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# CALENDERS – ACADEMIC YEAR 2016-2017

## SUMMER 2016 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session A</td>
<td>May 24, 2016</td>
<td>July 18, 2016</td>
</tr>
<tr>
<td>Session B</td>
<td>May 24, 2016</td>
<td>June 20, 2016</td>
</tr>
<tr>
<td>Session C</td>
<td>June 21, 2016</td>
<td>July 18, 2016</td>
</tr>
<tr>
<td>Special Sessions</td>
<td>Dates vary and are available in LOLA</td>
<td></td>
</tr>
<tr>
<td>BPCC at NSU Session B</td>
<td>June 6, 2016</td>
<td>July 1, 2016</td>
</tr>
<tr>
<td>BPCC at NSU Session C</td>
<td>July 5, 2016</td>
<td>July 29, 2016</td>
</tr>
<tr>
<td>BPCC at GSU Session B</td>
<td>May 24, 2016</td>
<td>June 20, 2016</td>
</tr>
<tr>
<td>BPCC at LSUS Session A</td>
<td>May 24, 2016</td>
<td>July 18, 2016</td>
</tr>
<tr>
<td>LCTCS Online</td>
<td>June 1, 2016</td>
<td>July 20, 2016</td>
</tr>
</tbody>
</table>

Financial Aid appeals are reviewed each week. Appeals are due Tuesday of each week. Last day to appeal is posted on the Appeal Form.

Academic Standing Appeals are due one week prior to the start of the session.

See the Summer 2016 Academic Bulletin for a complete list of semester information at [www.bpcc.edu/bulletin/summer](http://www.bpcc.edu/bulletin/summer).

*For any admissions questions, please contact our Admissions Office at 318-678-6004*
### FALL 2016 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session A</td>
<td>August 12, 2016</td>
<td>December 7, 2016</td>
</tr>
<tr>
<td>Session B</td>
<td>August 12, 2016</td>
<td>October 6, 2016</td>
</tr>
<tr>
<td>Session C</td>
<td>October 7, 2016</td>
<td>December 7, 2016</td>
</tr>
<tr>
<td>Session D</td>
<td>August 12, 2016</td>
<td>September 8, 2016</td>
</tr>
<tr>
<td>Session E</td>
<td>September 12, 2016</td>
<td>October 6, 2016</td>
</tr>
<tr>
<td>Session F</td>
<td>October 7, 2016</td>
<td>November 3, 2016</td>
</tr>
<tr>
<td>Session G</td>
<td>November 4, 2016</td>
<td>December 7, 2016</td>
</tr>
<tr>
<td>Session J</td>
<td>August 29, 2016</td>
<td>December 7, 2016</td>
</tr>
<tr>
<td>Special Sessions</td>
<td>Dates vary</td>
<td></td>
</tr>
<tr>
<td>BPCC at NSU Session A</td>
<td>August 12, 2016</td>
<td>December 7, 2016</td>
</tr>
<tr>
<td>BPCC at NSU Session B</td>
<td>August 12, 2016</td>
<td>October 6, 2016</td>
</tr>
<tr>
<td>BPCC at NSU Session C</td>
<td>October 7, 2016</td>
<td>December 7, 2016</td>
</tr>
<tr>
<td>BPCC at NSU-Leesville</td>
<td>August 12, 2016</td>
<td>December 7, 2016</td>
</tr>
<tr>
<td>LCTCS Online</td>
<td>TBA</td>
<td></td>
</tr>
</tbody>
</table>

Financial Aid appeals are reviewed each week. Appeals are due Tuesday of each week. Last day to appeal is posted on the Appeal Form.

Academic Standing Appeals are due one week prior to the start of the session.

Last day to register for a course for each session is the first day of class with the exception of Session A:

- *Registration for Session A ends August 18 at 7:00 PM.*

Please see the Fall 2016 Academic Bulletin for a complete list of semester information at [www.bpcc.edu/bulletin/fall](http://www.bpcc.edu/bulletin/fall).

*For any admissions questions, please contact our Admissions Office at 318-678-6004*
## SPRING 2017 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session A</td>
<td>January 13, 2017</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>Session B</td>
<td>January 13, 2017</td>
<td>March 9, 2017</td>
</tr>
<tr>
<td>Session C</td>
<td>March 10, 2017</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>Session D</td>
<td>January 13, 2017</td>
<td>February 9, 2017</td>
</tr>
<tr>
<td>Session E</td>
<td>February 10, 2017</td>
<td>May 9, 2017</td>
</tr>
<tr>
<td>Session F</td>
<td>March 10, 2017</td>
<td>April 12, 2017</td>
</tr>
<tr>
<td>Session G</td>
<td>April 13, 2017</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>Session J</td>
<td>January 27, 2017</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>Special Sessions</td>
<td>Dates vary and are available in LOLA</td>
<td></td>
</tr>
<tr>
<td>BPCC at NSU Session A</td>
<td>January 13, 2017</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>BPCC at NSU Session B</td>
<td>January 13, 2017</td>
<td>March 9, 2017</td>
</tr>
<tr>
<td>BPCC at NSU Session C</td>
<td>March 10, 2017</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>BPCC at NSU-Leesville</td>
<td>January 13, 2017</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>LCTCS Online</td>
<td>TBA</td>
<td></td>
</tr>
</tbody>
</table>

Financial Aid appeals are reviewed each week. Appeals are due Tuesday of each week. Last day to appeal is posted on the Appeal Form.

Academic Standing Appeals are due one week prior to the start of the session.

Last day to register for a course for each session is the first day of class with the exception of Session A:

- **Registration for Session A ends January 20, 2017.**

Please see the Spring 2017 Academic Bulletin for a complete list of semester information at [www.bpcc.edu/bulletin/spring](http://www.bpcc.edu/bulletin/spring). (Note: online information for Spring 2017 may not be available until after Fall semester begins.)

*For any admissions questions, please contact our Admissions Office at 318-678-6004*
GOVERNING BOARDS

**Louisiana Board of Regents**

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Baton Rouge  
Edward D. Markle (Vice Chair)  
New Orleans  
Joseph P. Farr (Secretary)  
Monroe  
Claudia H. Adley  
Benton  
Raymond J. Brandt  
Metairie  
Marty J. Chabert  
Chauvin  
Joel E. Dupré  
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William “Bill” Fenstermaker  
Lafayette  
Chris D. Gorman  
Shreveport  
Thomas G. Henning  
Lake Charles  
Robert W. Levy  
Dubach  
Roy O. Martin III  
Alexandria  
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Lake Charles  
Collis B. Temple III  
Baton Rouge  
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Baton Rouge  
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Benton

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Erika McConduit-Diggs  
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Norman “Woody” Ogé  
Avondale  
Joe Potts  
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Winnsboro  
Stephen C. Smith  
Schriever  
Craig Spohn  
Benton  
Vincent St. Blanc, III  
Franklin  
Charles Strong  
Serepta  
Sommer Brown (Student Member)  
Houma  
Jennifer Burgess (Student Member)  
Baton Rouge
ADMINISTRATIVE OFFICES

Douglas "Rick" Bateman, Jr., Ph.D. ................................................................. Chancellor
Juanita Epps, B.S. ............................................................................................. Compliance Officer, Auditing
Allison Martin, M.L.A. ..................................................................................... Director of Institutional Effectiveness Initiatives
Tracy McGill, B.A. ........................................................................................... Director of Public Relations
Christy Moore, A.A.S. .................................................................................... Executive Assistant to the Chancellor
Stephanie Rogers, B.S. .................................................................................. Director of Institutional Advancement

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Holly French-Hart, D.Mgt. ................................................................................ Associate Vice Chancellor for Institutional Effectiveness, Strategic Planning and Assessment
Donna Womack, M.S. ...................................................................................... Associate Vice Chancellor for Innovative Learning
Brenda Brantley, M.L.S. ................................................................................... Dean of Communication and Performing Arts
Carolyn Burroughs, M.Ed. ................................................................................ Dean of Science, Nursing, and Allied Health
Charles Cameron, M.A. .................................................................................. Dean of Educational Technology
Ray Scott Crawford, Ph.D. ............................................................................... Dean of Instructional Technology
Vicki Dennis, M.A. ........................................................................................... Dean of Liberal Arts
Peggy Fuller, M.B.A. ......................................................................................... Dean of Business
Michelle D. "Dee Dee" Mitchell, M.A. ............................................................... Dean of Behavioral-Social Sciences and College Transition Programs
Sandra Partain, M.H.S. .................................................................................... Dean of Technology, Engineering, and Mathematics
Cieltia Adams, M.A. ........................................................................................ Director of Academic Planning
Lynn Brown, M.A. ........................................................................................... Director of BPCC Testing Center
Jennifer Lawrence, M.A. ................................................................................ Interim Director of Grants
Connie McConathy, B.S. ................................................................................. Program Director for BPCC at NSU
Staci Phillips, M.S. .......................................................................................... Interim Director of Institutional Research and Assessment
Shelli Ulrich, B.S. ........................................................................................... Director of College Transition Programs

Business Affairs and Administration
Tom Williams, M.Ed. ........................................................................................ Executive Vice Chancellor for Administration
Raymond Abraham, B.A., CPA, CGMA .............................................................. Associate Vice Chancellor for Finance
Gary Hollatz .................................................................................................... Chief Information Systems Officer
Teri Bashara, B.S. ........................................................................................... Director of Human Resources
Gayle Doucet, B.S. .......................................................................................... Director of Purchasing
David Jones, B.S. ........................................................................................... Director of Environmental Health and Safety
Mike May ......................................................................................................... Director of Campus Security
Joseph St. Andre, M.S. .................................................................................. Director of Physical Plant Maintenance

Economic and Workforce Development
Gayle Flowers, M.Ed. ...................................................................................... Vice Chancellor for Economic and Workforce Development
Lisa Wargo, M.A. ........................................................................................... Dean of Economic and Workforce Development
Student Services
Karen Recchia, M.Ed. .............................................Vice Chancellor for Student Services
Peggy Fuller, M.B.A. ......................................................Dean of Student Success
Kathleen Vercher, B.B.A..............................................Dean of Enrollment Management
Richard Cockerham, B.A. ..................................................Registrar
Marjoree Harper, M.A. ......................................................Dean of Student Life
Angela Herren, A.S. .......................................................Director of Student Life
John Rennie ..........................................................Director of Athletics and Intramural Sports
Vicki Temple, M.A. ......................................................Director of Financial Aid

Advisory Committees
Bossier Parish Community College encourages area civic leaders, College administrators, faculty, and staff to serve as advisory committee members. For a complete listing of advisory committee membership, students may contact the following College division and departments:

- Athletics
- Behavioral-Social Sciences and College Transition Programs
- Business
- Communication and Performing Arts
- Distance Learning Services
- Library
- Science, Nursing, and Allied Health
- Technology, Engineering, and Mathematics
GENERAL INFORMATION

Location
Bossier Parish Community College is located on Hwy. 80 at 6220 East Texas Street, Bossier City, Louisiana. Bossier City, the largest city in Bossier Parish, has a population of over 60,000. Many lakes, parks, and other recreational facilities may be found in the area. Cultural activities and organizations are diverse, including a planetarium, state exhibit building, art museums, symphony society, community theatre group, and summer concerts facilities.

History of the College

1966-67
A joint resolution of the Louisiana legislature created Bossier Parish Community College as a pilot program. The purpose of the program was to determine a need for, and feasibility of, establishing two-year commuter colleges throughout the state. The College held classes for the first time during the fall of 1967 with 101 students and a faculty of five full-time and three part-time instructors.

1973
The name of the school was established as Bossier Parish Community College. In the fall of 1973, academic course offerings, which were expanded in both the day and evening divisions, now provided special courses designed for persons representing the business, industrial, and military communities.

1977
The new Community Education Division began offering non-academic courses. The Northwest Louisiana Police Training Academy, established in 1977 to provide officer training and retraining in ten northwest Louisiana parishes, was renamed the Criminal Justice Institute in 1984.

1978
The Respiratory Therapy Technology program was established.

1979-84
BPCC was authorized to grant associate degrees in Occupational Studies. At that time, two-year degrees were established in criminal justice, business administration, and office administration. In the fall of 1981, an Associate Degree in Occupational Studies in Medical Assistant was introduced, and in the spring of 1984 an Associate Degree in Occupational Studies in Data Processing was approved.

1980
Eight students received degrees during the first commencement exercise.

1983
Bossier Parish Community College received accreditation from the Commission on Colleges of the Southern Association of Colleges and Schools.

1989
An associate degree in General Studies was approved.

1993
An associate degree in Telecommunications was approved.

1995
Bossier Parish Community College entered into articulation agreements with Louisiana Tech University, Northwestern State University, Grambling State University, Southern Arkansas University, Kilgore Junior College, and Louisiana State University-Shreveport.
1996
The College added new associate degree programs to the curriculum in Physical Therapist Assistant, EMT: Paramedic, and Computer Drafting and Design.

1997
On July 1, 1997, Bossier Parish Community College became a member of the University of Louisiana System.

1999
In May several programs were added: Associate degrees in Industrial Technology and Theatre; academic certificates in Computer Aided Drafting, Pharmacy Technician, and Telecommunications.

On July 1, 1999, Bossier Parish Community College became a member of the newly-created Louisiana Community and Technical College System.

2000
Board of Regents approved the consolidation of associate degrees in Law Enforcement Technology and Corrections Science into a single Associate of Science in Criminal Justice. In addition, the Board approved the conversion of the Culinary Arts non-credit program to an academic certificate program. The Board also approved the new Medical Office Specialist Certificate.

2002
Academic divisions developed 16 technical competency area programs to provide short term training for entry level positions in a variety of fields. Associate degrees in General Science and Web Development and Design were approved.

Medical Office Specialist was changed from a certificate program to a technical diploma. The Surgical Technology program was changed to a technical diploma.

2004
The entire college moved to its new $55,000,000 campus on Hwy. 80. An associate degree in Music was added.

2005
February 1 was the official Grand Opening of the new campus. Academic certificates in Construction Technology and Legal Secretary were added. The Pharmacy Technician program was changed from a technical diploma to a certificate program.

2006
Both the Health and Physical Education Complex and the Performing Arts Theatre officially opened. A certificate of General Studies was added. A CRTT was approved for Respiratory Therapy Technology.

2007
An associate degree in Teacher Education was approved.

2008
Five associate degrees and one certificate in Cyber Information Technology were implemented. An associate degree in Care and Development of Young Children was approved. A certificate in Theatre was added.

2010
New academic programs added: Associate degrees-Healthcare Management; Construction Technology and Management; Occupational Therapy Assistant; Oil and Gas Production Technology. Certificates-- Construction Technology and Management; Music; Oil and Gas Production Technology.

