the following: CULA 101, CULA 102, CULA 103, CULA 105, CULA 121, CULA 281.

CULA 209 Culinary Seminar 3-0-3  
Special topics course. Focus on trends and issues in the food service industry. Prerequisites: "C" or better in all of the following: CULA 101, CULA 102, CULA 103, CULA 105, CULA 121, CULA 281, CULA 282, CULA 283.

CULA 210 Introduction to Garde Manger 1-3-2  
Beginning course in the garde manger station, including production of cold and hot hors d'oeuvres, specialty salads, dressings, dips, and assorted canapés. Prerequisites: "C" or better in all of the following: CULA 101, CULA 102, CULA 103, CULA 105, CULA 121, CULA 281, CULA 282.

CULA 211 Bakeshop Fundamentals 1-3-2  
Hands-on course in production of French and European desserts. Includes puddings, mousses, pastries, puff paste, tarts, soufflés, ice creams, sorbets, sherbets, candies and sweet sauces. Prerequisites: CULA 101, CULA 102, CULA 103, CULA 281, CULA 282.

CULA 213 Nutrition for the Culinary Professional 3-0-3  
Study of nutrients including functions, food sources, dietary allowances, food habits, special needs in life cycle, current issues in nutrition, and marketing nutrition in food service industry. Prerequisite: CULA 101

CULA 214 Restaurant and Hospitality Supervision 3-0-3  
Basic principles of effective supervision, including human relations, motivation, communication, correct training principles, interviewing of staff, and discipline. Emphasizes working with supervisors and subordinates in food service and hospitality industries. Prerequisite: Eligibility for ENGL 101.

CULA 215 Food, Sales, Beverage, and Labor Cost Control 3-0-3  
Introduces food service methods and procedures, including purchasing techniques, storeroom operations, and inventory control. Lectures

include food specifications, product quality, and reporting procedure. Scheduling and labor cost control. Prerequisite: Eligibility for MATH 118.

CULA 217 Culinary Arts Practicum 2-7-4  
Kitchen and dining room area used to prepare and serve high quality lunches. Planning, preparation, service, and sanitation of every function. Includes managerial concepts of food and labor cost, scheduling, purchasing, and menu planning. Prerequisites: "C" or better in all of the following: CULA 101, CULA 102, CULA 103, CULA 105, CULA 107, CULA 121, CULA 208, CULA 209, CULA 210, CULA 211, CULA 213, CULA 214, CULA 215, CULA 226, CULA 281, CULA 282, CULA 283, CULA 284.

CULA 218 Culinary Certification Preparation 2-3-2  
A course to prepare Delgado apprentices to take both the American Culinary Federation Certified Culinarian written and practical exams. Both exams will be administered during the semester. Prerequisites: "C" or better in all of the following: CULA 101, CULA 102, CULA 103, CULA 105, CULA 107, CULA 121, CULA 208, CULA 209, CULA 210, CULA 211, CULA 213, CULA 214, CULA 215, CULA 217, CULA 226, CULA 281, CULA 282, CULA 283, CULA 284, CULA 285.

CULA 220 Culinary Competition 1-3-2  
Basic foundation of culinary competition. Includes how to compete at the local, regional, national, and international levels from dress code through menu selection, final presentation, and sanitation. Prerequisites: CULA 101, 102, 103, 105, 106, 107, or permission of instructor.

CULA 225 Culinology 3-0-3  
Theory, application and practice of beginning, intermediate and advanced culinary techniques. Foundation course designed to teach basic and advanced understanding of Culinology, the blending of culinary arts and the science of food and how to compete at the local, regional and nation level.

CULA 226 International Cuisine 1-3-2  
Fundamental concepts and techniques of food preparation utilizing the classical cooking methods, with an emphasis on international

cuisines. A complementary course to CULA 105 Theory of Meat, Poultry, & Seafood.  
Prerequisites: "C" or better in all of the following: CULA 101, CULA 102, CULA 103, CULA 105, CULA 121, CULA 208, CULA 281, CULA 282, CULA 283.

CULA 230 On-Premises Catering 3-0-3  
Focuses on an in-depth analysis of components of the on-premises catering profession.

CULA 231 Off-Premises Catering 3-0-3  
Focuses on an in-depth analysis of components of the catering profession off-premises.

CULA 232 Current Issues in Catering 3-0-3  
Current issues in catering that focus on trends and issues in the catering industry.

CULA 281-286 Supervised Work Experience each is 0-40-2  
Full-time (40 hours per week) work in a cooperating restaurant or food service institution. A log describing work experiences and containing recipe files and photographs of display work required. Prerequisites: "C" or better in all of the following: CULA 282 prerequisite CULA 281; CULA 283 prerequisite CULA 282; CULA 284 prerequisite CULA 283; CULA 285 prerequisite CULA 284; CULA 286 prerequisite CULA 285.

CULA 287 Catering Work Experience 0-40-2  
Fulltime (40 hours per week) work in an approved catering or food service institution. Maintenance of a log describing work experiences and containing recipe files and photographs of work performed is required.

## DEVELOPMENTAL STUDIES

City Park Campus:  
Ms. Andrews, Director of Hibernia Enrichment Center

See individual course listings under English, Mathematics, Reading, and Speech. Developmental studies courses, which are numbered below 100, are designed to prepare students for college-level courses. Credits earned in developmental studies may not be used toward a degree or certificate.

## DIAGNOSTIC MEDICAL SONOGRAPHY

City Park Campus:  
Mr. Geshner, Program Director  
Mr. Toups, Associate Professor  
Ms. Schuler, Assistant Professor

The prerequisite for all first-semester courses is admission into the Ultrasound Program. The prerequisite for all second- and third-semester courses is successful completion of all previous courses in the Ultrasound Program.

DMSU 200 Ultrasound Patient Care 1-0-1  
Fundamentals of ultrasound technology and role of sonographer. Includes guidelines, medical ethics, patient and employee environmental safety, methods of patient care, and organization of hospital, radiology department, and ultrasound lab.

DMSU 201 Directed Reading 1-0-1  
DMSU 211 Superficial Structures 1-0-1  
Sonography of normal and abnormal thyroid/parathyroid glands, testicles, and prostate. Includes anatomy, physiology and lab values of pertinent components of superficial structures. Prerequisite: DMSU 200.

DMSU 221 Physics and Instrumentation I 2-0-2  
Comprehensive study of high frequency waves, pulse echo theory, acoustical impedance, reflection, refraction, TGC, decibel notation, and transducer technology. Includes introduction to operator controls of diagnostic ultrasound instrumentation.

DMSU 222 Physics and Instrumentation II 2-0-2  
Real time instrumentation, phased array theory, computers in ultrasound, bio effects, quality assurance, Doppler, and pre- and post-processing.

DMSU 223 Physics and Instrumentation III 1-0-1  
Introduction to vascular ultrasound physics and instrumentation. Includes study of Doppler instrumentation, vascular physics, and hemodynamics of blood vessels. Prerequisite: DMSU 222.

DMSU 241 Ultrasound Learning Lab I 3-0-3  
Practical and clinical education for sonographer. Reviews ultrasound teaching

files; practice scanning test objects, phantoms, and cadaver specimens; and gross anatomical specimens of human and fetal organs.

DMSU 242 Ultrasound Learning Lab II 1-0-1  
Continuation of Ultrasound Learning Lab I

DMSU 251 Ultrasound Practicum I 0-24-1  
Observation of ultrasound exams. Obtain, review, and integrate pertinent patient history and supporting clinical data and assist the clinical supervisor in room setup and patient positioning. Increased scan time assigned as scanning competency improves.

DMSU 252 Ultrasound Practicum II 0-24-4  
Continuation of Ultrasound Practicum I

DMSU 253 Ultrasound Practicum III 0-24-3  
Continuation of Ultrasound Practicum II

DMSU 254 Ultrasound Practicum IV 0-12-2  
Performance of ultrasound examination in the clinical setting to include abdomen, pelvis, OB/GYN, and small parts. Students are expected to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimal diagnostic results. Students should be present when exams are reviewed by the physician in charge.  
Prerequisite: DMSU 253.

DMSU 261 Ultrasound Obstetrics and Gynecology I 2-0-2

Anatomy, physiology, normal and abnormal development, and sonography of gravid female reproductive system. Includes ultrasound appearance, lab values of benign, malignant, and infective diseases of the uterus and ovaries, and hormonal influences on gravid, premenopausal, postmenopausal and menopausal uterus and ovaries.

DMSU 262 Ultrasound Obstetrics and Gynecology II 2-0-2

The anatomy, physiology, normal and abnormal development, and sonography of the gravid female reproductive system and fetus. Includes ultrasound appearance, lab values of gravid uterus and ovaries, and ultrasound appearance of normal and abnormal placenta and developing fetus.

DMSU 263 Ultrasound Obstetrics and Gynecology III 1-0-1

Anatomy and physiology of the developing fetus and its maternal effects. Includes the

ultrasound appearance and lab values of fetal abnormalities, their development and presentation. Prerequisite: DMSU 262.

DMSU 271 Abdominal Ultrasound I 2-0-2  
Anatomy, physiology, lab values, and ultrasound appearance of normal and pathologic GI, GU, vascular, muscular, endocrine, exocrine, and lymphatic systems.

DMSU 272 Abdominal Ultrasound II 2-0-2  
Anatomy, physiology, lab values and ultrasound appearance of GU system as well as parotid glands, thyroid glands, adrenal glands, and prostate and testicles.

DMSU 273 Abdominal Ultrasound III 1-0-1  
Sonography of normal and abnormal kidneys and adrenal glands. Includes anatomy, physiology and lab values of the pertinent components of the genitourinary system.  
Prerequisite: DMSU 272.

DMSU 280 Comprehensive Seminar 1-0-1  
Review of tests and quizzes taken during the year. Individual, group, and program topics for further study are recognized; additional reading, lectures, and tests.

## DIESEL POWER TECHNOLOGY

DPTE 100 Introduction to Tool/Shop Safety 1-2-2

A study of tools and shop equipment commonly used by diesel technicians in the industry. Over 35 tools and pieces of equipment will be covered, including hand tools, air tools, precision measuring tools, lifting equipment, and engine rebuilding tools.

DPTE 101 Introduction to Diesel 2-2-3

A detailed study of diesel operating principles and how diesel engines differ from other types of internal combustion engines. Includes troubleshooting, maintenance, and testing of fuel pumps, fuel filters, and nozzles. Emphasizes importance of fuel filtration, selection, and care in handling.

DPTE 103 Preventative Maintenance Inspection 2-2-3

Study of vehicle/equipment inspections and

practices, preventive maintenance scheduling, inspection utilizing special tooling, minor adjustments, and repair will be covered. Diagnosis and repairs will be performed on various manufacturers' equipment and components. Co-requisite: DPWT-101: Introduction to Diesel or permission of instructor.

DPTE 120 Diesel Engine Overhaul 2-4-4  
Study of the diesel fueled internal combustion engine and its subsystems, to include the following: air intake and exhaust, lubrication, cooling and basic fuel injection, complete disassembly/reassembly/final tune-up, diagnosis of system malfunction, basic failure analysis, troubleshooting of control/support systems, and dynamometer testing of engines. Diagnosis and repairs will be performed on various manufacturers' equipment and components. Safety will be strictly enforced.

DPTE 121 Fuel Systems 2-2-3  
Study of the theory and operation of diesel fuel inspection equipment. Transfer pumps, distributor injection pumps, in-line injection pumps, injection and injection nozzles, governors, air fuel ratio controls, and mechanical electrical H.E.U.I systems will be covered. Diagnosis and repairs will be performed on various manufacturers' equipment and components.

DPTE 130 Basic Diesel Electrical/  
Electronic Systems 2-2-3  
Introduces diesel electrical/electronic systems. Covers the basic theories of electricity and electronics, using test equipment, types of electrical circuits, circuit faults, wiring components, batteries, and wiring diagrams.

DPTE 170 Natural Gas Engine Theory 2-4-4  
Course is designed to cover principles and service procedures for natural gas engine and equipment pertinent to the natural gas industry. Course will cover fuels, ignition systems, combustion, lean combustion theory, exhaust gas analysis, lubrication systems, cooling systems, mouthing and alignment, and gas compression concepts.

## DIETARY MANAGER

City Park Campus:

Ms. Kern, Professor

DMTP 101 Medical Nutrition Therapy 3-0-3  
Foundation knowledge of basic nutrition and medical nutrition therapy in both classroom and clinical experience. The course content includes nutrition principles, dietary guidelines, menu planning, nutrition care plans and client education.

DMTP 110 DMA Resource Management 3-0-3  
Overview of the basic functions of human resource management including manpower planning, recruitment and selection, job analysis and design, performance management and appraisal, training and development, labor unions, time management, DMA code of ethics, HIPPA, compensation and rewards. The course combines both classroom and field experience.

DMTP 115 DMA Food Service  
Operations 3-0-3  
Foundation knowledge of foodservice management in both classroom and field experience. Topics include delivery systems, menus, purchasing, receiving and storage, cooking procedures, equipment needs, safety, productivity, budgeting, cost effective procedures, and marketing.

DMTP 125 DMA Field Experience 1-10-3  
A course which incorporates both clinical and administrative didactic education into a supervised practice. This field experience includes 150 hours of supervised practice in a hospital, nursing home, or other such long-term care facilities.

## DIETETIC TECHNICIAN

City Park Campus:

Ms. Pace, Professor and Program  
Director

Ms. Kern, Associate Professor

DIET 101 Introduction to Dietetics 2-4-3  
Basic terminology, role of dietetic technician, and concepts of nutrition coordinated with supervised practice.

DIET 111 Introductory Foods and Nutrition 2-2-3

Scientific principles involved in the selection, preparation and serving of foods to conserve nutritive values. General information relative to normal nutrition, special diets and meal planning. Analysis of standard products.

Prerequisite: Admission to program.

DIET 141 Basic Nutrition 3-0-3

Basic nutrition, including applied concepts of chemistry, anatomy, and physiology in relation to nutrition care, nutrient composition of food, and appropriate sources of data.

DIET 205 Nutrition in the Life Cycle 3-0-3

Fundamentals of human nutrition throughout the stages of life cycle including influences of socioeconomic, cultural, and psychological factors on food and nutrition behavior.

Prerequisite: DIET 141.

DIET 206 Nutrition in Disease 3-0-3

Principles of menu planning for optimal nutrition. Prerequisite: DIET 141. Corequisite: DIET 251.

DIET 208 Institutional Foods for Health Care 3-0-3

Food service management in various health care institutions, including laws, regulations, and standards affecting dietetic operations.

Corequisite: DIET 252.

DIET 216 Management Practices in Dietetics 3-0-3

Principles and application of Dietetics Management, including human resources, finance and materials, marketing of products and services, functions and characteristics, and facility planning. Prerequisite: Acceptance into the Dietetic Technician Program.

DIET 220 Computer Systems in Dietetics 3-0-3

Hardware and software applications for food service administration and nutritional analysis. Prerequisite: DIET 141.

DIET 224 Nutrition in Wellness 3-0-3

Nutrition in preventive medicine; promotion and merchandising of food and nutrition services in wellness programs and sports medicine. Prerequisite: DIET 205.

DIET 225 Dietetics Seminar 1-0-1

Prepares dietetic technician graduate for successful completion of Registration Examination for Dietetic Technicians.

DIET 251 Practicum in Dietetics I 0-12-3

Dietetic practice in a clinical experience in a hospital clinical setting. Includes 180 clock hours of supervised practice. Prerequisites: DIET 101. Corequisite: DIET 206.

DIET 252 Practicum in Dietetics II 0-24-6

Dietetic practice in clinical and administrative settings including hospitals, long-term care facilities, community dietetics, and industry; includes 360 clock hours of supervised practice. Prerequisite: DIET 251. Corequisite: DIET 208.

## DIRECT SUPPORT PROFESSIONAL

DSPE 101 Introduction to Direct Support Professional 3-0-3

Topics include the History of Disability movement, legislative history, values and philosophy, Louisiana's Service System, professional knowledge and behavior, as well as an introduction to intellectual, psychiatric, and physical disabilities, and a general overview of medications and side-effects, seizure disorders, universal health precautions, basic nutrition, and sanitation.

DSPE 102 Fundamentals of Communication and Advocacy 3-0-3

Communication and advocacy skills needed to assist the direct support professional to support people with disabilities.

DSPE 103 Teaching People with Disabilities 3-0-3

Teaching modalities to enhance the learning process for people with developmental disabilities. Topics include self-determination, team process, consumer assessment, systematic skill instruction, and developing functional goals and objectives.

DSPE 104 Developing, Implementing, and Evaluating Individualized Support 3-0-3

Teaching modalities to enhance the learning process for people with developmental disabilities. Topics include principles of person-centered planning, person-centered approaches and outcomes, person-centered values and philosophies, comparison of person-centered supports vs. system-centered services, and individualized person-centered documentation.



## ECONOMICS

City Park Campus:

Ms. Gonzales-Kreisman, Associate Professor  
Mr. Hill, Associate Professor

West Bank Campus:

Dr. Payne, Instructor

ECON 201 Macroeconomics 3-0-3  
Unemployment, inflation, level and distribution of national income, growth and international trade. Competing macroeconomic models, fiscal and monetary policy. Prerequisite: MATH 118, or ACT of 22-26, or 33-45 on the Delgado Math Placement Test.

ECON 202 Microeconomics 3-0-3  
Demand, supply, cost and determination of prices through analyses of market models of competition, monopoly, and oligopoly. Concepts applied to real-world problems of pollution, shortages, surpluses and prices of inputs. Prerequisite: MATH 118, or ACT of 22-26, or 33-45 on the Delgado Math Placement Test.

ECON 272 Money and Banking 3-0-3  
Aspects of money, banking, and basic monetary theory: problems of economic stabilization, types of spending, role of gold, limitations of central bank control, governmental fiscal policy, balance of payments, and foreign exchange. Prerequisite: ECON 201.

## ELECTRICAL APPRENTICE

ELAP 101 Basic Electricity 2-3-3  
An introductory course designed to provide an overview of basic electrical mathematics and electrical D.C. theory. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

ELAP 103 Circuits, Magnetism, and Basic AC 2-3-3  
This course provides advanced level study of series parallel circuits and D.C. circuits. It also introduces the apprentice to A.C. theory to include inductive and capacitive circuits. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

ELAP 104 A.C. Theory, Meters, and Batteries 2-3-3  
The course is a continuation of A.C. theory though series parallel RCL circuits. Also covered are batteries and the various types of

test equipment used in the electrical trade.

Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

ELAP 107 Motors, Generators, and Alternators 2-3-3

An overview of both the theory and practical applications of generators and electric motors. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

ELAP 109 Electric Motor Control 2-3-3

An overview of the fundamentals of electric motor control including control of motor starting, control components, and maintenance of control equipment. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

ELAP 110 Electronic Circuit Analysis I 2-3-3

This course is designed to provide an overview of the fundamentals of electronic circuit analysis. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

ELAP 201 Electronic Circuit Analysis II 2-3-3

This course is a continuation of ELAP-110: Electronic Circuit Analysis I. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

ELAP 203 Fibre Optics 2-3-3

An introduction to the information that an apprentice must acquire to successfully perform fibre optics installations. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

## ELECTRICAL TECHNOLOGY

City Park Campus:

Mr. Genovese, Assistant Professor

ELCT 100 Fundamentals of Electricity 3-0-3  
Alternating and direct current, series and parallel circuits, magnets and electromagnets, and dynamic electrical energy sources. Same course as MOVH 130.

ELCT 101	National Electrical Code 1	3-0-3	Covers transformer action, poly-phase circuits, and transformers. Prerequisites: ELCT 111, MATH 114.
	National Electrical Code: its purpose, use, authority, enforcement, and limitations. Emphasis on finding information in the code and use of code tables.		
ELCT 102	National Electrical Code II	3-0-3	ELCT 201 National Electrical Code III 3-0-3
	Calculations required by National Electrical Code: Box conduit fill, ampacity and temperature correction, voltage drop, motor problems, single and three-phase transformer calculations, and load computations. Focuses on calculations required for license exams (i.e., the Block Exams).		“Hazardous Locations” listed in National Electrical Code. Chemical plants, oil refineries, storage and dispensing areas for volatile materials, and explosion-prone sections of laboratories and hospitals. Includes Code requirements and power equipment for movie, television, and sound studios. Prerequisites: ELCT 100, 102, or permission of division dean.
ELCT 103	Tools, Materials, and Elementary Circuits Lab	1-6-3	ELCT 204 Introduction to Communication Circuits 3-0-3
	Elementary circuits constructed; wiring procedures practiced, using NM cable.		Installing and maintaining telephone, intercommunication systems, public address systems, CATV, fire and security systems, and intercoms. Prerequisite: ELCT 109 or permission of division dean.
ELCT 104	Circuits Laboratory	1-6-3	ELCT 205 Material Take Off and Estimating 3-0-3
	Layout, drawing, and execution of basic circuits and combinations of two or more in complex control arrangements. Drawing, layout, and execution of variety of basic communication circuits, and lighting and power circuits. Laboratory assignments concerned with nonmetallic sheathed cable, armored cable, electric metal tubing, and heavy wall rigid conduit methods of wiring circuits.		Basic cost estimating for small and medium-size jobs. Includes one small job and one commercial job. Prerequisites: ELCT 104, 109, or permission of division dean.
ELCT 108	Basic Blueprint Reading and Design	3-0-3	ELCT 206 Electrical Instruments and Measurements 3-0-3
	Symbols and methods of drawing and interpreting building plans. Covers nomenclature, use of folding rule, and architect’s scale. May not be used as an ELCT elective in electrical construction program.		Permanent magnet-moving coil instrument, electro-dynamometer. Includes circuitry for voltmeters, ammeters, and wattmeters. Purposes and uses of oscilloscope, capacitor bridge and Wheatstone bridge rectifiers, carbon pile, copper oxide, selenium, germanium, and synthetic crystals. Basic concepts and uses of transistor. Includes problems in instruments and solid state components. Prerequisite: ELCT 112 or permission of division dean.
ELCT 109	Residential Electrical Blueprint and Design	3-0-3	ELCT 207 Conduit and Raceway Design 3-0-3
	Reading, interpreting, and following plans and drawings made specifically for the electrician; discusses symbols of other tradesmen. Deals primarily with residential work.		Bends in electric metal tubing and heavy wall rigid conduit using marked EMT benders, marked conduit, “Boas” method, and “Chicago” type or hydraulic-pressure type for larger conduit. Includes calculating and bending concentric radii in varying sizes of raceways and layout and calculation of offsets, doglegs, and 90-degree bends. Prerequisites: MATH 114, ELCT 104 or permission of division dean.
ELCT 111	Electrical Technology I	3-0-3	ELCT 210 Commercial and Industrial Blueprint Reading 3-0-3
	Setting up and transposition of electrical formulas, and their selection and use in electrical calculation. Covers static and dynamic electricity, methods of producing a difference of potential, and direction and intensity of circuits, conductors, and insulators. Includes magnets, magnetism, and electromagnetism.		Electrical blueprint reading, sketching, and problem solving dealing with commercial and industrial electrical installations. Prerequisite: ELCT 109.
ELCT 112	Electrical Technology II	3-0-3	
	Review of relationship of geometry and trigonometry to alternating current principles, and action and calculation of AC circuits.		

# ELECTRICAL ELECTRONICS ENGINEERING TECHNOLOGY

City Park Campus:

Mr. Ariza, Professor  
Mr. Abukhader, Associate Professor  
Mr. Nixon, Associate Professor  
Mr. Abernethy, Instructor

NOTE: The Electrical-Electronics Engineering Technology Program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.

ELET 101 Electrical Circuits I 3-3-4

Direct current fundamentals involving series, parallel, and combination circuits, as well as concepts of resistance, capacitance, and inductance. P-SPICE computer analysis, Basic and C++ programming used; each section of course has mandatory laboratory assignment. Corequisite: ELET 103.

ELET 102 Electrical Circuits II 3-3-4

Alternating current principles including single and poly-phase circuits, nonsinusoidal waveforms and transformers. Includes Fourier analysis and use of P-SPICE computer software. Prerequisites: ELET 101, ELET 103.

ELET 103 Circuit Analysis 3-0-3

Investigation of DC circuits with emphasis on practical electric circuits. Corequisite: ELET 101.

ELET 155 Electronics I 3-3-4

Fundamentals of electronic devices, circuit analysis of power supplies, amplifiers, and other basic circuits. Prerequisite: ELET 101.

ELET 160 Programming for  
Engineering Technology 2-3-3

Programming techniques and methods as they relate to engineering and computer hardware topics.

ELET 170 Computer-Aided Circuit  
Analysis 1-3-2

Analysis of AC and DC circuits using P-SPICE software. Includes transient behavior, frequency response Bode plots, amplifier gain, phase shift, and filter analysis. Basic DOS concepts. Prerequisite: ELET 102.

ELET 260 Instrumentation and  
Control Systems 3-3-4

Theory and operation of transducers for measurement of pressure, flow, liquid level, and temperature. Common mechanical and electrical devices analyzed. Covers automatic process controls, on-off proportion rate and reset, pneumatic and electrical systems. Prerequisite: Permission of instructor.

ELET 268 Servomechanisms 3-0-3

Study of electro-mechanical control systems, including electro-mechanical components peculiar to this field and their response to open and closed work systems. Experimental determinations of systems behavior obtained by actual system operation and for simulation on analog computer. Prerequisite: ELET 103.

ELET 271 Digital Circuits 3-3-4

Analysis and design of pulse and switching circuits used in digital computers. Note: Credit not awarded for both this course and ELST 230.

ELET 272 Electrical Installation Planning 2-3-3

Methods and materials used in electrical installation and electrical construction work. Prerequisite: ELET 102.

ELET 273 Analog OP-AMPS and  
Microprocessors 3-0-3

Principles and uses of the operational amplifier (OP-AMP) and analog circuits used extensively in biomedical technology and electronics, industrial instrumentation and computer systems. Prerequisite: ELET 102.

ELET 274 Electrical Machinery and  
Controls 3-3-4

Principles, operating characteristics, efficiencies, ratings, and applications of DC and AC dynamos. Includes methods and devices for starting, braking, and controlling speed, voltage, and acceleration. Power distribution and transmission discussed, including primary substation and feeders, transformer primary switch gear and low voltage feeder protection, fault current calculations and wiring methods as applied to substation distribution and transmission lines. Prerequisite: ELET 102.

ELET 277 Power Distribution  
Transmission 3-0-3

System planning, primary substation and feeders. Prerequisite: ELET 102.



ELET 283 Electronics Communications 3-3-4  
 Electronics communications theory and laboratory experience including transmitting and receiving techniques using amplitude, frequency, and phase modulation. Prerequisite: ELET 155.

ELET 285 Industrial Electronics 3-3-4  
 Control of industrial machinery and processes through electronic circuits and systems. Includes devices and techniques to sense, measure and control physical parameters with state-of-the-art industrial process control. Explains system design and troubleshooting. Prerequisite: ELET 155.

ELET 287 Programmable Logic  
 Controllers (PLC's) 3-3-4  
 Applications and operation of PLC's, including design of logic diagrams using ladder logic. Preventive maintenance, troubleshooting. Prerequisite: Permission of instructor.

ELET 289 Advanced Electronics 3-3-4  
 Analysis of advanced electronic circuits. Prerequisite: ELET 102 and ELET 155.

ELET 291 Microprocessors and Advanced  
 Digital Systems 3-3-4  
 Introduction to microprocessor architecture, addressing and programming, input/output memory devices, and applications. Includes experiments in micro-computer programming, hardware analysis, timing, and design.

ELET 299 Seminar 0-3-1  
 Design, fabrication, and testing of electronic projects and use of supply source manuals, current publications, and library reference materials. Includes written and oral presentations.

## ELECTRONICS SERVICING TECHNOLOGY

City Park Campus:

Mr. Abukhader, Associate Professor  
 Mr. Nixon, Associate Professor  
 Mr. Spillman, Assistant Professor  
 Mr. Alnajjar, Instructor

ELST 103 Electrical Principles 3-0-3  
 Concepts of electron physics and electrical units, systems, and circuits. Includes factors affecting development and use of DC and AC

current and voltages. Prerequisite: MATH 095. Corequisite: ELST 104.

ELST 104 Electrical Principles  
 Laboratory 0-3-1  
 Laboratory for ELST 103. Corequisite: ELST 103.

ELST 106 Shop Practices Laboratory 0-3-1  
 Techniques of servicing electronic equipment. Covers care and use of tools, soldering, wiring, customer relations, and basic repair principles.

ELST 148 Solid State Electronics 3-0-3  
 Development, circuit application, and characteristics of basic transistor circuits. Includes FET, MOSFET, and IC board of theory. Introduces digital and logical circuits. Prerequisite: ELST 104.

ELST 152 Basic Electronics 3-0-3  
 Theory of solid state components and vacuum tubes used in power supplies, oscillators, and amplifier circuits. Prerequisite: ELST 104. Corequisite: ELST 154.

ELST 154 Basic Electronics Laboratory 0-3-1  
 Laboratory for ELST 152. Corequisite: ELST 152.

ELST 165 Radio 3-0-3  
 Modulation principles, RF amplification, selection, conversion, detection, and other circuits used for AM and FM reception, with emphasis on solid state. Prerequisites: ELST 148, 152. Corequisite: ELST 166.

ELST 166 Radio Laboratory 0-3-1  
 Analysis of individual circuits in AM and FM receivers. Corequisite: ELST 165.

ELST 190 General Video Systems 3-0-3  
 Video and audio transmission, reception fundamentals, television transmission, and reception standards. Includes sectional study of television receivers. Prerequisite: ELST 154. Corequisite: ELST 192.

ELST 192 Video Color Development 3-0-3  
 Monochrome and color transmitter and receiver circuit requirements. Emphasis on solid state and integrated circuitry. Corequisite: ELST 190.

ELST 200 Transmitting and Receiving  
 Circuits 3-0-3  
 Transmitting and receiving principles (SSB, AM, FM, and aural) necessary to meet FCC License requirements.

- ELST 202 General Video Circuits 3-0-3  
Advanced monochrome and color receiving systems. Includes antenna and transmission line characters. Emphasizes integrated circuitry. Prerequisite: ELST 192. Corequisite: ELST 207.
- ELST 203 Complex Chrominance Circuits 3-0-3  
Analysis of stage-by-stage color and monochrome circuit operation. Includes color circuit alignment and convergence and gray scale setup. Emphasizes solid state, integrated circuitry, and digital systems. Prerequisites: ELST 190, 192. Corequisite: ELST 204.
- ELST 204 Complex Chrominance Circuits Laboratory 0-3-1  
Alignment, convergence, and troubleshooting advanced color and monochrome equipment. Solid state, integrated circuits and digital systems emphasized. Corequisite: ELST 203.
- ELST 207 General Video Circuits Laboratory 0-3-1  
Sectional analysis of commercial and special television receiving and recording equipment. Corequisite: ELST 202.
- ELST 213 Medical Electronics 3-0-3  
Basic instruments and circuitry used in health care. Discussion of duties of biomedical equipment technician. Prerequisite: ELST 154 or ELET 102. Corequisite: ELST 214.
- ELST 214 Medical Electronics Lab 0-3-1  
Lab for ELST 213. Corequisite: ELST 213.
- ELST 215 Biomedical Instrumentation Systems 3-0-3  
In-depth study of the five main instrumentation systems in health care. Prerequisite: ELST 213. Corequisite: ELST 216.
- ELST 216 Biomedical Instrumentation Systems Lab 0-3-1  
Lab for ELST 215. Corequisite: ELST 215.
- ELST 230 Digital Circuits 3-0-3  
Fundamental concepts of number systems and logic circuits and development of the truth table. Introduces organization of digital computer system. Corequisite: ELST 232.  
Note: Credit will not be awarded for both this course and ELET 271.
- ELST 232 Digital Circuits Laboratory 0-3-1  
Laboratory to accompany ELST 230. Corequisite: ELST 230.
- ELST 234 Microprocessor Fundamentals 3-0-3  
Basic elements of microprocessors, the microprocessor interface, and microprocessor applications. Corequisite: ELST 236.
- ELST 236 Microprocessor Fundamentals Laboratory 0-3-1  
Laboratory to accompany ELST 234. Corequisite: ELST 234.
- ELST 240 Computers for Electronics 3-0-3  
Introduces analysis and troubleshooting of electronic circuits through computer simulation. Prerequisites: ELST 154 or ELET 102 and ELST 232 or ELET 271.
- ELST 251 Biomedical Equipment Practicum 0-16-4  
Practical experience in servicing equipment in hospital or similar setting. Prerequisite: ELST 214.
- ELST 255 License Preparation-State 3-0-3  
Preparation for State Radio-Television Technician License. Prerequisite: ELST 192.
- ELST 261 Computer Repair Fundamentals 3-0-3  
Computer architecture, interfaces, and use of proper instruments to troubleshoot and repair microcomputers. Corequisite: ELST 263.
- ELST 263 Computer Repair Fund. Lab 0-3-1  
A laboratory to accompany ELST 261. Corequisite: ELST 261.
- ELST 266 Advanced Computer Repair 3-0-3  
Continuation of ELST 261. Troubleshooting and repair of more complex problems. Prerequisite: ELST 261. Corequisite: ELST 268.
- ELST 268 Advanced Computer Repair Laboratory 0-3-1  
Laboratory to accompany ELST 266. Corequisite: ELST 266.
- ELST 269 A+ Certification Preparation 3-0-3  
Prepares students for A+ certification by using different testing methods and practice questions provided by the Computing Technology Industry Association (CompTIA). Prerequisites: ELST 261, ELST 263, ELST 266, and ELST 268.
- ELST 287 Practicum/CO-OP 0-8-3  
Computer and/or electronics servicing internship program under the direction and evaluation of a cooperating service-based company, supervisor, and Delgado community

college faculty. This course will introduce students to work in environments where practical experience can be obtained.

## EMERGENCY MEDICAL TECHNICIAN

City Park Campus:

Ms. Hughes, Instructor and  
Program Director  
Ms. Mollere, Instructor

EMTE 100 Emergency Medical  
Technician-Basic 4-6-6

Introduction to basic life support treatments of sick and injured patients by EMT-Basic in prehospital setting. Course encompasses U.S. Department of Transportation EMT-Basic curriculum. Prerequisites: Score on ACT, SAT, or Delgado Placement Test sufficient to place in college-level ENGL 101 with no remedial reading.

EMTE 200 EMT-Intermediate 3-0-3

Recognition, assessment, and management of acutely ill and injured patients in prehospital setting under physician's direction; advanced airway management and intravenous fluid therapy. Must meet eligibility requirements as established by Louisiana Bureau of Emergency Medical Services. Corequisite: EMTE 201.

EMTE 201 EMT-Intermediate Laboratory 0-9-3

Practical application of basic and advanced life support skills. Corequisite: EMTE 200.

EMTE 210 EMT-Intermediate Clinical  
Practicum 0-16-4

Hospital Emergency Room clinical practicum and field internship requirements to practice direct patient care responsibilities of the Emergency Medical Technician-Intermediate. Prerequisites: EMTE 200, EMTE 201. Corequisite: EMTE 211.

EMTE 211 EMT-Intermediate Seminar 1-0-1

Review of skills and principles with program medical director and faculty to develop competency on the EMT-Intermediate level. Retrospective of clinical experience in EMTE 210. Corequisite: EMTE 210. Prerequisites: EMTE 200, EMTE 201.

EMTE 225 Introduction to Preparatory  
EMS and Patient Assessment 4-0-4

Introduction to role of Emergency Medical Technician-Paramedic. Roles, responsibilities, medical legal aspects, illness and injury prevention, ambulance operations, patient assessment, and documentation skills.

Prerequisites: BIOL 161 and 163. Currently Louisiana-Licensed and Nationally Registered as Emergency Medical Technician-Basic or -Intermediate or permission of instructor. Eligibility for ENGL 101 and MATH 096. Corequisite: EMTE 226.

EMTE 226 Introduction to Preparatory  
EMS and Patient Assessment  
Laboratory 0-12-3

Practical application of clinical skills specific to prehospital care providers: patient assessment, documentation, therapeutic communications and IV therapy. Field observation on an emergency medical unit. Prerequisites: BIOL 161 and 163. Currently Louisiana-Licensed and Nationally Registered as Emergency Medical Technician-Basic or -Intermediate or permission of instructor. Eligibility for ENGL 101 and MATH 096. Corequisite: EMTE 225.

EMTE 235 Acute Medical and Trauma  
Emergencies 4-0-4

Principles of assessment and field management of patients with traumatic and medical emergencies along with safe administration of intravenous therapy and medication. Prerequisites: EMTE 225, 226. Corequisites: EMTE 236, 237

EMTE 236 Acute Medical and Trauma  
Emergencies Laboratory 0-3-1

Medication administration via various routes; patient assessment, needle thoracentesis, needle cricothyrotomy. Demonstration of proper patient assessment and treatment in a variety of medical emergencies. Prerequisites: EMTE 225, 226. Corequisites: EMTE 235, 237.

EMTE 237 Acute Medical and Trauma  
Emergencies Clinical Practicum 0-8-1

Weekly clinical environment. Registered nurses, physicians, or EMT-paramedics' supervision of student's patient care according to state law. Prerequisites: EMTE 225, 226. Corequisites: EMTE 235, 236.

- EMTE 245 Advanced Airway Management and Emergency Cardiac Care 4-0-4  
Treatment of patients with variety of pulmonary and/or cardiovascular illnesses: reading and interpretation of EKG's, defibrillation, cardioversion, airway management, ventilation, and life support management of adults in prehospital setting. Prerequisites: EMTE 235, 236, 237, HESC 161 (or permission of instructor). Corequisites: EMTE 246, 247.
- EMTE 246 Advanced Airway Management and Emergency Cardiac Care Laboratory 0-3-1  
Practical application of skills for treatment of patients with pulmonary and/or cardiovascular illnesses. Reading and interpretation of EKG's, defibrillation, cardioversion, airway management, ventilation, and advanced life support management of adults in prehospital setting. Prerequisites: EMTE 235, 236, 237, HESC 161 (or permission of instructor). Corequisites: EMTE 245, 247.
- EMTE 247 Advanced Airway Management and Emergency Cardiac Care Clinical Practicum 0-8-1  
Supervised performance of EMT-Paramedic-level patient assessment, patient care procedures. Observation of patient care in Emergency Department, surgery, and other clinical areas. Function as team member on ambulance in field setting. Prerequisites: EMTE 235, 236, 237. Corequisites: EMTE 245, 246.
- EMTE 255 Obstetrical and Pediatric Emergencies 4-0-4  
Advanced life support care of female patients with gynecological and obstetrical emergencies in prehospital setting. Emergency care of pediatric and neonatal patients. Prerequisites: EMTE 245, 246, 247. Corequisites: EMTE 256, 257.
- EMTE 256 Obstetrical and Pediatric Emergencies Laboratory 0-6-2  
Skills to perform patient assessments and implementation of emergency care for gynecological and obstetrical patients including assisting with normal delivery and complicated obstetrical conditions. Neonatal and pediatric patient assessment, care of newborn, and intervention in neonatal and pediatric emergencies. Prerequisites: EMTE 245, 246, 247. Corequisites: EMTE 255, 257.
- EMTE 257 Obstetrical and Pediatric Emergencies 0-6-1  
Supervised performance of EMT-Paramedic-level patient assessment and care procedures and observation in Emergency Department, Pediatric Emergency Department, Labor and Delivery, and other clinical areas as assigned. Function as team members on ambulance in field. Prerequisites: EMTE 245, 246, 247. Corequisites: EMTE 255, 256.
- EMTE 265 Assessment-Based Management and Special Situations 4-0-4  
Assessment and management of patients with behavioral disorders, infectious disease, special and chronic care patients, geriatrics, along with recognition of abuse and neglect. Also hazardous material, crime scene preservation, and mass causality incidents. A scenario-based approach to practice and review management of patient conditions covered in previous courses. Prerequisites: EMTE 255, 256, 257. Corequisites: EMTE 266, 267.
- EMTE 266 Assessment-Based Management and Special Situations Laboratory 0-3-1  
Practical treatment of patients with behavioral disorders, infectious disease, special and chronic care, and geriatric patients, along with recognition of abuse and neglect. Hazardous material, crime scene preservation, and mass causality incidents. Scenario-based approach to practice and review management of patient conditions covered in previous courses. Prerequisites: EMTE 255, 256, 257. Corequisites: EMTE 265, 267.
- EMTE 267 Assessment-Based Management and Special Situations Clinical Practicum 0-8-1  
Supervised performance of EMT-Paramedic-level patient assessment, patient care procedures, and observation of patient care in Emergency Department, Psychiatric Department, Special Care Centers, Infectious Disease Clinic, and other clinical areas. Student functions as team leader on ambulance in the field. Prerequisites: EMTE 255, 256, 257. Corequisites: EMTE 265, 266/

## ENGLISH

### City Park Campus:

Dr. Bryant, Professor  
 Dr. Choudhury, Professor  
 Ms. Halter, Professor  
 Ms. Mott, Professor  
 Ms. Richard, Professor  
 Dr. Rosefeldt, Professor  
 Dr. Brumfield, Associate Professor  
 Ms. Gorvine, Associate Professor  
 Ms. Rihner, Associate Professor  
 Ms. Cospers, Assistant Professor  
 Ms. Field, Assistant Professor  
 Mr. Koski, Assistant Professor  
 Ms. McArthur, Assistant Professor  
 Ms. Von Steuben, Assistant Professor  
 Ms. Clay, Instructor  
 Mr. Cook, Instructor  
 Ms. Diaz, Instructor  
 Ms. Gamble, Instructor  
 Ms. Hollis, Instructor  
 Mr. Zimmerman, Instructor

### West Bank Campus:

Mr. Anderson, Professor  
 Mr. Dailey, Associate Professor  
 Ms. Elise, Associate Professor  
 Ms. Inman, Assistant Professor  
 Ms. Schlick, Assistant Professor

### Northshore:

Ms. Mitchell, Professor  
 Ms. Feltey, Assistant Professor

ENGL 060 Basic Composition 3-2-3  
 Intensive practice in fundamentals of grammar and writing. Meets five hours per week. A skills improvement course that may not be used as credit for certificate or degree.

ENGL 061-063 Developmental Composition I, II, III each is 3-0-3  
 Basic writing sequence focusing on fluency, idea generation, revision, and proofreading. These are skills improvement courses and may not be used as credit for certificate or degree. "C" or better required in ENGL 061 to enroll in the next level of Developmental Composition. "C" or better required in ENGL 062 or ENGL 063 to enroll in ENGL 101.

ENGL 100 Applied Writing 3-0-3  
 Emphasizes basic writing and communication skills necessary at the certificate level in specialized vocational and technical areas.

Prerequisite: One semester of Developmental Composition or departmental Placement/Exit Exam score of 6 or better. This course may not be used as an elective for the Associate Degree.

ENGL 101 English Composition I 3-0-3  
 Introductory course in essay writing with emphasis on expository prose. Prerequisite: Completion of ESLN, a "C" or better in ENGL 062 or ENGL 063, or Placement Test score of 8, or ACT of 18. Students must complete developmental reading requirement prior to taking ENGL 101.

ENGL 102 English Composition II 3-0-3  
 Advanced course in essay writing with emphasis on argumentation. Research paper required. Prerequisite: "C" or better in ENGL 101 or ACT of 25.

ENGL 112 Writing for Business and Industry 3-0-3  
 Writing and communication skills for specialized vocational areas. Research paper required. Prerequisite: "C" or better in ENGL 101.

ENGL 205 Introduction to Short Story and Novel 3-0-3  
 Elements of individual fiction genres. Includes detailed readings of individual works and explores patterns in a series of works. Prerequisite: "C" or better in ENGL 102.

ENGL 206 Introduction to Poetry and Drama 3-0-3  
 Elements of individual genres within poetry and drama. Includes detailed readings of individual works and focuses on written critical responses to a variety of works. Prerequisite: "C" or better in ENGL 102.

ENGL 211 American Literature to 1865 3-0-3  
 Survey of American literature from its beginnings to Civil War. Prerequisite: "C" or better in ENGL 102.

ENGL 212 American Literature after 1865 3-0-3  
 Survey of American literature from Civil War to the present. Prerequisite: "C" or better in ENGL 102.

ENGL 221 British Literature to 1798 3-0-3  
 Survey of English literature from Beowulf to 1798. Research paper required. Prerequisite: "C" or better in ENGL 102.

ENGL 222 British Literature after 1798 3-0-3  
 Survey of English literature from 1798 to present. Research paper required. Prerequisite: "C" or better in ENGL 102.

ENGL 240-241 Current Topics in Literature 3-0-3  
 Development of a particular genre. Investigates various approaches this genre takes to its subject, traces its development, and explores its form. Prerequisite: "C" or better in ENGL 102.

ENGL 243 Ethnic Literature 3-0-3  
 Literature of American ethnic groups, with emphasis on the writings of Native Americans, Hispanic Americans, African Americans, and first-generation Americans. Prerequisite: "C" or better in ENGL 102.

ENGL 244 African-American Writers 3-0-3  
 Survey of African-American literature from its inception within a traditionally oral African culture to the modern day. Prerequisite: "C" or better in ENGL 102.

ENGL 251 Creative Writing 3-0-3  
 Encouragement and guidance of creative writing skills. Prerequisite: "C" or better in ENGL 101.

ENGL 253 The Bible as Literature 3-0-3  
 Survey of Old and New Testament selections from a literary perspective. Prerequisite: "C" or better in ENGL 102.

## ENGLISH-READING

ENRE 061/071 Developmental Composition I and Developmental Reading I each is 3-0-3

Paired basic writing and reading skills - development courses. Students receive separate grades in ENRE 061 and ENRE 071. An unsatisfactory grade requires enrollment in appropriate ENGL or READ equivalent of ENRE component. ENRE 061/071 may not be used as credit for a degree. Content is equivalent to ENGL 061 and READ 071. Corequisite: ENRE 061 and ENRE 071 - Same section.

ENRE 062/072 Developmental Composition II and Developmental Reading II each is 3-0-3

Paired basic writing and reading skills - development courses. Students receive separate grades in ENRE 062 and ENRE 072. An unsatisfactory grade requires enrollment in appropriate ENGL or READ equivalent of ENRE component. ENRE 062/072 may not be used as credit for a degree. Content is equivalent to ENGL 062 and READ 072. Corequisite: ENRE 062 and ENRE 072 - Same section.

ENRE 101/111 English Composition I and Analytical Reading each is 3-0-3

Combined writing/reading. Certain sections are reserved for students for whom English is a second language. Prerequisite: Completion of ESLN/Developmental English or appropriate ACT/Placement Test scores. Content is equivalent to ENGL 101 and READ 101. Corequisite: ENRE 101 and ENRE 111 - Same section.

## ENGLISH AS A SECOND LANGUAGE

City Park Campus:

- Ms. Speyrer, Professor and Program Coordinator
- Ms. Diaz, Professor
- Ms. Landrum, Professor
- Ms. Lennon, Professor
- Ms. Scott, Professor
- Ms. Siegrist, Professor
- Ms. Tyler, Professor

The English as a Second Language (ESLN) program contains four skill areas: grammar, reading, conversation, and composition. Placement into and out of ESLN courses is determined by student mastery of competencies. Successful completion of the program prepares the student to enroll in regular college courses or to enter the workplace with adequate communication skills.

Grammar

ESLN 001	Basic Grammar I	6-0-6
ESLN 002	Basic Grammar II	6-0-6

ESLN 011	Intermediate Grammar I	6-0-6
ESLN 012	Intermediate Grammar II	6-0-6
ESLN 021	Advanced Grammar I	3-0-3
ESLN 022	Advanced Grammar II	3-0-3
Reading		
ESLN 003	Basic Reading I	6-0-6
ESLN 004	Basic Reading II	6-0-6
ESLN 013	Intermediate Reading I	6-0-6
ESLN 014	Intermediate Reading II	6-0-6
ESLN 023	Advanced Reading I	3-0-3
Conversation		
ESLN 005	Basic Conversation I	3-0-3
ESLN 006	Basic Conversation II	3-0-3
ESLN 015	Intermediate Conversation I	3-0-3
ESLN 016	Intermediate Conversation II	3-0-3
ESLN 025	Advanced Conversation I	3-0-3
ESLN 026	Advanced Conversation II Composition	3-0-3
ESLN 007	Basic Composition I	6-0-6
ESLN 008	Basic Composition II	6-0-6
ESLN 017	Intermediate Composition I	6-0-6
ESLN 018	Intermediate Composition II	6-0-6
ESLN 075	TOEFL Preparation	3-0-3
Preparation for TOEFL (Test of English as a Foreign Language) designed for the non-native speaker of English who seeks admission to an American university or college. Focuses on the structure and content of the exam and reinforces English language skills.		
ESLN 076	ESL Phonetics	3-0-3
Strategies for building conversational fluency of ESL students. Emphasizes articulation, pronunciation, and suprasegmental features such as stress and intonation. Each semester, the course focuses on speakers of a single language or language group. Prerequisite or corequisite: ESLN 016 and approval of instructor.		
NOTE: Students must complete advanced reading and advanced composition, as well as pass a composition exit exam, in order to transfer to their major programs. This requirement may be waived for students who have a TOEFL (Test of English as a Foreign Language) score of at least 500 and a TWE (Test of Written English) score of 5 or 6.		

## ENGLISH AS A SECOND LANGUAGE—READING

ESLR 023/027 ESL Advanced Reading I/ESL  
Advanced Composition I  
each is 3-0-3

An intensive course which integrates reading and writing and is designed to prepare students for English 101.

ESLR 024/028 ESL Advanced Reading II/ESL

Advanced Composition II each is 3-0-3  
The second level of Advanced Composition and Reading.

## FINE ARTS

City Park Campus:

Ms. Copping, Professor  
Ms. Pellegrin, Assistant Professor  
Ms. Dawes, Instructor

West Bank Campus:

Mr. Johnson, Professor  
Ms. Niolet, Professor

FNAR 103 Drawing I 2-4-3  
Basic drawing principles and concepts using various media and techniques.

FNAR 104 Drawing II 2-4-3  
Intermediate course in representational and subjective drawing using various media and techniques. Prerequisite: FNAR 103 or equivalent.

FNAR 113 Painting I 2-4-3  
Introduction to formal and technical problems of painting emphasizing pictorial organization and color theory.

FNAR 114 Painting II 2-4-3  
Intermediate course in painting, with experimentation in various media, techniques, and imagery. Prerequisite: FNAR 113 or equivalent.

FNAR 120 Art Appreciation 3-0-3  
Introduction to the study of art, the creative process, and the principles for critical judgment.

FNAR 125 Art History Survey I 3-0-3  
Survey of prehistoric through Gothic period.

FNAR 126 Art History Survey II 3-0-3  
Survey of Renaissance through modern period.

- FNAR 127 Contemporary Art 3-0-3  
Issues and influences in contemporary art, ranging from early Modernist schools to American Abstract Expressionism, Pop art and the Postmodern. Prerequisite: Placement in English 101.
- FNAR 150 Introduction to Gemology 3-0-3  
Nature, physical properties, and sensitivity of gemstones. Techniques of examining and fashioning gemstones and factors that determine market value.
- FNAR 151 Jewelry I 2-4-3  
Basic jewelry manufacturing and repair. History of jewelry, its role in fashion and culture, the art of jewelry making, and the meaning of jewelry are discussed. Students purchase own tools and equipment.
- FNAR 152 Jewelry II 2-4-3  
Continuation of FNAR 151. Prerequisite: FNAR 151.
- FNAR 153 Jewelry III 2-4-3  
Advanced course to prepare students for entry as bench mechanics in jewelry manufacture and repair.
- FNAR 154 Jewelry IV 2-4-3  
Continuation of FNAR 153. Prerequisite: FNAR 153.
- FNAR 155 Ceramics I 1-5-3  
Introduction to ceramic materials and techniques of hand construction, decorating, glazing, and throwing on the potter's wheel.
- FNAR 156 Ceramics II 1-5-3  
Continuation of Ceramics I with emphasis on use of the potter's wheel. Prerequisite: FNAR 155.
- FNAR 158 Three-Dimensional Design 2-4-3  
Introduction to techniques, materials and processes of three-dimensional design. Studio exercises and projects.
- FNAR 160 Sculpture I 2-4-3  
Introduction to sculptural process and three-dimensional form. Various materials and techniques are used.
- FNAR 161 Sculpture II 2-4-3  
Continuation of Sculpture I, with emphasis on exploration of various sculptural techniques, materials and processes. Prerequisite: FNAR 160 or equivalent.
- FNAR 202 Advanced Drawing 2-4-3  
Advanced studio problems in drawing, emphasizing individual drawing concepts. Prerequisite: FNAR 104 or equivalent.
- FNAR 207 Pastel Painting 2-4-3  
Methods and techniques of painting in pastel.
- FNAR 209 Painting III 2-4-3  
Directed studio problems in painting, emphasizing self-initiated projects. Prerequisite: FNAR 114 or equivalent.
- FNAR 211 Advanced Painting 2-4-3  
Advanced studio problems in painting, emphasizing self-initiated projects. Prerequisite: FNAR 114 or equivalent.
- FNAR 212 Figure Drawing 2-4-3  
Anatomy gesture, and contour drawing of the human figure. Various media and techniques are used. Prerequisite: FNAR 103 or equivalent.
- FNAR 213 Water Media Painting 2-4-3  
Methods and techniques of painting in transparent watercolor and gouache.
- FNAR 225 Advanced Ceramics 2-4-3  
Advanced studio problems, emphasizing individual ceramic concepts employing various construction, glazing, and firing techniques. Prerequisite: FNAR 156 or equivalent.
- FNAR 241 Advanced Stone Setting 2-4-3  
Advanced stone setting techniques used with various types of jewelry. Prerequisite: FNAR 154 or permission of instructor.
- FNAR 251 Special Problems 2-4-3  
Advanced studio problems in fine arts. Concentrated work in area of student's interest. Prerequisite: Advanced standing or permission of the division dean.

## FIRE SCIENCE TECHNOLOGY

- FPTC 101 Organization for Fire Protection 2-3-3  
Organizational procedures of fire services, including the structure and function of battalion and company components of municipal organizations. Includes training, fire equipment and apparatus, communications records and reports, insurance rating systems and the law as it pertains to fire services.



Credit exam or certification by Louisiana as “Fire Fighter II” may be substituted for course.

FPTC 110 Fire Fighting Tactics I 2-3-3  
Techniques and procedures for fire fighting with emphasis on role of individual fireman at the fire scene. Includes methods of extinguishing fires, life saving procedures, special fire fighting equipment, salvage, prevention of rekindling, and overhauling. Prerequisite: FPTC 101.

FPTC 120 Extinguishers and Alarm Systems 2-3-3  
Design and operation of fire protection systems, including water distribution, detection, alarm, watchman services, and protection systems for special hazards. Carbon dioxide, dry chemical, foam, and water spray systems are covered in detail.

FPTC 131 Marine Fire Fighting-Barge 1-0-1  
Principles of marine fire fighting as applied to barges.

FPTC 132 Basic and Advanced Fire Fighting with Comprehensive Radar 3-2-4  
Combined maritime fire fighting and comprehensive radar course. Includes training in both basic and advanced marine fire fighting techniques, and offers training in the use of marine radar or collision avoidance procedures in a maritime environment.

FPTC 133 Marine Fire Fighting-Ship 0-3-1  
Principles of marine fire fighting as applied to oceangoing vessels and self-contained offshore installations. Includes two days’ hands-on training. Atypical schedule to meet U.S. Coast Guard certification requirements. Permission of Fire School Coordinator required.

FPTC 155 Building Materials 3-0-3  
Methods and materials in the building construction industry and application of fireproofing techniques. Includes study of fire damage to various types of materials.

FPTC 160 Automatic Sprinklers 1-3-2  
Design and application of various types of automatic extinguishing systems, including automatic sprinklers, water spray, foam carbon dioxide, and dry chemical systems. Includes theory and design of various types of heat and smoke detection systems and private signaling

systems, and the fabrication and maintenance of these systems.

FPTC 170 Fire Protection Systems 3-0-3  
Basic concepts and principles involved in the design, installation and operation of existing fire suppression and detection systems found in most occupancies. The course emphasizes all types of automatic sprinkler and standpipe systems, including their installation, maintenance, inspection and testing.

FPTC 180 Fire Codes and Standards 1-0-1  
Survey of Fire Codes and Standards developed by National Fire Protection Association. Covers Fire Prevention Code of the National Board of Fire Underwriters.

FPTC 210 Fire Fighting Tactics II 2-3-3  
Group operations and command strategy. Covers preplanning of fire fighting operations, sizeup at the fire, and employment of personnel and equipment. Tactical problems analyzed. Prerequisite: FPTC 110.

FPTC 211 Fire Strategies and Tactics 3-0-3  
Techniques and procedures for firefighting on the company level, including methods of extinguishment, salvage, overhaul, life saving measures and special firefighting equipment. Also included is group operations and command strategy utilizing the Incident Command System and Incident Management System.

FPTC 220 Codes and Prevention Principles 3-0-3  
Provides the student with an understanding of the basic principles involved in code administration, inspection and enforcement procedures, the investigation of the cause and origin of fires as it relates to an arson abatement program, and the use of public fire education in reducing the incidence of fires.

FPTC 221 Hazardous Materials 3-0-3  
Properties of hazardous materials and methods most appropriate for handling accidents that can occur with these substances.

FPTC 222 Basic Response to Terrorism 3-0-3  
Current concerns emergency responders face regarding threats of foreign and domestic terrorism. Topics include the history of terrorist activity in the United States, the federal definition of terrorism, the primary roles of federal and local governments, types of terrorist

acts, and appropriate responses to them.  
Prerequisite: Firefighter certified to Level One.

FPTC 230 Fire Protection Practices 2-3-3  
Study of buildings and other structures, with emphasis on fire prevention procedures and practice. Includes fire prevention practices as they pertain to shortage of explosives and flammables.

FPTC 240 Fire Investigation Methods 3-0-3  
Principles of fire investigation, including collection and presentation of arson evidence in court. Includes arson laws, interrogation of witnesses, applications of photography, preparation of reports, and adjustment of insured losses.

FPTC 250 Fire Hydraulics 3-0-3  
Introduction to hydraulic theory, including drafting water, velocity and discharge, friction loss, and engine and nozzle pressure. Practice in application of hydraulic principles. Includes flow and pump testing as well as a study of water distribution systems.

FPTC 260 Public Relations for Fire  
Department Personnel 3-0-3  
Aspects of public relations pertaining to municipal services. Includes building good will, handling complaints, follow up, personal contacts, and publicity and promotional efforts.

FPTC 290 Fire Administration 3-0-3  
Study of administration of a fire department.

FPTC 291 Executive Management  
in Fire Science 3-0-3  
Theory and practice of skills relevant to fire science administration in the public sector. This course will include management skills, problem solving, decision making, strategic thinking and planning and leading people.

FPTC 299 Seminar 1-0-1  
Research assignment in student's major area.  
Prerequisite: Candidate for graduation.

## FRENCH

City Park Campus:  
Ms. Lofton, Instructor

It is recommended that students complete all developmental reading course requirements before enrolling in a foreign language class. Students are strongly encouraged to take all foreign language requirements in successive

semesters. Native speakers should enroll in FREN 102 or above after consulting with the appropriate foreign language advisor.

FREN 101 Elementary French I 3-0-3  
Understanding, speaking, writing, and reading skills and the essentials of grammar. Course utilizes tapes, audio-visual materials, periodicals, and class discussion. Prerequisite: Completion of Developmental Composition requirement or appropriate ACT/Placement Test scores prior to enrolling in FREN 101.

FREN 102 Elementary French II 3-0-3  
Continuation of FREN 101. Prerequisite: FREN 101 or permission of instructor.

FREN 125 French Culture Around the  
World 3-0-3  
Examines contemporary French cultures using field trips, maps, readings, interviews, and films. Course taught in English. Prerequisite: ENGL 101.

FREN 201 Intermediate French I 3-0-3  
Cultural materials to develop intermediate understanding, speaking, reading and writing skills. ACTFL (American Council on the Teaching of Foreign Languages) Oral Proficiency Testing System included as part of final evaluation. Prerequisite: FREN 102 or permission of instructor.

FREN 202 Intermediate French II 3-0-3  
Continuation of FREN 201. Prerequisite: FREN 201 or permission of instructor.

FREN 225 Perspectives on Contemporary  
French Culture 3-0-3  
Examines contemporary French culture using videotapes and audio cassettes. Uses review exercises and specialized vocabulary lists to assist in understanding and responding to native speakers. Prerequisites: FREN 201 or 202, or permission of the instructor.

## FUNERAL SERVICE EDUCATION

City Park Campus:  
Mr. Coughran, Instructor and Program  
Director  
Ms. Lewis, Instructor

- FSED 121 History and Sociology of Funeral Services 3-0-3  
A survey of funeral and burial beliefs and practices in western cultures from early Egyptians to present day.
- FSED 130 Dynamics of Grief 3-0-3  
Presents psychology of grief, grief counseling theories, therapeutic interventions including active listening skills.
- FSED 131 Funeral Home Management and Directing 3-0-3  
Study of management principles and their application to small business details of arranging and directing services. Surveys principles of funeral home merchandising.
- FSED 132 Business Law for Funeral Service 3-0-3  
Legal and ethical issues, rules, and regulations in business and funeral industry on the local, state, and federal levels. Introduces forms, certificates, and permits that must be filed with proper government agencies.
- FSED 134 Mortuary Law and Ethics 1-0-1  
Legal and ethical issues in the funeral services industry. Includes sources of mortuary law, rights and duties regarding disposition of dead bodies, state and federal regulations of funeral homes, funeral directors and cemeteries, probate law and funeral service professional ethics.
- FSED 135 Funeral Service Merchandising 3-0-3  
Introduces the basics of merchandising, including caskets, outer burial containers, cremation products, and other products as they apply to the funeral profession.
- FSED 141 Embalming Techniques 3-0-3  
Theoretical aspects of embalming. Examines the purpose and need for embalming, types of death, signs of death, tests for death, postmortem changes, ethics of embalming, chemical and physical changes, and selection and raising of vessels. Prerequisites: BIOL 161, BIOL 163. Corequisite: FSED 145.
- FSED 142 Advanced Procedures in Embalming 3-0-3  
Discolorations, types of embalming chemicals, injection, drainage, and dilution. Surveys chemistry, microbiology, and pathology as applied to embalming. Prerequisite: FSED 145. Corequisite: FSED 146.
- FSED 145 Embalming Laboratory I 0-4-2  
Practical aspects of embalming including OSHA regulations. Embalming operations performed under direct supervision of licensed Delgado faculty members. Corequisite: FSED 141.
- FSED 146 Embalming Laboratory II 0-4-2  
Advanced procedures of embalming. Emphasizes autopsy and trauma cases. Prerequisite: FSED 145. Corequisite: FSED 142.
- FSED 152 Problems in Anatomy 3-0-3  
This course is designed to acquaint the Funeral Services student with the fundamentals of human anatomy as applicable to funeral services practices and procedures.
- FSED 165 Funeral Home Practicum 0-8-4  
This course will allow students to rotate throughout all units of a funeral home. Students will complete supervised practicum experiences in embalming and cosmetics, funeral arrangement, and office management and procedures.
- FSED 225 Funeral Service Chemistry 3-0-3  
Principles of general chemistry, organic chemistry, biochemistry, and toxicology as applied to embalming and funeral service. Prerequisite: High school chemistry. CHEM 101 is recommended for students who did not take high school chemistry.
- FSED 228 Funeral Services Pathology 3-0-3  
This course is designed to cover the basic principles of pathology as applied to funeral service education. Topics include sanitation, disinfection, public health, and embalming practice. The development and use of personal, professional, and community hygiene and sanitation are discussed. Special emphasis is placed on tissue pathology and major causative agents of death. Prerequisite: Acceptance into the Funeral Service Education program.
- FSED 243 Restorative Art 3-0-3  
Basic procedures of restoring the human body to lifelike appearance through cosmetology, anatomical relationships, and anatomical proportions. Prerequisite: FSED 145. Corequisite: FSED 247.