2010-11
New academic programs added: Associate degrees-Health Care Management; Construction Technology and Management; Occupational Therapy Assistant; Oil and Gas Production Technology; Nursing; Louisiana Transfer in Arts and Humanities; Louisiana Transfer in Science; Engineering. Certificates-- Construction Technology and Management; Music; Oil and Gas Production Technology.
2011-12
New academic programs added: Certificates – Information Systems Security Professionals; Senior Systems Managers.

2012-13
New academic program added: Certificate – Energy Services

2013-14
New academic programs added: Certificates – Business Entrepreneurship; Advanced Manufacturing and Mechatronics
New vocational training program for students with cognitive disabilities and/or Autism added: the Program for Successful Employment.

2014-15
New academic programs added: Certificates – Health Information Technology; Programming for Digital Gaming

Alma Mater

BPCC we sing to you
Maroon and gold.

BPCC we bring to you
faith untold.

You challenge and inspire
Your hope is our desire.

From deep inside we’re filled with pride
Maroon and gold.

Vision Statement
Excellence in education and service.

Mission Statement
The mission of Bossier Parish Community College is to promote attainment of educational goals within the community and strengthen the regional economy. This mission is accomplished through the innovative delivery of quality courses and programs that provide sound academic education, broad vocational and career training, continuing education, and varied community services. The College provides a wholesome, ethical, and intellectually stimulating environment in which students develop their academic and vocational skills to compete in a technological society.

To achieve its mission of instruction and service, Bossier Parish Community College is committed to:

- Offering associate degree programs, one-and two-year occupational certificate programs, and specialized career training.
- Delivering education and training/retraining through technical programs, workforce development, community education, and non-credit courses to serve citizen, business, and industry needs.
- Providing opportunity to earn academic college credits for articulation to other institutions of higher learning.
- Providing developmental studies and remedial programs that enable students to acquire basic skills.
- Utilizing a comprehensive program of student services.

Accreditation Statement
Bossier Parish Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree and certificate. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bossier Parish Community College.
Nondiscrimination Statement
Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran’s status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

Title VI, Section 504, and ADA Coordinator
Sarah Culpepper, Manager
Career Services, F-246
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6539
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator
Teri Bashara, Director of Human Resources
Human Resources Office, A-105
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6056
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Title IX Coordinator for Athletics
John Rennie, Athletic Director
Athletics Department, I-157
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6314
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.
**THE CAMPUS**

Bossier Parish Community College's campus has expanded through the years:

1980: Administration/Classroom building constructed.

1982: Criminal Justice Institute moved to a 48-acre tract of land in Bellevue, Bossier Parish.

1987: Library/Classroom Building constructed south of the AC Building. The completion of these structures enabled BPCC to completely remove its operations from Airline High School during the daytime, while continuing to utilize the high school for some evening classes.

1990: BPCC leased two buildings approximately one mile from its campus. The Health and Physical Education Building provided classrooms, a weight room, offices, and contained an outdoor swimming pool. The South Classroom Building contained the Telecommunications department, classrooms, a student center, and faculty offices.

1996: Renovation of the South Complex was completed in and included the addition of nine classrooms, a telecommunications studio, a drama theatre seating 100, and a parking lot with 400 spaces.

1998: The Division of Community Education and the Workforce Development programs moved to the Community Workforce Center in the Heart O' Bossier Shopping Center.

1999: The Health Science Center opened and the PE Building lease ended.

2001: BPCC has entered into an agreement to purchase 70 acres bordering Highway 80 and I-20, which will be the new site of the College.

2002: The official groundbreaking for the new campus occurred.

2003: Infrastructure of new campus underway.

2004: In December, the new campus site was completed. In January 2005, students enrolled in classes at the new 71-acre campus on Highway 80. Campus facilities include the following:

<table>
<thead>
<tr>
<th>Building</th>
<th>Function (Current)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Administration; Division of Innovative Learning; Division of Learning Resources; Institutional Advancement Office; Institutional Research and Grants Office; Human Resources Office and Public Relations Office; Recruiting Office</td>
</tr>
<tr>
<td>B</td>
<td>Division of Science, Nursing, and Allied Health</td>
</tr>
<tr>
<td>C</td>
<td>Performing Arts Theatre, Division of Communication Media and Performing Arts</td>
</tr>
<tr>
<td>D</td>
<td>Communication Media-Division of Communication and Performing Arts; Division of Educational Technology; and Division of Science, Nursing and Allied Health; Program for Successful Employment; Division of Economic and Workforce Development; Continuing Education; College Transition Programs</td>
</tr>
<tr>
<td>E</td>
<td>Division of Behavioral-Social Sciences and College Transition Programs; College Life is Possible; and Division of Technology, Engineering, and Mathematics</td>
</tr>
<tr>
<td>F</td>
<td>Student Services Offices: Admissions, Advising, Bookstore, Business Office, Financial Aid, Registrar, Student Life and Culinary Arts</td>
</tr>
<tr>
<td>G</td>
<td>Computer Services Department; Division of Business; Liberal Arts and Division of Technology, Engineering, and Mathematics</td>
</tr>
<tr>
<td>I</td>
<td>Health and Physical Education Complex</td>
</tr>
<tr>
<td>J</td>
<td>Physical Plant and Purchasing</td>
</tr>
</tbody>
</table>
2005: All college personnel moved to the new campus. Classes began in January. Official grand opening was February 1.

2006: The Health and Physical Education Complex and the Performing Arts Theatre officially opened.

2010: Cavalier baseball and softball fields officially opened.

2014: Center for Advanced Manufacturing and Engineering Technologies opened.
GENERAL ADMISSION REQUIREMENTS

BPCC has an open admissions policy established by the Louisiana Legislature and approved by the Board of Regents and Louisiana Community and Technical College System.

Students may be admitted to Bossier Parish Community College if they meet one of these two options:

- have obtained a high school diploma from a state approved high school, a state approved home school, or a school accredited by a regionally accredited agency, or
- have obtained a GED/HiSET (High School Equivalency) diploma.

Home schooled students who have completed a state approved program, a regionally accredited program, or registered as a nonpublic school will be admitted as high school graduates. Students who have not completed a state-approved program, regionally accredited program, or registered as a nonpublic school will be required to obtain a HiSet or GED.

All eligible persons are assured equal opportunity for admission without regard to ethnicity, religion, gender, national origin, age, disability, marital status, or veteran status. Certain programs within the institution may require additional admission standards in order to achieve program or industry accreditation standards.

Bossier Parish Community College reserves the right to refuse admissions to any student.

BPCC operates on a three-semester system, which includes a summer term. A qualified applicant may register at the beginning of any academic session within the semester. Complete admission records must be received in the Admissions/Registrar’s Office prior to registration in order for the applicant to be notified regarding eligibility for admission. Students failing to complete admission records will be denied admission or will be admitted temporarily as provisional students. Students admitted provisionally are not eligible for federal financial aid.

The student’s permanent record contains the following information: academic transcripts from high school and college, placement test scores, immunization records, and proof of Selective Service registration by male students. The records are on an imaging system, which stores the information on an optical disk. The records from 1967-94 are on microfiche, which is stored in a fireproof filing cabinet in the Admissions/Registrar's Office.

ADMISSION PROCEDURE

A student seeking admission to BPCC should submit an admission application and submit all required admission documents before the last day to register for each session listed in the Academic Bulletin. (www.bpcc.edu/bulletin) Admission applications and required documents may be found online (www.bpcc.edu/admissions/forms.html) or from the Admissions/Registrar’s Office located in Building F (Emmett E. Cope Student Services Building).

IMMUNIZATION COMPLIANCE

Louisiana state law (R.S. 17:170) requires immunization against measles, mumps, rubella, pertussis, haemophilus influenza B (HIB), poliomyelitis, and tetanus/diphtheria for all students born after 1956 who are enrolling in higher education for the first time or who have enrolled since January 1, 1991. Vaccination for Meningococcal Meningitis is required for first time freshmen beginning fall 2006 or after according to Acts 251 and 711 of 2006 Regular Legislative Session. Failure to comply with this law will result in the inability to complete the registration process.

Note: The law allows for a medical or personal exemption; however, should an outbreak occur, students signing exemptions will be excluded from class and other campus activities during an incubation period of two to three weeks. For additional information and forms, contact the Admissions/Registrar’s Office at 318-678-6004.
MILITARY SERVICE ACT FOR ADMISSION

Register online or verify your official registration date by visiting www.sss.gov.

In accordance with the requirements of Louisiana Law, specifically R.S. 17:3151 (Acts 1985, No. 185; Acts 1987, No. 214; Acts 1999, No. 345), and the Federal Selective Service Act, each institution within the LCTCS shall implement the following requirement for admission:

A. Except as provided in parts B and C below, no person who is required to register for the federal draft under the federal Military Service Act shall be eligible to enroll in the institution until such person has registered for such draft. Such persons shall submit to the institution a statement of compliance and written proof of draft registration and selective service status as part of the required documents for admission.

B. A veteran of the armed forces of the United States may submit a copy of his discharge papers or his discharge certificate in lieu of the statement of compliance.

C. A person who has not registered for the federal draft shall be eligible to enroll in a post-secondary school if both of the following occur:
   - The requirement for the person to register has terminated or become inapplicable to the person.
   - The person makes a showing satisfactory to the institution why there was a failure to register.

ASSESSMENT AND PLACEMENT

Placement tests are designed to determine levels of proficiency in the basic skills of English, mathematics, and reading. BPCC utilizes the COMPASS Placement Test for all students entering BPCC. Students may submit standardized test scores (i.e. ACT or SAT) to assist in placement in academic courses; however, use of those scores may not preclude a student from taking the placement test.

Full-time, degree-seeking students must take the developmental math courses and core math classes (generally MATH 102) in consecutive semesters, excluding summers, until all math requirements are met.

For more information contact, the Office of Academic Planning 318-678-6335 or 318-678-6049.

ACT® AND BPCC PLACEMENT TESTS

If students have ACT® scores within the following ranges, they will not have to take the BPCC placement test in that academic area:

- English 18 or higher May enroll in ENGL 101
- Mathematics 19 or higher May enroll in MATH 102
- Reading 16 or higher Are not required to take READ 099

BPCC reserves the right to use ACT and placement test scores of students on an anonymous basis for incorporation into its institutional statistics and for documenting institutional effectiveness.

DEVELOPMENTAL EDUCATION COURSES

Developmental education courses are provided for BPCC students who score below the minimum required COMPASS Placement Test scores. Developmental courses include EDUC 099, READ 099, CIS 099, ENGL 098, ENGL 099, MATH 097, MATH 098, and MATH 099. These semester-length courses may transfer to other postsecondary institutions as equivalent courses, but will not satisfy degree requirements.

Each division is responsible for the teaching of developmental education courses within its own discipline. English faculty teach the developmental English courses; mathematics faculty teach the developmental math courses. The instruction of READ 099-Developmental Reading is the responsibility of the Division of Liberal Arts; the instruction of EDUC 099-College Success Skills is the responsibility of the Division of Behavioral-Social Sciences and College Transition Programs; the instruction of CIS 099-Keyboarding is the responsibility of the Division of Technology, Engineering, and Mathematics.
CIS 099 is offered to prepare students who do not feel competent in basic computer skills, and enrollment in that course is voluntary and based upon student request. This is a developmental course that will not satisfy any degree requirements and will not transfer to other postsecondary institutions.

**READ 099 Policy**

BPCC’s developmental reading course, READ 099, will be required for the following students:

- All first-time freshmen who provide an ACT® reading score between 0-15 must take READ 099 unless they successfully pass the reading segment of the BPCC Placement Test.
- Students required to take READ 099, according to BPCC Placement Test scores, must take READ 099 within their first twelve (12) hours.
- Students earning below a “C” in READ 099 must repeat the course the following semester.

**EDUC 099 Policy**

BPCC’s “College Success Skills” course, EDUC 099, will be required for the following students:

- All first-time freshmen taking more than six semester hours who place in more than one developmental course must take EDUC 099.
- Students must schedule EDUC 099 within their first fifteen (15) hours.
- Students earning below a “C” in EDUC 099 must repeat the course the following semester.
- EDUC 099 may be taken for enrichment by any student.

**OPEN CAMPUS™ PROGRAM**

*Open Campus™*, BPCC’s open-source initiative, provides FREE, no-strings-attached, online, non-credit developmental-level courses available to anyone, anywhere.

*Open Campus™* courses are designed to prepare individuals for college-level placement testing, to enhance students’ study and practice sessions, or to help employees brush up on basic professional skills.

Course availabilities include:

- Basic Math
- Introductory Algebra
- Intermediate Algebra
- College Algebra
- Fundamentals of Grammar
- Fundamentals of Writing
- Reading Comprehension
- College Success Skills
- Introductory Science

Course content and progression mimic “for-credit” offerings with two exceptions:

- no textbooks are used,
- courses are self-contained (with no direct interaction between instructors/students.)

The *Open Campus™* design is tailored for user-friendliness. Student sign-up is easy, and, once enrolled, students can log-in through popular social media sites. Each learning module contains at least one lecture video, printable handout, and multiple-choice, self-graded quiz. Students may access any lecture, handout, or quiz as many times as they wish and in any order they choose.

For more information, visit [www.bpcc.edu/opencampus](http://www.bpcc.edu/opencampus).
ADMISSION STATUS

All students should submit the required admission documents to the Admissions/Registrar’s Office before the last day to register for each session listed in the Academic Bulletin. A student is considered provisionally admitted until all admission requirements are met. Students admitted provisionally are not eligible for federal financial aid and will not be allowed to enroll in additional semesters. Students must meet all prerequisite requirements. BPCC reserves the right to require additional admission documentation.

Students with Foreign Credentials

All foreign credentials must be submitted in English through an approved foreign credential evaluator service. (www.bpcc.edu/admissions/documents/approvedevaluators.pdf)

First-time Freshman - An applicant who has never attended any college or other post-secondary institution after high school graduation.

- Online Admission Application*
- Immunization Compliance*
- Selective Service (Males 18 and above)*
- High School Transcript or High School Equivalency*
- American College Test (ACT) scores
- FERPA Access Code

- All students, except for those students who graduated from a Louisiana high school in 2003 or later, must submit a copy of their high school transcript or high school equivalency scores directly to the Admissions/Registrar’s Office prior to the first day of class. In most cases, BPCC has access to transcripts through the LA Department of Education’s Student Transcript System for those students who graduated from a Louisiana high school in 2003 or later.
- First-time freshmen entering BPCC who have taken the American College Test (ACT) can supply BPCC with a copy of these results. Applicants will not be refused admission to the College because of low test scores. Certain scores on the ACT may exempt the student from having to take the placement test and may result in the student not having to take certain developmental courses. First-time freshmen entering BPCC who have not taken the ACT or have not provided BPCC with the ACT results will be required to take the COMPASS Placement Test.

*Required documentation

Transfer Student - A student who has been enrolled at any college or university prior to applying to Bossier Parish Community College after high school graduation. If you have attended this institution in the past but left and attended another college and are coming back you are considered a transfer student. Students applying for Federal Financial Aid must submit official transcripts from all previously attended institutions before any financial aid will be awarded.

- Online Admission Application*
- Immunization Compliance*
- Selective Service (Males 18 and above)*
- High School Transcript or High School Equivalency*
- Official College Transcripts*
- FERPA Access Code

- Any applicant who attended another college or university is required to furnish an OFFICIAL college transcript of all work attempted. This transcript must be mailed directly from the college or university to the Admissions/Registrar’s Office. The transcript of each applicant will be evaluated to determine admissibility to BPCC.
- A student with an associate degree or higher from a regionally accredited institution is exempt from submitting a high school transcript. Student must submit an official copy of his or her official transcript from the degree granting institution. The official transcript must be submitted directly from the college or university to the Admissions/Registrar’s Office.
• Students on academic suspension at another institution must request permission to attend BPCC while on suspension. Permission must be submitted directly to the Admissions/Registrar’s Office from the suspending institution.
• Students on disciplinary suspension at another institution are not eligible to attend BPCC.

*Required documentation

Returning Student - A student who formerly attended Bossier Parish Community College and is returning after being absent one or more terms (not including the summer session). If you attended another college while absent you are considered a transfer student. Former students must meet all admissions requirements from previous semesters before enrolling into the College.

• Online Admission Application*

*Required documentation

Visiting Student - A student who is attending another institution but wishes to take courses for one term. (Not eligible for financial aid.)

• Online Admission Application*
• Immunization Compliance*
• Selective Service (Males 18 and above)*
• Letter of Good Standing from parent institution*
• FERPA Access Code
• The student must also submit ACT scores or take the placement test or provide documentation that he or she meets the prerequisites to schedule a mathematics or English course. A student admitted under these conditions assumes full responsibility for courses selected and is encouraged to seek guidance and approval of courses to be transferred.

*Required documentation

International Student – An international student must meet all of the regular admission requirements to BPCC. An international student must submit all documents to the Registrar 90 days prior to the start of term. International students seeking to attend on a student visa are not eligible for provisional admission. Students must be eligible to attend college in their country of origin.

• Admission Application*
• High School Transcript (Foreign transcripts must be evaluated by an approved foreign credential evaluator)*
• College Transcripts (Foreign transcripts must be evaluated by an approved foreign credential evaluator)*
• Immunization Compliance*
• Selective Service (Males 18 and above, if applicable)*
• TOEFL Scores* (TOEFL required for students of countries where English is not the official language. Most recent score must be within the last two years. TOEFL may be waived under certain circumstances.)
  o Internet based test, minimum of 61
  o Paper based test, minimum of 500
• Documentation of Financial Support* (A notarized statement of financial support that is adequate to meet expenses during their enrollment at BPCC - $18,700 to $20,000 U.S. dollars per year).
• Travel Documents*
• FERPA Access Code

*Required documentation

An international student:

• Must meet all of the regular admission requirements.
• Must be full-time degree seeking.
• Official transcript evaluations must be sent to BPCC. Students must request a basic statement of comparability for high school transcripts or a course-by-course evaluation for college transcripts. It can take six to eight weeks for evaluations to be processed.

When international students have been officially admitted to BPCC (satisfied all admission requirements), a Form I-20--properly signed--will be sent to them. Students are responsible for paying a SEVIS fee, which may be paid at www.fmjfee.com. Financial Aid is not available for international students.

F-1 Students should inform their international advisor in the Admissions/Registrar’s Office of their desire to work, prior to employment to avoid violating the conditions of their F-1 status.

ACCEPTANCE OF TRANSFER CREDITS

Philosophy
Bossier Parish Community College is committed to the principle of high standards in acceptance of transfer credit. In making the determination of credit to be awarded from other institutions, BPCC is guided by commonly accepted principles of good practice in recognizing course work as acceptable as collegiate.

Procedure
Transfer credit must represent collegiate course work relevant to a BPCC degree, with course content and level of instruction resulting in student competencies equivalent to those of students enrolled in the College’s own degree/certificate programs. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides which aid in the evaluation of credit. Such guides include those published by the American Council on Education and the American Association of Collegiate Registrars and Admissions Officers. Bossier Parish Community College accepts credits from postsecondary institutions accredited by the Southern Association of Colleges and Schools Commission on Colleges and its equivalent regional associations in the United States as satisfying the philosophy, procedure, and evaluation/awarding sections of this policy.

Evaluation of Credit
The following factors are used in the determination of course transferability:
1. Credentials/qualifications of faculty;
2. Course content to include: Course objectives; Length of course; Textbook(s); Methods of evaluation; Other course requirements (where applicable); Level of instruction; Transfer credit is awarded only for courses in degree/certificate curricula of the institution;
3. In converting clock hours to semester credit hours, the amount of credit to be awarded shall be stated on the BPCC transcript (in semester hours) with a grade of "S" without quality points;
4. A minimum of 25% of the credit applicable to an associate degree must be earned in residence at BPCC.

Awarding of Credit
The student must submit acceptable documentation for evaluation by the appropriate College officials. The Division Dean, with consultation of appropriate faculty, evaluates all relevant student credit. A recommendation is made to the Registrar and/or Vice Chancellor for Academic Affairs (or designee) as to the amount of credit awarded. The Registrar and/or Vice Chancellor for Academic Affairs (or designee) certifies the specific course(s) and amount of credit transcripted. Students must be enrolled in BPCC certificate or degree programs in order to receive transfer credit applicable to an academic credential awarded by BPCC.

Course Substitutions
Every course substituted for a curricular requirement must be approved by the appropriate dean and the Vice Chancellor for Academic Affairs. (This does not apply to course equivalents published in college articulation guides nor courses labeled approved electives.)

BPCC STUDENTS TRANSFERRING TO ANOTHER COLLEGE/UNIVERSITY

A transferring student is any applicant who plans to earn credits at BPCC that transfer to another college or university. Transfer students assume full responsibility for courses selected and are encouraged to seek guidance and approval for all courses which are to be transferred. BPCC cooperates with area colleges and universities both formally and informally
regarding the articulation of transfer credits to four-year degree-granting institutions. Students are urged to check with these schools about transfer policies.

BPCC's courses generally transfer to other schools; the extent to which credits earned at BPCC are applicable to baccalaureate degrees at four-year colleges and universities is determined by the degree-granting institution. In general, a four-year school will accept no more than sixty (60) hours of the credits required for a degree from a four-year college, unless specifically authorized by the institution. Courses taken at the freshman and sophomore levels (100 and 200 level) at BPCC are usually not counted for junior or senior level (300 and 400 level) courses at four-year schools.

Students pursuing the associate degree or academic certificate at BPCC must declare their intent to do so. Curricular requirements become effective at the date of the declaration of the academic major and do not date from the point of original enrollment in the College.

**PROVISIONAL ADMISSION**

Former students must meet all admissions requirements from previous semesters before enrolling into the College.

Any applicant who does not have complete admission documents on file at the time of application may be granted provisional admission pending receipt of complete and satisfactory records. **A STUDENT ADMITTED PROVISIONALLY MAY HAVE HIS OR HER REGISTRATION CANCELED IF THE RECORDS, WHEN RECEIVED, DO NOT MEET THE ADMISSION CRITERIA. A PROVISIONALLY ADMITTED STUDENT HAS FORTY-FIVE (45) DAYS AFTER GENERAL REGISTRATION TO SUBMIT COMPLETE RECORDS** International students are not eligible for provisional admission. Students admitted provisionally are not eligible for federal financial aid.

**LOUISIANA RESIDENT STATUS**

The residence status of an applicant or student is determined by the Admissions/Registrar’s Office. Status is determined by evidence provided in the completed application for admission along with necessary supporting documentation.

An applicant or student who moves into Louisiana to attend BPCC, rather than to establish a residence, and enrolls at BPCC as a non-resident will continue to be so classified throughout attendance, unless it is demonstrated that the previous domicile has been abandoned and a Louisiana domicile established.

A resident student is defined as a student who has been domiciled in Louisiana continuously for at least one full year immediately preceding the first day of class of the semester or term for which residence classification is sought. “Domicile,” the word employed for the purposes of this regulation, is defined as an individual's true, fixed, and permanent home and place of habitation at which the individual remains when not called elsewhere for special or temporary purposes. Factors considered in establishing residence classification include the residence of the dependent's parents, tax returns, voting cards, and other financial information (particularly when emancipation is claimed), former domicile in Louisiana, and location of the source of an applicant's or student's income.

An international student on a student visa is classified as a non-resident.

*Incorrect Classification:* All students classified incorrectly as residents are subject to reclassification and payment of all nonresident fees not paid. If incorrect classification results from false or concealed facts by the student, the student is also subject to college discipline.

**BPCC AT NSU**

Bossier Parish Community College offers freshman level courses on the Northwestern State University campuses in Natchitoches and Leesville. Any first-time freshman (in-state and out-of-state) who does not meet the new admission criteria and are referred by NSU are encouraged to take classes through BPCC at NSU. After completion of developmental classes with a least a "C" and the completion of 18 college level hours earned with a 2.000 college level GPA on those hours (this GPA does not include developmental coursework), and, included in the 18 hours, the student will have completed a college-level English and a college-level mathematics course designated to fulfill general education requirements, BPCC at NSU students will be able to choose one of several options:

1. continue their education at NSU as transfer students;
2. continue their education at BPCC in Bossier City; or
3. continue their education at any community college or 4-year institution of their choice.
If a student enters BPCC at NSU and intends to complete a degree at Bossier Parish Community College in Bossier City, only 12 college hours can be applied to graduation.

Students at BPCC at NSU will have the opportunity to engage in a multitude of college activities. They will be eligible to apply for financial aid. Students will have access to counseling services, health services, and tutoring services. All BPCC at NSU students will pay Northwestern fees which will enable them to utilize the WRAC facility, and to enjoy athletic and cultural events by showing their NSU ID cards.

All BPCC at NSU courses will be taught at the Natchitoches and Fort Polk/NSU campuses during the day. Students interested in enrolling in BPCC at NSU will fill out an application and send it to:

BPCC at NSU,
114 Kyser Hall
Natchitoches, LA 71497

In addition, students must submit an official high school transcript and an immunization record. Males, ages 18-25, will need to provide proof of selective service registration.

For more information, contact Connie McConathy (mcconathyc@nsula.edu) at 318-357-5362 in 114 Kyser Hall, NSU Campus, Natchitoches, LA 71497.

OTHER NEW APPLICANTS

**BPCC ACCELERATED PROGRAM**

Bossier Parish Community College offers four (4) online, accelerated associate degree programs that will allow adults to finish their college degree. These online programs offer courses which are taught in 4-week and 8-week formats, which allow working adults to schedule classes in convenient, flexible times and locations.

Associate degree options:
- Associate of Applied Science in Business Administration
- Associate of Applied Science in Criminal Justice
  - Mediolegal Death Investigation concentration
- Associate of General Studies
- Associate of Science in Health Care Management
  - Health Studies concentration
  - Professional Practice concentration

The classes are fast-track, allowing students to finish a course in 4-week and 8-week sessions. The courses are taught online which provides for great flexibility. Financial aid is available for those who qualify.

For more information about BPCC Accelerated, visit www.bpcc.edu/accelerated, email accelerated@bpcc.edu, or phone 318-678-6050.

**EARLY ENTRANCE PROGRAMS**

**EXCEL (EXploring College ELectives)***

Students currently enrolled in high school or home schooled in a SBESE approved home school may qualify to attend BPCC if the following requirements are met:

- Grade point average of 3.000 (out of a 4.000 system); and
- ACT (American College Test) or PLAN composite score of 18; and
- A letter from the high school counselor or principal recommending them for enrollment as an EXCEL student (Home schooled students must have a letter from someone outside the home who is aware of the student’s academic progress); and
- An official high school transcript. Documentation of approval for home schooling from SBESE-Louisiana State Board of Elementary and Secondary Education (or out-of-state equivalent); and
Must be at least 15 years of age and enrolled in the 11th or 12th grade

Students must meet all College admission and registration requirements and procedures including the College Code of Student Conduct.

Students must have an ACT or PLAN math subscore of 19 to take MATH 102 and an ACT English subscore of 18 to take ENGL 101. Students must meet all other course prerequisites as published in the BPCC catalog.

Students pay course tuition, book costs, and fees.

*Students in EXCEL are not eligible for financial aid.

**High School Dual Enrollment—Fall and Spring Only**

Students currently enrolled in a public or private Louisiana high school or an approved Louisiana State Department of Education home school program may earn high school Carnegie units and BPCC college credits by meeting the following requirements:

- Must have permission from the high school. The high school counselor or principal must sign the Bossier Parish Community College Dual Enrollment Application. Applications are available for students to pick up from their high school counselor.

- Must have student, parent, and counselor (or designee) signature on the Bossier Parish Community College Dual Enrollment Application.

- Must be at least 15 years of age and currently enrolled in the 11th or 12th grade.

- Must provide an ACT® or PLAN® score report, a current official high school transcript, immunization record or immunization waiver, and selective service form (if age 18) before students will be allowed to register.

- Student must meet all College admission/registration requirements and procedures including the College Code of Student Conduct.

- Students must have an ACT® or PLAN® math subscore of 19 to take MATH 102 and an ACT® or PLAN® English subscore of 18 to take ENGL 101. Students must meet all other course prerequisites as published in the BPCC catalog.

<table>
<thead>
<tr>
<th>College Level Degree Credit</th>
<th>Work Skills</th>
<th>Enrichment/Developmental</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT/PLAN Composite 18</td>
<td>PLAN Composite 14 or ACT Composite 15</td>
<td>PLAN Composite 14 or ACT Composite 15</td>
</tr>
<tr>
<td>English Subscore 18 for ENGL 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math Subscore 19 for MATH 102</td>
<td></td>
<td>Must be a senior</td>
</tr>
</tbody>
</table>

- Submit all documentation to the Division of Innovative Learning, Building A-Room 138. NOTE: Application dates vary from semester to semester.

For more information, call 318-678-6540.

**Louisiana National Guard Youth Challenge Partnership**

Louisiana National Guard Youth Challenge Program cadets earning their high school equivalency qualify to earn up to fifteen hours of college credit through Course Challenge Exams qualifying them for military enlistment or college transfer. Students participating in this program must meet the following requirements:

- Must be a Louisiana National Guard Youth Challenge cadet.

- Must earn a high school equivalency credential through Louisiana National Guard Youth Challenge Program.

- Must be referred by Louisiana National Guard Youth Challenge instructional staff.