FSED 247 Restorative Art Laboratory 0-2-1  
Restorative techniques. Stresses application of  
cosmetology techniques. Corequisite: FSED 243.  
FSED 270 Funeral Services Seminar 1-3-2  
Comprehensive preparation for and completion  
of the International Conference of Funeral  
Service Examining Boards National  
Examination. Prerequisites: eligibility for  
graduation.

## GEOLOGY

City Park Campus:

Ms. Wood, Instructor

GEOL 101 Physical Geology 3-0-3  
Minerals and rocks and their formation, the  
geologic process of weathering, physical  
agents, land forms and their interpretation.

GEOL 102 Historical Geology 3-0-3  
Development of the earth, its features, and  
geologic processes and principles involved,  
including recognition and use stratification and  
of fossils in deciphering geologic history.

GEOL 103 Physical Geology Lab 0-2-1  
Exercises in interpreting topographic and  
geologic maps and recognizing common  
minerals and rocks. Corequisite: GEOL 101.

GEOL 104 Historical Geology Lab 0-2-1  
Exercises using rock structures and fossils to  
interpret earth history. Corequisite: GEOL 102.

## HEALTH INFORMATION TECHNOLOGY

(MEDICAL RECORD TECHNOLOGY)

City Park Campus:

Ms. Jones, Assistant Professor and  
Program Director

Ms. Donahue, Assistant Professor

*Admission to the HEIT Program is a  
prerequisite to all HEIT courses.*

HEIT 101 Introduction to Health  
Information Technology 3-0-3  
Orientation to health information profession:  
acute care hospital, Medical Record  
Department, basic forms, documentation and  
indexing systems, storage and retrieval  
methods.

HEIT 102 Legal Aspects of Health  
Information 3-0-3  
Includes court system, terminology, health  
record as legal document, legal role of Medical  
Record Department, confidentiality laws.

HEIT 103 Basic Coding 2-3-3  
Evolution of coding and classification systems  
with emphasis on ICD-9-CM coding: symbols,  
abbreviations, conventions and guidelines for  
coding diagnoses and procedures.  
Prerequisites: BIOL 161, 163, HESC 111;  
Corequisite: HESC 142.

HEIT 104 Directed Practice I 0-12-3  
Supervised learning in campus laboratory and  
acute care hospital setting: routine health  
record procedures, analysis of health records,  
storage and retrieval systems. Prerequisites:  
HEIT 101, 102.

HEIT 111 Basic ICD-9-CM Coding I 1-0-1  
Overview of ICD-9-CM coding system with  
emphasis on the basic coding rules,  
regulations, and conventions. Corequisite:  
HESC 111.

HEIT 112 Basic ICD-9-CM Coding II 1-0-1  
Application of ICD-9-CM coding rules in  
coding diagnoses encountered in ambulatory  
care settings. Prerequisite: HEIT 111 or  
permission of instructor.

HEIT 113 Basic CPT Coding 1-0-1  
Overview of CPT coding system with  
emphasis on basic coding rules and application  
of CPT coding procedures in ambulatory care  
setting. Prerequisite: HESC 111 or permission  
of instructor.

HEIT 121 Medical Coding I 3-0-3  
An introduction into the coding and indexing  
of diagnoses and operations using various  
classification systems and nomenclatures.  
Prerequisites: BIOL 161, HESC 111 and  
HESC 142.

HEIT 122 Medical Coding Lab 0-4-2  
Practical application of coding diagnoses and  
operations to accompany lecture material in  
HEIT 121. Corequisite: HEIT 121.

HEIT 123 CPT Coding 2-1-2  
Introduction to the CPT coding system with  
emphasis on coding rules and the application  
of CPT coding rules in coding procedures.  
Prerequisites: BIOL 161, HESC 111, and  
HESC 142.

HEIT 125 Billing and Reimbursement 2-0-2  
Medical billing requirements and reimbursement methodologies including Prospective payment Systems, Diagnosis Related Groups, Resource Based Relative Value System, and other payment methods. Prerequisites: BIOL 161, HESC 111, and HESC 142.

HEIT 128 Medical Transcription I 2-2-3  
Machine transcription of medical correspondence and reports; history and physical examinations and discharge summaries. Prerequisites: ADOT 201, CMIN 201, and HESC 111.

HEIT 129 Medical Transcription II 2-2-3  
Machine transcription of medical reports: operative, radiology, cardiology, and pathology reports. Prerequisite: HEIT 128.

HEIT 130 Medical Transcription III 0-8-2  
Supervised learning experience in area healthcare facilities or agencies emphasizing concepts taught in Transcription I and II. Prerequisite: HEIT 129.

HEIT 141 Professional Practice  
Medical Coding I 0-8-2  
Supervised learning experiences in the campus laboratory and in healthcare facilities with emphasis on ICD-9-CM and PT coding and healthcare billing. Prerequisites: HEIT 101, HEIT 121, HEIT 122, HEIT 123, and HEIT 125.

HEIT 151 Statistics and Alternative  
Healthcare Records 3-0-3  
Computing health care statistics and discussing major accrediting/licensing agencies; health record standards under Medicare, Medicaid, JCAHO, and other organizations for long-term, mental health, and ambulatory facilities. Prerequisite: HEIT 101.

HEIT 152 Directed Practice II 0-12-3  
Supervised learning experiences in campus laboratory, in acute care hospitals and in alternative care settings. Prerequisites: HEIT 103, 104; Corequisite: HEIT 151 (or permission of program director).

HEIT 211 Quality Assurance 3-0-3  
Purpose and philosophy of quality assurance programs in health care; emphasizes quality assessment, utilization review, risk

management, and data quality procedures. Prerequisite: HEIT 152.

HEIT 212 Advanced Coding 2-3-3  
Application and expansion of ICD-9-CD coding concepts and introduction to CPT-4 coding concepts. Prerequisites: HEIT 103, 152.

HEIT 251 Directed Practice III 0-12-3  
Supervised learning experiences in campus laboratory and health care facilities emphasizing concepts taught in advanced health information courses (QA, Advanced Coding, HIT Seminar, and HIT III). Prerequisite: HEIT 212. Corequisites: HEIT 252, 253 (or permission of program director).

HEIT 252 Health Information  
Technology Seminar 1-0-1  
Résumé writing, interviewing, occupational opportunities, continuing education, and professional ethics.

HEIT 253 Information Technology &  
Management 2-3-3  
Reimbursement systems, personnel administration, tumor registry procedures, and computer applications of health information systems. Prerequisite: HEIT 212.

## HEALTH SCIENCES

City Park Campus:

Ms. Eugene, Professor  
Ms. Kern, Professor  
Ms. Pace, Professor  
Ms. Donahue, Associate Professor  
Ms. Hanks, Assistant Professor  
Ms. Langlow, Assistant Professor  
Ms. Laugharn, Associate Professor  
Mr. Trichell, Assistant Professor

HESC 111 Medical Terminology 3-0-3  
Terminology and vocabulary commonly used in health care field. Origin of words with emphasis on suffixes, prefixes, roots, abbreviations and terminology pertinent to body systems.

HESC 112 Advanced Medical  
Terminology 3-0-3  
Medical terminology related to specific health care fields including clinical medicine, surgery, laboratory medicine, pharmacology, imaging

technology and pathology. Prerequisite:  
HESC 111.

HESC 115 Pharmacology for  
Allied Health 3-0-3

Provides allied health students with a foundation in drug-related information. Major concepts include allied health roles in administration and classification of drugs, and the physiological response to drug administration.

HESC 116 Pharmaceutical Dosage  
Calculations and  
Measurements 3-0-3

Reviews methods of dosage calculations with practice in clinical simulations. Includes mathematics review, metric system, conversion and dosage measurement equipment. Prerequisite: Eligibility for MATH 095 or PHAR 116.

HESC 118 Information Management for  
Allied Health Professionals 3-0-3

Patient reception scheduling and other patient services in medical office. Includes gathering necessary patient information, patient counseling related to billing process, and pertinent physician office forms, medical reports, documentation and terminology. All aspects of claim process and legal issues in medical office such as privacy, fraud, and medical ethics.

HESC 120 Sports Nutrition 3-0-3  
Science of nutrition and its role in enhanced human performance. Analysis and synthesis of related literature.

HESC 130 Introduction to Dialysis 3-0-3  
Basic principles of dialysis. Focuses on the patient and the role of the dialysis technician as a patient-care team member. Prerequisite: Eligibility for MATH 095.

HESC 131 Dialysis Procedures 3-0-3  
Procedures used in dialysis. Includes reprocessing, water treatment, quality assurance and infection control. Prerequisite: Eligibility for MATH 095.

HESC 132 Dialysis Clinical Practicum 1-16-5  
Orientation to equipment used in dialysis; a coordinated dialysis clinical practicum. Prerequisites: HESC 130, HESC 131.

HESC 137 First Responder 2-2-3  
Training for first persons at emergency scene to be proficient in basic life support and to take other actions to minimize patient's discomfort and prevent further complications from acute injuries or illness.

HESC 142 Human Diseases 3-0-3  
Physical changes that accompany human disease and bodily injury: nature and cause of disease and effects of alcohol, tobacco, and narcotics on the body. Prerequisite: Permission of instructor.

HESC 143 Nursing Procedures for  
Allied Health Services 3-0-3

Nursing measures common to health occupations. Includes roles of health professionals, principles of ethics and professional relationships, simple nursing techniques needed for care, evaluation of the patient, treatment recording, and measures for common hospital emergencies. Prerequisite: Permission of instructor.

HESC 150 Ward Clerk 3-0-3

Clerical duties common to health occupations. Includes departmental communication, patient and visitor relationships, charting responsibilities, transcription of doctor's orders, medical terminology, and office management principles. Consists of 45 classroom hours and six hours of additional clinical experience.

HESC 151 Health Sciences Survey  
and Orientation 3-0-3  
Studies in selected allied health professions.

HESC 153 Health Science Fundamentals 3-0-3  
This course introduces components necessary to prepare the student for entry into health services employment. Topics include: introduction to health science, infection control, legal and ethical responsibilities, communications, personal qualities, health care careers, and job seeking skills.

HESC 161 Introduction to  
Electrocardiography 3-0-3

Theory and practice of electrocardiography with emphasis on practical applications. Covers electrophysiology of the heart, applicable medical terminology, simple interpretation of an EKG, and the technician's role as health professional.

HESC 162 Electrocardiography II 3-0-3  
Applications of advanced principles of electrocardiography. Provides information base and skills for on-the-spot diagnosis of arrhythmias. Emphasizes diagnosis of axis deviations, arrhythmias, coronary artery disease, pacemakers, and cardiac medications. Prerequisite: HESC 161 or permission of instructor.

HESC 212 Pathology and Terminology 3-0-3  
Fundamentals of disease processes and their radiographic manifestations. Terms used in the health care field and application of these terms to body systems are included. Prerequisite: BIOL 252.

HESC 220 Health Care of the Aging 3-0-3  
Demographics of the aging population, chronic diseases prevalent among the aging, ethical and legal considerations, health and wellness education of the aging.

## HISTORY

City Park Campus:

Ms. Dunn, Associate Professor  
Dr. Mabe, Associate Professor  
Ms. Lang, Instructor  
Ms. Tardo, Instructor

West Bank Campus:

Mr. Anselmo, Associate Professor

HIST 101 Early Western Civilization 3-0-3  
Western civilization from early Mesopotamian cultures through the Renaissance and Reformation.

HIST 102 Modern Western Civilization 3-0-3  
Significant changes in society, government, economic systems, culture and scientific thought in the Western World since Reformation.

HIST 103 World History I 3-0-3  
This course will be a survey of World History from ancient civilizations to approximately 1700 C.E. The course will include the cultures and achievements of the peoples of Africa, the Americas, Asia, Australia, and Europe.

HIST 105 World History II 3-0-3  
This course will be a survey of World History from approximately 1700 C.E. to the present. The course will include the cultures and achievements of the peoples of Africa, the Americas, Asia, Australia, and Europe.

HIST 141 African-American History 3-0-3  
Social, political and cultural history of Afro-Americans.

HIST 205 American History to 1865 3-0-3  
From early explorations of Americas to end of Civil War. (LCTCS Course: HIST 201/2010)

HIST 206 American History after 1865 3-0-3  
From end of Civil War to present. (LCTCS Course: HIST 202/2020)

HIST 240 Special Topics in History 3-0-3  
Overview of a selected issue or topic of significance in history. The intent will be to develop an awareness of and appreciation for the complex forces which have shaped the modern world. Material will be drawn from a variety of sources and may be interdisciplinary.

HIST 260 Louisiana History 3-0-3  
Economic, political, and social history of Louisiana from colonial times to present.

## HONORS

NOTE: Enrollment in Honors courses is limited to students with a 3.0 GPA or higher and no remaining Developmental English or Reading requirements. Information concerning this program is found on page 75.

ANTH 200 Music as Culture 3-0-3  
Music as social behavior. Cross-cultural examples provide basis for original research. Prerequisite: See note above.

ENGL 240-241 Current Topics in Literature 3-0-3  
Development of a particular genre. Investigates various approaches this genre takes to its subject, traces its development, and explores its form. Prerequisite: ENGL 102 and see note above. May be repeated once for credit.

HUMA 150 Structure of Western Thought: Ancient Greece 3-0-3  
Classical Greek works of Plato, Homer, Aeschylus, and others. Prerequisite: See note above.

HUMA 220 Modernism in the Arts 3-0-3  
Modern period in literature and major movements in modern art. Includes works by Faulkner, Virginia Woolf, and Ralph Ellison. Prerequisite: See note above.

HUMA 260 Activism and Change 3-0-3  
Philosophy, psychology, and history of civil disobedience as seen in great literary works.  
Prerequisite: See note.

## HORTICULTURE

City Park Campus:

Ms. Abbate, Instructor

Mr. Gillen, Instructor

HORT 101 General Horticulture 2-2-3  
Introduction to art and science of horticulture. Principles and practices of environmental horticulture. Emphasis on green industry in New Orleans and Gulf South area. Laboratory involvement with hands-on experience, demonstrations and field trips.

HORT 110 Soil Science 2-1-2  
Introduction to soil science and management. Current recommended practices; sustainable soil use, conservation practices, and soil mixes unique to greater New Orleans area.

HORT 111 Plant Materials 2-2-3  
Growth characteristics of temperate, tropical, and subtropical landscape plants in exterior or interior setting. Culture and maintenance; laboratory involvement in ordering and using landscape and nursery stock, supplies, and equipment. Hands-on experience, field trip, and outside class project.

HORT 112 Plant Propagation 2-2-3  
Introduction to art and science of propagating plants. Practices for increasing plant numbers; anatomical and physiological basis for methods of horticultural and agronomic crops. Laboratory work with hands-on approach to plant propagation. Outside class project required. Prerequisite: HORT 101 or permission of instructor.

HORT 113 Environmental Landscape Improvement 1-2-2  
Basic residential landscape design. Preparation, evaluation, and implementation of simple landscape plans. Emphasis on ornamental plants, including small flowering shrubs, bedding plants, and tropicals. Laboratory stresses outside class project and field trips. Prerequisite: HORT 111 or permission of instructor.

HORT 114 Turf Grasses 1-2-2  
Turf grasses: anatomy and physiology, growth, development, installation and maintenance. Characteristics in Southern Louisiana area; important pest problems. Outside lab work, class project and field trips. Prerequisite: HORT 110 or permission of instructor.

HORT 120 Horticultural Professionalism 1-0-1  
Principles of professional behavior in green industry: resume writing, interviewing. Required oral presentations using computer for research.

HORT 151 Horticultural Internship I 0-12-2  
Internship under direction of green industry supervisor and Horticulture Technology faculty. Practical experience in operations of horticultural enterprises; opportunity to develop awareness of segments of horticultural industry. Prerequisites: HORT 101 and HORT 110 and *either* HORT 112 *or* HORT 113.

HORT 160 Horticultural Certification 2-2-3  
Survey of ornamental plants used in the horticulture industry, including ornamentals and flowering plants, trees, shrubs, and turf grasses. Includes instruction on basic plant processes, identification, and installation and maintenance processes. Deals also with soils, pest management, and fruit and vegetable production.

HORT 200 Applied Botany for the Horticulturist 1-2-2  
Introduction to basic principles and concepts of plants and their biology stressing the interrelationships of structure and function at succeeding levels of organization, from basic cells and cell structure through organism, population, community, and ecosystem. Includes the environmental needs of various plants to include their culture, growth and development. Prerequisite: HORT 101.

HORT 201 Greenhouse Management and Production Methods 2-2-3  
In-depth greenhouse and nursery plant production techniques, including temperature and humidity, plant watering and nutrient supply systems and controls. Emphasis on hands-on approach to starting and growing selected flowering shrubs, bedding plants, and indoor plants for market. Outside class project. Prerequisites: HORT 110, 112, and 214.



HORT 204 Landscape Irrigation 2-1-2  
Landscape irrigation system, their design and requirements. Includes basic hydraulic functions, irrigation system development and layout characteristics, uses and adaptability of irrigation systems in the southeastern Louisiana area, water and power supply requirements, and installation and maintenance procedure.

HORT 213 Environmental Landscape Improvement II 1-2-2  
Principles and practices of landscape design, installation and management. Ornamental plants of South Louisiana in landscape and home environments: native flowering plants, trees, shrubs, vines and vine covers. Installation and maintenance procedures in interior plant scape. Interaction with industry, outside class assignment and field trip. Prerequisite: HORT 113.

HORT 214 Landscape Integrated Pest Management 2-2-3  
Introduction to integrated pest management and natural and biological pest-control methods, focusing on insects, diseases, and weeds of economic importance to green industry in South Louisiana. Applicable to homes and landscapes in interior as well as exterior settings.

HORT 221 Urban Forestry 2-2-3  
Identification, ecological, and practical application of evergreen and deciduous woody plants of economic importance to green industry of Southeastern Louisiana. Cultivation, maintenance practices, and use of trees and woody plants of Greater New Orleans area. Laboratory component includes diagnosis and control of tree problems, field work; outside class project and field trips.

HORT 222 Landscape Design and Management 0-4-2  
Landscape project with proposal, cost estimates and contracts. Following installation, student responsible for short-term maintenance. Prerequisite: HORT 213.

HORT 224 Horticultural Seminar 1-0-1  
Final course in Associate of Applied Science Degree Program. Research paper required in student's area of interest. Corequisite: HORT 251.

HORT 251 Horticultural Internship II 0-12-2  
Internship program under direction of green industry supervisor and Horticulture Technology faculty. Practical experience in operations and management of horticultural enterprises. Prerequisite: HORT 151. Corequisite: HORT 221.

## HOSPITALITY

City Park Campus:

Dr. Bartholomew, Director  
Mr. Brantley, Assistant Professor

HOST 101 Introduction to Hospitality Industry 3-0-3  
Overview of hospitality industry, concentrating on lodging and travel service. Includes career paths and future trends in hotel, restaurant, and convention businesses.

HOST 103 Introduction to Travel and Tourism 3-0-3  
Tourism as major worldwide social, cultural, and economic force. Examines history of travel, industry policy, travel marketing, and future trends in tourism.

HOST 104 Hotel Systems and Operations Management 3-0-3  
"Front-of-the-house" operations of hotel. Includes reservations guest reception, desk clerking, cashiering; computer simulation training on front-desk system software.

HOST 191 Reservations and Ticketing 3-0-3  
Concepts, procedures, and operation of simulated hospitality computer systems. Emphasizes preparation of domestic and worldwide itineraries with practice in scheduling air travel, specifying flight service features, arranging ground transportation, and calculating fares.

HOST 200 Hospitality Revenue Management 3-0-3  
Provides a basis for understanding current hospitality revenue concepts and procedures, the processing of hospitality financial data, and the flow of financial information in the accounting cycle that enables managers to improve profits.

HOST 201 Hospitality Law 3-0-3  
Laws and litigation pertaining to hospitality industry. Includes legal requirements for hotel/restaurant organization, government

regulations, guest/innkeeper relationships, and rights and responsibilities of hospitality providers. Prerequisite: HOST 101.

HOST 202 Hospitality Facilities 3-0-3  
Facilities for various hospitality environments such as housekeeping, maintenance, and engineering. Management of these departments. Prerequisite: HOST 101.

HOST 210 Hospitality Practicum 0-16-3  
Structured advanced practicum under direction of cooperating hospitality industry supervisor and program faculty. Includes seminar for coordination and evaluation of field experience. Prerequisites: HOST 101 and HOST 103, or HOST 104, or permission of instructor.

HOST 211 Food and Beverage Management 3-0-3  
Skills for effective management of food and beverage service. Includes operations, cost control related to purchasing, menu planning, and basic equipment and staffing. Prerequisite: HOST 101.

HOST 212 Tour and Travel Management 3-0-3  
Principles of travel and tourism management and operation of tourist-related services. Prerequisite: HOST 101.

HOST 213 Geographic Destinations 3-0-3  
Geography, culture, climate, attractions, language, and physical features of world destinations. Prerequisite: HOST 101.

HOST 216 Convention Management and Service 3-0-3  
Marketing and sales strategies for convention and group business markets. Prerequisite: HOST 101.

HOST 221 Hospitality Marketing 3-0-3  
Advertising sales and marketing techniques and practices for hospitality industry. Prerequisites: HOST 101 or MARK 201.

HOST 225 Hospitality Seminar 3-0-3  
Hospitality seminar that focuses on trends and issues in the hospitality food and beverage management industry.

HOST 283 Overview of New Orleans 3-0-3  
Unique historical and cultural background of New Orleans. Examines attractions of the Crescent City: the French Quarter and unique neighborhoods, nature areas, cemeteries, festivals, plantations, churches and synagogues.

Includes preparation for City Tour Guide Test. Prerequisite: HOST 101.

## HUMANITIES

City Park Campus:

Ms. Authement, Assistant Professor  
Ms. Louis, Assistant Professor  
Mr. Santos, Instructor

HUMA 105 Humanities Through the Arts 3-0-3  
Survey of film, drama, music, literature, painting, sculpture, and architecture. Each art form is examined from four perspectives: historical context, elements of the art, form/meaning, and criticism/evaluation.

HUMA 150 Structure of Western Thought: Ancient Greece 3-0-3  
Classical Greek works of Plato, Homer, Aeschylus, and others. Prerequisite: See Honors requirements on page 75.

HUMA 175 Introduction to Film History 3-0-3  
History of film and film genres worldwide. Aspects of film theory applied to films screened in class. Additionally, students will examine artistic movements in film and their correlation to history. Prerequisite: Eligibility for ENGL 101

HUMA 201 Humanities: An Introduction 3-0-3  
Examination of form and freedom from perspective of the humanities: philosophy, literature, history, and the arts. Prerequisite: ENGL 101.

HUMA 220 Modernism in the Arts 3-0-3  
Modern period in literature and major movements in modern art. Includes works by Faulkner, Virginia Woolf, and Ralph Ellison. Prerequisite: See Honors requirements on page 75.

HUMA 229 Cultural Approaches to Death 3-0-3  
Comparative historical study of attitudes toward death. Stages of dying, grief, and reaction to death are major emphases.

HUMA 260 Activism and Change 3-0-3  
Philosophy, psychology, and history of civil disobedience as seen in great literary works. Prerequisite: See Honors requirements on page 75.

## INSURANCE

INSU 101 Introduction to Insurance 3-0-3  
Overview of the insurance industry including concepts, marketing, performance indicators, terminology, claims processing and standards.

INSU 103 Insurance Office Process Simulation 0-3-1  
Application of principles of the insurance industry in a computerized simulated setting using database and rating software.

## INTERIOR DESIGN

City Park Campus:

Ms. Sanders, Assistant Professor

Ms. Kain, Instructor

Mr. Scanlan, Instructor

INTD 111 History of Interior Design I 3-0-3  
Interiors, interior architecture, furnishings, and cultural influences from ancient times through the 18th century.

INTD 125 Drafting for Interior Design 2-4-3  
Studies interior spaces, furniture and furnishings through drafting problems related to interiors; beginning drafting techniques.

INTD 131 Two-Dimensional Design 3-3-3  
Fundamentals of two-dimensional design. Same course as VISC 131

INTD 141 Interior Design I 2-4-3  
Principles of interior design profession. Prerequisite: INTD 131, INTD 125.

INTD 151 Interior Design II 2-4-3  
Basic design elements and concepts of residential design. Prerequisites: INTD 141.

INTD 161 History of Interior Design II 3-0-3  
Interiors, interior architecture, furnishings, and cultural influences from Early American through Contemporary.

INTD 201 Interior Design III 2-4-3  
Analysis and problem situations in the design and planning of office spaces. Prerequisites: INTD 151.

INTD 242 Computers for Interior Design 2-3-3  
Methods of using the computer to solve problems related to interior spaces. Prerequisites: INTD 125.

INTD 243 Computers for Interior Design II 2-3-3

This course is a study of computer applications as related to the practice of Interior Design. The goal of the course is for students to develop a working knowledge of Computer Aided Drafting (CAD) and design-related software to produce Interior Design-related documents and drawings. Prerequisite: INTD 125.

INTD 251 Interior Design IV 2-4-3  
Design problems related to large commercial spaces. Professional practices and application of business techniques to interior design profession. Prerequisites: INTD 201.

INTD 260 Color for Interior Space 3-3-3  
Nature of color, theories of color, and application of color in interior design.

INTD 268 Interior Materials, Finishes and Furnishings 3-0-3  
Types and sources of materials, finishes and furnishings used in interior spaces.

INTD 270 Lighting Design 2-4-3  
Application of light in a variety of practical interior design situations. Prerequisites: INTD 141.

INTD 274 Interior Construction Systems 3-0-3  
Building systems and construction methods and code requirements for interiors. Prerequisite: INTD 131.

INTD 286 Professional Practices for Interior Design 3-0-3  
Preparation for practical situations in business of interior design. Includes standard practices and procedures, designer-client relations, design contracts, office management, team projects, professional ethics, coordination and supervision of services, and subcontractors. Prerequisite: INTD 131.

INTD 292 Special Studies and Portfolio 2-4-3  
Advanced work in an area of specialization and development of a professional portfolio. Prerequisites: INTD 151.

INTD 295 Seminar in Interior Design 3-1-3  
Study of information specific to interior design licensing test (NCIDQ). Prerequisite: INTD 141.

INTD 297 European Interiors 3-0-3  
Travel course involving study and observation of European interiors.

## MACHINIST APPRENTICE

MACH 108 Blueprint Reading  
for Machinists 2-3-3

An overview of the basic information that an apprentice must acquire to be proficient in the major areas of blueprint reading required by the mechanist trade. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

MACH 110 Machine Shop I 2-3-3

An overview of the basic information an apprentice must acquire to use the standard hand and machine tools found in the contemporary machinist trade. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

MACH 115 Principles of Hydraulics 2-3-3

Students will gain a working knowledge of the theory, application, and functions of hydraulics systems and components. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

MACH 202 Machinist Shop II 2-3-3

Continuation of MACH-110: Machine Shop I; advanced work with the standard hand and machine tools used in the contemporary machinist industry. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

MACH 265 Computerized Numerical  
Control 2-3-3

This course is designed to introduce the student to the graphic numerical language while understanding the basic operation of the machine. Topics include: the development of program, set-up, and operation. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

## MANAGEMENT

City Park Campus:

Mr. Mullins, Associate Professor  
Mr. Siragusa, Associate Professor  
Mr. Worsham, Associate Professor  
Dr. Cintrón, Instructor  
Ms. Lenihan, Instructor

West Bank Campus:

Ms. Wright, Assistant Professor

MANG 101 Human Relations in Business 3-0-3

Theories of human behavior in business situations, ways in which these theories can be applied to customers and co-workers, and experience in setting and measuring human relations goals.

MANG 131 Human Resource Management 3-0-3

Study of the issues, trends, and problems involved in Human Resource Management. Topics such as recruiting, motivation, communication, leadership, and human resources development will be emphasized.

MANG 201 Principles of Management 3-0-3

Fundamentals of management theory, including behavioral and scientific approaches. (LCTCS Course: BUS 201/2010)

MANG 203 Principles of Labor Relations 3-0-3

Historical, legal, and environmental aspects of current labor/management relations and the differences in laws relating to labor relations in the United States, European countries, Japan, and Latin America. Prerequisite: MANG 201.

MANG 206 Introduction to Logistics 3-0-3

Introduction to business logistics as a functional area within business. Survey of customer service, order processing, information flow, transportation, warehousing, purchasing, inventory, and system design and organization.

MANG 208 Transportation Management 3-0-3

Analysis of current methods of transportation used to deliver goods. Includes exploration of infrastructure of each form of transportation, how it developed into what it is today, and where the field is going in the future. Also includes how government directs transportation in the area of safety, economic needs, and national policy.

MANG 215 Management Information  
Systems 3-0-3

Nature of information systems and how computers assist management in decision making. Includes examples in creating and implementing management information systems, an introduction of e-commerce and as analysis of computer hardware and software. Prerequisites: MANG 201 and one of the following: ADOT 105 or BUSG 224 or CMIN 201.

MANG 220 Introduction to Operations Management 3-0-3

Concepts and purpose of logistics support analysis with the theory and application to identify and solve integrated logistics and support issues. Prerequisite: MANG-206 and MATH-118 and BUSG-224 or CMIN-201.

MANG 222 Small Business Management 3-0-3

This capstone course to the Entrepreneurship and Small Business Management program brings together skills and competencies developed in other programmatic courses while the student prepares a professional-level business plan to launch or to better manage a business endeavor. Prerequisite: ACCT-111 or higher and MARK-201 AND BUSG-115.

MANG 224 Supervision 3-0-3

Analyzes the processes and structures to prepare students to become supervisors in modern organizations. Topics of study include modern supervision challenges, functions of the supervisor, and skills of the supervisor. Additional emphasis is placed on the acquisition and development of supervisory skills in the workplace to include such skills as ethics, teamwork, diversity, goals, change, conflict, communication, motivation, leadership, and decision-making.

MANG 226 Organizational Leadership 3-0-3

Provides a foundational understanding of the interrelation of the numerous historical and contemporary theories of leadership. After completing this course students will be able to recognize themselves as individuals capable of leading in various positions and situations, and have some understanding of tools they may use and develop in order to maximize their leadership potential within academic, professional, and social environments.

MANG 228 International Management 3-0-3

How firms become and remain international in scope, the practices of management in a competitive global environment, and ongoing management issues in world's largest multinational corporations. Prerequisite: MANG 201.

MANG 229 Supply Chain Management 3-0-3

Introductory course designed to provide an understanding of supply chain management and dynamics. Methods used to analyze, plan and

manage supply chain operations. Prerequisite: MANG-206 and MATH-118.

MANG 230 Warehouse and Inventory Management 3-0-3

Introduction to the efficient and effective operation of the warehouse and its importance to an organizations supply chain. Prerequisite: MANG-206 and MATH-118.

MANG 265 Production Planning and Cost Analysis 3-0-3

Theories of production planning and their application to determine the quantity of product to manufacture over a period of time in order to minimize cost. Includes concepts and skills necessary to conduct a basic cost analysis. Prerequisite: MANG-215 and MANG-220 and MANG-229 and MATH-120 or a higher level Mathematics course.

MANG 275 Project Management 3-0-3

Teaches the principles of project management, team building, and facilitation. Focus is on project planning, schedule, and controlling of both projects and budgets through completion. Covers the process of building and facilitating effective teams in the work force. Includes using software packages designed to manage projects. Prerequisites: BUSG 178, MANG 201, and ACCT 201 or ACCT 205, and CMIN 201 or BUSG 224.