- Must complete all Bossier Parish Community College Admissions requirements.
Program for Successful Employment (PSE)

Applicants to the Program for Successful Employment can be currently enrolled in high school or exited high school. Applicants must meet the following criteria:

**Applicants still enrolled in high school:**
1. Approval from Louisiana Rehabilitation Services
2. Currently enrolled in high school on an alternative diploma path
3. At least 1 semester of independent work or 2 semesters of supported work experience
4. At least 18 years old
5. Have a documented diagnosis of a Cognitive Disability and/or Autism
6. Have basic safety awareness in an unsupervised setting
7. Placement recommended by an IEP Team decision
8. Must express, verbally or in writing, a desire for paid employment
9. Parent or guardian expresses support and desire for student to gain paid employment
10. Strong record of attendance and positive behavior

**Applicants that have exited high school:**
1. Approval from Louisiana Rehabilitation Services
2. Have completed a high school or learning resource program
3. Have a documented diagnosis of a Cognitive Disability and/or Autism
4. Have basic safety awareness in an unsupervised setting
5. Must express, verbally or in writing, a desire for paid employment
6. At least 6 months of independent work or supported work experience
FINANCIAL INFORMATION

The annual estimated cost of attendance includes tuition/fees and allowances for books, supplies, room and board, transportation, and miscellaneous expenses.

This estimate is based on the Financial Aid Cost of Attendance budgets determined annually.

Full-time *Dependent Student (living with parents)  
Tuition/fees (in-state) $4,114  
Room/Board $3,228  
Book/Supplies $1,220  
Transportation $1,916  
Misc. Expenses $2,003  

Total $12,481

Full-time *Independent Student (not living with parents)  
Tuition/fees (in-state) $4,114  
Room/Board $9,073  
Books/Supplies $1,220  
Transportation $1,916  
Misc. Expenses $2,003  

Total $18,326

* Are you an INDEPENDENT STUDENT? An Independent student will be able to state at least one of the following to be true. Please indicate below by checking which statement applies to you. PROOF MAY BE REQUESTED!

- You were born before January 1, 1993.
- You were married, as of the day you filed the Free Application for Federal Student Aid (FAFSA).
- You have children for whom you will provide more than half of their support from July 1, 2016 through June 30, 2017.
- You have dependents (other than your children or spouse) who live with you and you provided more than half of their support and will continue to provide more than half of their support from July 1, 2016 through June 30, 2017.
- When you were 13 years or older you were: an orphan (both parents deceased), in foster care, or a ward/dependent of the court
- You are a veteran of the U.S. Armed Forces.
- You are currently serving on active duty in the U.S. Armed Forces for purposes other than training.
- You are an emancipated minor as determined by a court in your state of legal residence.
- You are in legal guardianship as determined by a court in your state of legal residence.
- You are an unaccompanied homeless youth as determined by either: your high school or school district homeless liaison, the director of an emergency shelter program funded by HUD, or the director of a runaway or homeless youth basic center transitional living program.

If you are unable to state one of the above criteria to be true, you are considered a dependent student.

TUITION

Tuition fees are assessed on all students who enroll at BPCC. The amount of fees, which is published each semester on the BPCC website, is determined in accordance with the residence status of the student and the number of semester hours (credit and audit) for which the student enrolls. Louisiana residents and audit students pay only the resident fee. The College reserves the right to change fees without prior notice.

Fall, Spring and Summer Tuition Schedules: Refer to the BPCC website for specific costs.  
(www.bpcc.edu/registration/tuitionfees.html)

Costs include the student activities fee, building use fee, athletic fee, technology fee, operational fee, academic excellence fee, and enterprise resource planning fee which are explained in the following section. Tuition is always subject to change.
TUITION-RELATED FEES

Mandatory Enrollment Fees:

- Athletic Fee $20.00
- SGA Fee $2.50
- Student Activities Fee $4.00
- Student Activities/Athletic $1.75
- Savoir Faire $1.50
- Drama $.25

These fees pay for various student activities sponsored by the College. The SGA Fee and Student Activities/Athletic fee support student life. The Savoir Faire fee is for the school literary magazine, and the Drama fee is for attendance at dramatic productions.

The Mandatory Enrollment Fees are non-refundable after the 100% refund date has passed.

Technology Fee: $5 per credit hour (maximum $60 charge). All students are required to pay the technology fee. The monies derived are used for the purpose of implementing, replacing, improving, and expanding technologies to benefit student life.

Academic Excellence Fee: $7 per credit hour (maximum $84 charge). All students are required to pay the academic excellence fee. The monies derived are used to promote academic excellence by enhancing instructional programs. This fee may be waived in cases of financial hardship.

Operational Fee: $3 per credit hour (maximum $36). All students are required to pay the operational fee. This fee covers operational expenses and may be waived in cases of financial hardship.

Building Use Fee: $4 per credit hour (maximum $48 charge). All students are required to pay the building use fee. The monies derived are used to maintain or improve facilities and infrastructure. This fee may be waived in cases of financial hardship.

Enterprise Resource Planning Fee: $5 per credit hour (maximum $60, except for online courses). All students are required to pay the enterprise resource planning fee. The monies derived are used by the LCTC System for implementing, replacing, improving, and expanding technologies to enhance system-wide communications.

Student Services Fee: $7 per credit hour (maximum $84, except for online courses). All students are required to pay the student services fee. This fee is authorized by the State Legislature for providing student services.

The Technology, Academic Excellence, Operational, and Building Use Fees are refundable up to the last date for refunds of 50%. The Enterprise Resource Planning Fee and the Student Services Fee are refundable up to the last date for 100% refunds.

(Hardship Fee waiver applications mentioned above may be obtained in the Financial Aid Office. Waiver eligibility must be verified by Financial Aid.)

COURSE/PROGRAM FEES:

Science, Allied Health, Nursing, Culinary Arts, Technical Education, Oil and Gas Technology, and Industrial Safety Lab Insurance: All students enrolled in a Science, Allied Health, Construction Culinary Arts, Technical Education, Oil and Gas Production Technology, or Industrial Safety laboratory class or in the clinical or externship component of a program at BPCC are required to purchase accident insurance at registration.

Laboratory Fees: Various fees designated for the purchase of laboratory supplies are associated with specific courses.

Clinical Fees: Clinical level Nursing and Allied Health Programs require payment of program specific clinical fees.

Audit Fees and Tuition: A student auditing one or more classes must follow all regular admission and registration procedures, pay all fees, and attend class regularly.

Communication Media Late Fee: A charge of $5 per day will be assessed as a late return fee for Communication Media equipment.

The Lab Insurance Fee is refundable up to the last date for 100% refunds.
BOOKS/BOOKSTORE
Students assume full and final responsibility for purchase of all books from the College bookstore.
(www.bpcc.edu/bookstore)

PAYMENT OF TUITION AND FEES
Any student registering for classes may not have an outstanding balance due BPCC from a prior semester, with the exception of those students who advance register for fall who may have an outstanding balance for summer registration only.

Students may pay tuition and fees by check, credit or debit card (MasterCard/Visa/Discover/American Express) via the Internet: www.bpcc.edu/lola/login. The College continues to accept cash, personal and cashier’s checks, and money orders at the Business Office in Building F, first floor.

BALANCE DUE NOTIFICATION
Paper bills are not mailed. All tuition and fees are payable in U.S. dollars according to the established due dates. Students are responsible for accessing their LOLA account to view their account balance. The College holds students accountable for current due balances; therefore, students should check their LOLA account regularly.

RETURNED CHECKS
The charge for each returned check is $25. If the check is written payable to BPCC by a student or on his behalf and is returned to the College, that student will forfeit all check writing privileges with BPCC in the future. Payment by cash, cashier’s check, money order, or credit card will be required.

Putting a stop payment on a check will not constitute an official resignation from the College.

DEFERRED PAYMENT PLAN
Deferred Payment Plans are available. The student may choose the BPCC Payment Plan offered by the Business Office. This plan may be accessed by contacting the Business Office in person, by telephone or by e-mail.

Also, the CashNET Automatic Draft plan is available and may be accessed online via LOLA. For further information, please contact the Business Office.

REFUNDS
Policy Statement
The College provides refunds to students who are enrolled at Bossier Parish Community College and who are resigning from all classes or dropping a course (changing from one course load to another).

Refunds of 100%, 75%, or 50% are given for drops and/or resignations according to the schedule listed in the current academic bulletin.

Tuition and applicable fees are refunded according to the following schedule:

FALL AND SPRING
Session A Refund Policy:

<table>
<thead>
<tr>
<th>Date</th>
<th>% of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>From the official classes begin date - seventh day of the session</td>
<td>100%</td>
</tr>
<tr>
<td>Eighth - fourteenth day of the session</td>
<td>75%</td>
</tr>
</tbody>
</table>
Fifteenth - Seventeenth day of the session 50%

Other Session Refund Policy:

<table>
<thead>
<tr>
<th>Date</th>
<th>% of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>From official classes begin date – third day of the session</td>
<td>100%</td>
</tr>
<tr>
<td>Fourth day – sixth day of the session</td>
<td>75%</td>
</tr>
<tr>
<td>Seventh day – ninth day of the session</td>
<td>50%</td>
</tr>
</tbody>
</table>

SUMMER

Session A Refund Policy:

<table>
<thead>
<tr>
<th>Date</th>
<th>% of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>From the official classes begin date - third day of the session</td>
<td>100%</td>
</tr>
<tr>
<td>Fourth day - sixth day of the session</td>
<td>75%</td>
</tr>
<tr>
<td>Seventh day – ninth day of the session</td>
<td>50%</td>
</tr>
</tbody>
</table>

Other Session Refund Policy:

<table>
<thead>
<tr>
<th>Date</th>
<th>% of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official classes begin date – to third day of the session</td>
<td>100%</td>
</tr>
<tr>
<td>Fourth day – Sixth day of the session</td>
<td>75%</td>
</tr>
<tr>
<td>Seventh day – ninth day of the session</td>
<td>50%</td>
</tr>
</tbody>
</table>

BANKMOBILE REFUND SERVICE

Bossier Parish Community College issues refunds through the use of the BankMobile Refund Service. The BankMobile Refund Service gives the students options for selecting how they would like to receive their refund. The following information will help explain the BankMobile Refund Service and how it works for the student.

1. Look for your Refund Selection Kit in the bright green envelope with the BankMobile logo. The refund selection kit will be mailed to the student at the address on record in the Admissions Office. If the address has changed, the student will need to notify the Admissions office and submit a change of address as soon as possible. The Refund Selection Kit is ordered once a student has completed registration at Bossier Parish Community College.

2. Once the student receives the Refund Selection Kit, the student will perform the following steps to select the desired preference:
   a. Visit www.refundselection.com and enter the “Personal Code” that is included with the mailer in the envelope.
   b. Enter the requested information including your student number which is 7 digits and if the student number contains an “L” the “L” must be capitalized for you to proceed in the process. The student will be given the choice of ACH Direct Deposit to an existing checking account, the student may request a BankMobileVibe Debit Card, or the student may request a check be mailed to their address on record.
   c. Should a student choose the BankMobileVibe Debit Card refund preference, they will receive the debit card in approximately seven days. While the student waits to receive the actual debit card, the student will have access to “Virtual” debit card which can be used for online purchases for up to seven days.
   d. Should a student not receive the BankMobile Refund Selection Kit, the student may contact the Business Office and individuals in the office will be able to provide the student with an “Instant Personal Code” which will be active for twenty four hours letting the student select their refund preference.
3. At www.refundselection.com you will be allowed to choose your refund preference. You will have the following three refund choices:

<table>
<thead>
<tr>
<th>Refund Choices</th>
<th>Refund Description</th>
<th>Time of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ACH Transfer (to other bank)</td>
<td>Please deposit my financial aid refund or other refunds from Bossier Parish Community College into a third party bank account. There is no charge for receiving your refund in this way, although it can take up to 3 business days longer to receive a refund, as compared to the BankMobileVibe Debit Card preference. To receive your refund by ACH transfer, you will need to have this option selected, and will complete the ACH request by providing your bank’s routing number and your bank account number and the request is submitted through uploading this information to BankMobile.</td>
<td>3 or more business days after funds are released by the college</td>
</tr>
<tr>
<td>2. BankMobileVibe Debit Card</td>
<td>There is no charge for refunds deposited to your BankMobile Vibe account with BankMobile. Using the BankMobile Vibe Debit Card the student will have access to their funds through the AllPointNetwork which are fee free ATMs located in over 55,000 locations. Please log onto <a href="http://www.allpointnetwork.com/locator.aspx">www.allpointnetwork.com/locator.aspx</a> to find the closest ATM to your location. For related disclosures regarding your BankMobile Vibe account please read the disclosures as you are prompted when setting up your preference. There is no monthly fee or minimum balance requirement for the BankMobile Vibe account. Please note: In order to avoid any potential service charges when using the debit card, always &quot;swipe and sign using the ‘credit option’ when transacting business at merchants.</td>
<td>When the funds are released by the college</td>
</tr>
<tr>
<td>3. Paper Check</td>
<td>There is no charge for receiving your refund through a BankMobile check via first class mail. Please note that the refund check may take up to five days for delivery and is mailed from BankMobile and not Bossier Parish Community College.</td>
<td>5 or more business days after funds are released by the college</td>
</tr>
</tbody>
</table>

GENERAL FINANCIAL INFORMATION

1. 100% refund of tuition and fees will be made by BPCC when a class does not make or when College error is involved in scheduling.

2. No refunds are made in cash, even though a student paid in cash.

3. No refunds are made during registration.

4. STUDENTS WHO RESIGN FROM THE COLLEGE ARE NOT PERMITTED TO REGISTER UNTIL THE NEXT REGULAR REGISTRATION PERIOD.

5. If a student resigns before financial aid can be processed, the student is responsible for his/her account balance even if the student received a financial aid deferment. A financial aid deferment is null and void if a student resigns.

6. Refunds for students receiving financial aid may be applied first to the Title IV federal aid program(s) overpayment(s), then to any institutional programs or balance owed the College before being paid to the students.

7. Students who do not pay their outstanding debts to BPCC by the end of the semester in which the debts were incurred may have their accounts assigned to the Attorney General’s Office for collection. Students will be liable for all charges assessed by the Attorney General’s Office.

FINANCIAL AID STUDENTS WHO RESIGN

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

BPCC provides equal educational opportunities for all students, and the policy of equal opportunity is fully implemented in all programs. All financial aid is administered by the Financial Aid Office.

Students can apply for financial aid from a variety of sources to meet their educational expenses. This aid is based on need and/or merit. Students must meet the Satisfactory Academic Progress requirements in order to receive federal financial aid. Awards are limited to students enrolled in degree, eligible technical diploma, or certificate programs at BPCC. Students enrolled in technical competency areas (TCAs) are not eligible for federal aid. All financial aid applicants must be accepted for admission to BPCC before aid will be processed. All academic transcripts from previously attended colleges must be evaluated by the Admissions/Registrar's Office before aid will be processed. Financial aid will not be processed for students admitted provisionally. “Summer only” students are not eligible for aid.