## MARKETING

City Park Campus:

Ms. Lenihan, Instructor

MARK 201 Principles of Marketing 3-0-3

Covers the basic theories that guide marketing practices, and acquaints students with the fundamental concepts of marketing. The course focuses on developing effective marketing strategies and the marketers' use of price, product, promotion, and distribution strategies. (LCTCS Course: BUS 200/2000)

MARK 208 Internet Marketing 3-0-3

Internet marketing, also referred to as online marketing or e-marketing, is the marketing of products or services over the Internet as well as the process of growing and promoting an organization using online media. This course focuses on online marketing strategies, value-chain models, business models, the Internet

customer, evaluating web marketing programs, social concerns, and regulatory issues in this rapidly evolving form of media. Prerequisite: MARK 201.

MARK 211 Personal Selling 3-0-3  
Personal Selling is a vital aspect of developing an ongoing relationship with potential customers where the seller understands the individual needs, nature, and behavior of the prospective customers. Prerequisite: MARK 201.

MARK 212 Advertising 3-0-3  
Evaluation of activities which have an impact on personal selling and an introduction to advertising. Prerequisite: MARK 201.

MARK 213 Retailing 3-0-3  
Principles and methods of retailing, merchandise management, sales promotion, and customer services. Prerequisite: MARK 201.

MARK 215 Visual Merchandising 3-0-3  
The presentation of the store and its merchandise in ways that will attract the attention of potential customers and motivate them to make purchases. This course discusses the fundamentals of good design, how to take a project from concept to completion, and strategies for transforming stores into shops with distinction and visual excitement. Prerequisite: MARK 201.

MARK 216 Purchasing 3-0-3  
Overview of retailing system and detailed study of buying practices in various types of retail institutions. Prerequisite: MARK 201.

MARK 220 International Marketing 3-0-3  
Theory and practice of international marketing. Explores international start-up operations and operations of global marketers. Prepares business or marketing major to understand international marketing concepts and strategies. Prerequisite: MARK 201 or permission of instructor.

## MASS COMMUNICATION

City Park Campus:

Ms. Hague, Professor

Ms. Robertson, Professor

West Bank Campus:

Ms. Clanton, Associate Professor

MSCM 101 Introduction to Mass Communication 3-0-3

Overview of contemporary American mass communication. The various forms of mass communication are studied, with emphasis on the historical development, underlying philosophical concepts, and current structure of each. Employment opportunities in media-related organizations are examined. Prerequisite: Eligibility for ENGL 101.

MSCM 105 Writing for the Media 3-0-3  
Theory of writing in various media. Focuses on determining the appropriate structure, format, and technique used in media writing. Will also evaluate students' computer competency through classroom exercises. Prerequisite: ENGL 101.

MSCM 111 Introduction to Public Relations 3-0-3  
History, ethics, law and other elements of professional public relations practice. Prerequisite: Eligibility for ENGL 101.

MSCM 145, 245, 146, 246  
Newspaper Reporting & Editing, I-IV 1-2-1  
Designed to give students practical newspaper experience and a solid portfolio of work to give to prospective employers. Students are expected to learn how to gather, organize, and write a variety of news stories, feature, editorials, and reviews. Special emphasis is placed on how to develop story ideas, and how to become a good interviewer and editor. Students will produce the student newspaper and learn by hands-on work and coaching with each issue.

MSCM 147, 148, 247, 248  
Radio Production, I-IV 1-2-1  
Hands-on application of the knowledge and skills used in on-air talent and radio production. Students will have the opportunity to gain practical experience in radio production and programming.

MSCM 201 Writing for Media II 3-0-3  
Designed to increase the knowledge and skills required for print, broadcast, on-line, and public relations writing. Students will have the opportunity to gain practical experience and to build a portfolio of reflective professional work experience. Prerequisite: MSCM 105.

MSCM 212 Scriptwriting for Television 3-0-3  
Scriptwriting process from concept to completion, including the presentation of final script and storyboard. Prerequisite: Eligibility for ENGL 101.

MSCM 220 Mass Communication Practicum 1-8-3  
Faculty-directed practical experience in student's area of interest. Work experience and/or research, seminars, and reports. Prerequisites: 18 hours, Communication-related courses, grade "C" or better, and approval of the instructor.

MSCM 242 Public Relations Issues and Strategies 3-0-3  
Designed to increase the knowledge and skills required for the beginning public relations practitioner. Students will have the opportunity to put theory into practice and gain practical experience through service-learning projects. Prerequisite: MSCM 105 and MSCM 111.

## MASSAGE THERAPY

West Bank Campus:

Ms. Raymond, Director

MSTH 101 Introduction to Therapeutic Massage 2-0-2  
History and development of therapeutic massage. Includes medical terminology, ethics, hygiene, safety, body mechanics, SOAP notes, and Heart Saver CPR Certification.

MSTH 102 Foundation for Swedish Techniques 2-2-3  
Full-body Swedish massage. Massages performed on student clients. Includes anatomy, draping, body mechanics, indications and contraindications, and development of care/treatment plan. Prerequisites: BIOL 251, 253.

MSTH 103 Muscle/Skeletal Anatomy and Palpation Skills 2-2-3  
Comprehensive study of skeletal and muscular systems. Focuses on recognition and palpation of bony landmarks and on origins, insertions, actions, and palpation of muscles. Prerequisites: BIOL 251, 253.

MSTH 111 Sports Massage 1-2-2  
Concepts and practice of sports massage. Includes pertinent anatomy and physiology, tissue response to stimulation, and application of sports massage techniques. Emphasizes major

stress points and contraindications. Prerequisites: MSTH 103, BIOL 252, 254.

MSTH 112 Neuromuscular/Deep Tissue Therapy 1-2-2  
Concepts and practice of neuromuscular/deep tissue therapy. Includes postural evaluation, tissue evaluation, and trigger point palpation; discusses nerve compression and entrapments, ischemia, and stages of rehabilitation. Prerequisites: BIOL 252, 254.

MSTH 113 Fundamentals of Traditional Chinese Medicine 2-2-3  
Concepts and techniques of traditional Chinese medicine. Includes 12 meridians, yin and yang, chi energy, the five elements, shiatsu, and acupressure. Prerequisite: MSTH 103.

MSTH 114 Pathology for Massage Therapy 2-1-2  
Recognition of human diseases. Develops practical understanding of when bodywork is indicated. Includes infirmities to which bodywork should not be applied. Prerequisites: BIOL 252, 254.

MSTH 115 Business/Ethics/Law in Massage Therapy Practice 2-0-2  
Basic information necessary for massage practice. Discusses self-employment, target clientele, management, professional ethics, and business structure. Communicates state law relating to the practice of massage. Prerequisite: MSTH 101.

MSTH 120 Topics for Special Populations 2-2-3  
Current issues in massage therapy. Topics include the abused client, infant and child massage, the physically and/or psychologically challenged client, reflexology, aromatherapy, healing touch, hydrotherapy, and the elderly client. Prerequisite: MSTH 101.

MSTH 151 Massage Therapy Clinical I 0-3-1  
Application of massage techniques on public clientele. Setting appointments, professional appearance, draping techniques, recordkeeping are included under instructor's supervision. Prerequisite: MSTH 102.

MSTH 152 Massage Therapy Clinical II 0-3-1  
Application of massage techniques on public clientele. Continuation of MSTH 151. Prerequisite: MSTH 151.

MSTH 153 Massage Therapy Clinical III 0-3-1  
Application of massage techniques in  
community setting. Continuation of MSTH 152.  
Prerequisite: MSTH 152.

## MATHEMATICS

City Park Campus:

Dr. Cox, Professor  
Ms. Frederic, Professor  
Ms. Gagliano, Professor  
Ms. Roux, Professor  
Mr. Sasser, Professor  
Ms. Santolucito, Associate Professor  
Ms. Weinberger, Associate Professor  
Ms. Caire, Assistant Professor  
Mr. Harwood, Assistant Professor  
Ms. Vila, Assistant Professor  
Ms. Camardelle, Instructor  
Mr. Cusac, Instructor  
Ms. Dayries-Sam, Instructor  
Mr. Ducorbier, Instructor  
Ms. Johnson, Instructor  
Ms. Marchese, Instructor  
Ms. Rome, Instructor  
Ms. Wooden, Instructor

West Bank Campus:

Ms. Bicksler, Professor  
Mr. Doyle, Professor  
Mr. Dufrene, Associate Professor  
Ms. Edwards, Assistant Professor  
Ms. Frickey, Assistant Professor  
Mr. Mildenberger, Instructor  
Ms. Williams, Instructor

Northshore:

Mr. Cruz, Assistant Professor  
Ms. Darragh, Assistant Professor  
Mr. Ayyad, Instructor  
Mr. Reppel, Instructor

NOTE: Placement into mathematics courses is based upon placement scores, ACT scores, or a grade of "C" or better in the prerequisite course. Students must consult an advisor before selecting a math course. Entrance requirements will be strictly enforced. Only one mathematics course below the course required for the degree and numbered above 100 may be used for elective credit and only if it is taken before the higher-level course.

MATH 090 Basic Mathematics 5-0-5  
Review of basic mathematics skills. This course provides five hours of instruction per week for

the student who needs additional time to master the fundamental numerical operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals; ratio and proportion; percent; and systems of measurement. Also introduces algebra. This is a skills improvement course and may not be used as credit for a certificate or degree. A score of 0-6 on the Delgado Community College Math Placement Test.

MATH 091 Basic Mathematics Review 3-0-3  
Review of basic mathematics skills. Includes the fundamental numerical operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals; ratio and proportion; percent; systems of measurement; and an introduction to algebra. This is a skills improvement course and may not be used as credit for a certificate or degree. A score of 7-11 on the Delgado Math Placement Test.

MATH 095 Introductory Algebra I 3-0-3  
Operations with signed numbers and polynomials, evaluating polynomials, integer exponents, solving linear equations and inequalities, algebraic word problems, graphing linear equations with two variables, simplifying radicals. Prerequisite: "C" or better in MATH 090 or 091, or a score of 12-18 on the Delgado Placement Test.

MATH 096 Introductory Algebra II 3-0-3  
Solving linear equations, inequalities, and systems; factoring polynomials; solving quadratic equations by factoring; simplifying and performing operations with rational expressions; complex fractions; solving rational equations; algebraic word problems; graphing linear equations; simplifying radical expressions. Prerequisite: "C" or better in MATH 095 or MATH 113, or a score of 19-25 on the Delgado Math Placement Test.

MATH 113 Algebra for Technology 3-0-3  
Selected topics in algebra with emphasis on applications in various areas of technology. Prerequisite: "C" or better in MATH 090/091 or a score of 12-18 on the Delgado Placement Test. For students in technical programs.

MATH 114 Geometry and Trigonometry  
for Technology 3-0-3  
Selected topics in geometry and trigonometry with emphasis on applications in various areas of technology. Prerequisite: "C" or better in MATH 113 or a score of 19-25 on the Delgado



Placement Test. For students in technical programs.

MATH 118 Algebra for College Students 3-0-3  
Solving and graphing linear and absolute value equations and inequalities; solving quadratic and rational equations; operations with radical expressions and complex numbers; point-slope and slope intercept formulas; an introduction to function notation and the parabola. Prerequisite: "C" or better in MATH 096 or a score of 26-32 on the Delgado Math Placement Test, or an ACT score of 18-21.

MATH 120 Mathematics Survey with Applications 3-0-3  
Introduction to sets and logic; the real number system; elementary topics in algebra; probability and statistics; and computers with emphasis on applications. Prerequisite: "C" or better in MATH 096 or a score of 26-32 on the Delgado Placement Test or an Enhanced ACT score of 18-21.

MATH 123 Elementary Number Structure 3-0-3  
Sets, logic, number systems, elementary number theory, real numbers, integers, rational numbers, basic algebra concepts, introduction to elementary probability and statistics, and computer literacy. Intended for students in Early Childhood and Elementary Education programs. Prerequisite: "C" or better in MATH 118, or a score of 33-45 on the Delgado Math Placement Test, or an ACT score of 22 or above.

MATH 124 Elementary Geometry 3-0-3  
Probability, statistics and experimental geometry of 2- and 3-dimensional space: points, lines, planes, space, measurement, congruence, similarity, symmetry, parallelism, perpendicularity, perimeter area, volume and coordinate geometry. Intended for students in Early Childhood and Elementary Education programs. Prerequisite: "C" or better in MATH 123.

MATH 128 Explorations in College Algebra 3-0-3  
Solve and graph equations and inequalities; perform operations of functions, find their inverses, and graph both; evaluate and graph polynomial functions; explore exponential and logarithmic functions. Intended for non-calculus bound students. Prerequisite: "C" or better in MATH 118, ACT-22 or above, Delgado Placement-33-45. Student will not receive credit

for both MATH 128 and 130. MATH 128 may not be used as a prerequisite for MATH 221.

MATH 129 Trigonometry 3-0-3  
Trigonometric functions, sine and cosine graphs, inverse trigonometric functions, plane trigonometry, systems of equations, binomial theorem. Intended for non-calculus bound students. Prerequisite: "C" or better in MATH 128 or 130. Student will not receive credit for both MATH 129 and 131.

MATH 130 Pre-Calculus Algebra 3-0-3  
Solve and graph equations and inequalities; perform operations of functions, find their inverses, and graph both; evaluate and graph polynomial and rational functions; explore exponential and logarithmic functions. Intended for calculus bound students. Prerequisite: "C" or better in MATH 118, ACT-22 or above, Delgado Placement-33-45. Student will not receive credit for both MATH 128 and 130.  
(LCTCS Course: MATH 110/1100)

MATH 131 Pre-Calculus Trigonometry 3-0-3  
Trigonometric functions, trigonometric identities, inverse trigonometric functions, analytical trigonometry, complex numbers, polar coordinates, systems of equations, binomial theorem. Intended for calculus bound students. Prerequisite: "C" or better in MATH 130 or ACT score of 27 or above. Student will not receive credit for both MATH 129 and 131.

MATH 151 Finite Mathematics 3-0-3  
Overview of finite mathematics, including systems of equations, matrix algebra, linear programming, probability, and Markov chains. Prerequisite: "C" or better in MATH 130 or MATH 128.

MATH 203 Statistics 3-0-3  
Describes sets of measurements graphically and numerically. Includes probability, discrete and continuous random variables, the normal probability distribution, elements of sampling theory, estimation theory, hypothesis testing, regression and correlation. Prerequisite: "C" or better in MATH 130 or MATH 128

MATH 220 Basic Calculus 3-0-3  
Functions, graphs, slopes, derivatives, chain rule, areas, integrals, maximum-minimum problems, curve sketching, compound interest, exponents, logarithms, limits, continuity, application of derivatives, integration, technique of integration and introduction to differential equations.

Includes material from both 221 and 222, but excludes topics including trigonometry. Not intended for students majoring in mathematics or the physical sciences. Students may not receive credit for both 220 and 221. Prerequisite: "C" or better in MATH 130 or ACT of 27 or above, or 46 or above on the Delgado Math Placement Test.

MATH 221 Calculus I 3-2-4  
Limits, continuity; algebraic and trigonometric functions, their derivatives and integrals; maxima and minima, related rates; and integration techniques. Prerequisite: "C" or better in MATH 130 and MATH 131.

MATH 222 Calculus II 3-2-4  
Indefinite integral, application of definite integral to work, area, and volume; transcendental functions, their derivatives and integrals; techniques and applications of integrations. Prerequisite: "C" or better in MATH 221.

MATH 223 Calculus III 3-2-4  
Topics covered include improper integrals, L'Hopital's Rule, infinite series, analytic geometry, polar coordinates and parametric equations, three-dimensional space, vectors, and vector-valued functions. Prerequisite: "C" or better in MATH 222.

## MECHANICAL DRAWING APPRENTICE

MECH 107 Mechanical Drawing 2-3-3  
This course is designed to introduce the Apprentice to the graphic language from the basics of freehand sketching to multi-view and working drawings through the utilization of the various tools of the drafting trade. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

MECH 109 Metallurgy 2-1-2  
This course is designed to teach the production of metals and alloys. Additional topics include: heat-treatment, grain structure, and testing of metals. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

## MECHANICAL ENGINEERING TECHNOLOGY

METC 150 Statics 3-0-3  
Analysis of force systems applied to rigid bodies at rest. Review of trigonometry. Covers resultants and equilibrium of force systems applied to rigid bodies at rest, first and second moments of areas and volumes, and engineering applications of statics. Corequisite: MATH 131.

METC 201 Dynamics 3-0-3  
Fundamentals of kinematics and kinetics of a rigid body. Examines laws of force and motion through a study of Newton's second law of motion, work and energy, and impulse and momentum. Prerequisite: METC 150.

METC 202 Strength of Materials 4-0-4  
Methods used by engineers to determine economical size of rigid bodies that support and carry structural loads. Topics include direct stress, shear stress, bending moments, bending moment diagrams, designs of beams, design of statically indeterminate beams, and columns. Prerequisite: METC 150.

METC 210 Introduction to Fluid Mechanics 2-3-3  
Fluid statics, kinematics of fluid motion, flow of noncompressible ideal fluids, fluid flow in pipe lines, and dimensional analysis. Prerequisite: METC 150.

METC 215 Robotics I 2-3-3  
Introduction to robot technology. Examines basic components and systems used in industrial robots. Emphasizes set-up and operation of robots and associated automatic control systems.

## MEDICAL LABORATORY TECHNICIAN

City Park Campus:

Ms. Hickman, Professor and  
Program Director  
Ms. Skena, Instructor

MLTS 103 Introduction to Medical Technology 1-2-2  
Orientation to medical laboratory technology: laboratory organization, personnel, safety terminology, ethics, glassware, and equipment.

MLTS 104	Introduction to Phlebotomy	3-2-4	Relates responsibilities of phlebotomist to health care delivery system. Includes procedures, professional and ethical conduct, verbal and written skills, stress management.
MLTS 105	Structure and Function of the Body Systems	2-0-2	Anatomy and physiology of body systems and anatomic terminology related to clinical laboratory and general pathologic conditions associated with body systems.
MLTS 151	Phlebotomy Clinical Practicum	0-18-6	Hands-on practice relating to procedures. Exposure to variety of patient-care settings, including in- and out-patient settings.
MLTS 207	Hematology I	2-2-3	Theory and skills required in proper collection of blood specimens. Morphologic study of human blood and routine hematology lab procedures. Emphasizes normal cells.
MLTS 208	Hematology II	2-4-3	Studies normal and abnormal blood cell morphology, correlation of lab results with hematological diseases, normal and abnormal hemostasis, and routine coagulation procedures. Prerequisite: MLTS 207.
MLTS 220	Immunology and Serology	3-2-4	Basic immunology theory to include antigen-antibody relationships and routine serology procedures.
MLTS 230	Practicum I	0-6-1	Clinical experience in the hospital laboratory setting. Phlebotomy covered. Prerequisite: MLTS 207.
MLTS 240	Clinical Chemistry	3-0-3	Theory, principles, and laboratory procedures used in the clinical chemistry laboratory. Includes physiology and pathology of major organ systems and correlation of laboratory results with disease states. Prerequisites: CHEM 141, 143, MLTS 103. Corequisite: MLTS 242.
MLTS 242	Clinical Chemistry Laboratory	0-4-2	Laboratory to accompany MLTS 240: Chemical analysis of body fluids using manual methods and some basic instrumentation. Corequisite: MLTS 240.
MLTS 245	Urinalysis	2-2-3	Theory, basic principles and laboratory procedures used in the examination of urine and body fluids. Includes correlation of test results to disease states.
MLTS 250	Practicum II	0-24-4	Clinical experience in the hospital laboratory setting. Hematology, coagulation, serology/immunology covered.
MLTS 260	Clinical Microbiology	3-0-3	Pathogenic microorganisms with emphasis on specimen collection, culture, isolation, staining and identification. Prerequisites: BIOL 210, 212. Corequisite: MLTS 262.
MLTS 262	Clinical Microbiology Laboratory	0-4-2	Specimen collection, quality control and procedures for isolation, identification, and differentiation of clinically significant microorganisms. Corequisite: MLTS 260.
MLTS 264	Parasitology	1-2-2	Study of common parasites found in man with emphasis on parasitic life cycles, specimen collection and preparation, and identification techniques. Prerequisites: BIOL 210, 212.
MLTS 270	Clinical Immunohematology	2-2-3	Theory, principles and laboratory procedures of immunohematology. Topics include donor blood collection, blood component preparation and use, antigen-antibody reactions, blood groups, compatibility testing, and antibody studies. Prerequisite: MLTS 220.
MLTS 280	Practicum III	0-6-1	Clinical experience in the hospital laboratory setting, including urinalysis. Prerequisite: MLTS 245.
MLTS 282	Practicum IV	0-36-6	Clinical experience in chemistry, microbiology and immunohematology in hospital laboratory setting. Prerequisites: MLTS 240, 242, 260, 262, and 270.
MLTS 290	Seminar in Medical Technology	3-0-3	Application of the principles of medical technology to develop competency as entry level medical laboratory technician.

## MILITARY SCIENCE— ARMY ROTC

MILS 100/203 Leadership Laboratory No credit  
An extension of classroom work; affords the student the opportunity to apply military skills learned in the classroom in an outdoor environment. Prerequisite: permission of the Scholarship Enrollment Officer.

MILS 101 Dynamics of Leadership 2-1-2  
Introduction to history and organization of Army ROTC and leadership traits, principles, and characteristics. The student is introduced to the customs and courtesies of the military service, the present pay system, service benefits, the national defense structure, and the basic organization and functions of a military squad and platoon. Includes periodic field trips. Prerequisite: permission of the Scholarship Enrollment Officer.

MILS 102 Dynamics of Leadership II 2-1-2  
Continuation of leadership training and theory to include weapons training (assembly and disassembly procedures for the M-16 rifle and M-60 machine gun), communications (radio-telephone procedures, use of a CE0I), first-aid (bleeding, shock, burns, fractures, CPR), and training in NBC (nuclear, biological, chemical) topics. Includes periodic field trips. Prerequisite: MILS 101 and permission of the Scholarship Enrollment Officer.

MILS 201 Applied Leadership 2-1-2  
Discussion of leadership principles and application of leadership techniques through role playing and group dynamics. Includes organization communications, human relations, organizational structures, power and influence, and management. Uses the military organization as a model. Course includes training in physical conditioning and periodic field trips. Prerequisite: MILS 102 and permission of the Scholarship Enrollment Officer.

MILS 202 Management Techniques 2-1-2  
Introduction to management principles and techniques. Includes a discussion of leadership principles and application of leadership techniques as well as an introduction to military correspondence, discussion of customs and traditions, and Ranger Challenge skills such as knot tying and rope bridge. Course includes training in physical conditioning and periodic

field trips. Prerequisite: MILS 201 and permission of Scholarship Enrollment Officer.

## MOTOR VEHICLE TECHNOLOGY

City Park Campus:

Mr. Cruthirds, Professor  
Mr. Babcock, Associate Professor  
Mr. Toujas, Assistant Professor  
Mr. Traylor, Assistant Professor  
Mr. Davenport, Instructor  
Mr. Gipson, Instructor  
Mr. Mata, Instructor  
Mr. Torlage, Instructor

MOVH 103 Tools and Equipment 2-0-2  
Tools, measuring instruments, and fastening devices. Includes proper and safe use of hand tools of all types.

MOVH 105 Basic Engines 2-0-2  
Internal combustion engine, including classification by cycle, cooling, number and arrangement of cylinders, valve arrangement, and fuel. Covers basic chemical and physical principles of internal combustion engine, including combustion expansion of liquids and gases, change of state, work, energy, power, inertia, torque, and friction.

MOVH 106 Basic Diesel Engines 3-0-3  
Principles, construction, and maintenance of diesel engines, including a comparison of two- and four-cycle engines. Emphasizes different types of fuel injection systems, including a comparison of various types of diesel fuels.

MOVH 107 Automotive Quick Service 0-6-2  
Basic general automotive service inspection and maintenance on automobiles.

MOVH 109 Automotive Gas Metal  
Arc Welding 1-2-2  
Fundamentals of Gas Metal Arc Welding (G.M.A.W.) process, plasma arc and oxyacetylene cutting. The use of various machines, cutting techniques, shop safety, and running weld beads in all positions on various thicknesses of steel plate.

MOVH 130 Fundamentals of Electricity 3-0-3  
Alternating and direct current, series and parallel circuits, magnets and electromagnets, and dynamic electrical energy sources. Same course as ELCT 100.

- MOVH 153 Automotive Machine Shop 1-0-1  
Theory and principles of automotive machining operations. Emphasizes crankshaft grinding, cylinder boring and honing, valve grinding and lapping, valve guide reaming and knurling, cylinder head grinding, and other precision operations. Prerequisite: MOVH 103 or permission of instructor. Corequisite: MOVH 155.
- MOVH 154 Auto Brakes 3-0-3  
Hydraulic and pneumatic systems and principles of modern automotive applications. Emphasizes late model drum and disc brake systems, vacuum assist power brake boosters, antiskid (ABS) systems, and power steering pumps and gear box units. Corequisite: MOVH 156.
- MOVH 155 Automotive Machine Shop Lab 0-3-1  
Practical application of principles and theory of MOVH 153. "Live jobs" used for laboratory demonstrations and student projects. Corequisite: MOVH 153.
- MOVH 156 Auto Brakes Lab 0-3-1  
Practical application of principles and theory of MOVH 154. "Live jobs" used for laboratory demonstration and student projects. Corequisite: MOVH 154.
- MOVH 160 Automotive Service Business 3-0-3  
Automotive businesses and job opportunities, including automotive parts businesses, new car dealerships, service stations, independent garages, specialty shops doing transmission or body work, fleets and others. Included are how to operate and manage a service business, how to hire and train help, how to meet and greet customers, how to eliminate service jobs, tools, and equipment, and how to open a business.
- MOVH 175 Auto Painting Techniques 1-6-3  
Automotive painting, including spray equipment, spray techniques, preparation of paint surface, masking, color matching, color shading, and advanced spray techniques.
- MOVH 176 Automotive Painting II 1-6-3  
Advanced automotive painting, including high volume, pressure spray systems. Base coat, clear coat painting; tri-coat systems and spot repairs. Advance color matching and buffing techniques. Prerequisite: MOVH 175.
- MOVH 206 Fuel Systems 3-0-3  
Theory and principles of motor vehicle fuel system. Discusses single, two-barrel, and four-barrel carburetors, fuel injection systems, emission control systems, and other components of fuel system. Prerequisites: MOVH 103, 105, 130 or permission of instructor. Corequisite: MOVH 208.
- MOVH 208 Fuel Systems Lab 0-3-1  
Practical application of principles and theory of MOVH 206. Emphasis on using test equipment to troubleshoot fuel problems. Fuel pumps and carburetors are disassembled and rebuilt. Corequisite: MOVH 206.
- MOVH 211 Engine Reconditioning 3-0-3  
Principles, practices, and theory of automotive engine rebuilding. Covers proper testing and diagnostic procedures to determine engine condition before engine is disassembled. Prerequisites: MOVH 103, MOVH 105 or permission of instructor. Corequisite: MOVH 213.
- MOVH 213 Engine Reconditioning Lab 0-3-1  
Practical application of principles and theory of MOVH 211. Engines are tested to determine condition before disassembly. Engine is disassembled; all parts are inspected, replaced, and brought back to manufacturer's specification. Engine is reassembled, adjusted, and replaced in vehicle. Corequisite: MOVH 211.
- MOVH 217 Auto Chassis 3-0-3  
Theory, principles and practices of servicing the motor vehicle suspension. Emphasis is on front suspensions, wheel alignment, wheel balancing and manual steering gear assemblies. Corequisite: MOVH 219.
- MOVH 219 Auto Chassis Lab 0-3-1  
Practical application of principles and theory of MOVH 217. Suspensions inspected for wear and steering problems. Covers replacement of necessary parts and proper adjustment to bring vehicle to safe operating condition. Corequisite: MOVH 217.
- MOVH 224 Collision Repair I 1-6-3  
Basic hand tools and special design tools for body and fender repair. Includes correct use of acetylene welding equipment and basic welding techniques for body and fender repair. Job estimating and basic repair procedures.
- MOVH 226 Collision Repair II 1-6-3  
Advanced metal working and welding techniques, including shrinking techniques, lead-filling procedures, and metal strengthening. Covers procedures for installing and replacing

body panels and for aligning doors, hoods, and panels according to manufacturers' specifications. Prerequisite: MOVH 224.

MOVH 228 Collision Repair III 1-6-3  
Advanced metal working and welding techniques. Covers procedures for repair and replacement of structural body panels. Measuring and pulling procedures for unibody, space-frame, and body-over frame vehicles will be demonstrated.

MOVH 231 Motor Vehicle Electrical Systems 3-0-3  
Principles of the storage battery, alternator, cranking motor, instruments, lighting circuits, solid state electronics, and computers. Prerequisites: MOVH 103, 105, and 130 or permission of instructor. Corequisite: MOVH 233.

MOVH 232 Ignition and Test Equipment 3-0-3  
Battery and transistorized and high energy ignition systems. Emphasizes operation, diagnosis, and repair. Prerequisites: MOVH 103, 105, and 130 or permission of instructor. Corequisite: MOVH 234.

MOVH 233 Motor Vehicle Electrical Systems Lab 0-3-1  
Application of principles and theory of MOVH 231. Vehicle electrical problems are diagnosed and necessary repairs are made. Corequisite: MOVH 231.

MOVH 234 Ignition and Test Equipment Lab 0-3-1  
Application and use of the engine analyzer (Oscilloscope) and other diagnostic equipment. Corequisite: MOVH 232.

MOVH 240 Standard Transmissions 3-0-3  
Operating theory of standard three-, four-, and five-speed transmissions, clutches, overdrives, transaxles, differentials and front-wheel drive lines. Prerequisites: MOVH 103, 105 or permission of instructor. Corequisite: MOVH 242.

MOVH 242 Standard Transmissions Lab 0-3-1  
Application of principles and theory of MOVH 240. Emphasizes diagnosis of problems, rebuilding, and proper adjustments. Corequisite: MOVH 240.

MOVH 244 Automatic Transmissions 3-0-3  
Operating principles and theory of two- and three-speed automatic transmissions and transaxles. Each model is explained and

demonstrated. Prerequisites: MOVH 103, 105 or permission of instructor. Corequisite: MOVH 246.

MOVH 246 Automatic Transmissions Lab 0-3-1  
Application of principles and theory of MOVH 244. Each model is disassembled, inspected, reassembled, and adjusted. Corequisite: MOVH 244.

MOVH 260 Auto Air Conditioning 3-0-3  
Theory and operation of factory and add-on units. Major areas covered are compressors, evaporators, and condensers, controls, automatic temperature controls, and drives. Prerequisites: MOVH 103, 130 or permission of instructor. Corequisite: MOVH 262.

MOVH 262 Auto Air Conditioning Lab 0-3-1  
Application of MOVH 260. Includes diagnosis of problems and repairs of a unit. Corequisite: MOVH 260.

## MUSIC BUSINESS

City Park Campus:

Dr. Cho, Professor

Mr. George, Instructor

MUSB 101 Introduction to Music Business 3-0-3  
Systematic look at career options in the music industry. Topics discussed include: songwriting, music publishing, national and international copyright laws, music licensing, artist management, music products, and concert promotion.

MUSB 102 Music Publishing and Copyright 3-0-3  
Systematic look at legal issues surrounding music copyright. Explores the special character of arts-related contractual applications: misappropriations, fair use, works for hire, etc. Provides an understanding of copyright terminology, as well as explores which authors and composers are protected under copyright statute.

MUSB 103 Music Marketing and Promotion 3-0-3  
In-depth study of principles and application of marketing, promotion, and distribution of products and services within the music industry. Includes case studies of various music products and companies. Prerequisite: MUSB 101.

MUSB 105 Seminar in Recording  
Techniques I 2-1-3

Introduction to basic analog and digital recording techniques and equipment. Includes projects utilizing audio and visual tapes, cassette decks, headphones, mixing boards, consoles, and computers. Open to all students.

MUSB 200 Live Audio Engineering 3-0-3

Overview of career options in audio engineering. Topics discussed include: front of house engineering, monitor engineering, microphone techniques, speaker suspension (flying), electrical principles, production management, live remote recording, audio for TV production, stage technician, and road tour management. Prerequisite: MUSC 215.

MUSB 204 Basic Audio  
Troubleshooting 3-0-3

Systematic look at basic problems and solutions to signal processing and problems inherent to electronic circuits. Explores methods of troubleshooting and simple repair of electronic gear. Prerequisite: MUSC 215.

MUSB 205 Seminar in Recording  
Techniques II 2-2-3

Continuation of MUSB 105. Emphasizes use of computers in modern recording industry. Prerequisite: MUSB 105 or permission of instructor.

MUSB 206 Music Entrepreneurship 3-0-3

Thorough study of how to start a business within the music industry. Includes case studies of successful entrepreneurs and their companies, as well as development of written business plan. Prerequisite: MUSB 101.

## MUSIC

City Park Campus:

Dr. Cho, Professor  
Mr. Edwards, Professor  
Mr. George, Instructor

MUSC 100 Technology in Music 2-0-2

Introduction to computer usage in music industry and applications to music study. Includes overview of career opportunities using technology.

MUSC 101-102 Recital Hour I and II  
each is 1-0-1

Performances and lecture-demonstrations.

MUSC 103 Fundamentals of Music  
Theory I 3-0-3

Elements of musical notation, rhythm and meter, intervals and scales. Drill in simple intervals and elementary rhythmic patterns. Open to all students.

MUSC 104 Fundamentals of Music  
Theory II 3-0-3

Review of rhythm and meter, intervals and scales, triads and seventh chords, and chord symbols. Includes drill in intervals, chords, melody and rhythm. Open to all students. Prerequisite: MUSC 103 or equivalent.

MUSC 105 Music Appreciation 3-0-3

Introduction to the art of music, with emphasis on listening. Basic elements and instruments are included, as are selected forms of folk, popular, and art music. Course designed for non-music majors.

MUSC 106 Jazz Improvisation I 1-1-1

Introduction to jazz improvisation. Includes chord theory, chord-scale relationships, basic chord progressions, and an understanding of the 12-bar blues form. Open to all students.

MUSC 107 Jazz Improvisation II 1-1-1

A continuation of Jazz Improvisation I. Techniques learned in Improvisation I applied. New skills learned by exploring specific songs and song forms. Musical transcriptions will be introduced in developing a musical vocabulary. Prerequisite: MUSC 106

MUSC 109 Harmony I 3-0-3

Review of music fundamentals, including major and minor scales, key signatures, intervals, and triadic harmony. Introduces part-writing procedures and analysis of simple forms. Prerequisite: MUSC 104 or permission of instructor.

MUSC 110 Harmony II 3-0-3

Melodic, rhythmic and harmonic principles of Western music in the Common Practice period. Emphasizes part-writing procedures and harmonic analysis. Prerequisite: MUSC 109 or permission of instructor.

- MUSC 111 Musicianship I 0-2-1  
Sight-singing using basic scale and triad patterns combined in simple tonal melodies. Drills in rhythmic patterns with simple time signatures, ear training and dictation using computer program drills. Application at piano. Prerequisite: MUSC 104 or permission of instructor.
- MUSC 112 Musicianship II 0-2-1  
Sight-singing melodies using chromatic tonal alterations. Drills with rhythms in compound meters, ear training, and melodic and harmonic dictation through computer programs. Application at piano.
- MUSC 113-114 Beginning Piano I and II each is 2-0-2  
Beginning instruction in piano. Includes tone production, articulation, and phrasing.
- MUSC 115-116 Beginning Voice I and II each is 2-0-2  
Beginning instruction in voice. Includes tone production, breathing, articulation, and phrasing. Corequisites: Appropriate theory courses and ensemble.
- MUSC 117-118 Beginning Guitar I and II each is 2-0-2  
Beginning instruction in guitar. Includes tone production, articulation, and phrasing. Corequisites: Appropriate theory courses and ensemble.
- MUSC 119-120 Beginning Band/Orchestral Instrument I and II each is 2-0-2  
Beginning instruction in an instrument. Includes tone production, breathing, articulation, and phrasing. Corequisites: Appropriate theory courses and ensemble.
- MUSC 141-142-241-242 Chorus I-IV each is 0-3-1  
Preparation and performance of standard popular and classical repertoire of choral music of the past and present. Open to all students.
- MUSC 143-144-243-244 Concert Band I-IV each is 0-3-1  
Preparation and performance of symphonic and popular works of the past and present for concert band. Open to all qualified students.
- MUSC 145-146-245-246 Jazz Ensemble I-IV each is 0-3-1  
Preparation and performance of standard and experimental works in the jazz idiom. Open to all qualified students.
- MUSC 147-148-247-248 Guitar Ensemble I-IV each is 0-3-1  
Preparation and performance of classical music arranged for guitar ensemble chosen from the Renaissance/Medieval, Baroque, Classical, Romantic, and Modern periods of music history. Includes jazz music arranged for guitar ensemble, including traditional and modern styles. Corequisites: MUSC 185, 186, 285, 286, 165, 166, 265, or 266.
- MUSC 149-150-249-250 Gospel Choir I-IV each is 0-3-1  
Preparation and performance of gospel and spiritual music.
- MUSC 151-152-251-252 Chamber Choir I-IV each is 0-3-1  
Preparation and performance of specialized works from choral literature. Open by audition to all students.
- MUSC 153-154-253-254 Wind Ensemble I-IV each is 0-3-1  
Players of woodwind and brass instruments rehearse and perform chamber music, generally for two to five players, one to each part. Prerequisite: Performance in high school or college band or orchestra, or equivalent.
- MUSC 195-196 Vocal Scenes Workshop I and II each is 0-3-1  
Stage presentation of scenes from operas and other musical productions.
- MUSC 200 Introduction to Jazz Literature 3-0-3  
Introduction to the history of jazz. Includes the main eras of jazz, as well as several of the major musicians and bands that influenced the musical development of jazz. Open to all students.
- MUSC 203 Jazz Harmony and Theory I 2-0-2  
Introduces basic concepts of chords and chord progressions. Prerequisites: MUSC 110, 114, or 161, or permission of instructor.



MUSC 204 Jazz Harmony and Theory II 2-0-2  
More advanced chord voicings and progressions. Prerequisite: MUSC 203 or permission of instructor.

MUSC 205 Jazz Combo 1-1-1  
Introduces skills necessary to handle small group jazz engagements. Prerequisite: MUSC 107 or permission of instructor.

MUSC 206 Jazz Improvisation III 0-2-1  
Continuation of Jazz Improvisation II. Practices techniques and explores song forms. Prerequisite: MUSC 107 or permission of instructor.

MUSC 207 Jazz Improvisation IV 0-2-1  
Continuation of Jazz Improvisation III. Practices techniques and explores song forms. Prerequisite: MUSC 206 or permission of instructor.

MUSC 211 Advanced Music Theory I 3-2-4  
Altered chords and modulation, analysis and writing, and advanced sight-singing, dictation, and keyboard.

MUSC 212 Advanced Music Theory II 3-2-4  
Introduction to twentieth-century techniques: advanced tertian and quartal, pan-diatonic, modal and exotic, polytonal, interval set and twelve-tone, analysis and writing, sight-singing, dictation, and keyboard in twentieth-century styles. Prerequisite: MUSC 211.

MUSC 213-214 Introduction to Music Literature I and II each is 2-0-2  
Western music from the advent of Christianity to the present. Includes major musical forms and their historical and cultural context. Important composers and works from each period studied.

## APPLIED MUSIC COURSES

### I. APPLIED MUSIC COURSES FOR NON-MUSIC MAJORS each is 2-0-2

Private instruction in piano, voice, guitar, woodwinds, brass, strings or percussion for students who are not music majors and who have successfully passed an audition for the music faculty in the desired area of instruction.

MUSC 121-122 Piano for Non-Music Majors

MUSC 123-124 Voice for Non-Music Majors

MUSC 125-126 Guitar for Non-Music Majors

MUSC 127-128 Woodwinds for Non-Music Majors

MUSC 129-130 Brass for Non-Music Majors

MUSC 131-132 Strings for Non-Music Majors

MUSC 133-134 Percussion for Non-Music Majors

### II. APPLIED MUSIC COURSES FOR NON-MUSIC MAJORS each is 3-0-3

Private instruction in piano, voice, guitar, woodwinds, brass, strings or percussion for students who are not music majors and who have successfully passed an audition for the music faculty in the desired area of instruction.

MUSC 221-222 Piano for Non-Music Majors

MUSC 223-224 Voice for Non-Music Majors

MUSC 225-226 Guitar for Non-Music Majors

MUSC 227-228 Woodwinds for Non-Music Majors

MUSC 229-230 Brass for Non-Music Majors

MUSC 231-232 Strings for Non-Music Majors

MUSC 233-234 Percussion for Non-Music Majors

### III. MINOR INSTRUMENT COURSES FOR MUSIC MAJORS each is 2-0-2

Concentrated individual study of piano, voice, guitar, woodwinds, brass, strings or percussion as a secondary instrument. Courses may be taken in any sequence. Music Majors only.

MUSC 161,162,261,262 Minor Instrument I, II, III, IV: Piano

MUSC 163,164,263,264 Minor Instrument I, II, III, IV: Voice

MUSC 165,166,265,266 Minor Instrument I, II, III, IV: Guitar

MUSC 167,168,267,268 Minor Instrument I, II, III, IV: Woodwinds

MUSC 169,170,269,270 Minor Instrument I, II, III, IV: Brass

MUSC 171,172,271,272 Minor Instrument I, II, III, IV: Strings

MUSC 173,174,273,274 Minor Instrument I, II, III, IV: Percussion

### IV. MAJOR INSTRUMENT COURSES FOR MUSIC MAJORS each is 2-3-3

Concentrated individual study in piano, voice, guitar, woodwinds, brass, strings or percussion

as a primary instrument. Courses may be taken in any sequence. Music Majors only.

MUSC 181,182,281,282 Major Instrument I, II,  
III, IV: Piano

MUSC 183,184,283,284 Major Instrument I, II,  
III, IV: Voice

MUSC 185,186,285,286 Major Instrument I, II,  
III, IV: Guitar

MUSC 187,188,287,288 Major Instrument I, II,  
III, IV: Woodwinds

MUSC 189,190,289,290 Major Instrument I, II,  
III, IV: Brass

MUSC 191,192,291,292 Major Instrument I, II,  
III, IV: Strings

MUSC 193,194,293,294 Major Instrument I, II,  
III, IV: Percussion

## NUCLEAR MEDICINE TECHNOLOGY

City Park Campus:

Mr. Trichell, Assistant Professor and  
Program Director

NUMT 200 Introduction to Nuclear  
Medicine 1-0-1

Basic terminology, patient care, medical ethics and fundamentals of radiation protection and detection.

NUMT 211 Physics of Nuclear Medicine 3-0-3  
Mass-energy relationships, nuclear stability, excitation and ionization, decay processes, electromagnetic energy and radiation, and interactions of charged particles with matter.

NUMT 221 Instrumentation 2-0-2  
Instruments used in nuclear medicine including scintillation cameras, 'Single-Photon Emission Computed Tomography and Positron Emission Tomography systems', dose calibrators, Geiger counters, pulse-height analyzers, and computer systems. Includes the study of quality control procedures for instruments and collimation principles.

NUMT 232 Radiopharmacology 2-0-2  
Radionucleotides used in nuclear medicine for diagnostic and therapeutic purposes. Includes radionuclide production, generator systems, kit

preparation and quality control methods. Clinical experience through affiliate nuclear pharmacies.

NUMT 242 Radiation Biology and  
Radiation Safety 3-0-3  
Biological effects of radiation exposure including units of radiation measurements, methods of measurements and protection, government regulations, "as low as reasonably achievable" principle and decontamination procedures.

NUMT 251 Clinical Procedures I 3-0-3  
Biological, physiological and anatomical aspects of nuclear medicine procedures involving the skeletal, cardiovascular, respiratory and hematopoietic organ systems.

NUMT 252 Clinical Procedures II 3-0-3  
Biological, physiological and anatomical aspects of nuclear medicine procedures involving the gastrointestinal, genitourinary and endocrine systems. Methods of radionuclide therapy included. Prerequisite: NUMT 251.

NUMT 253 Clinical Procedures III 3-0-3  
Biological, physiological and anatomical aspects of nuclear medicine procedures involving the central nervous system. Includes methods of inflammatory and tumor imaging as well as in vitro procedures performed by radioimmunoassay. Prerequisite: NUMT 252.

NUMT 261 Practicum in Nuclear  
Medicine I 0-28-4  
Supervised clinical experience in assigned affiliate sites including observation of procedures, obtaining patient histories, patient positioning, camera set-up, computer acquisition and processing, injection techniques and radionuclide administration, patient monitoring, and scheduling of procedures.

NUMT 262 Practicum in Nuclear  
Medicine II 0-30-4  
Continuation of NUMT 261. Prerequisite: NUMT 261.

NUMT 263 Practicum in Nuclear  
Medicine III 0-30-4  
Continuation of NUMT 262. Prerequisite: NUMT 262.

NUMT 283 Comprehensive Seminar 1-0-1  
 Comprehensive review of physics, instrumentation, radiopharmacology, radiation biology, and clinical procedures, as well as licensure regulations, Nuclear Regulatory Commission (NRC) regulations, and Joint Commission for the Accreditation of Hospitals standards for nuclear medicine departments.

## NURSING – REGISTERED NURSING

Dr. Alexander, Professor  
 Ms. Allen, Professor  
 Ms. Chuang-Wu, Professor  
 Ms. Deethardt, Professor  
 Ms. Evans-Herron, Professor  
 Dr. Evers, Professor  
 Ms. Hodge, Professor  
 Ms. Manieri, Professor  
 Ms. Myers, Professor  
 Ms. Pittman, Professor  
 Ms. Qualey, Professor  
 Ms. Schaff, Professor  
 Ms. Schexnayder, Professor  
 Ms. Smart, Professor  
 Dr. Steele, Professor  
 Ms. Trosclair, Professor  
 Ms. Bartee, Associate Professor  
 Ms. Covington, Associate Professor  
 Ms. Dodson, Associate Professor  
 Ms. Jordan, Associate Professor  
 Ms. Riche, Associate Professor  
 Ms. Strength, Associate Professor  
 Ms. Sunseri, Associate Professor  
 Ms. Uddo, Associate Professor  
 Ms. Breeden, Assistant Professor  
 Ms. Byerly, Assistant Professor  
 Ms. Butler, Assistant Professor  
 Ms. Campbell, Assistant Professor  
 Ms. Garretson, Assistant Professor  
 Ms. Gauthier, Assistant Professor  
 Ms. Hebert, Assistant Professor  
 Ms. Herrera, Assistant Professor  
 Ms. Jean, Assistant Professor  
 Ms. Kite, Assistant Professor  
 Ms. Lambert, Assistant Professor  
 Ms. Leefe, Assistant Professor  
 Ms. Lowery, Assistant Professor  
 Ms. Morgan, Assistant Professor  
 Ms. Pesses, Assistant Professor  
 Mr. Sullivan, Assistant Professor

Ms. Warner, Assistant Professor  
 Ms. Zeugner, Assistant Professor  
 Ms. Barrow, Instructor  
 Ms. Bartholomae, Instructor  
 Ms. Bell, Instructor  
 Ms. Bonds, Instructor  
 Ms. Borey, Instructor  
 Ms. Carter, Instructor  
 Ms. Couper, Instructor  
 Ms. DeLima, Instructor  
 Ms. Hayes, Instructor  
 Ms. Hopkins, Instructor  
 Ms. Jefferson, Instructor  
 Ms. Junius-Arcemont, Instructor  
 Ms. Kemp, Instructor  
 Mr. Kilgour, Instructor  
 Ms. Martin, Instructor  
 Ms. McVay, Instructor  
 Ms. Minor, Instructor  
 Ms. Mose, Instructor  
 Ms. Nealy, Instructor  
 Ms. Phillips, Instructor  
 Ms. Pratt, Instructor  
 Ms. Riley, Instructor  
 Ms. Santiago, Instructor  
 Mr. Santone, Instructor  
 Ms. Skevington, Instructor  
 Ms. Smith-Cleggett, Instructor  
 Ms. Spencer, Instructor  
 Ms. Strickland, Instructor  
 Ms. Vicknair, Instructor  
 Ms. Webber, Instructor  
 Ms. Wiggins, Instructor

NURS 101 Nursing School Success 1-0-1  
 Elements enhancing success in a nursing program. Content provides students with realistic view of admission into a nursing program, choice of nursing as a career, clinical experience, testing, school policies and procedures, and other aspects of nursing school.

NURS 110 Introduction to Pharmacology and Drug Dosage Calculations 1-0-1  
 An introduction to the fundamentals of pharmacology and the principles of drug administration. Basic dosage calculations of medications will include systems of measurement and methods of calculations. Safety precautions, guidelines, and

- documentation are highlighted. Co-requisites: PRNU 101 and PRNU 103.
- NURS 111 Pharmacotherapy and Nursing 2-0-2  
Discussion of drug classifications and their effects on various body structures. Therapeutic effects, side effects, adverse reactions, drug interactions, nursing implications, and safety precautions and guidelines are emphasized in each classification. The nursing process is integrated into this course to assess the client's learning needs and effects of pharmacological interventions. Prerequisites: PRNU 101 and PRNU 103 and NURS 110. Co-requisite: PRNU 106: Medical Surgical Nursing I.
- NURS 112 Basics in Nursing 4-6-6  
Theory and clinical experience basic to developing skills, knowledge and attitudes necessary for care of adult non-critically ill clients. Prerequisites: BIOL 251, BIOL 253, ENGL 101, and MATH 118. Corequisite: NURS 115.
- NURS 115 Pharmacology in Nursing 3-0-3  
Basic concepts of drug therapy essential to nursing process. Includes principles and methods of dosage calculation. Prerequisites: BIOL 251, BIOL 253, ENGL 101, and MATH 118. Corequisite: NURS 112 or NURS 132 or PRNU 120.
- NURS 122 Nursing of the Adult Client I 5-12-9  
Care of the hospitalized adult with commonly occurring chronic health problems. Clinical experiences in structured general medical-surgical settings. Focuses on ventilation-perfusion, fluid volume, nutritional and endocrine problems, oncological concepts and the perioperative process. Prerequisites: NURS 112, 115, BIOL 252, 254.
- NURS 132 Transitions in Nursing: Licensed Practical Nurse (LPN) to Registered Nurse (RN) 5-3-6  
(For students admitted to the LPN to RN curriculum option)  
Care of the hospitalized adult with common chronic health problems. Theoretical concepts and clinical skills related to legal-ethical matters. Includes ventilation-perfusion, fluid volume, nutrition, endocrine, oncological and surgical problems. Emphasizes nursing process and roles of the associate degree nurse. Issues unique to LPN to RN transition. Prerequisites: Licensure as a practical nurse in LA; BIOL 251, 252, 253, 254, and 211; MATH 118 and 120 or higher; ENGL 101 and 102; PSYC 127; Humanities and Fine Arts Elective; and demonstrated proficiency in specific nursing skills (list available from School of Nursing). Corequisite: NURS 115.
- NURS 219 Parent-Child Nursing 4-9-7  
Child-bearing family and pediatric client and their adaptation to commonly occurring alterations in health. Provides care for multiple clients in a variety of health care settings. Prerequisites: PSYC 127 and NURS 122 or 132.
- NURS 221 Mental Health Nursing 3-9-6  
Theory and clinical experience in psychiatric/mental health nursing. Emphasizes communication skills, interpersonal relationships, promoting adaptation, and understanding human behavior. Prerequisites: PSYC 127 and NURS 122 or 132.
- NURS 232 Nursing of the Adult Client II 4-15-9  
Concurrent theory and clinical experience emphasizing the care of multiple adult clients adapting to acute and chronic commonly occurring health problems within structured medical-surgical settings. Prerequisites: NURS 219, NURS 221, BIOL 211 or BIOL 210, MATH 120 or higher level MATH course, ENGL 102. Corequisite: Humanities elective or Fine Arts elective.
- NURS 250 Nursing the Critically Ill Adult 3-0-3  
Includes theoretical concepts and hands-on simulation in application of critical care nursing concepts. Specifically designed for medical-surgical nurse or new graduate. Nurses with limited critical care experience or those desiring to update knowledge also benefit. Prerequisite: Registered or Practical Nurse licensure or graduate of accredited registered nurse program awaiting licensure.
- NURS 260 Registered Nurse Refresher-Theory 4-2-5  
Theory and concepts necessary for current delivery of client care. Content areas focus on current role of registered nurse including legal and ethical issues, standards of care and

delegation. Physical assessment, infection control, pharmacology, nutrition, intravenous therapy and development of a nursing plan of care incorporating physiological and psychological principles addressed. Prerequisites: Current RN license or eligibility to obtain RN license.

NURS 261 Registered Nurse  
Refresher – Clinical 0-6-1

This course emphasizes the clinical practice that complements the theory and concepts introduced in NURS 260. Students will participate in supervised client care in acute care in patient hospital settings. Corequisite: NURS 260.

## NURSING – PRACTICAL NURSING

Ms. McCullum, Assistant Professor  
Ms. Young, Assistant Professor  
Ms. Bowens, Instructor  
Ms. Brue, Instructor  
Ms. Ducote, Instructor  
Ms. Elder, Instructor  
Ms. Harris-Smith, Instructor  
Ms. Johnston, Instructor  
Ms. Thomas, Instructor

PRNU 101 Introduction to Practical  
Nursing 3-0-3

Introduction to vocation of practical nursing and occupational requirements established by the Louisiana State Board of Practical Nurse Examiners. Knowledge, study skills and attitudes required for patient care and clear communication and strategies to enhance academic success. Corequisites: BIOL 114, 161 and 163.

PRNU 102 Essential Skills of the  
Nursing Assistant/Geriatric 2-4-3

This course is designed to prepare students to perform the basic skills to care for the older adult client.

PRNU 103 Essential Nursing Skills 2-4-3

Concurrent theory, skills lab, and clinical experience that focus on basic nursing skills to meet the psychological, cultural, and spiritual needs of the client in nursing homes/long-term care facilities and home care. This course introduces the normal aging process, including biological changes and health maintenance

throughout the life cycle. Universal precautions and basic infection control will be introduced. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented. Prerequisites: PRNU 101 and permission of the instructor. Co-requisites: DMPT 101 and NURS 110 and BIOL 161 and BIOL 163 *or* BIOL 251 and BIOL 253 and BIOL 252 and BIOL 254.

PRNU 104 Fundamentals of  
Gerontological Nursing 4-8-6

This course is designed to allow the student to apply the nursing process to meet basic physical and psychological needs of patients in health care settings. Emphasis is on care of the geriatric patient.

PRNU 105 Fundamentals of Practical  
Nursing 6-12-9

Concurrent theory and clinical/lab experience applying the nursing process to meet basic physical and psychosocial needs of patients in health care settings. Emphasis on care of geriatric patient. Medical terminology, physical assessment, selected nursing skills, nursing care plan formulation, documentation in medical records, basic computer skills and infection control methods introduced. An eight-week block course and prerequisite for second eight-week course, PRNU 109.

Prerequisites: BIOL 114, 161, 163 and PRNU 101.

PRNU 106 Medical Surgical Nursing I 5-12-8

Concurrent theory and clinical/lab experience applying the nursing process to meet basic physical and psychosocial needs of patients in a variety of health care setting with emphasis on the geriatric adult. Medical terminology, physical assessment skills, nursing care formulation, documentation, and computer skills are taught in this course.

Biopsychosocial changes associate with aging along with legal/ethical aspects related to aging are discussed. The student will be introduced to IV therapy, infection control, pre-op and post-op care, the assessment of the genitourinary system in regards to elimination, and essential concepts related to decubitus and wound care, dietary requirements, and medication administration. Prerequisites: PRNU 103 and NURS 110. Co-requisite: NURS 111.

PRNU 108 Medical Surgical Nursing II 6-8-8  
Concurrent theory and clinical/lab experience applying the nursing process with special emphasis on essential concepts related to body fluid/water, electrolytes, and acid-base balance. Alterations in the cardiovascular, respiratory, endocrine, integumentary, immune, and reproductive systems, and therapeutic/modified diets for each body system are addressed. Prerequisite: PRNU-106: Medical Surgical Nursing I.

PRNU 109 Medical-Surgical Nursing I 7-8-9  
Concurrent theory and clinical experience applying nursing process in care of patients with alterations in cardiovascular, respiratory, endocrine and fluid and electrolyte balance. Concepts of perioperative nursing and of dosage calculation and medication administration. An eight-week block course following successful completion of PRNU 105. Prerequisite: PRNU 105.

PRNU 117 Pediatric, Obstetrical, and Mental Health Nursing for Practical Nursing 8-8-10  
Includes concurrent theory and clinical experiences designed to introduce the practical nursing student to the care of: the childbearing family, the neonate and the child, and clients experiencing psychological or behavioral alterations. Actual and potential health issues which affect these groups are presented in theory. Pharmacological concepts for the pediatric, maternal-child, and mental health patient will be presented. Strategies which promote health-seeking behaviors are discussed. Prerequisites: PRNU-106: Medical Surgical Nursing I AND NURS-111: Pharmacotherapy and Nursing.

PRNU 120 Medical-Surgical Nursing II 9-24-15  
Concurrent theory and clinical experience applying nursing process in care of patients with alterations in musculoskeletal, genitourinary, gastrointestinal, integumentary, immune and neurological systems. Concepts of oncological nursing and intravenous therapy. Prerequisite: PRNU 109. Corequisite: NURS 115.

PRNU 124 Medical-Surgical Nursing III 8-24-14  
Concurrent theory and clinical experience applying the nursing process in the care of patients with alterations in musculoskeletal,

genitourinary, and neurological systems. Concepts of oncological nursing and intravenous therapy are included. Using the nursing process, basic and advanced nursing skills are performed in meeting the needs of the medical-surgical patient in the clinical setting. Principles of leadership, delegation, and management in the adult and geriatric setting will also be taught. Prerequisite: PRNU-116: Pediatric, Obstetrical, and Mental Health Nursing for Practical Nursing. Co-requisite: PRNU-128: Career Preparation for the Practical Nursing Student.

PRNU 126 Special Needs: Obstetrics, Pediatrics, Mental Health Nursing 7-8-9  
Current theory and clinical experiences to introduce practical nursing student to care of: (1) the childbearing family, (2) the neonate and child, and (3) patients with psychological or behavioral alterations. Prerequisites: PRNU 116, 120. Corequisite: PRNU 127.

PRNU 127 Career Readiness 2-0-2  
Strategies for seeking and retaining position as practical nurse. Self-appraisal, resume, applications for employment, interviewing techniques and letters of resignation highlighted. Post-graduate continuing education, practice issues, professional organizations and networking. Prerequisites: PRNU 116, 120. Corequisite: PRNU 126.

PRNU 128 Career Preparations for the Practical Nursing Student 3-0-3  
Preparation for employment is introduced by evaluating job opportunities, compiling a resume, and outlining information essential to finding, applying for, and terminating employment in the healthcare industry. The student will be introduced to leadership/management of the practical nurse in nursing homes and long-term care facilities. The Louisiana law and rules, the nurse practice act, and the administrative code which governs the practice of practical nursing are emphasized to facilitate the student's understanding of the operation of the Louisiana Board of Practical Nurse Examiners, and to outline the obligations which accompany licensure of the practical nurse. Students are prepared for NCLEX-PN licensure examination. Post graduate continuing education, practice issues,

professional organizations, and networking are discussed. Prerequisites: PRNU-116: Pediatric, Obstetrical, and Mental Health Nursing for Practical Nursing. Co-requisite: PRNU-124: Medical Surgical Nursing III.

## OCCUPATIONAL THERAPY ASSISTANT

Dr. Kelly, Professor and Program  
Director

OCTA 201 Introduction to  
Occupational Therapy 3-0-3

Reviews history of profession, scope of practice. Examines wellness model, health maintenance, stress management; professional relationships and roles of occupational therapists.

OCTA 202 Group Skills 3-0-3

Interactive processes, communication, observation writing and group techniques. Dyadic, small and large group planning. Teaching activities and treatment goals in therapeutic setting. Prerequisite: Acceptance into the Occupational Therapy Assistant Program.

OCTA 203 Kinesiology and Occupational  
Applications 3-2-3

Structure and function of neuro-musculoskeletal system with emphasis on functional aspects of human motion and application to therapeutic exercise. Prerequisite: Acceptance into the Occupational Therapy Assistant Program.

OCTA 204 Conditions and Applications I 3-0-3

Pathophysiology, etiology, clinical signs and management of various pathological and injury-related problems treated in occupational therapy. Emphasizes effect of various conditions in acute care setting. Prerequisite: Acceptance into the Occupational Therapy Assistant Program.

OCTA 205 Occupational Theory and  
Applications I 3-0-3

Application of theory to acute-care setting. Examines psychosocial patient dysfunction, types of assessment, factors limiting function, considerations in patient adaptation. Prerequisite: Acceptance into the Occupational Therapy Assistant Program.

OCTA 206 Therapeutic Media 2-3-3

Explores a variety of media as treatment in teaching activities to people of all ages; activities include leisure, creative arts, and daily tasks. Prerequisite: Acceptance into the Occupational Therapy Assistant Program.

OCTA 207 Community Occupations 1-6-2

Develops observation skills in clinical areas and applies theory of material in concurrent semester. Emphasizes development of competence of OTA as medical team member. Various OT settings assigned one day a week. Prerequisite: Acceptance into the Occupational Therapy Assistant Program.

OCTA 208 Psychosocial Applications  
to OT 3-0-3

Overview of theory and application of OT principles to individuals with psycho-social dysfunction. Health promotion, assessment, adaptation, and factors that influence function will be stressed. Prerequisite: Acceptance into Occupational Therapy Assistant Program.

OCTA 211 Health Care Systems 1-0-1

Explores health care system and delivery of OT services. Includes reimbursement and health care issues, the team concept, OT practice settings, ethical and legal issues, role of COTTA, alternative health care sources. Prerequisite: Acceptance into the Occupational Therapy Assistant Program.

OCTA 212 Developmental Considerations 2-0-2

Explores human growth and development pre-natally and throughout life cycle. Includes physiological, cognitive, emotional, and behavioral changes, normal and abnormal sensorimotor development with appropriate OT intervention at different stages. Prerequisite: Acceptance into the Occupational Therapy Assistant Program.

OCTA 213 Neurology and Occupational  
Applications 2-2-3

Background in muscle-testing and neuroscience. Integrates structure and function of neuro-musculoskeletal system, functional aspects of human motion and application to therapeutic goals. Prerequisite: OCTA 203.

OCTA 214 Conditions and  
Applications II 3-0-3

Presents pathophysiology, etiology, clinical signs and management of neurological,

pediatric, geriatric, and injury-related problems treated in OT. Prerequisite: OCTA 204.

OCTA 215 Occupational Theory and Applications II 3-1-3

Second of two courses relating to theory, techniques and management of conditions treated by OTs. Neurological conditions, pediatric and geriatric dysfunctions and screening, assessment, and treatment used with these populations. Prerequisite: OCTA 205.

OCTA 217 Clinical Applications I 0-24-3  
Assignments to two different fieldwork sites to practice skills.

OCTA 220 Clinical Applications II 0-24-3  
Clinical skills practiced in OT environment. Selected fieldwork sites. Full-time exposure to clinical field in two different settings. Prerequisite: OCTA 217.

OCTA 221 Occupational Therapy Seminar 1-0-1

Review of skills and principles of OT assistant for competency as entry-level COTA. Review of fieldwork practicums. Problem-solving practical experiences related to patient care and clinical settings. Preparation for state licensure examination.