Students seeking assistance from federal financial aid programs must meet the following requirements:

1. Be a U.S. citizen, permanent resident, or eligible non-citizen.
2. Have a valid Social Security number.
3. Be properly admitted or currently enrolled in a degree seeking or certificate program at BPCC.
4. Maintain satisfactory academic progress (SAP) in an eligible course of study in accordance with the College's guidelines.
5. Must sign a statement, which is located on the Free Application for Federal Student Aid (FAFSA) that states federal student aid funds will be used only for educational purposes.
6. Must not be in default on a federal student loan nor owe a refund on a federal student grant.
7. Must register with the Selective Service, if required.

Applying for Financial Aid is a lengthy process. The entire process could take up to 90 days. In order to have your financial aid processed in time for registration/fee payment, you must submit ALL requested documents according to the following deadlines.

<table>
<thead>
<tr>
<th>Priority Deadlines for federal financial aid (grants and loans)</th>
<th>Priority Deadlines for scholarships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall: June 1</td>
<td>Fall: March 31</td>
</tr>
<tr>
<td>Spring: October 1</td>
<td>Spring: October 1</td>
</tr>
</tbody>
</table>

If you are unable to meet these deadlines, be prepared to self-pay your tuition and fees. The Financial Aid Office can assist all students with information on programs and with the appropriate forms.

GRANTS

TYPE: FEDERAL PELL GRANT
ELIGIBILITY: Undergraduate students demonstrating need by the Federal Pell Grant formula
HOW TO APPLY: 1. Complete Free Application for Federal Student Aid
               2. Submit required documents to the Financial Aid Office.
AMOUNT: $5,775 annually
DEADLINE: Three months prior to semester attending

TYPE: FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)
ELIGIBILITY: Undergraduate students whose need analysis exhibits excessive need.
HOW TO APPLY: Same as Federal Pell Grant
AMOUNT: Varies, generally $900 annually.
WORK-STUDY

TYPE: FEDERAL WORK STUDY
ELIGIBILITY: Undergraduate students who have demonstrated financial need
HOW TO APPLY: 1. Complete Free Application for Federal Student Aid.
2. Submit required documents to Financial Aid Office.
3. Complete employment application in Career Services Office.
AMOUNT: Minimum wage, up to 20 hours employment per week; paid bi-weekly.

Louisiana Rehabilitation Services
Tuition and fees may be paid for eligible students with disabilities such as diabetes, lupus, orthopedic problems, sickle cell anemia, mental health problems, substance abuse, etc. However, additional services such as books and transportation are based on economic need. Apply at the State Office Building, 1525 Fairfield Ave., Shreveport, LA 71101-4388 or call 318-676-7155 or 800-737-2966 for information.

SCHOLARSHIPS

TYPE: TOPS SCHOLARSHIP
ELIGIBILITY: Must be full-time student who meets specific eligibility and special criteria.
Louisiana high school graduate.
HOW TO APPLY: See high school counselor. Complete Free Application for Federal Student Aid.
Deadline: May 1 priority; July 1, final state deadline.
AMOUNT: Tuition. Some students may qualify for additional stipends based on ACT score and high school GPA.

BPCC FOUNDATION, INC. SCHOLARSHIPS
Thanks to generous grants and donations from community partners and members of BPCC’s faculty and staff, each year, the Foundation allocates scholarship funds to assist students who cannot secure traditional financial aid (Pell Grants, Loans, etc.), and to those who are self-pay, yet require additional assistance closing the funding gap on tuition and fees. Review a full list of available scholarships, criteria and funding levels at www.bpcc.edu/scholarships

WAIVERS

TYPE: ACADEMIC WAIVER
ELIGIBILITY: Any full-time, academically qualified with a 3.500 GPA and 20 ACT or 3.000 GPA and 22 ACT.
College students must have an overall college GPA of at least 3.00.
Student must be working toward a specific program of study at BPCC
HOW TO APPLY: See Admissions Office
AMOUNT: Tuition only, no fees.

TYPE: ATHLETIC WAIVER
ELIGIBILITY: Academically qualified and participating in varsity sports.
HOW TO APPLY: Contact Athletic Department.
AMOUNT: Varies

TYPE: NATIONAL GUARD WAIVER
ELIGIBILITY: Active members of the Louisiana National Guard. Student must not be on academic probation or suspension. Student must have at least 2.000 cumulative GPA
HOW TO APPLY: Contact National Guard Unit Commander.
AMOUNT: Tuition, no fees.
CHAPTER 35 VA-WAR ORPHANS OR WIDOW WAIVER

ELIGIBILITY: Students whose parent or spouse died in or was disabled in war must have/maintain 2.000 cumulative GPA

HOW TO APPLY: Contact parish Department of Veterans Affairs officer.

AMOUNT: Tuition, some mandatory fees, and all course fees.

STUDENT SERVICE/TALENT WAIVER

ELIGIBILITY: Students awarded scholarships based on talent are selected by auditions or tryouts, which have been publicized and are supervised by the faculty advisor. All talent-based scholarship awards are monitored by the Director of Student Life. Must be full-time student and maintain 2.000 GPA.

HOW TO APPLY: Office of Student Life

COMMUNICATION MEDIA SCHOLARSHIP

ELIGIBILITY: Any full-time Communication Media student with a 2.500 GPA.

HOW TO APPLY: Contact the Communication and Performing Arts Division, 318-678-6038.

AMOUNT: Tuition for each semester. Student is responsible for fees.

LOANS

FEDERAL DIRECT LOANS (Subsidized and Unsubsidized)

ELIGIBILITY: Need eligibility must be established by the BPCC Financial Aid Office.

HOW TO APPLY: Complete Free Application for Federal Student Aid. Submit required documents to Financial Aid Office.

AMOUNT: Dependent Students
Direct Loan Annual loan limit
1st year $5,500 (no more than $3,500 may be subsidized)
2nd year $6,500 (no more than $4,500 may be subsidized)

Independent Students
Direct Loan Annual loan limit
1st year $9,500 (no more than $3,500 may be subsidized)
2nd year $10,500 (no more than $4,500 may be subsidized)

FEDERAL PLUS

ELIGIBILITY: Parents of dependent students.

HOW TO APPLY: Student completes Free Application for Federal Student Aid. Parent completes PLUS pre-approval process at www.studentloans.gov. Contact Financial Aid Office for more information.

AMOUNT: Parents of undergraduates may borrow up to the entire cost of attendance minus any other financial aid received.

VETERAN EDUCATION BENEFITS

Education benefits are available to all veterans and their families who qualify based on certain criteria through the Department of Veterans Affairs. Please refer to this link: http://www.bpcc.edu/veteraneducationservices to follow the steps to apply for education benefits or contact the local VA office for assistance; a list of these offices is available on the website. Students should contact the VA Certifying Official at BPCC with any questions regarding certification of their classes.

Once education benefits are established, it is the responsibility of the student to contact the VA Certifying Official in the Division of Innovative Learning, Bldg A-138, to ensure the classes are certified through the VA. Classes cannot be certified without the proper paperwork. The student must meet with the VA Certifying Official before each semester to ensure classes are certified through the VA.

If a student adds a class, drops a class, resigns from the college or changes degree programs it is their responsibility to notify the VA Certifying Official as soon as possible.
Students must maintain satisfactory progress and review the Academic Policies section of the catalog concerning probation and suspension due to a low GPA or financial obligation.

Benefits will be according to VA guidelines.
SERVICE/SUPPORT DIVISIONS AND PROGRAMS

DIVISION OF BUSINESS AFFAIRS AND ADMINISTRATION

Tom Williams
Executive Vice Chancellor for Administration
Location: Building A
318-678-6300

The Division of Business Affairs and Administration consists of six departments whose missions for the College are as follows:

**Human Resources**
The mission of the Human Resource Department of Bossier Parish Community College is to provide equitable and rewarding opportunity for all employees of BPCC. This mission is accomplished through conscientious application and administration of a comprehensive benefit package, attractive salary packages, and aggressive retirement options. The organization adheres to federal and state employment regulations and ensures equal opportunity to all employees and applicants.

**Finance**
The Finance Department provides safe and sound financial services necessary to operate Bossier Parish Community College in the most cost effective manner possible by utilizing the resources available to maximum the return on current assets and protecting the integrity of the College’s finances.

**Purchasing**
The mission of Bossier Parish Community College’s Purchasing Department is to develop and implement sound procurement, receiving and inventory practices in accordance with Bossier Parish Community College policy, legislative mandates and Louisiana Law. We strive to provide quality and timely service to our customers and vendor communities.

**Security**
Campus Security is responsible for the safety and security of all persons on campus. Our division strives to reduce the amount of crime on campus.

**Physical Plant**
The Physical Plant Department is responsible for the maintenance and cleanliness of the buildings and grounds at Bossier Parish Community College. Preventative maintenance schedules are in effect to provide a safe and clean learning environment for students, faculty and staff.

**Computer Services**
The mission of the Computer Services Department is to support, encourage, and enhance the use of technology by providing planning, budgeting, and leadership for technology; and by administering the College’s technical support units. Technical Support Services’ goal is to manage and operate College-wide information systems and to coordinate support to meet the academic and administrative computing needs of the College.
DIVISION OF ECONOMIC AND WORKFORCE DEVELOPMENT

OFFICE LOCATION: Building D, Room 134
PHONE: 318-678-6015

VICE CHANCELLOR
Gayle Flowers

DEAN
Lisa Wargo

STAFF
Veronica Baker, Administrative Assistant III
Tracy Coco, Administrative Coordinator II
Sean Downing, Business Development Representative
Rebecca Emerson, Administrative Assistant IV
Jasmine Horton, Registrar
Karen Ward, Administrative Coordinator III

Economic and Workforce Development offers the following programs:

- BPCC Testing Center
  - Barksdale Air Force Base National Test Center
  - High School Equivalency Test (HiSET)
  - Louisiana State Licensing Board of Contractors
  - Industry-Based Certifications
  - Information Technology Certifications
  - Workforce Testing
  - Credit By Examination (CLEP and DSST)
  - Manufacturing Skill Standards Council
  - Nocti Business Solutions
  - North American Process Technology Alliance
  - Proctoring Services
  - National Paper-Based Exams (LSAT, MPRE and GRE Subject Exams)
  - Siemens Certifications
  - WorkKeys (see PTA Program for WorkKeys requirements)
  - National Career Readiness Certificate

- Continuing Education (Non-Credit Courses)
- Non-Credit Courses
  - Professional Development and Job Training
  - Computer Training
  - Personal Enrichment
- Customized Training for Employers
- Certificate Programs
- Certifications, License, and Exam Preparations
- Online Programs
- Incumbent Worker Training Program
- Program for Successful Employment (PSE)

Find more information at www.bpcc.edu/workforcedevelopment.
POLICIES

Registration
Individuals may register:
- Online at www.bpcc.edu/continuingeducation
- In Person - 6220 E Texas St, D-134, Bossier City, LA
- Mail - 6220 E. Texas St, D-134, Bossier City, LA 71111 Phone - 318-678-6015
- Fax - 318-678-6406

Refunds
A ninety percent (90%) refund is granted if the request is made three days prior to the beginning of the class. Refunds are not granted on the day a class begins or after it begins. Full refunds are processed when a class is canceled by BPCC.

Books and Supplies
Book lists and supply lists are provided at registration. Books and/or supplies may be purchased at the BPCC bookstore, local vendors, or instructors as indicted on the lists provided.

Parking Permits
Special BPCC parking permits are given to those who register for a non-credit class.

Continuing Education Units
One (1.0) CEU is awarded for every ten (10) contact hours of instruction or training.

Instructors
Instructors for non-credit classes are people in the community who are subject matter experts in the programs they teach. Instructors must complete an application, provide a résumé, copies of credentials, submit a course proposal and outline for each course.

BPCC Testing Center

BPCC Campus
6220 E. Texas St. Building D-203

Barksdale Air Force Base
Education Building Room 101

STAFF
Lynn Brown, Director
Eddy Presley, Testing Coordinator (part-time)
Cheryl Wieser, Testing Coordinator

BPCC’s Testing Center is a high-stakes testing center that provides services for the workforce, BPCC students, students attending other colleges, individuals earning their high school equivalency test (HiSET), and members of the military. Test services include HiSET (Louisiana’s High School Equivalency Test), industry-based certifications and licensure exams, information technology certifications, credit by examination, distance education exam proctoring, and delivery of national paper-based exams.

An appointment is required for all services. For many tests, registration is through BPCC’s online registration. Go to www.bpcc.edu/testingcenter and click link to BPCC Testing Center to schedule a test at BPCC. Appointments should be cancelled or rescheduled at least 24 hours in advance. For some tests, registration is completed at websites provided by testing companies such as Pearson VUE, Castle Worldwide or ServSafe. Find more information, email testing@bpcc.edu or call 318-678-6002. Be sure to follow all instructions in the Acknowledgements section of online registration system.
BPCC Barksdale Air Force Base National Test Center

BPCC's BAFB National Test Center delivers DANTES-funded CLEP and DSST exams to eligible members of the military, self-pay CLEP and DSST exams to military dependents and others with Base access, and delivery of CLEP and DSST exams to veterans and others eligible for reimbursement. Distance education exam proctoring is also available in the National Test Center. To register online for a CLEP or DSST exam, or to schedule a distance education proctoring exam appointment, go to www.bpcc.edu/testingcenter and click link to BAFT Testing Center. Find more information email testing@bpcc.edu or call 318-678-6002. Be sure to follow all instructions in the Acknowledgements section of online registration system.

The National Test Center is also an authorized Pearson VUE Test Center. To register, go to www.pearsonvue.com/military.

High School Equivalency Test (HiSET)

HiSET is Louisiana's high school equivalency test. It replaced the paper-based GED on January 1, 2014. Eleven states use the HiSET exam as a high school equivalency credential. BPCC’s College Transition Program offers classes for those who are interested in attending classes to prepare for the HiSET. For more information about HiSET classes, call 678-6326 or 678-6197.

There is a paper-based version of HiSET, and there is also a computer-based version of HiSET. For more information about Louisiana’s requirements to take the HiSET exam, or to schedule an exam, contact www.hiset.ets.org or call 1-855-694-4738 for assistance. Be sure to read all information provided to make sure you understand age requirements, identification requirements, and other procedures that must be followed.

BPCC's Testing Center delivers computer-based and paper-based HiSET exams. Our schedule is found at www.hiset.ets.org. For more information about classes to prepare for HiSET, call 318-678-6325. For assistance registering for HiSET, call 855-694-4738. For general information about HiSET, call BPCC’s Testing Center at 318-678-6002.

Workforce Testing

Through contracts with various testing companies, BPCC's Testing Center delivers many national industry-based certification and licensure exams. Appointments are generally made through the individual testing company. For more information, contact the BPCC Testing Center.