## OPHTHALMIC MEDICAL ASSISTANT

Ms. Langlow, Assistant Professor and Program Director

NOTE: Prerequisite to all OPHT courses is acceptance into Ophthalmic Medical Assistant Program.

OPHT 101 Introduction to Ophthalmic Medical Assisting 1-0-1

Introduces role, scope, and duties of the ophthalmic assistant, including medical history-taking, preliminary patient examination, visual fields, ophthalmic equipment, and office efficiency. Prerequisite: Acceptance into Ophthalmic Medical Assistant Program.

OPHT 201 Anatomy and Physiology for Ophthalmic Professionals 1-0-1

Detailed study of normal anatomy and physiology with concentration on eye and orbit.

OPHT 202 Principles of Tonometry/  
Glaucoma 1-0-1

Introduces methods of checking intraocular pressure and causes and treatments of glaucoma.

OPHT 203 Maintenance of Ophthalmic Instruments 1-0-1

Troubleshooting and minor repair of ophthalmic equipment. Proper and safe methods of changing fuses, bulbs, and batteries; sterilization of surgical instruments; other safety procedures in clinical housekeeping.

OPHT 204 Ophthalmic Medical Assistant Practicum I 0-32-8

Emphasizes basic skills in patient care and examination techniques. Actual patient examination by student under supervision.

OPHT 221 Basic Ophthalmic Pharmacology 2-0-2

Compares drug delivery systems. Administering and recording topical and oral medications at physician's direction.

OPHT 222 Ophthalmic Patient Care 2-0-2

Overview of human anatomy and physiology; first aid treatment; emphasizes control of infections and prevention of contamination in medical facility.

OPHT 223 Introduction to Diseases of the Eye 2-0-2

Fundamentals of common external and internal diseases of eye and orbital region. Emphasizes identification of emergencies and appropriate response.

OPHT 224 Ophthalmic Optics and Basic Refractometry 2-0-2

Introduces basic theoretical and clinical optics, including physical and geometric optics, and basic refractometry techniques.

OPHT 225 Ophthalmic Medical Assistant Practicum II 0-32-7

Continuation of OPHT 204. Advanced skills under supervision of clinical instructors. Prerequisite: OPHT 204.



## PAINTER APPRENTICE

PNTG 103 Blueprint Reading  
for Painters 2-1-2

An introduction to blueprint reading techniques and principles for the apprentice painter.

Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

PNTG 105 Industrial Painting 1-2-2

This course is designed to introduce the apprentice painter to the paints and chemical used in industrial painting with an emphasis on marine application. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

PNTG 107 Surface Preparation 1-2-2

This course is designed to introduce the apprentice to abrasive blasting, surface preparation, and pre-treatment of materials for marine applications. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

PNTG 109 Health and Safety 2-1-2

This course is designed to provide the apprentice painter with the basic information needed to understand the safety problems in the painting trade. Newly discovered hazards in painting will be presented along with strategies to protect the painter from such hazards.

Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

PNTG 111 Special Coatings 1-2-2

This course is designed to provide the basic information an apprentice must acquire to apply special coatings. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

PNTG 201 Inspection Fundamentals 2-1-2

This course will introduce the apprentice painter to the basic documentation and inspection equipment used in a surface preparation and coating environment.

Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling

in this course.

PNTG 205 Spray Painting 2-3-3

This course is designed to provide the basic information an apprentice must acquire in order to use various spray paint equipment. The student must hold apprentice status at an approved agency prior to enrolling in this course.

## PASTRY ARTS

City Park Campus:

Dr. Bartholomew, Director

Mr. Petrie, Instructor

PAST 101 Introduction to Baking  
and Pastry 3-0-3

Overview of the baking/pastry industry. Includes history of baking, organization and facilities layout, field trips to bakery/pastry facilities, equipment, safety, sanitation, product storage, importance of the uniform, bakery/pastry organizations and certification levels, ingredient information, product packaging and marketing, standard mise en place, development of formulas, conversion percentages, dough temperature calculations, and bakeshop seasonings.

PAST 102 Baking and Pastry Skills  
Lab I 1-5-3

Includes the development of manipulative skills, measurement practice, sanitation, equipment safety and usage, the many uses of puff pastry, and production of breads, cookies, pies, cakes, and basic pastries.

PAST 103 Baking and Pastry Skills  
Lab II 1-5-3

Covers the use of the following standard set up items: ganache, butter cream, frangipane, pastry cream, simple syrup and finishing items for decorating products, dessert prep, pate a choux, meringues, puddings, sauces, cake sponges, tarts, cake decorating, mousse cakes, Bavarians, charlottes, coupes and trifles, ice cream and frozen desserts, chocolate and sugar garnish work, plate design, and buffet presentation.

PAST 150 Work Experience I 0-30-3

Work component to the Pastry/Baking Program. 320 hours of work experience verified by a supervising chef/manager.

Corequisites: PAST 101 and PAST 102

PAST 204 Specialty Decoration and Showpiece Design 2-6-4

Covers products available to the pastry/baking industry and how to design, fabricate, support, and set up showpieces and displays. Students will work in mediums of cookie and bread dough, marzipan, gum paste, cocoa painting, royal icing, sugar in many forms, rolled fondant chocolate work, chocolate candies, and wedding cake design and assembly.

PAST 217 Pastry Arts Capstone 3-4-4

A practical and theoretical approach to pastry operations. Management and non-management positions will be explored. Students will apply their knowledge of pastry applications and job positions to this class. Additionally, the class will incorporate the production of plated desserts and showpieces to the dining experience of invited guests.

PAST 250 Work Experience II 0-30-3

Continuation of Work Experience I of the Pastry/Baking Program. 320 hours of work experience verified by a supervising chef/manager. Prerequisite: PAST 150.

PAST 251 Baking and Pastry Work Experience III 0-30-3

Work in a cooperating bakery/pastry service institution.

## PHARMACY TECHNICIAN

Ms. LaVance, Instructor and  
Program Director

*Admission to the Pharmacy Technician program is prerequisite to all PHAR courses.*

PHAR 102 Pharmacy Practice I 3-0-3

Equips individuals with knowledge and practical skills in pharmacy practice. Students will become proficient in all areas of pharmacy operations. Emphasizes properly processing and dispensing prescription medications, effective communications, and material management in the pharmacy practice setting. Prerequisite: Acceptance in Pharmacy Technician Program.

PHAR 104 Pharmacology for the Pharmacy Technician 3-0-3

Provides pharmacy technician student foundation in drug related information and pharmacokinetics as they apply to the clinical setting. Emphasizes drug therapy, major classification, and trade and generic drug names. Therapeutic and adverse effects and routes of administration also included.

Prerequisite: PHAR 109.

PHAR 106 Pharmacy Practice Laboratory 0-3-1

Designed to accompany PHAR 102 Pharmacy Practice to give practical, hands-on experience to develop and equip individuals with knowledge and practical skills in pharmacy practice. Students will become proficient in all areas of pharmacy operations. Emphasis will be placed on properly processing and dispensing prescription medications, effective communications, and material management, inventory controls, institutional dispensing and compounding. Prerequisite: Acceptance in Pharmacy Technician Program. Corequisite: PHAR 102.

PHAR 109 Body Systems, Diseases, and Drugs 3-0-3

This course is designed to build a foundation in the relationship of body systems and disease. Focus is on how this relationship fundamentally impacts the study of pharmacology. Prerequisite: Acceptance in the Pharmacy Technician Program.

PHAR 110 Sterile Products 2-0-2

Introduces aseptic techniques, admixture preparation, incompatibility and stability, immunization and irrigation solutions, total parenteral nutrition, and chemotherapy. Prerequisite: Acceptance in Pharmacy Technician Program.

PHAR 112 Sterile Products Laboratory 0-2-1

Provides an introduction to aseptic techniques, admixture preparation, incompatibility and stability, immunization and irrigation solutions, total parenteral nutrition and chemotherapy. Prerequisite: Acceptance in Pharmacy Technician Program. Corequisite: PHAR 110.

PHAR 114 Pharmacology for the  
Pharmacy Technician II 3-0-3  
Designed to provide the Pharmacy Technician student with a foundation in drug related information and pharmacokinetics as they apply to the clinical setting. Will also emphasize drug therapy, major drug classifications with specific drug prototypes for each classification, and trade and generic drug names. Also included are therapeutic and adverse effects, and routes of drug administration. Prerequisite: PHAR 104.

PHAR 116 Fundamentals in Pharmacy  
Math 2-0-2  
This course is an introduction to basic math skills necessary for dosage calculations. Topics include pharmacy business math: turnover, par levels, profit and loss, discounts, handling money, overhead, and extemporaneous computations and costing. Prerequisite: Acceptance in the Pharmacy Technician Program.

PHAR 120 Professional Practice 3-0-3  
Provides a general overview of all aspects of pharmacy technician practice as applied in the clinical setting. Reviews pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Prerequisite: Acceptance in Pharmacy Technician Program.

PHAR 139 Information Technology for  
the Pharmacy Technician 1-0-1  
Overview of computer based Drug Information System and the role of pharmacy automation, pharmacy software, date entry, and bar coding.

PHAR 151 Pharmacy Clinical  
Practice I 0-14-3  
Allows students the opportunity to work in pharmacy settings under the supervision of registered pharmacists. Emphasizes effective communication, understanding of pharmacy operations, and dispensing of medications. Students complete training in pharmacies. Prerequisite: Acceptance in Pharmacy Technician Program.

PHAR 152 Pharmacy Clinical  
Practice II 0-14-3  
This course is designed to allow the student the opportunity to work in a community setting under the supervision of a registered pharmacist. Emphasis is placed on effective communication, understanding pharmacy

operations, and dispensing of medications. The student will complete the training in a community pharmacy setting. Prerequisites: PHAR 102, PHAR 106, PHAR 110, and PHAR 112.

## PHILOSOPHY

City Park Campus:

Mr. Findon, Professor

PHIL 101 Introduction to Philosophy 3-0-3  
Survey of Western thought from the early Greeks. Includes history and methodology of basic philosophical themes and problems. Prerequisite: Placement in English 101 or permission of instructor.

PHIL 112 Elementary Logic 3-0-3  
Principles and terminology of formal and informal logic.

PHIL 175 Social Ethics 3-0-3  
Ideas of the great moral thinkers. Focuses on moral problems in a social context and standards by which society judges right and wrong.

PHIL 201 Philosophy of Religion 3-0-3  
This course will examine the nature of religious beliefs and practices, as well as the connections with other parts of beliefs and practices that make up or perspective of the world. The course will also discuss how eastern religions impact the west.

PHIL 275 Medical Ethics 3-0-3  
This course will undertake an in-depth examination of a selection of issues in medical ethics. The course will include careful examination of the philosophical theories of ethics that have guided medical ethics since its inception, case-based analysis, and historical contextualization of the issues.

## PHYSICAL EDUCATION

City Park Campus:

Mr. Scheuermann, Instructor  
Mr. Smith, Instructor

West Bank Campus:

Ms. Hunter, Lab Assistant



PHYE 100 Introduction to Physical Education 3-0-3  
Foundations of physical education programs and contributions of significant people and events.

The following courses must be taken consecutively within each sequence.

PHYE 101-161 Soccer each is 0-2-1  
Rules and practice.

PHYE 103-163 Touch Football each is 0-2-1  
Rules and practice.

PHYE 104-164-204-264 Volleyball each is 0-2-1  
Rules and practice.

PHYE 106-166 Tennis each is 0-2-1  
Rules and practice.

PHYE 107-167 Golf each is 0-2-1  
Rules and practice.

PHYE 108-168 Swimming each is 0-2-1  
Techniques and practice.

PHYE 109-169 Softball each is 0-2-1  
Rules and practice.

PHYE 110-170-210-270 Baseball each is 0-2-1  
Rules and practice.

PHYE 111-171-211-271 Basketball each is 0-2-1  
Rules and practice.

PHYE 112-172 Table Tennis each is 0-2-1  
Rules and practice.

PHYE 113-173 Badminton each is 0-2-1  
Rules and practice.

PHYE 114-174 Archery each is 0-2-1  
Rules and practice.

PHYE 115-175 Track each is 0-2-1  
Rules and practice.

PHYE 116-176 Folk and Square Dancing each is 0-2-1  
Techniques and practice.

PHYE 118-178 Self Defense each is 0-2-1  
Techniques and practice.

PHYE 121-181-221-281 Bowling each is 0-2-1  
Rules and practice.

PHYE 122 Racquetball 0-2-1  
Basic skills necessary for racquetball. Covers rules, strategies, terminology, and etiquette for beginning player.

PHYE 130 Individual and Dual Sports 1-2-2  
Theory and practice of individual and dual sports such as golf, tennis, badminton, and racquetball. Problems of officiating are discussed.

PHYE 133 Recreation Therapy 1-3-2  
Participative skills in varied recreational activities for the handicapped. Explores recreation as means of fostering physiological and social growth.

PHYE 135 Team Sports 1-2-2  
Theory and practice of team sports. Discusses problems of officiating.

PHYE 140 Health and Physical Education Evaluation Skills 0-3-1  
Evaluation of motor ability and general and selected sports skills.

PHYE 213 Sports Officiating 3-0-3  
Focuses on officiating as an avocation. Covers football, basketball, and other team sports. Requires officiating at intramural games. Prerequisites: PHE 110, 111, or permission of instructor.

PHYE 227 Taping and Wrapping Athletic Injuries 1-0-1  
Techniques for taping and wrapping athletic injuries.

PHYE 228 Medical Aspects of Athletic Injuries 1-0-1  
Commonly occurring athletic injuries and role of team physician. Includes discussion of relationship between physician and coaching staff.

PHYE 229 Strength, Conditioning, and Rehabilitation 1-0-1  
Procedures for developing stronger athletes, attaining maximum efficiency during the season, and getting the athlete back into action.



PHYE 230 Sport in Society 3-0-3  
Professional, amateur, and recreational sports as mirrors of society.

PHYE 233 Physical Education for the Handicapped 2-3-3  
Planning, organizing, and supervising various recreational activities for handicapped.

## PHYSICAL THERAPIST ASSISTANT

City Park Campus:

Dr. Welsh, Professor and Program Director  
Ms. Leonardi, Assistant Professor  
Ms. Sehr, Assistant Professor

PTAP 201 Introduction to Physical Therapy 1-0-1  
Introduction to the history of physical therapy; present standards of practice; present and future trends of the profession; roles and responsibilities of physical therapy practitioners; utilization of Physical Therapist Assistants; structure, function, and services of the PTA; ethical and professional guidelines for the PT and PTA; core values of professionalism; regulation of PT practice; and current issues facing the practice of physical therapy; orientation to professional literature.

PTAP 202 Health Care Communications 1-0-1  
Principles and techniques used in interpersonal relations and the helping process. Students explore and develop values, attitudes, and skills necessary to become effective members of the health care team.

PTAP 203 Functional Anatomy and Kinesiology 3-2-4  
Structure and function of the neuromuscular-skeletal system with emphasis on functional aspects of human motion and application to therapeutic exercise and gait training.

PTAP 204 Pathophysiological Conditions I 2-0-2  
Pathophysiology, etiology, clinical signs and management of the various orthopedic, pathological, and injury-related problems treated in physical therapy. Emphasis is placed on the effect of the various conditions on the patient's strength, range of motion, stability, pain, and ability to functionally move. Introduction to physical therapy

interventions will be presented, as well as medical, surgical, and other treatments.

PTAP 205 Clinical Science I 2-4-4  
Clinical Science I is the first of four courses (PTAP 205, PTAP 206, PTAP 215, PTAP 216) taught over two academic semesters. Content and skills mastered in each of the four courses are applied in each of the subsequent courses in the Clinical Science series of classes. Clinical Science I presents introduction to basic patient care skills, including monitoring vital signs, preparation for treatment, patient positioning, guarding and transfers, emergency first-aid, standard precautions and infection control; wheelchair mechanics, body mechanics, ambulation with assistive devices, goniometry; the components of the medical record and progress notes; basic principles of physics as applied in physical therapy; theory, indications, contraindications and application of cryotherapy and superficial thermal agents.

PTAP 206 Clinical Science II 2-4-4  
Clinical Science II is the second of four Clinical Science courses taught over two academic semesters. Clinical Science II continues the basic principles of physics as applied in physical therapy; presents the theory, indications, contraindications and application of ultrasound, intermittent venous compression, and massage; theory, indications and contraindications of diathermy and ultraviolet; the principles and application of therapeutic electrical current; wound management, including sterile technique, dressing change, and the use of topical and physical agents; and continues the concepts introduced in Clinical Science I. Clinical Science II also includes muscle length testing and introduces the theory and application of basic therapeutic exercise procedures, including passive, active, and stretching exercises.

PTAP 207 Clinical Practice I 0-4-1  
Clinical practice course designed to reinforce and relate lecture/lab experience to PT clinical environments. Students will practice clinical skills learned in Clinical Science I and II (PTAP 205 and 206) and will consist of two clinical blocks of one week each duration.

- PTAP 211 The Health Care System 1-0-1  
Exploration of the health care system and the delivery of PT services. Topics include: reimbursement and health care issues (provider and consumer); the team concept of health care; PT practice settings; quality care; ethical and medical-legal issues in health care; the role of the PTA within the PT department and the health care environment; levels of authority and responsibility; writing a resume and interviewing skills.
- PTAP 212 Development Considerations 1-0-1  
Exploration of human growth and development beginning in the pre-natal period and continuing through the life span. Physiological, cognitive, emotional, and behavioral changes, normal and abnormal sensorimotor development are presented and correlated with appropriate PT interventions.
- PTAP 213 Functional Anatomy & Kinesiology 2-2-3  
Continuation of PTAP 203. Study of the principles and practices of manual muscle testing. Also includes study of the structure and function of the nervous system with emphasis on the functional aspects of human motion and application to therapeutic exercise and gait training.
- PTAP 214 Pathophysiological Conditions II 2-0-2  
Pathophysiology, etiology, clinical signs and management of the neurological, geriatric, pediatric, pulmonary and cardiac pathological and injury related conditions treated in physical therapy. Emphasis will be placed on the effect of the various conditions on movement and gait and the medical, surgical and physical therapy interventions.
- PTAP 215 Clinical Science III 2-4-4  
Clinical Science III is the third of four courses (PTAP 205, PTAP 206, PTAP 215, PTAP 216) taught over two academic semesters. Clinical Science III presents training in therapeutic resistive exercises and aerobic exercises; the use of equipment and physical agents to address exercise goals; therapeutic exercises for specific patient conditions; gross manual muscle testing; assessment of normal and abnormal gait patterns; assessment of normal and abnormal posture; and the theory, indications, contraindication and application of spinal mechanical traction and spinal exercises.
- PTAP 216 Clinical Science IV 2-4-4  
Clinical Science IV is the fourth of four courses (PTAP 205, PTAP 206, PTAP 215, PTAP 216) taught over two academic semesters. Clinical Science IV presents an overview of neurophysiological approaches used in physical therapy; the basic concepts of rehabilitation; the development of treatment skills for complex neurological conditions; prosthetics; orthotics; pulmonary and cardiac rehabilitation; identification/modification of architectural barriers; and special topics including pediatrics, cancer and women's health.
- PTAP 217 Clinical Practice II 0-8-2  
Clinical practice course designed to reinforce and relate lecture and lab experience to PT clinical environments. In this course, students will practice clinical skills and develop competence as medical team members. Students are assigned to one clinical setting for three (3) full weeks. The student should exhibit competence in implementation of components for treatment programs as described in Clinical Science I and II (fall semester) and Clinical Science III and IV (spring semester).
- PTAP 221 Physical Therapy Seminar 1-0-1  
Designed to broaden understanding of professionalism and the PTA's role in the health care system, provide a mechanism for sharing clinical experiences, provide additional guidance in job procurement and maintenance, and establish strategies for successful completion of the state licensure examination. Although the bulk of this course occurs after the student completes the final clinical practice course (PTAP 227), parts of it take place at the conclusion of the spring semester before the students leave for long-term clinical experiences.
- PTAP 227 Clinical Practice III 0-32-8  
Third of three clinical practice courses designed to reinforce and relate lecture/lab experience to PT clinical environments. Students will practice clinical skills and develop competence as a medical team member. Students are assigned to two different clinics for five-week and 6 six-week rotations and will practice skills learned during the course of the PTA Program.

## PHYSICS

City Park Campus:

Dr. McMullen, Professor

Mr. Duplessis, Instructor

West Bank Campus:

Mr. Foy, Associate Professor

PHYS 101 Elementary Physics 3-0-3

Motion in one and two dimensions, mechanical and gravitational energies, the conservation of energy and momentum. Lecture course for students not majoring in general science or engineering technology. Students without high school physics may use this course to prepare for PHYS 141.

Prerequisites: MATH 096 or ACT of 18-21 or 26-32 on the Delgado Math Placement Test.

PHYS 107 Elementary Physics Laboratory 0-3-1

Laboratory to accompany PHYS 101. Exercises in motion, force, work, and energy. Corequisite: PHYS 101.

PHYS 141 General Physics I 3-0-3

Mechanics, mechanical properties of materials, and fluids. Prerequisites: C or better in MATH 130; high school physics or PHYS 101. Corequisites: PHYS 143 and MATH 131. *NOTE: Credit will not be awarded in this course unless PHYS 143 is completed.*

PHYS 142 General Physics II 3-0-3

Lecture course dealing with heat, waves, electricity and magnetism, and light. Prerequisite: PHYS 141 and PHYS 143. Corequisite: PHYS 144. *NOTE: Credit will not be awarded unless PHYS 144 is completed.*

PHYS 143 General Physics I Laboratory 0-3-1

Laboratory to accompany PHYS 141. Corequisite: PHYS 141.

PHYS 144 General Physics II Laboratory 0-3-1

Laboratory to accompany PHYS 142. Corequisite: PHYS 142.

## PIPEFITTER APPRENTICE

PFAP 103 Blueprint Reading for Pipefitters 2-3-3

An introduction to the techniques of reading drawings, sections, elevations, meaning of

various symbols, piping systems, and practical exercises in Blueprint Reading. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

PFAP 105 Marine Pipefitting 2-3-3

This course is designed to teach the marine pipefitter the basic fundamentals of the pipe trade. Topics include: pipe tools and usage, pipe and pipe material, valves, and pipe fabrication techniques. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

PFAP 201 Marine Engineering 2-3-3

This course is designed to teach the basics of the steam power plant, major piping systems, gas turbine plant, nuclear power plant, and the central operations system. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

PFAP 203 Advanced Blueprint Reading for Pipefitters 2-3-3

This course covers advanced blueprint reading techniques and principles. Topics include: the techniques of advanced reading of drawings, sections, elevations, meaning of various symbols, and piping systems diagrams. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

## POLITICAL SCIENCE

City Park Campus:

Dr. Mabe, Associate Professor

POLI 180 American Government 3-0-3

Surveys the structure of American Government.

POLI 201 Public Administration 3-0-3

Theory and practice of public administration. Examines structures of public organizations at national, state, and local levels and role of administrator at each level.

POLI 261 Constitutional Law 3-0-3

Police powers of the state and their limitations. Particular attention given due-process privileges

and immunities of criminal defendants and prisoners afforded by the United States Constitution. Same course as CRJU 261.

## PSYCHOLOGY

City Park Campus:

Dr. Gamble, Associate Professor  
Mr. Heintz, Assistant Professor  
Ms. Madison, Associate Professor  
Mr. Majors, Assistant Professor  
Ms. Berry, Instructor

West Bank Campus:

Mr. Lawyer, Professor  
Ms. Ray, Instructor

Northshore:

Ms. Kieffer, Professor

PSYC 112 Human Sexuality 3-0-3  
Scientific explanation of human sexuality that reviews historical perspectives. Includes cross-cultural and contemporary issues.

PSYC 127 General Psychology 3-0-3  
History and methodology of psychology, biological basis of behavior, perception, memory, learning, motivation, human development, personality, abnormal behavior, and social psychology.  
(LCTCS Course: PSYC 201/2010)

PSYC 217 Psychology of Adjustment 3-0-3  
Basic psychological principles as explanations for challenges encountered in adult life. Includes abnormal psychology, psychological evaluation, and therapies. Not intended to provide evaluation or therapy to individual students. Prerequisite: PSYC 127.

PSYC 225 Child Psychology 3-0-3  
Physical, intellectual, social, and emotional factors in child growth and development. Prerequisite: PSYC 127.

PSYC 226 Human Growth and Development 3-0-3  
Surveys normal lifespan changes, including physiological, cognitive, emotional, and behavioral changes. Prerequisite: PSYC 127 or permission of instructor.

PSYC 235 Educational Psychology 3-0-3  
Principles of psychology applied to problems of education and learning.

PSYC 240 Abnormal Psychology 3-0-3  
Introduces major mental disorders (as classified in the Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition) from several perspectives such as cognitive, humanistic, and historical and in terms of symptoms, etiology, diagnosis, demographic factors, and treatment options. Prerequisite: PSYC 127.

PSYC 245 Social Psychology 3-0-3  
Social influences on individual behavior and the dynamics of group interaction. Includes research methods, attribution, attitudes and behavior, interpersonal attraction, altruism, aggression, conflict, prejudice, social influence, and group dynamics. Prerequisite: PSYC 127.

PSYC 290 Forensic Psychology 3-0-3  
Introduces students to the field of Forensic Psychology. Focus is on the application of psychological methods and theories to the legal system. An introduction to the legal system will be included as the system relates to psychopathology and crime, the insanity defense, competency to stand trial, other issues of criminal responsibility, capital punishment, crime and delinquency, violence and risk assessment, and victimology.

## RADIOLOGIC TECHNOLOGY

City Park Campus:

Ms. Boudreaux, Associate Professor and Program Director  
Ms. Laugharn, Associate Professor and Clinical Director  
Ms. Mercadal, Associate Professor  
Mr. Delger, Assistant Professor  
Ms. Mercer, Instructor

RADT 101 Radiologic Technology I 5-0-5  
Role of radiographer, professional and medical ethics, pertinent regulations, introductory radiation protection, methods of patient care, principles of radiographic exposure and technique, positioning of chest and abdomen, basic radiographic imaging systems, processing techniques and commonly employed accessory devices. Includes laboratory experiments. Prerequisite: Acceptance into Radiologic Technology Program. Corequisite: RADT 113.



- RADT 102 Radiologic Technology II 3-0-3  
Continuation of Radiologic Technology 101.  
Prerequisite: RADT 101.
- RADT 111 Radiographic Positioning 3-0-3  
Precise positioning methods for common radiographic examinations of human skeletal system. Covers evaluation criteria for positioning accuracy, structures shown, and image quality. Includes pertinent radiographic and topographic anatomy and compensatory modification techniques. Prerequisite: RADT 113.
- RADT 113 Radiographic Anatomy I 2-0-2  
Correlates human skeletal system with its radiographic images. Corequisite: RADT 101.
- RADT 151-152-153 Radiographic Practicum I, II, III 0-12-2, 0-25-3, and 0-25-3  
Clinical experience in all phases of fundamental radiologic procedures and film critique of the studies submitted for interpretation.
- RADT 211 Advanced Radiographic Positioning 3-0-3  
Precise positioning for radiographic examination of human systems, including contrast media and fluoroscopic and tomographic procedures. Includes detailed projections of the skull and facial bones. Covers radiographic and topographic anatomy and evaluation criteria for positioning for accuracy, structures shown, and image quality. Includes laboratory experiences. Prerequisite: RADT 111.
- RADT 212 Specialized Imaging 3-0-3  
Application of specialized imaging equipment. Includes patient care considerations, positioning, and radiographic exposures pertinent to contrast and non-contrast studies.
- RADT 221 Imaging Equipment 3-0-3  
Equipment used in diagnostic imaging. Covers matter, electricity, radiation, x-ray circuitry, and types of generating equipment.
- RADT 241 Advanced Radiographic Technique 3-0-3  
Qualitative analysis of high-variable and fixed-voltage techniques, exposure techniques, exposure conversions, and associated radiologic factors. Prerequisite: RADT 102.
- RADT 242 Radiation Biology and Protection 3-0-3  
Biologic effects of radiation, particularly the somatic and genetic effects on the human body. Includes principles of radiation protection, control, monitoring, and measurement.
- RADT 251-252-253-254 Advanced Radiographic Practicum I, II, III, IV each is 0-25-4  
Advanced clinical experience.
- RADT 260 Radiographic Technology Seminar 2-0-1  
Application of the principles of radiographic technology to develop competency as an entry-level radiographer.
- RADT 265 Mammography for Radiologic Technologists I 3-0-3  
Basic principles of mammography, including anatomy, physiology, and pathology; positioning of the breast and quality assurance. Prerequisite: Radiologic technologist certified by or eligible for certification by AART.
- RADT 270 Computed Tomography for Radiologic Technologists I 3-0-3  
Process of computed tomography (CT), including cross-sectional anatomy, pathology and special needs of patient. Enhances professional skills of radiologic technologist in field of CT. Prerequisite: Radiologic technologist certified by or eligible for certification by the ARRT.
- RADT 271 Computed Tomography for Radiologic Technologists II 3-0-3  
Preparation for advanced certification exam in CT given by the American Registry of Radiologic Technologists and for employment as a CT technologist. Prerequisite: Radiologic technologist certified by or eligible for certification by the ARRT with clinical knowledge of CT.
- RADT 280 Magnetic Resonance Imaging for Radiologic Technologists I 3-0-3  
Process of magnetic resonance imaging (MRI), including pulse sequences, MRI safety, MRI equipment, scan parameters, anatomy, pathology, and special needs of patient. Enhances professional skills of radiologic technologist in field of MRI. Prerequisite:

Radiologic technologist certified by or eligible for certification by the ARRT.

RADT 281 Magnetic Resonance Imaging for Radiologic Technologists II 3-0-3  
Preparation for advanced certification exam in MRI given by American Registry of Radiologic Technologists and for employment as an MRI technologist. Prerequisite: Radiologic technologist certified by or eligible for certification by the ARRT with clinical knowledge of MRI.

## RADIATION THERAPY

City Park Campus:

Mrs. Wegener, Program Director and Instructor

RATH 210 Principles and Practice of Radiation Therapy I 3-0-3  
Orientation to the field of radiation therapy with an emphasis on the specialty of radiation therapy within the field of oncology. Medical, biological, pathological, physical and technical aspects of the field will be presented. Concepts of team practice, patient-centered clinical practice and professional development will be explored.

RATH 212 Dosimetry and Treatment Planning I 2-0-2  
Entry level course that provides the therapist with a fundamental understanding of the components of treatment planning and the associated tasks required to render a treatment plan.

RATH 213 Radiation Therapy Physics I 2-0-2  
An introduction to the basic principles of the physics of radiations used in the clinical setting. Fundamentals of units, measurements, principles, atomic structure and the equipment used to generate various types of radiations are explored. Radiation health and safety and the requirements of regulatory agencies in healthcare organizations are presented.

RATH 215 Clinical Practice I 0-30-3  
Clinical practicum providing sequential development, application, analysis, integration, synthesis and evaluation of concepts and theories in radiation therapy. Through structured sequential assignments in clinical facilities, concepts of team practice, patient-centered

clinical practice and professional development will be discussed, examined and evaluated.

RATH 216 Oncologic Pathology 2-0-2  
Introduction to the study of disease in two parts - general pathology and neoplasia. The focus of the course is on neoplasia; diagnosis, grading and staging, prognostic factors and patterns of spread.

RATH 221 Radiation Biology 1-0-1  
The concepts and principles of the interaction of radiation with cells, tissues and the body as a whole. Biophysical events, tolerance dose, time-dose relationships, fractionation schemes and the relationship to the clinical practice of radiation will be presented.

RATH 223 Radiation Therapy Patient Care 1-0-1  
Foundation concepts and competencies in the assessment and evaluation of the radiation therapy patient. Psychological, ethical, legal and physical needs and factors affecting treatment outcome; routine and emergency care procedures will be presented.

RATH 225 Clinical Practice II 0-30-3  
Clinical practicum providing sequential development, application, analysis, integration, synthesis and evaluation of concepts and theories in radiation therapy. Through structured sequential assignments in clinical facilities, concepts of team practice, patient-centered clinical practice and professional development will be discussed, examined and evaluated.

RATH 230 Principles and Practice of Radiation Therapy II 3-0-3  
The role of the radiation therapist in the management of neoplastic disease. Each disease site will be examined through the study of the epidemiology, etiology, detection, diagnosis, patient condition, treatment and prognosis of the disease in relationship to histology, anatomical site and patterns of spread.

RATH 232 Dosimetry and Treatment Planning II 2-0-2  
Advanced dosimetry and treatment planning for the radiation therapist. This course presents the more complex aspects of therapeutic calculation and treatment planning. Students

are introduced to isodose curves, isodose curve summation and advanced modality planning.

RATH 233 Radiation Therapy Physics II 2-0-2  
Expanded concepts and theories in radiation physics for the radiation therapist. Detailed analysis of the structure of matter, properties of radiation, nuclear transformations, production and interactions of ionizing radiations are emphasized. Treatment units used in external beam therapy, measurement and quality of radiation, absorbed dose, dose distribution and scatter analysis are among the concepts presented.

RATH 235 Clinical Practice III 0-30-3  
Clinical practicum providing sequential development, application, analysis, integration, synthesis and evaluation of concepts and theories in radiation therapy. Through structured sequential assignments in clinical facilities, concepts of team practice, patient-centered clinical practice and professional development will be discussed, examined and evaluated.

RATH 242 Advanced Student Seminar 1-0-1  
A practical examination of all course work relevant to treatment planning, physics, oncology nursing, and radiobiology and the application of this knowledge in the clinical setting.

RATH 245 Clinical Practice IV 0-30-3  
Clinical practicum providing sequential development, application, analysis, integration, synthesis and evaluation of concepts and theories in radiation therapy. Through structured sequential assignments in clinical facilities, concepts of team practice, patient-centered clinical practice and professional development will be discussed, examined and evaluated.

RATH 246 Medical Imaging and Sectional Anatomy in Treatment Planning 1-0-1  
Integration of factors that govern and influence the recording of radiographic images in patient simulation, treatment planning and treatment verification in radiation oncology. Normal and abnormal sectional anatomy via diagrams and radiologic images.

RATH 248 Quality Management and Operational Issues 1-0-1  
Presentation of quality management programs in a radiation oncology. The function and structure of hospital organizations and the

radiation oncology department as a division within a hospital or clinic.

## READING

City Park Campus:

Ms. Favret, Instructor and  
Program Coordinator  
Ms. Fulwiler, Professor  
Ms. Duerson, Assistant Professor  
Dr. Tarantino, Assistant Professor  
Ms. Churchman, Instructor

West Bank Campus:

Mr. Dawson, Instructor  
Ms. Whitehurst, Instructor

READ 070 Basic Reading 5-0-5  
Intensive practice in vocabulary building and comprehension. Meets five times a week. Skills improvement course that may not be used as credit for associate degree. A final grade of "C" or better in READ-070 will allow the student to exit Developmental Reading. A final grade of "D" or "F" indicates the student must repeat READ-070. A final grade of "YA," "YB," or "YC" indicates that the student advances to the next level READ course.

READ 071, 072, 073 Developmental Reading I, II, III each is 3-0-3  
Basic reading sequence designed to improve reading through an integrated language arts (reading, speaking, listening, and writing) approach. Basic techniques for literal and critical comprehension, analysis, synthesis, evaluation and application. READ 071-073 may not be used as credit for a certificate or a degree. "A student must earn a final grade of "C" or better in his/her Developmental Reading course to exit Developmental Reading. Students with a final grade of "D" or "F" must repeat the course. A final grade of "YA," "YB," or "YC" indicates that the student has made progress but is not yet at competency level and advances to the next level of Developmental Reading.

READ 101 Analytical Reading 3-0-3  
College-level reading course designed to improve reading, thinking, writing and verbal communication skills. Current topics read, discussed, and analyzed. Personal and global subjects; discussion and writing.

READ 102 Special Problems 3-0-3  
Analysis and assistance with specific reading disorders. Assistance of related professionals is an essential element in instruction.

## REAL ESTATE

City Park Campus:

Mr. Alfortish, Instructor

RLST 161 Principles of Real Estate 3-0-3  
Survey of the real estate field, including the nature of real property and estates in land, methods of transferring property, encumbrances and restrictions on land use, real estate agency, real estate licensing, property management, federal laws affecting real estate transactions, and real estate math.

RLST 175 Real Estate Sales and Marketing 3-0-3  
An overview of the relationship between marketing and sales and the sequence of preparation steps for successful selling. Course provides information on understanding consumer behavior, effective communication, marketplace specialization, self-motivation, time management, recordkeeping, prospecting, qualifying, and presenting and negotiating offers.

RLST 180 Property Management 3-0-3  
This course takes a practical look at the rapidly evolving field of property management and explores the daily issues facing practitioners, including maintenance, accounting, administrative, and legal activities. The course also discusses federal regulations in the field, including civil rights, fair housing, ADA, and environmental issues.

RLST 261 Louisiana Real Estate Law 3-0-3  
Covers aspects of Louisiana Real Estate Law, Louisiana Real Estate Commission Rules and Regulations, Louisiana Real Estate License Law, and the Law of Agency and Louisiana Civil Code Articles on Property.

RLST 263 Principles of Residential Real Estate Appraisal 3-0-3  
An overview of real property concepts and characteristics, legal consideration, value influences, real estate finance, types of value, economic principles, real estate markets and analysis, and ethics in appraisal practice.

Thorough discussion of appraisal principles, accompanied by practical examples, provides a solid foundation in appraisal basics.

RLST 265 Real Estate Finance 3-0-3  
Mortgage money problems, money sources, mortgage liability, foreclosure proceedings, debts and pledges, titles, and liabilities of mortgagor and mortgagee.

RLST 266 Procedures of Residential Real Estate Appraisal 3-0-3  
An overview of real estate appraisal approaches to valuation procedures, value, property description, residential description, residential applications, improvement construction, home inspection, and appraisal math.

## RESPIRATORY CARE TECHNOLOGY

City Park Campus:

Ms. Olsen-Rawls, Professor and Program Director

Ms. Randall, Assistant Professor

Mr. Laiche, Instructor

Ms. Midkiff, Instructor

RSPT 113 Introduction to Clinical Care 1-0-1  
Routine clinical procedures. Requires fifteen clock hours of observation in assigned hospital.

RSPT 114 Respiratory Patient Care 4-0-4  
Basic techniques in handling the patient, emergency care of the sick and injured, asepsis, isolation, taking vital signs, special conditions, and psychological aspects of ill patient. Prerequisite: Acceptance into the program.

RSPT 115 Respiratory Care I 3-0-3  
Basic concepts of respiratory therapy. Includes patient care, approach to management of sick people, and respiratory therapy as a profession.

RSPT 116 Respiratory Equipment I 3-0-3  
Various types of equipment employed in respiratory therapy units of hospitals and other health care institutions. Corequisite: RSPT 118.

RSPT 117 Respiratory Care II 3-0-3  
Evaluation of patient status, utilization of apparatus, and techniques. Includes use of respiratory therapy drugs.

RSPT 118	Respiratory Equipment I Laboratory	0-3-1	RSPT 255	Specialty Practicum	0-16-3
	Laboratory to accompany RSPT 116. Corequisite: RSPT 116.			Respiratory care practice in selected specialty clinics. Prerequisite: Completion of RSPT 114 through 117 and RSPT 155 with grade of "C" or better.	
RSPT 119	Physicians' Lectures I	1-0-1	RSPT 256	Respiratory Care Practicum III	0-16-3
	Formal lectures, informal discussions, case presentations.			Advanced respiratory therapy practice in a clinical setting. Prerequisite: Completion of RSPT 114 through 117 and RSPT 155 with a grade of "C" or better.	
RSPT 120	Respiratory Equipment II	1-0-1	RSPT 257	Pharmacology for Respiratory Care	2-0-2
	Common ventilators, ventilatory care, and troubleshooting of ventilators. Corequisite: RSPT 122.			Study of drugs, their indications, contraindications, actions on the nervous system, side effects, calculation of dose, and techniques of administration. Emphasis given to drugs affecting the cardio-pulmonary system.	
RSPT 122	Respiratory Equipment II Laboratory	0-2-1	RSPT 258	Proficiency Seminar II	1-0-1
	Laboratory to accompany RSPT 120. Corequisite: RSPT 120.			Review of materials commonly included on national therapist credentialing examinations. Prerequisite: Completion of all RSPT courses in therapist program (except RSPT 255) with a grade of "C" or better.	
RSPT 150	Respiratory Care Practicum I	0-16-3	RSPT 259	Physicians' Lectures II	1-0-1
	Respiratory therapy practice in a clinical setting.			Formal lectures, informal discussions, case presentations.	
RSPT 155	Respiratory Care Practicum II	0-32-6	RSPT 260	Physicians' Lectures III	1-0-1
	Respiratory therapy practice in a clinical setting. Prerequisite: RSPT 150.			Formal lectures, informal discussions, case presentations.	
RSPT 157	Proficiency Seminar I	1-0-1			
	Review of materials commonly included on national credentialing examinations.				
RSPT 250	Pulmonary Function Testing	3-0-3			
	Techniques of pulmonary function testing and blood gas analysis.				
RSPT 251	Clinical Respiratory Care I	3-0-3			
	Study and management of patients with acute and long-term respiratory and cardiac diseases.				
RSPT 252	Clinical Respiratory Care II	2-3-3			
	Problems of acute respiratory distress, cardiac disease, and difficulties of the newborn. Covers disease management and processes.				
RSPT 253	Management of Respiratory Therapy Department	2-0-2	SFTY 102	Fundamentals of Safety	3-0-3
	Management policies, purchasing, personnel, budgeting, cost analysis, forms and records, hospital organization, administrative relations, department organization and in-service education.			Modern techniques in safety programming. Includes safety programs tailored to meet modern management practices and newly developed and tested concepts of safety organization and administration.	
RSPT 254	Clinical Seminar	2-3-3	SFTY 122	Risk Management	3-0-3
	Management of various cardio-pulmonary diseases and conditions of respiratory failure. Includes respiratory specialty areas and use of clinical simulations.			Management's evaluation and control of on- the-job injuries and property damage. Includes Louisiana Workman's Compensation Act dealing with employee-employer relations and liability. Case histories are examined.	

## SAFETY

City Park Campus:

Dr. Onyenekwu, Professor

- SFTY 132 First Responder 2-2-3  
Advanced first aid theories and skills for industrial and civic community. Includes CPR, emergency childbirth techniques, splinting, and identifying and caring for life-threatening conditions.
- SFTY 142 Solid and Hazardous Waste Management 2-2-3  
Control of toxic materials and waste management. Covers development and tracking of hazardous materials or waste management program.
- SFTY 152 Industrial Hygiene I 2-2-3  
Development of industrial hygiene, norms, standards, codes, regulations and laws with emphasis on recognition, evaluation and controls. Includes evaluation of persons exposed to noise, how to control exposure, and personal protective equipment. First of a two-part course.
- SFTY 154 Industrial Hygiene II 2-2-3  
Evaluation, controls, monitoring and instrumentation. Includes organizing and conducting industrial hygiene programs. Prerequisite: SFTY 152.
- SFTY 202 OSHA Codes and Standards 3-0-3  
Current regulations covering the 1970 OSHA. Includes safety and health, machinery and equipment, materials handling, power sources, and maritime and administrative regulations.
- SFTY 220 Forensic Investigation 2-3-3  
In-depth review of forensic science techniques. Topics will include study of human skeletal and dental remains, trauma to the human body, facial reconstruction, forensic entomology and botany, hair and fiber analysis, fingerprinting, explosives, pathology used in identification, and toxicology.
- SFTY 222 Emergency Management Risk Assessment 3-1-3  
In-depth review of the evolution, theory, and economics of risk. Explores emerging concepts, identification, analysis, prioritization, and impacts of legal, political and financial/market risks in a rapidly changing global environment.
- SFTY 225 Transportation of Hazardous Materials 3-0-3  
In-depth study of federal regulations for moving bulk liquid hazardous materials by water. Includes history of pollution laws, specific safety and pollution hazards, and procedures for safe movement of classified materials.
- SFTY 232 Safety Program Management 3-0-3  
Supervisor's role in creating and maintaining interest in safety program. Covers recognition, avoidance and prevention of job-related hazards, conducting group meetings, writing reports, and organizing and presenting material. Stresses audio-visual techniques. Prerequisite: SFTY 122.
- SFTY 233 Safety Practicum 0-40-3  
Structured internship program under the direction and evaluation of a cooperating Safety, Health and Environmental Supervisor and Delgado Safety and Health Technology faculty. Course will encompass practical experience in the safety and health technology areas and will provide student opportunity to develop safety and health industry skills.
- SFTY 235 Introduction to Biological, Chemical & Radiological Terrorism 2-3-3  
In-depth review of the use and threatened use of biological, chemical and radiological weapons in terrorism.
- SFTY 240 Technology and Emergency Management 3-0-3  
Exploration of current and emerging technology as applied to emergency management and illustrates critical issues of technology implementation.
- SFTY 245 Natural Disaster and Terrorist Incidents 2-1-3  
In-depth review of emergency management techniques in natural disasters and terrorist incidents. Potential threats, assessment, self-protection strategies, activations of response resources, NIMS, management of mass casualties, evacuation, sheltering, and containment of associated hazards will be discussed.

SFTY 262 System Safety 3-0-3  
Determining causes and contributing factors of an accident through analytical methods such as Management Oversight Risk Tree (MORT).

SFTY 292 Professional Development Seminar 3-0-3  
Comprehensive review of safety profession. Includes subjects relevant to Core Exam administered by Board of Certified Safety Professionals. To be taken in last semester by Safety majors. No prerequisite for non-Safety majors.

## SCIENCE

See Biology, Chemistry, Geology, and Physics

SCIE 101 Physical Science I 3-0-3  
Introductory physical science course that covers the concepts and mathematics of selected topics in physics, space science and earth science. Prerequisites: Eligibility for ENGL 101 and MATH 118. Corequisite: SCIE 103

SCIE 102 Physical Science II 3-0-3  
Introductory physical science course that covers the concepts and mathematics of selected topics in chemistry and earth science. Prerequisites: Eligibility for ENGL 101 and MATH 118. Corequisite: SCIE 104

SCIE 103 Physical Science I Laboratory 0-3-1  
Laboratory course to accompany SCIE 101. Corequisite: SCIE 101

SCIE 104 Physical Science II Laboratory 0-3-1  
Laboratory course to accompany SCIE 102. Corequisite: SCIE 102

SCIE 105 Physical Science 3-0-3  
Scientific method, measurement, metric system, forces, motion, atomic structure, and chemical bonding. Stresses practical applications. This course prepares students for more rigorous chemistry and/or physics courses.

SCIE 202 Louisiana Wetland Ecology 3-0-3  
Examination of Louisiana wetlands, the delta formation, current problems and consequences of wetland loss. Field trip to wetland environment.

## SHEETMETAL APPRENTICE

SHMT 103 Blueprint Reading for Sheetmetal 2-3-3

This course will introduce the major areas of blueprint reading required by the sheetmetal trade. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

SHMT 107 Layout I 2-3-3

Course is designed to cover basic trade theory in hand processing, machine process, and basic layout. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

SHMT 201 Layout II 2-3-3

Continuation of SHMT-107: Layout I; this course will cover the basic principles of parallel and radial line development as related to sheetmetal layout work. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

SHMT 203 Layout III 2-3-3

Continuation of SHMT-201: Layout II; this course will cover the triangulation method and approaches and solutions to special problems in sheetmetal layout work. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

## SHIPFITTER APPRENTICE

SFAP 101 Hull Shipbuilding 2-3-3

An overview of the principles of ship construction and terminology. The course is designed to provide an introduction to specialized terms and an overview of ship building. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

SFAP 103 Blueprint Reading for Ship-fitters 2-3-3

An introduction to blueprint reading techniques and principles. This course will cover in detail all the major areas of blueprint reading required by the ship-fitter trade. Prerequisite: The student must hold apprentice

status at an approved agency prior to enrolling in this course.

SFAP 105 General Ship-fitting Practices 2-3-3

An overview of the principles of ship construction. This course is designed to introduce the apprentice to fundamental ship-fitting practices and techniques. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

## SOCIOLOGY

City Park Campus:

Ms. Dennis, Associate Professor  
Dr. Hall, Associate Professor  
Dr. Arena, Instructor

West Bank Campus:

Mr. Lawyer, Professor  
Ms. Deel, Instructor

SOCI 151 Introductory Sociology 3-0-3  
Examines the scope and nature of sociological thought. Topics include culture, socialization, deviance, social institutions, social change and social organization. (LCTCS Course: SLGY 201/2010)

SOCI 153 Introduction to Social Welfare 3-0-3  
Comprehensive introduction to the discipline of social welfare and the profession of social work.

SOCI 155 Modern Social Problems 3-0-3  
Social problems explored from various sociological and social policy perspectives. Topics include alcohol and drug abuse, crime, family issues, discrimination (race, gender, class, religion, etc.) and health matters.

SOCI 209 Criminology 3-0-3  
Origin, extent, types and causes of criminal behavior. Topics include criminal theories as well as societal reaction to deviant behavior and criminal acts.

SOCI 240 Juvenile Delinquency 3-0-3  
Theories of delinquency, the nature of delinquent behavior, and the juvenile justice system. Same course as CRJU 240.

SOCI 250 Studies in Cultural Diversity 3-0-3  
Sociological study of the principal groups in the United States by class, ethnicity, religious and gender categories; also includes theories

for the causes and consequence of intergroup conflict.

SOCI 255 Marriage and the Family 3-0-3  
Marriage and family patterns. Topics include dating, gender roles, mate selection, parenthood and divorce. Prerequisite: SOCI 151.

SOCI 257 Sociology of the Aging 3-0-3  
Characteristics of the elderly and different aspects of aging; biological, political, psychological and social. Topics include social policies affecting the elderly.

SOCI 270 Victimology 3-0-3  
Overview of victims of crime in America, focusing on index crime victims, as well as the victim's role in preventing or assisting crime, and the relation of the victim to the criminal justice system. Special crime victims such as missing children, abused children, the elderly and battered women will be given attention. Same course as CRJU 270.

SOCI 295 Criminal Justice Research 3-0-3  
Introduction to forms and applications of criminal justice research, including the generation of data and statistical analysis. Emphasizes interpretation of research findings. Prerequisite: ENGL 101. Same course as CRJU 295.

## SPANISH

City Park Campus:

Mr. Crothers, Assistant Professor

It is recommended that students complete all developmental reading course requirements before enrolling in a foreign language class. Students are strongly encouraged to take all foreign language requirements in successive semesters. Native speakers should enroll in SPAN 102 or above after consulting with the appropriate foreign language advisor.

SPAN 101 Elementary Spanish I 3-0-3  
Pronunciation and essentials of grammar with emphasis on understanding and speaking phrases of practical value. Spanish life and culture are studied; simple Spanish prose is read. Prerequisite: Completion of Developmental Composition requirement or appropriate ACT/Placement Test scores prior to enrolling in SPAN 101.



SPAN 102 Elementary Spanish II 3-0-3  
 Second semester of elementary Spanish.  
 Prerequisite: SPAN 101 or permission of the instructor.

SPAN 201 Intermediate Spanish I 3-0-3  
 Same as SPAN-101 and SPAN-102 except at an intermediate level. Students will be expected to use more Spanish language in class. Introduces students to complex sentences. Native Spanish speakers must take SPAN-102 or SPAN-201 after consulting with the appropriate Foreign Language Advisor.  
 Prerequisite: SPAN-102.

SPAN 202 Intermediate Spanish II 3-0-3  
 Second semester of intermediate Spanish.  
 Prerequisite: SPAN 201.

SPAN 204 Civilization and Cultures of Hispanoamerica 3-0-3  
 Examines historical context of the "Discovery of America" and of cultures and civilizations created by Spain's conquest of the New World.  
 Prerequisite: ENGL 101 (reading knowledge of Spanish helpful).

## SPECIAL TOPICS

Special Topics courses are designed to accommodate studies in areas not available through regular college offerings. Topics to be covered in each will vary from semester to semester. For further information, contact the division in which the particular course is offered.

SPAH Special Topics in Arts and Humanities  
 Credit 1-9 TBA

SPAL Special Topics in Allied Health  
 Credit 1-9 TBA

SPAS Special Topics in Arts and Sciences  
 Credit 1-9 TBA

SPBT Special Topics in Business and Technology  
 Credit 1-9 TBA

SPBU Special Topics in Business Studies  
 Credit 1-9 TBA

SPCA Special Topics in Communication  
 Credit 1-9 TBA

SPCC Special Topics in Workforce Development and Education  
 Credit 1-9 TBA

SPNU Special Topics in Nursing  
 Credit 1-9 TBA

SPTTE Special Topics in Technology  
 Credit 1-9 TBA

SPSM Special Topics in Science and Mathematics  
 Credit 1-9 TBA

## SPEECH

City Park Campus:

Ms. Hague, Professor  
 Ms. Louis, Assistant Professor  
 Mr. LaMorte, Instructor

West Bank Campus:

Ms. Clanton, Associate Professor

SPCH 130 Fundamentals of Speech Communication 3-0-3

An overview of speech communication, including aspects of communication theory, interpersonal communication, small group communication, organizational communication (interviewing), and public speaking.  
 Prerequisite: Eligibility for ENGL 101 or permission of the instructor.

SPCH 131 Interpersonal Communication 3-0-3  
 Types of communication skills essential to one-on-one relationships. Topics include self concept, perception, emotions, language, nonverbal communication, listening, conflict management, and intercultural communication.

SPCH 132 Workplace Communication 3-0-3  
 Oral communication in organizations. Topics include discussion methods, conference techniques, interviews, committee reports, lectures, and presentations.

SPCH 230 Public Speaking 3-0-3  
 Advanced speech course that assumes basic language, organizational, and research skills. Students create and deliver topical speeches and analyze class speeches and relevant modern speeches. Research required.  
 Prerequisites: SPCH 130 or ENGL 101.

SPCH 234 Oral Interpretation 3-0-3  
 Art of reading literature to an audience. Emphasizes analytical, vocal, and expressive skills needed to interpret and perform prose, drama, and poetry. For students of speech, theatre, broadcast journalism and other professions that require oral reading.  
 Prerequisites: SPCH 130 and ENGL 101.

SPCH 236 Intercultural Communication 3-0-3  
 Explores the influence of culture on our own and others' communication processes. Students examine how culture shapes world views, affecting and creating obstacles to

communication. This class will exercise theory through primary communication actions with individuals from diverse international cultures as well as domestic co-cultures.

SPCH 240 Rhetoric and Persuasion 3-0-3  
The motivational and persuasive techniques used in changing beliefs and actions. Emphasizes theories and critiques of public speeches, advertising campaigns and public relations practices. Examines and evaluates examples of modern persuasive strategies. Prerequisites: SPCH 130, ENGL 101.

## SURGICAL TECHNOLOGY

City Park Campus:

Ms. Palmer, Assistant Professor and Program Director

Ms. Christofi, Instructor

Mr. Goody, Instructor

Admission to the Surgical Technology Program is a prerequisite for all SURG courses.

SURG 101 Introduction to Medical-Legal Aspects of Surgery 2-0-2  
Ethical and legal components associated with surgery. Includes commonly used drugs, metric system and anesthesia required for surgery.

SURG 102 Microbiology for Surgical Technology 3-0-3  
Sources of contamination by pathogenic organisms and control through aseptic technique in care of surgical patients.

SURG 111 Surgical Instruments and Procedures 1-8-3  
Basic instrumentation, supplies, and equipment used in general, gynecological, urological, and basic orthopedic procedures. Introduces surgical procedures germane to these specialties along with their pathology, positioning, draping, preps, and incisions.

SURG 121 Introduction to Surgical Techniques 1-0-1  
Principles and procedures for sterilization and disinfection of surgical supplies, asepsis and aseptic techniques, and the role of each team member of surgical team. Emphasizes safe patient care before, during, and after surgery.

SURG 141 Introduction to Clinical Practicum 1-8-2  
Introduces surgical techniques and procedures and observation of actual surgical procedures.

SURG 201 Clinical Specialties 2-4-3  
Equipment, instruments, sutures, drains, and dressing required for surgeries in various medical fields. Specialties covered include general, urological, obstetrical, gynecological, plastic, oral, orthopedic, neuro, dental, and otorhinolaryngological surgeries. Prerequisites: SURG 101, 111, 121, 141, BIOL 161, 163, and HESC 111.

SURG 211 Clinical Practicum I 0-24-3  
Rotation in general, urological, obstetrical, gynecological, ophthalmological, oral, dental and otorhinolaryngological procedures. Under direct supervision of faculty. Corequisite: SURG 201.

SURG 212 Clinical Practicum II 0-32-4  
Rotation in plastic surgery, neurosurgery, and cardiovascular, thoracic, peripheral vascular, and orthopedic surgery. Prerequisite: SURG 211.

SURG 213 Clinical Practicum III 0-24-3  
Student participation as a member of the surgical team in an aseptic environment with minimal supervision by hospital staff or instructor. Clinical experience in specialty areas of the surgery department such as general surgery, ortho surgery, eye surgery, etc.

SURG 215 SACK Seminar 1-0-1  
Review of all tests and quizzes taken during the year. Individual, group, and program topics that need further study are recognized, and additional reading, lectures, and tests are given.

## TEACHING

TEAC 201 Teaching & Learning in Diverse Settings I 2-2-3  
Introduces candidates to the field of teaching by focusing on professional responsibilities of educators and the development of elementary school children. Three primary topics will be addressed within the course: Professional Issues for Education Careers, Child Development, and Technology for Teaching and Learning. The course will involve a combination of lecture, group learning, reflection and site-based experiences within schools. This course is the first of a two course sequence. Prerequisites:

Acceptance to the Associate of Science in Teaching program, ENGL 101, passage of Praxis I (Pre-professionals Skills Test), and permission of the program director.

TEAC 203 Teaching & Learning in Diverse Settings II 2-2-3  
Introduces candidates to the field of teaching and focuses on the diverse needs of students. Two primary topics will be addressed within the course: An Introduction to Education, and Child Development/Psychology. The course will involve a combination of lecture and site-based experiences within schools. This course is the second of a two course sequence. Prerequisites: Acceptance to the Associate of Science in Teaching Program, Candidacy for Graduation, ENGL 101, ENGL 102, MATH 128, Passage of Praxis I, TEAC 201, and permission of the program director.

## TECHNOLOGY

City Park Campus:

Dr. Onyenekwu, Professor

TECH 100 Orientation to Technology 3-0-3  
Technical career fields and the relationship between the technician and the engineering disciplines. Work applications are discussed and class projects may be assigned. Assesses students' interests, aptitudes, and skills.

TECH 104 Computer Fundamentals for Technicians 2-3-3  
Introduces common programs in business. Microsoft Works program provides word processing, spreadsheet, and database functions. Telecommunications and macro-modules demonstrated.

TECH 111 Blueprint Reading for Technology 2-4-3  
All aspects of reading working drawings, including symbolism, terminology, detail drawings, sections dimensioning, and schedules.

TECH 201 Engineering Economics 3-0-3  
Application of principles of economics to engineering. Emphasizes cost analysis and cost control in engineering projects. This course may not be substituted for ECON 201 or ECON 202.

## TELEVISION PRODUCTION

City Park Campus:

Ms. Robertson, Professor

TEVP 124 Introduction to Television/Film Production Process 3-3-3  
Theoretical and practical introduction to the language, aesthetics, and techniques of production from conception to completion. The pre-production, production, and post-production phases of the production process are emphasized. Various formats, technologies, and skills will be examined.

TEVP 125 Introduction to Radio Production Process 3-0-3  
Provides students with an overview of the radio production process. Students will study the aesthetics and techniques of audio production and will include scripting, editing, and production of several program forms to possibly air on the campus radio station. Corequisite: MSCM 148.

TEVP 127, 128, 227, 228 I-IV  
TV Production 1-2-1  
Hands-on application of the knowledge and skills used in TV Production. Students will have the opportunity to gain practical experience and build a portfolio of service-learning based projects..

TEVP 251 Field Production 2-3-3  
Use of portable video equipment and technologies in production as applied to ENG (Electronic News Gathering) and EFP (Electronic Field Production) including corporate video, non-broadcast video, and other applications of location video production. Includes post-production editing. Prerequisite: TEVP 124.

TEVP 252 Editing and Post Production 2-3-3  
State-of-the-art techniques in television editing. Designed for students interested in freelance or production positions. Prerequisite: TEVP 124.

TEVP 253 Grip & Electric 3-0-3  
Practical application of theory and equipment use for television production and feature and commercial filmmaking. The focus is on

trouble-shooting, teamwork, set protocol, and safety.

TEVP 254 Studio Production/Direction 2-3-3  
Basic studio producing-directing techniques required for production of live on-tape programs. Includes practical experience in setup and operation of multi-camera studio equipment, lighting equipment, and audio equipment as well as use of the video switcher, and character generator. Prerequisite: TEVP 124.

TEVP 255 Corporate Communication 3-0-3  
Explores the corporate culture and its utilization of television production as a communications tool. Students research, develop, and produce a short corporate / educational / industrial program. Prerequisite: TEVP 124.

TEVP 259 Documentary Production 3-0-3  
In-depth look at story and structure to films and videos based on factual material. This course will lay out the basics of dealing with "real-life" material in a dramatic way. Various approaches and styles of storytelling will be explored. Prerequisite: TEVP 124.

TEVP 270 Practicum 1-15-3  
Supervised study in an approved area of the Concentration. May include work experience in the television field as an intern or intensive research, seminars, and reports in a specific area of study. Prerequisite: Completion of a minimum of 12 hours in concentration and approval of instructor.

## THEATRE

City Park Campus:

Mr. Baker, Associate Professor

Mr. LaMorte, Instructor

Mr. Santos, Instructor

THEA 101 Introduction to the Theatre 3-0-3  
Surveys major eras of theatre from Greeks to present. Emphasizes historical, literary, and production contributions to evolution of contemporary theatre. Attention to political, religious and sociological aspects of eras.

THEA 102 Modern Theatre 3-0-3  
Explores playwrights who shaped 20th Century drama philosophies and production styles from

Chekov, Ibsen and Strindberg through Shaw, O'Neill, Brecht and Beckett. Corequisite: ENGL 101.

THEA 103 Stagecraft I 2-3-3  
Technical study of backstage aspects of construction, painting and manipulation of stage settings and properties with emphasis on safety and organization of stage activity. Corequisites: THEA 121, 122, 221, or 222 (Play Production).

THEA 110 Storytelling 3-0-3  
Introduction to the art of storytelling techniques, with an emphasis on folklore and presentation style. Attention will be paid to use of costumes, props, and puppets.

THEA 111 Fundamentals of Acting 3-0-3  
Improvisation and basic acting skills necessary in the development of building a life of a character; analysis of play structure from an actor's and critic's point of view. Through exercises, relaxation, sensory awareness, stage movement, text work, and critiques the student/actor will heighten awareness, refine focus and concentration, and expand the imagination.

THEA 113/213 Musical Theatre  
Workshop I- II 1-2-1  
Introduction and exploration of acting techniques and vocal styles used in musical theatre performance. Performance theories and styles integrated with vocal and acting practice. Fall semester only. Corequisites: Private voice lessons: MUSC 123, 124, 223, 224, 163, 164, 263, 264, 183, 184, 283, or 284.

THEA 121/122/221/222 Play Production  
Lab I 0-2-1  
Participation in technical or performance production of theatre productions at Delgado. Required course for all PFMA/Theatre Majors. Open to all students.

THEA 131 Movement for Theatre 3-0-3  
Exploration of various movement techniques, principles, and styles used in stage performance. Students will develop skills in the concepts of basic spatial stage relationships, unarmed combat, armed combat, and/or period or stylized movement.