- Castle Worldwide
- Certification Partners
- Certiport
- CompTIA
- EC Council
- Louisiana State Licensing Board for Contractors
- NOCTI Business Solutions
- Manufacturing Skills Standards Council
- Microsoft
- Pearson VUE
- North American Process Technology Alliance
- ServSafe
- Siemens
- WorkKeys

Credit by Examination

Earning credit for the knowledge you've gained through work or military experience, independent study, or other sources is a fast and inexpensive way for many students to complete their college degree. BPCC’s Testing Center offers credit by examination exams to BPCC students, the general public, and members of the military who are eligible for DANTES-funded testing.

BPCC’s Testing Center offers many exams that are accepted at BPCC for college credit. Exams and test services include Internet and Computing Core (IC3), Microsoft Office Specialist, CompTIA, College-Level Examination Program (CLEP), DANTES Subject Standardized Test (DSST), Microsoft, Cisco, EC Council, Java, and Manufacturing Skills Standards
Council. For complete information about credit by examination options, BPCC students should review the Prior Learning Assessment Matrix.

**Proctoring Services**

As a member of the Consortium of College Testing Centers (CCTC), BPCC’s Testing Center provides services according to the standards set by the National College Testing Association. We monitor testers by manual observation and through multi-camera Audio/Visual recording. Let us know if you need the following:

- Proctoring for distance education exam
- Proctoring for professional licensure and certification exams for individuals or groups
- Off-campus proctoring for groups

Appointments are necessary. Students are responsible for following all instructions given by their instructor and by the BPCC’s Testing Center. A non-refundable proctor fee payable to BPCC is charged depending on the length of the proctored exam. The cost of a two-hour exam is $25. To ensure that BPCC’s Testing Center can deliver your exam within your testing window, contact the Testing Center as soon as you know that you need to schedule a proctoring appointment and discuss your proctoring needs. To ensure that your exam has arrived, contact the Testing Center at least 24 hours before your scheduled appointment to confirm that your exam has arrived.

To register online go to [www.bpcc.edu/testingcenter](http://www.bpcc.edu/testingcenter).

**National Paper-Based Exams**

BPCC’s Testing Center delivers national paper-based exams on fixed test dates that are scheduled throughout the year. The national paper-based exams delivered by BPCC’s Testing Center include the Graduate Record Examination Subject Tests (Educational Testing Service) ([www.ets.org/gre](http://www.ets.org/gre)), Law School Admission Test (Law School Admission Council) [www.lsac.org](http://www.lsac.org), and Multistate Professional Responsibility Examination (administered by LSAC on behalf of National Conference of Bar Examiners) ([www.ncbex.org](http://www.ncbex.org)).

To register for these exams, go to the website provided.

**Continuing Education**

Continuing Education offers non-credit courses that address the educational, recreational, and cultural needs of the community.

Non-credit courses include professional development and job skills training, certification and license prep courses, and computer training. The Division also offers a wide variety of online classes with partners Ed2Go, The Income Tax School, Banker’s Academy, American Home Inspectors Training Institute and other online training providers.

* Non-credit classes spring, fall and summer semesters:
  - Professional Development and Job Training
  - Computer Training
  - Personal Enrichment
  - Certificate programs
  - Certifications, License, and Exam Preparations
  - Online Programs
  - Customized training

Find more information at [www.bpcc.edu/continuingeducation](http://www.bpcc.edu/continuingeducation).

**CERTIFICATIONS, LICENSE, AND EXAM PREPARATIONS**

Certified Nurse Assistant
The CNA program prepares individuals to work with long-term care patients, such as those in nursing homes and those receiving home healthcare. The program provides approximately 164 hours of instruction, including medical terminology, healthcare safety, patient care lecture, patient care studies and clinicals.

Upon successful completion of the program, the student will receive a certificate of completion and be recognized as a Certified Nurse Assistant in the state of Louisiana. The student must complete all coursework with a grade of "C" and score at least 70% on the final exam to successfully complete the program. Textbooks are required.

Students completing the Certified Nursing Assistant (CNA) program at Bossier Parish Community College may take challenge exams for ALHT 109 and/or BLGY 110. If students successfully complete the challenge exams, they will not be required to enroll in ALHT 109 and/or BLGY 110 to earn the Technical Competency Area in ECG/Telemetry Technician.

Admission Requirements:
- High school diploma, Louisiana High School Equivalency, or pass a proficiency exam
- Required immunizations
- Proof of health insurance
- Physical examination
- Application to the program

Certified Professional Coder (AAPC)

Students will review coding guidelines for ICD-10-CM, CPT and HCPCS, medical terminology, anatomy reimbursement issues and test taking tips. This is a fast-paced course designed to help the student pass the AAPC Certified Professional Coder (outpatient) certification exam. Prerequisites: Prior medical coding coursework OR at least 2 years medical coding experience. Course textbook is included in tuition, professional coding books, AAPC membership and exam fees are not included. Textbook and/or supplies required. Exam will be held at the completion of the course.

Food Safety Certification

The Louisiana Office of Public Health, Sanitarian Services, has approved BPCC as a provider for the Food Safety Certification course. The course covers safe food handling techniques, prevention of food borne illnesses, sanitary facilities and equipment, reducing liability, training and supervision of employees. Participants must pass a written exam before applying with the State for the Food Safety Certificate, which must be displayed in the food service establishment and renewed every five years.

NCCER (National Center for Construction Education and Research)

NCCER (National Center for Construction Education and Research) Craft Training is offered at BPCC. NCCER is a nationally recognized, standardized craft skill training program that provides students with industry-recognized credentials and national portability of skills.

NCCER Carpentry: Level 1

NCCER Carpentry: Level 2
Carpentry Level 2 Modules include Commercial Drawings, Roofing Applications, Thermal and Moisture Protection, Exterior Finishing, Cold-Formed Steel Framing, Drywall Installation, Drywall Finishing, Doors and Door Hardware, Suspended Ceilings, Window, Door, Floor and Ceiling Trim, Cabinet Installation and Cabinet Fabrication.

Notary Public Exam Preparation

This course, open to registered Louisiana voters, prepares one to take the state Notary Public examination.

OSHA 10 and 30 Hour Certification Construction and General Industry

Paralegal Certificate Program

The Paralegal Online Training Program will prepare you for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more.
Your training will prepare you to become a legal secretary or paralegal and to take the certification exam. All materials are included! This online career training program is offered in partnership between BPCC, Ed2Go/Gatlin Education and the National Association of Legal Assistants (NALA) Campus. Tuition includes free access to the seven preparatory exam courses offered at NALA Campus. Regardless of whether or not you’re eligible for certification or plan to take the exam, the NALA Campus preparatory courses are a value-added addition to your paralegal education. Register online at http://www.gatlineducation.com/bpcc/business.htm

**Home Inspectors Pre-Licensing Education**

100% ONLINE distance learning offered by the American Home Inspectors Training Institute. Learn the fundamentals of inspecting structure, exteriors, roofing, electrical, plumbing, heating/cooling systems, insulation/ventilation systems, report writing, business development and marketing strategies. Learn to identify and properly document defects of a residential property within the standards of the industry, essential skills in working with realtors, mortgage brokers, attorneys and financial institutions which play a key role in real estate transactions, how to make better purchasing decisions or start a business as a licensed home inspector. This course is approved by the Louisiana State Board of Home Inspectors (LSBHI) for the 90 hours of classroom education required to apply for a license. Over 90% of the students who have taken this course pass the licensing exam.

**Real Estate Pre-Licensing Education**

This 90-hour pre-licensing program is approved by the Louisiana Real Estate Commission (Cert. No. 0220) and is a prerequisite for the State License Examination. The requirements for a real estate salesperson license in Louisiana are: you must be at least 18 years of age, possess a high school diploma or *Louisiana High School Equivalency*, successfully complete 90-hours of approved education courses, pass the real estate salesperson licensing exam and be sponsored by a licensed Louisiana real estate broker and provide Errors and Omissions Insurance prior to license issuance.

**Private Investigator License Prep**

The 40-hour private investigation training is offered with approval from the Louisiana State Board of Private Investigator Examiners. The training prepares one to take the state private investigator exam, which BPCC offers through the State Board at the completion of training. One must complete the training, pass the exam, and be employed by a licensed agency to obtain a private investigator license.

**ONLINE PROGRAMS**

- Accounting and Income Tax in partnership with The Income Tax School
- Bank Teller Training and Banking Compliance in partnership Banker’s Academy
- OnCourse Learning
  - Insurance National and State pre-license certification and continuing education
  - Mortgage pre-license certification and continuing education
  - Home Inspection and Energy pre-license certification and continuing education
- Ed2Go
  - **Features:**
    - More than 350 courses available
    - Instructor facilitated
    - Two lessons a week for six weeks via Internet (most courses)
    - Courses begin monthly
    - Tutorials and discussion groups
    - Certificate of completion
    - Certification prep programs
    - Ed-2-Go also includes entry-level career training programs in one-semester; self-paced formats with open enrollment. Fees, books and training materials are included.
  - Programs include:
    - Certificate Programs
    - Computers for Beginners and Software Applications
    - Personal Enrichment
    - Professional Development
CUSTOMIZED WORKFORCE TRAINING

Bossier Parish Community College provides businesses with customized workforce training. Options include:

- **Computer Software Applications**: MS Word, Excel, PowerPoint, Outlook, Access, QuickBooks, Adobe Creative Suites, AutoCAD
- **Command Spanish**: For businesses with Spanish speaking employees and clientele. Learner-friendly workshops are customizable for any industry and require no prior knowledge of Spanish.
- **Customer Service Excellence**: Customizable for any industry, from frontline representatives to management
- **Human Resources Training for Small Businesses**: Dos and don'ts of hiring and terminations, job descriptions, developing policy and procedure manuals, employee relations and retention, performance management, employment law basics
- **Leadership and Management**: Leadership, Performance Management, Delegating, Teambuilding and Communication Skills using Personality and Behavior Profile Systems as a foundation, Influential and Situational Leadership, Functions of Management, Conflict and Stress Resolution
- **Lean**: Lean is ideal for healthcare, finance, manufacturing, government, or any other type of service or product based industry. Lean concepts and tools include Value, Value Stream, Waste, Equipment Reliability, Continuous flow, Pull production, Continuous improvement, Involvement of people, 5-S, Value Stream Mapping, Quality at the Source, Workplace Organization, TPM, Visual Management, Set-up Reduction, One Piece Flow, Cellular Manufacturing, Standardized Work, Work Balancing, Point of Use Systems, Kanban and Kaizen.
- **Sales and Marketing**: Sales and Marketing fundamentals and strategies, enhanced sales skills

INCUMBENT WORKER TRAINING PROGRAM

Bossier Parish Community College Economic and Workforce Development Division offers grant writing and management services for Louisiana’s Incumbent Worker Training Program.

The Incumbent Worker Training Program (IWTP) provides qualifying employers with grant funding to train their workforce. The Incumbent Worker Training Program (IWTP), a partnership between the Louisiana Workforce Commission, business and industry and training providers, benefits business and industry by assisting in the skill development of existing employees and thereby increasing employee productivity and growth of the company.

Funding comes from the interest earned on overpayment of federal unemployment insurance and is returned to the employers who pay into the system.

Improvements through training result in:
- Creation of new jobs,
- Retention of jobs that otherwise may have been eliminated, and
- Increase in wages for trained employees.

**Who is eligible for IWTP Funds?**
- Any business who has operated in Louisiana AND contributed to the state’s Unemployment Insurance System for at least 3 years
- Employers with at least 15 employees to be trained OR could join with other employees in a consortium for similar training
- Employers who exhibit a long-range commitment to employee training

Find out more at [www.laworks.net](http://www.laworks.net) OR call BPCC Economic and Workforce Development at 318-678-6105.

Find more information at [www.bpcc.edu/workforcedevelopment/customizedtraining.html#iwtp](http://www.bpcc.edu/workforcedevelopment/customizedtraining.html#iwtp)
PROGRAM FOR SUCCESSFUL EMPLOYMENT

STAFF

Sabrina Langley, Director
Patsy Alexander, Job Coach (part-time)
Bobbie Brown, Specialist Job Coach
Robin Burcham, Lecturer/Instructor
Warden Jenkins, Specialist/Job Developer
Margaret Wilkes, Non-Academic Instructor

Through the Program for Successful Employment (PSE), Bossier Parish Community College offers vocational training for people with Cognitive Disabilities and/or Autism. The program combines academic and job skills training on BPCC’s campus and in regional businesses. The goal of PSE is paid employment for students in jobs focused on their interests and strengths.

Students receive soft skills as well as career specific training along with actual hands-on work experience through vocational externships in the community. Assistance both in the classroom and on the work site helps all students succeed.

This program is built through a third-party agreement with Louisiana Rehabilitation Services. Find out more information by visiting the PSE website www.bpcc.edu/pse or calling the PSE Director, Sabrina Langley, at 318-678-6334.
DIVISION OF EDUCATIONAL TECHNOLOGY

OFFICE LOCATION: Building D, Room 217
PHONE: 318-678-6023

DEAN
Charles Cameron

STAFF
Tammy Roy, Administrative Assistant III
Gary Ware, Instructional Technology Specialist (myBPCC Administrator)
Rusty Johnson, Support Technician
Rachel Basco, Training Coordinator

In fulfillment of its mission of instruction and service, Bossier Parish Community College is committed to the implementation of an electronic education program. The compressed video classrooms in D210 and D219 are capable of responding quickly to community needs while promoting interest in lifelong education.

In an effort to provide a variety of electronically-based instruction/training opportunities in various delivery formats, BPCC has established electronic learning initiatives in the areas of compressed video and online/hybrid course offerings and instruction. These capabilities include the following:

- College-level courses for BPCC students at extension sites.
- College-level course work for advanced students at area high schools.
- Academic course work for students at other institutions of higher learning.
- Continuing professional education opportunities for business and industry personnel.
- Personal enrichment courses for residents of area communities at convenient remote sites.
- Workshops and conferences for employees of area community service agencies.
- Professional development activities for faculty, staff, and administration.

BPCC's online courses and program offerings can be found on the College website or by using the Board of Regents' Online Learning website at https://www.louisianaonline.org/

Those who use BPCC's electronic learning opportunities--whether it's by compressed video or Internet--will find the following advantages: flexibility in location for delivery of educational and training information, availability of a wider range of courses than previously offered, and uniqueness of teaching resources at remote sites.
DIVISION OF INNOVATIVE LEARNING

OFFICE LOCATION: Building A, Room 138
PHONE: (318) 678-6540

DEAN
Donna Womack, Associate Vice Chancellor

STAFF
Debbie Bury, Project Director
Abby Benzinger, Recruiting, Transition and Retention Coordinator
Alexandra Ekstrom, Program Coordinator
Lynne McCoy, Director of Academic Outreach
Susan Stakes, Program Coordinator
Mary Ann Heim, Administrative Coordinator III

Mission Statement
The mission of the Division of Innovative Learning at Bossier Parish Community College is to work with current and prospective students through several existing and evolving programs. Innovative Learning encompasses the Dual Enrollment program for high school students, off-campus studies, career and technical education, and Veteran Education Services. The Division also assists in recruiting and campus outreach efforts.