THEA 207 Classical Theatre 3-0-3  
Literature and theatre of Renaissance. Emphasizes Shakespeare and his

contemporaries. Includes English, French, and Italian acting styles, theatre architecture, and production conventions. Prerequisites: THEA 101, ENGL 101.

THEA 208 Ethnic/Minority Theatre 3-0-3  
Social values as represented in the contemporary theatre. Covers non-Western, alternative life-style, women's studies, and physically challenged plays and performance styles. Prerequisite: ENGL 101.

THEA 211 Acting II 3-0-3  
Introduces the student actor to the characterization skills necessary in the development of building a life of a character, to analyze play structure and characterization from the point-of-view of the actor and the critic. Through exercises, relaxation, sensory awareness, stage movement, text/scene work, and critiques; the student actor will heighten awareness of self and partner, refine focus, characterization, concentration, and expand the imagination.

THEA 213 Musical Theatre 3-0-3  
Survey of the history of musical theatre and acting techniques and vocal styles used in musical theatre performance. The student will study performance theories and styles and will integrate these with vocal and acting exercises.

THEA 241 Acting for the Camera 3-0-3  
Introduces the student to acting techniques used in television and film. The student will have on-camera experience in sustained scenes and commercial styles.

THEA 250 Stage Management 2-3-3  
Study of principles, duties and responsibilities of stage management. Practical experience through involvement in Delgado Theatre productions. Prerequisites: THEA 103 or permission of instructor.

## VETERINARY TECHNOLOGY

City Park Campus:

Dr. Hurrell, Program Director and  
Instructor

Ms. Limon, Instructor and Clinical  
Coordinator

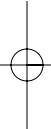
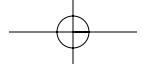
VETT 101 Animal Health Careers 1-0-1  
Introduction to careers involving animals. This course will give the student information on the various career opportunities available in the animal health field. Careers to be discussed include: veterinarian, veterinary technician, zoo work, kennel management, other canine careers, equine careers, governmental and research careers, and business opportunities.

VETT 102 Veterinary Office Procedures & Hospital Management 3-0-3  
Skills needed in the management of veterinary facilities, including development of skills working with people, team approach to problem-solving, veterinary computer applications, ethics in veterinary medicine, appointment scheduling, and record keeping. Prerequisite: Acceptance into Veterinary Technology Program.

VETT 105 Animal Anatomy & Physiology 4-0-4  
Basic fundamentals of anatomy & physiology of domestic animals are covered, with emphasis on dogs and cats. Focus is on anatomical structures of clinical importance to Veterinary Technicians. Course includes veterinary medical terminology to assist the student in communicating with the professional staff at a veterinary facility. Prerequisite: Acceptance into Veterinary Technology Program.

VETT 106 Animal Anatomy & Physiology Laboratory 0-3-1  
Provides the student with techniques involved in anatomic dissection. Structures studied are related back to the live animal. Prerequisite: Acceptance into Veterinary Technology Program.

VETT 121 Animal Nursing Skills I 1-3-2  
Introduction to the proper handling and restraint techniques of dogs and cats, including the fundamentals of personal safety when handling animals. The study of the technical skills required to perform physical examinations, medicate animals, collect laboratory samples, perform bandaging, and place catheters. Prerequisite: Acceptance into Veterinary Technology Program. Corequisite: VETT 131.



- VETT 125 Pharmacology for Veterinary Technicians 2-0-2  
Study of drugs and medical substances used clinically in veterinary medicine. The mathematics of dosage and formulation is also covered. Prerequisite: Acceptance into Veterinary Technology Program.
- VETT 131 Surgical Nursing for Veterinary Technicians 1-3-2  
Fundamentals of asepsis. Topics include instrument identification, as well as preparation of the surgical suite, the surgical pack, and supplies, the patient and the surgical assistant. Dental procedures are also covered. Prerequisite: Acceptance into Veterinary Technology Program.
- VETT 135 Clinical Pathology I 3-0-3  
Basic fundamentals of hematology, urinalysis, and parasitology are covered. Emphasis is placed on testing procedures, clinical significance of the tests, and quality control on performing the tests. Parasite life cycles are covered with the focus on client education. Prerequisite: Acceptance into Veterinary Technology Program.
- VETT 136 Clinical Pathology I Laboratory 0-3-1  
Laboratory techniques of hematology, urinalysis, and parasitology are practiced. Emphasis is placed on the most commonly requested laboratory tests. Prerequisite: Acceptance into Veterinary Technology Program.
- VETT 141 Anesthesia for Veterinary Technicians 2-0-2  
Fundamentals of anesthesia safety and efficacy are taught. Emphasis is on small animal anesthesia. Anesthetic monitoring, post-anesthetic care, pain management, and emergency procedures are also covered. Prerequisite: Acceptance into Veterinary Technology Program.
- VETT 145 Radiology for Veterinary Technicians 2-0-2  
Fundamentals of taking quality radiographs while following safe radiological procedures. Alternative imaging technologies are also discussed. Prerequisite: Acceptance into Veterinary Technology Program.
- VETT 157 Clinical Externship I 0-12-2  
Supervised clinical experience in a small animal facility. Prerequisites: Acceptance into Veterinary Technology Program
- VETT 205 Small Animal Medicine 3-0-3  
Study of the common diseases of the dog and the cat. Emphasis is placed on diagnostic tests, 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. Breeds of dogs and cats are covered. Prerequisite: Acceptance into Veterinary Technology Program.
- VETT 211 Laboratory Animal Medicine and Nursing 2-0-2  
Overview of principles and practices employed in animal research facilities. Husbandry techniques and ethical treatment of animals is also covered. The common laboratory species are discussed not only as laboratory animals but also as “pocket pets” seen in veterinary practices. The common laboratory animal species discussed include: rats, mice, gerbils, hamsters, guinea pigs, and rabbits. Breeds of each species are also covered. Prerequisite: Acceptance into Veterinary Technology Program.
- VETT 221 Animal Nursing Skills II 1-3-2  
Supervised clinical training in radiology, emergency care, anesthesia of animals, surgery and operating room techniques, and post-operative nursing care. Students will be responsible for an x-ray portfolio, anesthesia experiences, and daily patient care in the recovery area. Prerequisite: Acceptance into Veterinary Technology Program.
- VETT 227 Clinical Externship II 0-12-2  
Supervised clinical experience in a small animal facility. Prerequisite: Acceptance into Veterinary Technology Program.
- VETT 235 Clinical Pathology II 1-3-2  
Clinical chemistry tests, cytology, immunology, and endocrine testing are covered. This course is cumulative in nature, as students will apply previously learned procedures such as hematology, urinalysis, and parasitology testing. Prerequisites: Acceptance into Veterinary Technology Program.

VETT 241 Large Animal Medicine and Nursing 3-3-4  
Fundamentals of large animal husbandry and basic techniques of sample collection and nursing care of large animal species. Techniques will include venipuncture, injections, and administration of oral medications. Common diseases of the horse and other large animal species are covered. Herd health management, preventive medicine, common vaccinations, parasite control programs, and breeds of large animal species are also covered. Prerequisite: Acceptance into Veterinary Technology Program.

VETT 251 Veterinary Technology Trends 2-0-2  
New or current topics of interest in veterinary technology covered, including technology changes in veterinary practice, emergency medicine, avian and exotic pet medicine, and animal behavior. Future trends and specialization are also discussed. Prerequisite: Acceptance into Veterinary Technology Program.

VETT 257 Clinical Externship III 0-12-2  
Supervised clinical experience in an animal facility. Prerequisite: Acceptance into Veterinary Technology Program.

## VISUAL COMMUNICATIONS

City Park Campus:

Ms. Joffrion, Associate Professor  
Mr. Kearney, Associate Professor  
Mr. Straka, Instructor  
Mr. Walley, Instructor

West Bank Campus:

Mr. Johnson, Professor  
Ms. Niolet, Professor

VISC 102 Introduction to Graphic Design 3-3-3  
Terminology, equipment, and procedures. Includes image generation, photographic and electronographic methods, image transfer, and finishing operations performed in printing production.

VISC 107 Illustration I 2-4-3  
Fundamentals of illustration, emphasizing design principles and visual presentation.

VISC 131 Two-Dimensional Design 2-4-3  
Fundamentals of two-dimensional design. Same course as INTD 131.

VISC 132 Color Design 2-4-3  
Fundamentals of design with emphasis on color theory. Prerequisite: VISC 131.

VISC 143 Illustration II 2-4-3  
Continuation of VISC 107. Prerequisite: VISC 107.

VISC 154 Typography 3-3-3  
Studies the application of typographic principles to aesthetics, functionalism, legibility, and communication. Explores both traditional and experimental solutions to typography problems. Prerequisite: VISC 102.

VISC 185 Introductory Photography 3-3-3  
Basic photography and use of camera. Covers films, developing, and printmaking.

VISC 189 Advanced Photographic Techniques 3-3-3  
Use of camera emphasizing technical problems encountered in professional photography. Includes slide processing. Prerequisite: VISC 185 or equivalent.

VISC 192 Advanced Darkroom Techniques 3-3-3  
Color slide processing and advanced black and white procedures. Includes printing controls, combination printing, toning, colorization, posterization, high-contrast printing, gumbichromate printing, and printing color negatives in black and white. Prerequisite: VISC 185 or permission of instructor.

VISC 204 Computer Graphics I 3-3-3  
Techniques for using graphics computer: designing projects, storing information, recalling information, and creating print information as hard copy. Introduction to the use of raster-based, digital image-editing software.

VISC 205 Cartooning and Comic Book Art 3-3-3  
Techniques and application of cartooning in graphic design, with emphasis on figure stylization, story adaptation, layout, and reproduction used in single and multiple panel illustrations.



VISC 214 Computer Graphics II 2-4-3  
Continuation of VISC 204. Drawing and design projects using a computer; use of scanner and color separations. Prerequisite: VISC 102 and VISC 204.

VISC 223 Fashion Illustration 2-4-3  
Development of fashion figure as it relates to commercial and advertising art. Prerequisite: FNAR 103 or permission of instructor.

VISC 224 Computer Graphics III 2-4-3  
Basic elements of typesetting on computer. Prerequisite: VISC 102 and VISC 204.

VISC 225 Digital Imaging 2-4-3  
Continuation of VISC 204. Electronic manipulation of scanned photographs, slides, and original artwork. Further exploration of raster-based, digital imaging software. Prerequisite: VISC 204.

VISC 226 Web Design on the Mac 2-4-3  
Elements and principles of a well designed web page. Prerequisite: VISC 225.

VISC 234 Computer Graphics IV 3-3-3  
Desktop publishing for the graphic artist, including publication design and production through use of generic computers and current operative software. Prerequisite: VISC 214 and VISC 224.

VISC 242 Digital Photography 3-3-3  
Basic digital photography and use of the digital camera. Covers camera functions and usage and software used by the modern digital photographer in manipulation of photographs. Prerequisites: VISC 185 and VISC 204.

VISC 244 Computer Animation 2-4-3  
Use of computer techniques to produce high quality animated color graphics with sound tracks for video presentation. Prerequisite: VISC 102 and 204.

VISC 246 Photographic Portfolio 3-3-3  
Develops a portfolio of photographs of specific theme and technique. Weekly critiques of work. Prerequisite: VISC 185 and any second photography course or permission of instructor.

VISC 247 Cartooning/  
Comic Book Portfolio 3-3-3  
This course allows the student to develop a portfolio of illustrated production pages for submission purposes or for the development of projects for print production. Weekly critiques of

work. Prerequisites: VISC 205 and FNAR 212 or permission of instructor.

VISC 256 Advertising Design 2-4-3  
Advanced design and illustration problems, emphasizing layout for presentation and reproduction. Prerequisites: VISC 102, 107, 131, and 204.

VISC 260 Portfolio Development 2-4-3  
Advanced studio project in commercial art. Concentrated work in area of student's particular interest. Prerequisite: Advanced standing and permission of instructor.

## WELDING APPRENTICE

WELD 111 Welder Training and Testing 2-1-2  
This course will provide theoretical and practical applications associated with fillet and butt joint welding. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

WELD 113 Welding Procedures 2-1-2  
An overview of the basic welding procedures used in a commercial shipyard. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

WELD 115 Welding Theory and Techniques 1-2-2  
This course is designed to introduce the basic principles of Shielded Metal Arc Welding, Gas Tungsten Arc Welding, and Gas Metal Arc Welding processes. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

WELD 119 G.M.A.C. and F.C.A.W. Welding 1-2-2  
An overview of the accessory equipment used in semi-automatic welding processes. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

WELD 121 Training & Testing Pipe S.M.A.W. 2-3-3  
This course is designed to introduce the apprentice to the basics of pipe welding techniques. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

WELD 123 Blueprint Reading for  
Pipe Welding 1-2-2

An introduction for the apprentice pipe-welder to blueprint reading techniques and principles. Topics include: the techniques of drawing, sections, elevations, meaning of various symbols, piping systems, and practical exercises in blueprint reading required for success in the pipe-welding trade.

Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

WELD 207 Training & Testing Pipe  
G.T.A.W. (Cress) 2-3-3

This course is designed to introduce the apprentice to the details involved in procedure writing and qualification. The apprentice will read procedures and apply these procedures to the weld test. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

WELD 209 Training & Testing  
G.T.A.W. (CuNi) 2-3-3

This course is designed to introduce the apprentice to the details involved in procedure writing and qualification. The apprentice is taught to read procedures and apply them to weld test. Prerequisite: The student must hold apprentice status at an approved agency prior to enrolling in this course.

## WELLNESS

Ms. Kern, Professor and Program Director

WELL 101 Fitness I 0-2-1

Includes a wellness assessment, fitness assessment, and development of a personalized fitness program based on assessment results. Students will learn and perform basic aerobic, flexibility and resistive exercises in a program designed to meet their specific wellness and fitness needs.

WELL 102 Aerobics I – Basic 0-2-1

Designed to safely and effectively improve cardiorespiratory function, muscular strength, flexibility and endurance. Students will participate in an aerobics class consisting of a warm-up phase, an aerobic phase and a cool down (stretching phase).

WELL 103 Yoga I – Basic 0-2-1

Eastern Indian form of mind-body practice. Includes sustaining postures, breathing and meditation. Class will emphasize the balance of strength, flexibility and meditation as the main components of yoga practice.

WELL 120 Hip Hop Dance 0-2-1

Utilizes urban dance and choreography to increase cardiorespiratory fitness and body toning. The high-energy class offers step-by-step lessons combined with modern urban music which will contribute to a full dance routine.

WELL 122 Kick Boxing 0-2-1

Designed to safely and effectively improve cardiorespiratory function and muscular strength, flexibility and endurance. Kick boxing techniques combined with aerobic exercise consisting of a warm-up phase, an aerobic phase and a cool down (stretching phase).

WELL 130 Pilates 0-2-1

Exercise involving concentrated strength and flexibility training to promote balance of the body and mind. The method involves strengthening and lengthening muscles, performance of flowing movements, and concentration on muscular control, especially from the body core.

WELL 133 Tai Chi 0-2-1

Chinese martial arts and exercise involving breathing and slow, graceful body movement to enhance fitness and well-being. Emphasizes balance, flexibility, motor learning and meditation as components of Tai Chi practice.

WELL 140 Personal Wellness 3-0-3

Concept of wellness for the improvement of quality of life and well-being. Also emphasizes the role self-responsibility plays in addressing personal wellness and embraces individuality in wellness choices.

WELL 141 Fitness II 0-2-1

Designed to help the individual establish an intermediate fitness program that can be integrated into their personal lifestyle. Includes a wellness assessment, fitness assessment, and development of a personalized fitness program based on assessment results. Students will continue to learn intermediate aspects of

aerobic, flexibility and resistive exercises in a program designed to meet their specific wellness and fitness needs. Prerequisite: WELL 101

WELL 145 Personal Fitness 1-2-2  
Emphasizes the role fitness plays in a wellness-based lifestyle. Components of fitness in depth and the importance of physical activity and exercise in maintaining health and wellness. Concepts of nutrition, time, and stress management, postural techniques and injury prevention will be examined and their impact on physical fitness. Students will participate in wellness and fitness assessment tools, analyze the results and develop strategies to improve personal fitness.

WELL 150 Personal Nutrition for Wellness 1-0-1  
Provides information on nutrition for the promotion of personal wellness. Basic course covering key nutritional concepts, behavior and consumerism related to nutrition, nutrition related to weight management, the role of nutrition in personal health and wellness.

WELL 152 Stress Management for Wellness 1-0-1  
Stress management for the promotion of personal wellness. Basic course covering key stress management concepts, the stress response, recognizing distress, strategies for managing stress, and how stress relates to overall personal wellness.

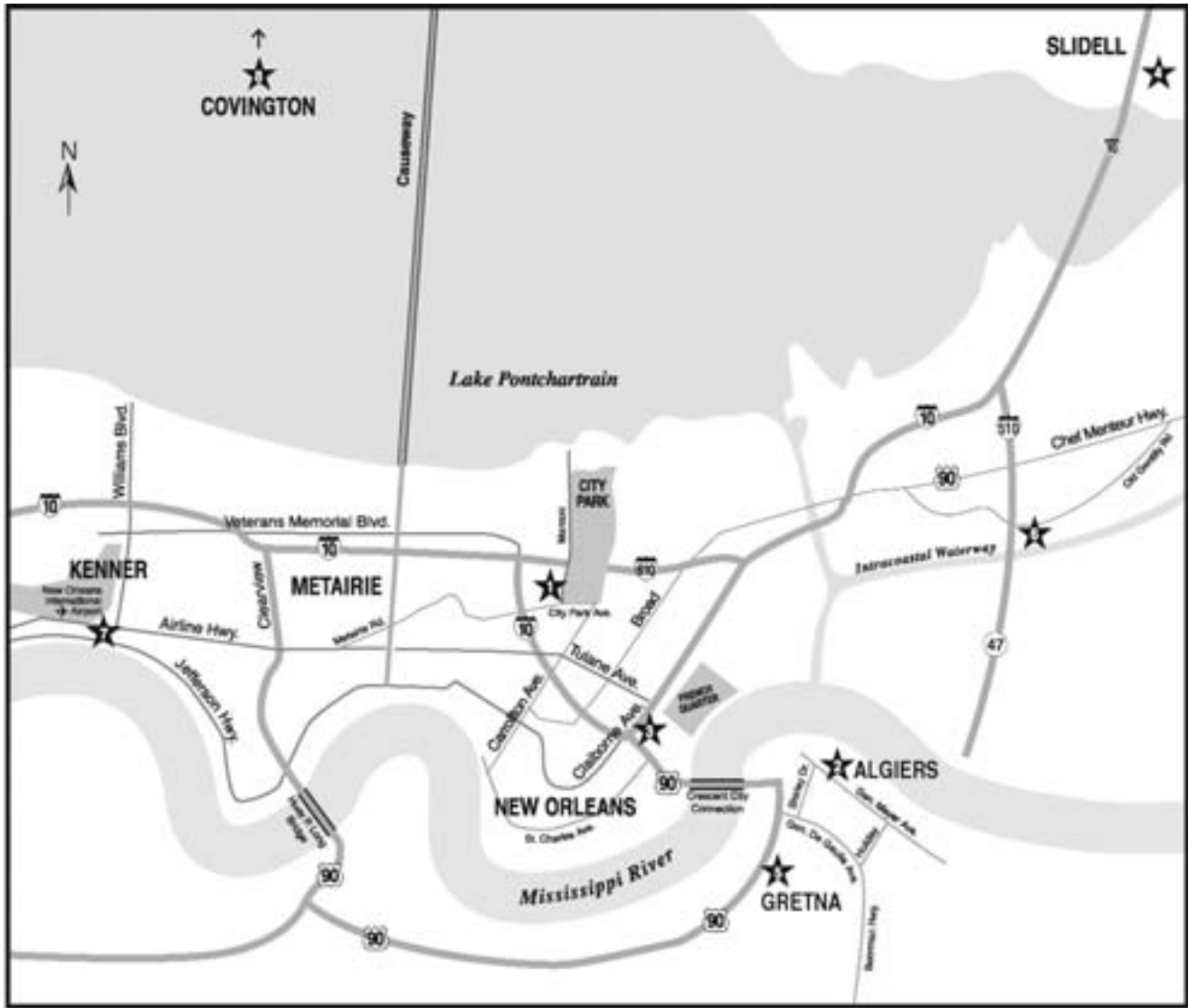
WELL 160 Special Topics in Wellness 1-0-1 or 2-0-2  
Course will provide opportunity to participate in courses designed to address modern topics

in wellness that currently affect students. Different courses may be offered each semester focusing on a special topic in wellness.

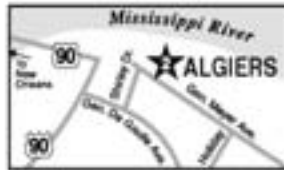
WELL 201 Fitness III 0-2-1  
Designed to help develop an advanced fitness program that can be integrated into personal lifestyle. Includes a wellness assessment, fitness assessment, and development of a personalized fitness program based on assessment results. Students will continue to learn advanced aspects of aerobic, flexibility and resistive exercises. Student must choose one aspect of fitness for advance study in terms of personal program, and for assignments. Prerequisite: WELL 141

WELL 202 Aerobics II-Intermediate 0-2-1  
Designed to safely and effectively improve cardiorespiratory function, muscular strength, flexibility and endurance. Students will participate in an intermediate level aerobics class consisting of a warm-up phase, an aerobic phase and a cool down (stretching phase). Prerequisite: WELL 102

WELL 203 Yoga II-Intermediate 0-2-1  
Designed to safely and effectively progress students to an intermediate level of yoga practice. The class will emphasize the balance of strength, flexibility and meditation as the main components of yoga practice. Prerequisite: WELL 103



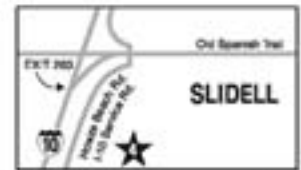
**City Park Campus** ★  
 615 City Park Avenue  
 New Orleans, Louisiana 70119-4399  
 Phone: (504) 483-4114  
 Workforce Development and Education  
 Phone: (504) 361-6689



**West Bank Campus** ★  
 2600 General Meyer Avenue  
 New Orleans, Louisiana 70114-3095  
 Phone: (504) 361-6643



**Charity School of Nursing** ★  
 450 S. Claiborne Avenue  
 New Orleans, Louisiana 70112-1310  
 Phone: (504) 568-6411



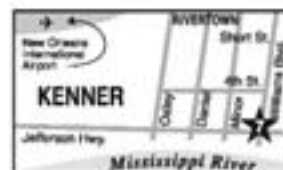
**Northshore - Slidell** ★  
 320 Howze Beach Road  
 I-10 Service Road  
 Slidell, Louisiana 70461  
 Phone: Slidell (985) 646-6420  
 New Orleans: (504) 568-4711/4731



**Gretna/West Jefferson Office** ★  
 1900 Lafayette St., Suite 1  
 Gretna, Louisiana 70053  
 Phone: (504) 361-6689



**Maritime, Fire & Industrial Training Facility** ★  
 13200 Old Gentilly Road  
 New Orleans, Louisiana 70129  
 Phone: (504) 483-4038  
 Toll Free: 1-877-371-8206



**Kenner /East Jefferson Office** ★  
 2100 Third Street Unit #2  
 Kenner, Louisiana 70062  
 Phone: (504) 471-2770



**Northshore - Covington** ★  
 207 E. Lockwood St.  
 Covington, Louisiana 70433  
 Phone: (985) 893-6286  
 New Orleans: (504) 568-2167

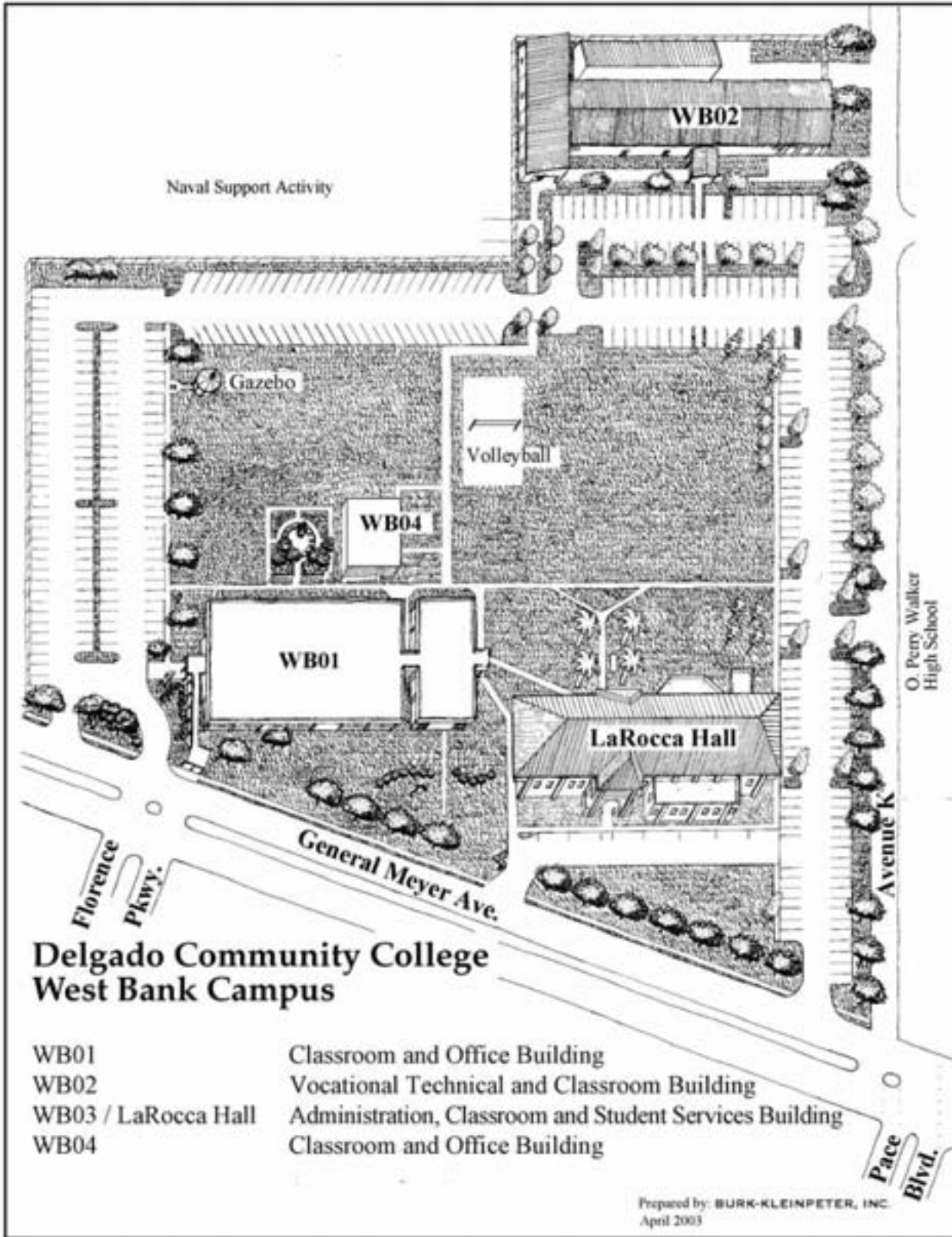
**NEW LOCATION** (not depicted)  
 675 N. Causeway Blvd.  
 Mandeville, Louisiana 70448  
 Phone: (504) 624-4165



## Delgado Community College - City Park Campus

CP 01	Isaac Delgado Hall	CP 23	Student Life Center
CP 1A	Fitness Center	CP 32	Children's Center
CP 1B	Campus Police Dispatch Office	CP 33	Workforce Development/Training Initiatives
CP 02	Student Services Center	CP 35	Grounds Maintenance
CP 03	Bookstore	CP 36	Workforce Development & Education
CP 04	Seymour Weiss Allied Health Building	CP 37	O'Keefe Administration Building
CP 05	N. O. Science & Math High School Site	Henry E. Braden, Sr. Vocational Technical Complex	
CP 07	Learning Resource Center/Moss Memorial Library	CP 38	Harry J. Batt, Sr. Building/Campus Police
CP 08	Classroom Building	CP 39A	Bernard J. Bagert, Sr. Building
CP 09	Workforce Development & Education Classroom /Radar School	CP 39B	Charles D. Lancaster, Sr. Building
CP 10	Francis E. Cook Building/CATT	CP 40	Adam R. Haydel, Sr. Building
CP 11	Michael L. Williamson Complex /Gym	CP 41	General Motors Technology Lab
CP 12	Central Utilities Building	[A]	Parking Areas A-L
CP 22	Technology Building/Post Office		



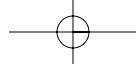


**Delgado Community College  
West Bank Campus**

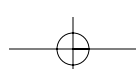
- WB01 Classroom and Office Building
- WB02 Vocational Technical and Classroom Building
- WB03 / LaRocca Hall Administration, Classroom and Student Services Building
- WB04 Classroom and Office Building

Prepared by: BURK-KLEINPETER, INC.  
April 2003

CAMPUS MAPS

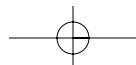
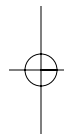
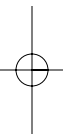
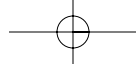


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## IMPORTANT PHONE NUMBERS AT DELGADO COMMUNITY COLLEGE

### COLLEGE ADMINISTRATION

General . . . . . 671-5000  
 ADA Compliance Office . . . . . 762-3044  
 Accounts Payable . . . . . 762-3013  
 Accounts Receivable . . . . . 762-3012  
 Human Resources . . . . . 762-3015  
 Office of Information Technology . . . . . 671-5505

Provost's Office . . . . . 571-1290  
 Registrar's Office . . . . . 571-1392  
 Retention and Academic Counselor . . . . . 571-1273  
 SGA . . . . . 571-1337

### CITY PARK CAMPUS

General . . . . . 671-5012  
 Admissions . . . . . 671-5099  
 Advising and Testing . . . . . 671-5155  
 Evening Division . . . . . 671-5213  
 Financial Assistance . . . . . 671-5051  
 Library . . . . . 671-5332  
 Provost's Office . . . . . 671-5055  
 Registrar's Office . . . . . 671-5022

### NORTHSHORE/COVINGTON

New Orleans . . . . . 568-2167  
 Covington . . . . . (985) 671-6600

### NORTHSHORE/SLIDELL

New Orleans . . . . . 568-4711/4731  
 Slidell . . . . . (985) 671-6610

### WEST BANK CAMPUS

General . . . . . 762-3100  
 Admissions/Registrar . . . . . 762-3100  
 Bookstore . . . . . 762-3184  
 Bursar . . . . . 762-3181  
 Financial Assistance . . . . . 762-3192  
 Library . . . . . 762-3154  
 Provost's Office . . . . . 762-3110  
 Student Affairs . . . . . 762-3100  
 Student Government Association . . . . . 762-3118  
 Veterans Affairs . . . . . 762-3209

### WORKFORCE DEVELOPMENT AND EDUCATION

General . . . . . 762-3023

### CHARITY SCHOOL OF NURSING

General . . . . . 571-1270  
 Admissions . . . . . 571-1280  
 Bursar . . . . . 571-1275  
 Computer Lab . . . . . 571-1309  
 Dean of Learning and  
     Student Development . . . . . 571-1327  
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 Media Center . . . . . 571-1278

### ACADEMIC DIVISIONS

Allied Health . . . . . 671-6201  
 Arts and Humanities . . . . . 671-6535  
 Business and Technology . . . . . 671-6100/762-3106  
 Communication . . . . . 671-6536/762-3223  
 Science and Mathematics . . . . . 671-6480/762-3106

More information is available on the College website: [www.dcc.edu](http://www.dcc.edu).

**Delgado Police Department  
 Emergency Contact  
 Phone Numbers**

671-6111 (7:00a.m.-10:00 p.m.)  
 818-6254 (Weekend, Holidays  
 and After Hours)  
 911 Local Police

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**Non-Emergency Contact  
 Phone Number  
 (Regular Business Hours)**

671-6111

PHONE NUMBERS





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