HIGH SCHOOL DUAL ENROLLMENT
Students currently enrolled in a public or private Louisiana high school or an approved Louisiana State Department of Education home school program may earn high school Carnegie units and BPCC college credits by meeting enrollment requirements.

OFF-CAMPUS STUDIES
BPCC offers college classes to area students in convenient locations such as Northwest Louisiana Technical College (NWLTC) in Minden. Classes are offered at various off site locations to better serve students. For more information, call 318-678-6540.

Northwest Louisiana Technical College
9500 Industrial Drive
Minden, LA 71055

VETERAN EDUCATION SERVICES
Contact: Susan Stakes
Phone: 318-678-6472
sstakes@bpcc.edu

The Veteran Education Services Office assists students with veteran educational support. Once your education benefits have been established by Veteran Affairs, our staff helps with the education claims process.

LOUISIANA NATIONAL GUARD YOUTH CHALLENGE PARTNERSHIP
This collaboration with Louisiana National Guard Youth Challenge allows cadets earning their high school equivalency to take Course Challenge Exams linked to fifteen hours of college credit. Cadets passing these exams will earn credit supportive of military enlistment or college transfer. For more information, call 318-678-6540.
DIVISION OF LEARNING RESOURCES

LOCATION: Building A, 1st floor
PHONE: Library/Learning Commons - 318-678-6042
       Circulation 318-678-6275
WEB SITE: www.bpcc.edu/bpcclibrary

DEAN
Brenda Brantley, Professor

FACULTY
Debra Harmon, Assistant Professor/System Librarian
Ellen Jenkins, Instructor/Reference Librarian
Timothy Osteen, Instructor/Catalog Librarian

STAFF
Kendra Bonnett, Tutoring Center Manager
Stephanie Cox, Library Coordinator
Roxie Johnson, Library Assistant
Pat Joyner, Assistant Tutoring Center Manager
Susie McDowell, Administrative Assistant III

Mission Statement
The mission of the Bossier Parish Community College Library/Learning Commons is to provide the library resources and services required to support the mission of Bossier Parish Community College.

Library/Learning Commons

The BPCC Library/Learning Commons is a vital part of the educational program, providing a comprehensive range of services to students, faculty, and staff. It contains over 40,000 cataloged items that provide both primary and secondary resource materials needed to support the purposes and programs of the College. An open-shelf arrangement of the main collection makes material easily accessible. The Learning Commons regularly receives 6 newspapers, 220 periodicals, and maintains a closed stack periodical area for unbound issues of magazines. The Learning Commons staff consists of professional librarians, an administrative assistant, a library assistant, and library technician positions. Student assistants help in the mechanical and clerical processes of the Learning Commons.

The BPCC Learning Commons provides the following services:
- Reference and research assistance
- Interlibrary loans
- Library instruction
- Reserve materials
- Audiovisual center of curriculum-related materials
- Photocopiers
- Laptop computers

See the Academic Division section for a complete description of the Learning Commons and its holdings.

Learning Commons hours: Spring and fall semesters (when classes are in session and during final exams)
Monday through Thursday: 7:00 am - 8:00 pm
Friday: 7:00 am - 4:30 pm

Hours for the summer semester are posted by the Learning Commons door and on the Learning Commons’ website, www.bpcc.edu/bpcclibrary.
Tutoring Center

The Tutoring Center provides free personal tutoring and computer-assisted instruction to all BPCC students. Students receive assistance with the sciences, mathematics, writing, English, and other areas of study. Microscopes, graphing calculators, human anatomy models, and a CPR manikin are samples of student resources available for use. Services at the Tutoring Center are free of charge and appointments are not necessary.

The Tutoring Center uses its web site to inform BPCC students about important announcements such as hours of operation, special programs, and new services. Students are encouraged to access the Tutoring Center homepage by logging onto www.bpcc.edu/tutoringcenter.

Writing Support Services

The Writing Support Services Learning Laboratory, located within the Tutoring Center, serves all students in every stage of the writing process, regardless of the subject. Writing Support Services' tutors help students focus on the process of writing and work to help students establish a foundation for success in writing. For online assistance, visit www.bpcc.edu/writingsupportservices.

The Tutoring Center hours for fall and spring semesters (which include when classes are in session and during final exams):

- Monday through Thursday: 7:00 a.m. - 8:00 p.m.
- Friday: 7:00 a.m. - 4:30 p.m.

Hours for the summer semester are posted on the Tutoring Center’s web site, www.bpcc.edu/tutoringcenter.

RESOURCES

Main Collection

The main collection has over 40,000 cataloged items that provide both primary and secondary resource materials to support the purposes and programs of the college. Materials may be accessed through BPCC Learning Commons’ online catalog.

Reference Collection

The Reference Collection includes basic encyclopedias, dictionaries, and indexes (in print and online format). Other research tools in the reference area include almanacs, maps, atlases, statistics and subject resources.

Periodicals

The Periodical Collection is located on the second floor. This collection contains scholarly journals for research, as well as, magazines for leisurely browsing.

LibGuides

LibGuides are online guides (subject) on any topic. Most commonly used are in the areas of English, Allied Health, Art, Music, Psychology, and Current Events.

Audiovisual Collection

The Audiovisual Collection contains curriculum related audio tapes and CDs, video tapes and DVDs, and microforms.

Online Catalog

The online catalog is available via the Internet 24 hours a day and provides students with quick and easy access to the holdings of the Learning Commons. The online catalog also offers user services such as placing holds, viewing reserve materials list, and checking personal accounts of books and bills owed. It also allows access to the Learning Commons’ EBook collection.
**LOUIS**

LOUIS: the Louisiana Library Network ([www.lsu.edu/ocs/louis/](http://www.lsu.edu/ocs/louis/)) is a library consortium of public and private Louisiana college and university libraries. LOUIS provides the library's automation services and licenses full-text electronic resources from over 55,000 journals.

**ELECTRONIC RESOURCES**

Students now have easy access to indexes, abstracts and full-text journal articles from over 55,000 titles. Many articles are available in full-text, allowing students access to the entire contents online. Online access empowers students with reliable and up-to-date information at their fingertips.

- Go to: [www.bpcc.edu/bpcclibrary](http://www.bpcc.edu/bpcclibrary)
- Hover the cursor over the Databases link, and then select by Title, by Subject, or by Vendor.
- Click on the name of the database to be searched.
- If off campus, log on using your 8-digit student ID (no spaces or dashes). The pin number is your six digit birthdate.

**Bayou State Periodicals Index**

An index to popular Louisiana periodicals. Includes titles such as Acadiana Profile, Louisiana Conservationist, and SB Magazine.

**CQ Researcher**

Contains single-themed reports on a variety of topics including health, science trends, environment, and technology.

**Dissertation Abstracts**

Contains abstracts of U.S. doctoral dissertations and master's theses. This database is updated monthly.

**EBSCO**

Includes Academic Search Complete; Alt Healthwatch; Agricola; Art Abstracts; Biological Abstracts; Book Collection: Nonfiction; Business Source Complete; CINAHL Plus Full-text; Computer Science Index; Computer Source; Discovery Service; Economia y Negocio; Environmental Index; ERIC; Fuente Academica; Funk and Wagnall's New World Encyclopedia; GeoRef; GeoRef In Process; Greenfile; Health Source; H.W. Wilson; History Reference Center; Hospitality and Tourism Index; Information Science and Technology Abstracts; Internet and Personal Computing Abstracts; Legal Collection; Lexi-PALS Drug Guide, Library, Information Science and Technology Abstracts with full text; Literary Reference Center; MAS Ultra: School Edition; MedicLatina; Medline; Mental Measurements Yearbook; Military and Government Collection; MLA Directory of Periodicals; MLA International Bibliography; Newspaper Source; Primary Search; Professional Development Collection; Psychology and Behavioral Sciences Collection; PsycINFO; Regional Business News; Religion and Philosophy Collection; Science and Technology Collection; SociINDEX with Full Text; the Serials Directory; Teacher Reference Center; Vente et Gestion; and World History Collection.

**Gale Group**

Databases include Biography Resource Center, Literature Resource Center, Scribners Writers Series, and Twayne Author Series.

**JSTOR: The Scholarly Journal Archive**

JSTOR consists of a reliable and comprehensive archive of important scholarly journal literature. Coverage extends from 1800s to the present. Most recent 3-5 years may be unavailable.

**Learning Express**

Learning Express is an interactive online database of practice tests and tutorial course series designed to help patrons - students and adult learners - succeed on the academic or licensing tests. Users are required to create an account to take tests.
**Lexis Nexis Academic**
Provides access to 6,000 titles in news, business, and legal information. Includes company information, foreign and U.S. newspapers, magazines, trade journals, federal and case law, medical news and abstracts, and law reviews. This database is updated daily.

**Literati by Credo**
An interactive general reference resource that specializes in essential components of successful and effective research.

**MathSciNet**
Database includes reviews or summaries of mathematical articles from approximately 1,700 current journals, books, and conference proceedings.

**Proquest Nursing and Allied Health Source**
Designed to meet the needs of researchers and allied health programs; covers nursing, allied health and complementary medicine.

**Sanborn Maps-Louisiana**
Maps provide historical information on growth and development of Louisiana cities, towns, and neighborhoods. Dates of maps are from 1867-1970. Maps include structural information on buildings.

**Worldcat/First Search**
Contains millions of bibliographic records of books and other material at libraries worldwide. Records exist for all forms, including EBooks, MP3, DVDs, and websites.

**SERVICES**

**Reference Services**
Learning Commons faculty are professionally trained to assist in finding information. Reference questions can also be handled by e-mail, refdesk@bpcc.edu.

**Interlibrary Loan**
Materials needed for research may be requested from other libraries through interlibrary loans. Request should be made 10-14 days before assignments are due.

**Library Instruction**
Library instructional sessions designed to develop information literacy and competency with the informational resources and services normally found in college libraries are provided by the Learning Commons faculty.

**Reserve Materials**
Materials on reserve for class assignments are located at the Circulation Desk. These materials are limited to circulation for Learning Commons use only. All reprinted articles and audiovisual materials must comply with current copyright laws.

**Laptop Computers**
Wireless laptops computers are available for checkout to current BPCC faculty, staff and students. Student access is restricted to in-library use. Laptops are equipped with basic software to complete course assignments. Printing is not available on Learning Commons laptops. Students may bring personal laptops for use with the College's Wi-Fi.

**WRITING LAB**
The Writing Lab, located in G-219, provides writing support to all BPCC students regardless of discipline. Students may make appointments with Liberal Arts faculty for one-on-one tutoring. These tutoring sessions last approximately 20 to 30 minutes and are free of charge. The Writing Lab also serves as a computer lab where students may conduct research, write papers, and print their work. The Writing Lab is open to students during peak daytime hours, along with limited hours for evening students. Additionally, the Writing Lab offers tutoring services to students enrolled in online courses who may...
not have access to campus. Students can upload writing assignments to the Canvas learning management system, and Liberal Arts faculty members will provide written feedback to the student within 72 hours. www.bpcc.edu/writinglab
DIVISION OF STUDENT SERVICES

In keeping with the mission of Bossier Parish Community College to provide instruction and service to its community, the Division of Student Services has adopted the following mission statement: To maximize student success in achieving a well-rounded education. The Student Services Division coordinates its services with all the other divisions within the College to enhance the educational experiences of the students and to support the mission of Bossier Parish Community College. To achieve this mission, the Division has established the following goals:

- To provide convenient access to appropriate educational opportunities to all.
- To maintain an effective student financial aid program.
- To increase student awareness and stimulate participation by students in seminars, programs, organizations, and activities offered on campus and in the community.
- To promote a well-rounded educational experience through participation in extracurricular activities including cheerleading, dance line, and athletic programs.
- To take reasonable steps to provide a healthful, safe, and secure campus community environment.
- To take reasonable steps to provide transparency, accountability, and education concerning domestic violence, dating violence, sexual assault, and stalking for our students, faculty, and staff in accordance with the Campus SaVE Act.
- To promote appreciation for and understanding of the cultural, economic, and educational diversities among students, faculty, and staff.
- To expand community outreach efforts to recruit minority, under-represented, and diverse students.

BPCC is committed to the active involvement of students in all phases of College life, providing student services to assist and support students, and providing enrichment of their college experiences. The College has established procedures and policies to regulate student life, organizations, and activities. The responsibility for interpreting and enforcing these policies and procedures lies primarily with the Vice Chancellor for Student Services and the Student Life Committee. The College regulates the campus activities insofar as these activities relate to the educational or service objectives of the College. Please contact us at studentservices@bpcc.edu for information and assistance about Student Services.

Admissions/Registrar’s Office

Building F-Room 124

The Admissions/Registrar’s Office strives to help students reach their educational goals as well as assisting the faculty with their needs. For help with Admissions, please visit our web page at www.bpcc.edu/admissions or call 318-678-6004. Detailed information about Admissions requirements and procedures can also be found in the “General Admission Requirements” section in this catalog.

Financial Aid Office

Building F-Room 235

The Financial Aid Office provides assistance and counseling in completing the financial aid application, evaluation and determination of need. Front Counter Advisors and Verification Counselors are always available via email and phone. Verification counselors are also available on an appointment basis. Students can locate their Verification Counselor based on the last 4 digits of their SSN. (Each verification counselor is also assigned to a special program such as Institutional Waivers, Third Party Waivers, or Loans). For more information about Verification Counselors and Financial Aid Office, please visit our web page at www.bpcc.edu/financialaid or call 318-678-6026.
Recruiting Office

Building A-Room 133

Welcome to Bossier Parish Community College. BPCC is a great place to be. Although enrollment continues to grow, there is always room for YOU!

BPCC is a two-year coeducational college that is state supported. Our goal is to recruit prospective students area-wide through high school visits, career and college fairs, campus tours, and involvement within the community.

Besides academics, BPCC offers a variety of programs, intercollegiate teams, religious organizations, service groups, special interest groups, and student media groups for students to become involved in. We really do have something for everyone!

If you would like to visit our campus, please call 318-678-6033 and schedule a tour. Tour reservations are recommended. While on your tour, you will have the opportunity to experience the BPCC community. You will visit many service areas of the College and meet outstanding students as well as faculty and staff members who are always willing to serve our students.

The Recruiting Office is located in the Administration building – A133.

If you would like any other information, please contact the Recruiting Office at 318-678-6033 or at recruiting@bpcc.edu.

Center for Student Success

Building F-Room 250, located directly across from Financial Aid

The Center for Student Success delivers Academic Advising, Disability Services, and Career Services support across many disciplines to all students currently enrolled at BPCC at no cost. It also provides an individualized experience for student learners based on their academic and career goals.

Academic Advising Center

Building F-Room 250, located directly across from Financial Aid

The Academic Advising Center provides students with a wide range of services developed to ensure individual needs of the student are addressed in all aspects of the academic decision-making process. Students may call 318-678-6489 for information.

Comprehensive services include the following:

- academic advising
- transcript evaluation

In addition, the Academic Advising Center staff refers students to the appropriate college personnel to fully utilize available resources. Students are encouraged to view the Academic Advising Center web page at www.bpcc.edu/academicadvisingcenter.

Career Services

Building F-Room 242, located in the Academic Advising area

Students experience a positive atmosphere in which to explore career and employment options. The Office of Career Services seeks to empower students with the skills needed to excel at a four-year university or in entering the job market.

Current students and alumni are assisted in locating employment which is compatible with their job needs and educational objectives. Job opportunities include full-time, part-time, and temporary employment for both on and off campus. The use of electronic applications for students and employers and OPTIMAL RESUME enables Career Services to be of greater assistance in the registration and employment process for students, alumni, and employers. On campus job interviews with prospective employees are held throughout the year in addition to the annual Career Fairs held each fall and spring.

The office provides resume and cover letter writing and interview skills workshops. Student may call 318-678-6084 for information and/or to schedule an appointment to talk with Career Services staff. Students are also encouraged to view the Career Services web page under Student Services by visiting www.bpcc.edu/careerservices.
Disability Services  
**Building F-Room 255, located directly across from Financial Aid**

Disability Services assists students throughout their college career at BPCC. Students may call 318-678-6020 for information and/or to schedule an appointment.

The Office of Disability Services coordinates campus-wide efforts to provide services and accommodations for students with disabilities. In compliance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, the office ensures that eligible students receive proper classroom modification and serves as a liaison between faculty and students. Medical or psychological documentation is required to recognize a disability. Categories of disabilities include:

- Physical impairment
- Sensory impairment (hearing or vision impaired)
- Learning disabilities
- Psychiatric/addictive disorder

To begin services, a registered BPCC student must not only provide the Disability Services with proper documentation, but must request assistance. In order to receive special accommodations for placement testing, students must make the request at least two weeks in advance of the test date.

Stop by Building F, Room 255, or call 318-678-6020 for an appointment.

Athletics

**Building I, the Gym**

Bossier Parish Community College is a member of the National Junior College Athletic Association. The athletic program at BPCC, which is an integral part of the institution, fosters the College’s mission of instruction and service. BPCC competes in four Division I collegiate sports: men's baseball, women's basketball, men's basketball, and women's softball. BPCC also has two Division III sports: men’s and women’s cross country. For more information about intercollegiate sports, students should contact the Athletic Department

Crisis Intervention Services

**Building A – Office of Student Services**

The Crisis Intervention Team (CIT) was established by the College to support and strengthen safety and security efforts across the campus. The CIT is made up of professional faculty and staff from various areas of the college. The following are represented areas on the team: Student Services, Security, Physical Plant, Risk Management, Human Resources, Disability Services, Workforce Development, and Behavioral-Social Sciences and College Transition Programs. The team is led by the campus Mental Health Coordinator. This position reports directly to the Vice Chancellor for Student Services. For more information about the CIT, students should contact the Office of Student Services.

The CIT is largely dependent on reports it receives from across campus to effectively do its work. The campus is encouraged to report any threats or other concerning behavior to the team. In the event someone reports a situation to a CIT member, the Mental Health Coordinator or other licensed professional on the team will evaluate the student for life-threatening or potentially life-threatening situation(s). Exceptions to confidentiality are guided by Louisiana state law, ethical standards, and professional practices. Students are informed about exceptions to confidentiality prior to the beginning of the evaluation and referral process.

During the course of the evaluation, it may be determined the student requires other mandated interventions. Interventions will be decided upon with recommendations from the Mental Health Coordinator and/or other licensed professionals on the CIT with final approval from the Vice Chancellor for Student Services. Interventions are determined on a case-by-case basis. The expense of using outside resources is borne by the student.
There are a number of community resources available to encourage students to explore and to access. Referral information to community agencies, programs, private practitioners for mental health and/or treatment is available in the Office of Students Services. The Office of Student Services is located on the second floor of Building A, 220.

Staff within the Office of Student Services can provide students with a list of referral resources outside the College. A range of local treatment services available will be provided to each student so he/she can decide which professional to contact. The expense of using outside resources is borne by the student. Local community resources for students can also be found by visiting http://www.bpcc.edu/studentservices/communityresources.html

**Student Activities and Organizations**

Since a well-rounded education involves more than attending classes, Bossier Parish Community College offers extracurricular activities to satisfy student’s needs. The College encourages the student body to become involved in any of the organizations and activities on campus. Offering something for everyone, these organizations give students ample opportunity to become involved in planning activities, making new friends, developing leadership qualities, and receiving recognition for a job well done.

A number of chartered student organizations are available to students. All College policies and the Code of Student Conduct will be adhered to while participating in any student activity or organization. Students will be allowed freedom of association with organizations, which promote the interests of the academic community or College. The membership policies and actions of a student organization will be determined by vote of only those persons who hold bona fide membership in the College community. Each student organization must have a faculty/unclassified staff advisor. Faculty/unclassified staff advisor will not have the authority to control the policies of organizations.

Student organizations are open to all students without regard to race, creed, or national origin. Students and student organizations are free to examine and discuss all questions of interest to them and are free to express opinions publicly and privately. Organizations are allowed to invite and hear any person of its choosing, in keeping with educational objectives of the College. As members of the academic community, students are free to express their views on issues of institutional policy and on matters of general interest to the student body.

Student organizations may be chartered based upon the recommendations of the Student Government Association and approval by the Student Life Committee. Applications for chartering a new student organization and a list of current organizations may be obtained from the Office of Student Life.

**STUDENT LOUNGES**

BPCC provides a student lounge area in Building F on the first floor. The student lounge is open each school day from 7:00 a.m. until 9:00 p.m., except during special events. Charging stations, vending machines, and pay phones are located in this area.

**STUDENT REPRESENTATION IN COLLEGE GOVERNANCE**

The Student Government Association (SGA) is elected to represent and execute the student will and to promote the general welfare of all students. Through the SGA, students are encouraged to provide input into the decision-making process of the College. The SGA office is located in the Office of Student Life (F220).

Students also have a voice in College governance through representation on the Academic Honesty Appeals Committee, the Athletic Council, the Planning Council, the Disciplinary Hearing Committee, the Safety Committee, the Student Self-Assessed Fee Oversight Committee, and the Technology Committee. The open-door policy of campus administrators allows for student input.

Student opinion surveys and event evaluations following activities/events on campus provide students the opportunity to make recommendations concerning policies and procedures at BPCC.
STUDENT PUBLICATIONS

Student publications at Bossier Parish Community College serve a valuable and necessary function. One of the primary reasons for their existence rests in the educational value for editors, staff, and the student body at large. Publications should be used as tools for the establishment and maintenance of free, responsible discussion and intellectual exploration. As vehicles for free expression in an academic community, student publications must be guaranteed sufficient editorial freedom.

At the same time, since the entire academic community is represented in part by student publications, the editors of such publications must recognize their commitment to responsible journalism in the avoidance of libel, indecency, undocumented allegations or personal attacks, and in fair representation of the student body and the College. In an attempt to ensure responsible journalism, all copy must be previewed by the advisor prior to publication.

**Savoir Faire**

The BPCC literary arts magazine is published annually. The magazine features original art, poetry, essays, short stories, one-act plays, and photographs by students. All contributions are welcome and encouraged. For information contact the Office of Student Life (F-220).

[www.bpcc.edu/savoirfaire](http://www.bpcc.edu/savoirfaire)

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**Code of Student Conduct**

**Introduction**

Student conduct in the environment of an institution of higher learning is expected to be exemplary at all times. The regulations listed within the Code of Student Conduct pertain to students and student life at Bossier Parish Community College. The Code of Student Conduct is promulgated by the Office of the Vice Chancellor for Student Services under the power and authority delegated by the Board of Louisiana Community and Technical College Supervisors and through the Chancellor of the College. The Chancellor has delegated the Vice Chancellor for Student Services and the Vice Chancellor for Academic Affairs as the agencies responsible for the administration of discipline at Bossier Parish Community College.

- Section I: Acts that Constitute Sanctionable Misconduct
- Section II: Academic Misconduct
- Section III: Disciplinary Policies and Procedures
- Section: IV: Disciplinary Hearing Procedures
- Section V: Appeal Procedures

**The Code of Student Conduct**

In support of the mission of BPCC, the College expects its students, student organizations, and all members of the College community to respect the rights of others, as guaranteed by the U.S. Constitution and the Constitution of the State of Louisiana and to obey all federal, state, and local laws, the rules and regulations of the Louisiana Community and Technical College System Supervisors and of Bossier Parish Community College.

BPCC affirms the rights of a student to fair and reasonable resolution of problems, which may accompany the condition of his/her enrollment. The handling of discipline on the College campus is not a criminal proceeding and will follow College procedures.

Each student is responsible for reading and obeying all rules outlined in the Code of Student Conduct. Regulations are designed to create and promote a wholesome educational environment, which includes honesty, integrity, citizenship, and interacting/communicating with others in a respectful and civil manner. To this means, the College condemns hate speech, as well as epithets and slurs based on race, gender, ethnicity, sexual orientation, disability, religion, etc.
The Articles of Section One list the offenses which may be punished, whether they are committed by a student acting singly or with other students or by members of a student organization, whether the violation occurs on or off College property, and whether or not any action is taken by civil authorities.

Student organizations are accountable for any actions or activities by a member acting singly or in concert with others that result in a violation of conduct standards.

The College may also impose discipline sanctions if an off campus violation causes the student to be a clear and present danger or threat to the College community or deters the College from its purposes, function, or goals.

Students suspended and/or expelled from another college or university for disciplinary reasons may not be allowed to enroll in Bossier Parish Community College.

See website for complete student conduct policies: www.bpcc.edu/studenthandbook


STUDENT GRIEVANCE PROCEDURES

BPCC affirms the rights of students to fair and judicial resolution of problems which may accompany conditions of their enrollment. Toward this end, the College maintains informal and open access to instructors and administrators as an avenue by which grievances may be discussed.

- Information about Student Grievance Procedures (other than appeals of academic standing or reported grade) is available in the Student Handbook at www.bpcc.edu/studenthandbook/studentgrievanceprocedures.html.
- Procedures for complaint of harassment are available in the “Sexual Harassment Policy” in the Student Handbook at www.bpcc.edu/studenthandbook/sexualharassmentpolicy.html.
- Procedures for complaint of Sexual Misconduct are available in the “Sexual Misconduct Policy” in the Student Handbook at www.bpcc.edu/studenthandbook/sexualmisconductpolicy.html.
- ADA students Grievance Procedures are available on the Disability Services webpage at www.bpcc.edu/disabilityservices/grievanceprocedures.html.
- SACS/COC Complaint Process can be found in “Consumer Information”. This information is available on BPCC’s website at www.bpcc.edu/aboutbpcc/consumerinformation/index.html#sacscomplaint.

Family Educational Rights and Privacy Act (FERPA)

In accordance with the Family Education Rights and Privacy Act of 1974 (P. L. 9-380) as amended (P. L. 93-568-Buckley Amendment), persons of any age who attend a postsecondary educational institution that receives federal funding are hereby informed of the right to inspect and review their official education records. Bossier Parish Community College considers attendance to begin on the first day of classes. Students should submit to the Registrar or another appropriate College official written requests that identify the record(s) they wish to inspect. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

BPCC assumes that all students are independent unless the parents document dependence. Parents may so document by showing that the student is listed as a dependent on the parents' latest income tax return. Additionally, the Student Information Release Form (Appendix 1) must be completed; otherwise, only the student may review his or her records.
BPCC is responsible for maintaining student records and supervising the release of any information on its students. All records that contain information directly relating to a student and are maintained by BPCC or by a party acting for the institution are considered part of the student's permanent record. The academic records at BPCC are housed in the Registrar's Office. The discipline records are housed in the Office of the Vice Chancellor for Student Services. The Campus Police Log is housed in the office of the Director of Campus Security. These records are used only for specified purposes. BPCC is committed to protect the right of privacy for all its students. When records are no longer pertinent to the student or the College, they are destroyed as indicated by College policy. Students are provided annual notification of FERPA rights in the Student Handbook. The College cannot deny a student access to his/her records, but may deny a student a copy of his/her education records when the student has an unpaid financial obligation to the College or an unresolved disciplinary action against him/her.

As provided by law, the College may release directory information unless the student requests that any or all such information be withheld. Requests must be made to the Admissions/Registrar's Office by the end of the second week of class. The College identifies directory information as student's name, date and place of birth, address, telephone number, electronic mail address, major field of study, and participation in officially recognized activities and sports, to include height and weight of student-athletes, dates of attendance, degrees and awards received, most recent previous school attendance, and photograph.

The College may release student education records without the written consent of the student:

- To school officials who have a legitimate educational interest in the records. A school official is a person employed by the College in an administrative, supervisory, security, academic or research, or support staff position; or a student who is serving on an official committee, such as disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;
- To officials of another school, upon request, in which a student seeks or intends to enroll;
- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities in connection with certain state or federally supported education programs;
- In connection with the student's request for receipt of financial aid;
- If required by state law;
- To organizations conducting studies;
- To accrediting organizations to carry out their functions;
- To parents who claimed the student for income tax purposes;
- To comply with a judicial order or a lawful subpoena;
- To appropriate parties in health or safety emergencies;
- For directory information so designated by the College; or
- As otherwise permitted by FERPA.

**CORRECTION OF EDUCATIONAL RECORDS**

A student has the right to ask to have records corrected that he/she believes are inaccurate, misleading, or in violation of his/her privacy rights. A student must notify the Admissions/Registrar’s Office or the Vice Chancellor for Student Services to request to amend the record.

If the College does not correct the student's record, the student is entitled to a hearing before an impartial officer of the College. Students who feel that their rights have been abridged may file a complaint with The Family Policy Compliance Office, U.S. Department of Education.

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202 - 4605
For more information on FERPA, please visit the following links:

- Family Policy Compliance Office (FPCO) (www.ed.gov/policy/gen/guid/fpco)

NOTE: Bossier Parish Community College is committed to protecting the privacy rights of students; even so, students must be cognizant of the limits to privacy protection inherent in the design of Internet communication technology.

ALCOHOL AND DRUG FREE CAMPUS POLICY

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

This program must include the following:

- Standards of conduct concerning the unlawful possession, use, or distribution of drugs, and the illegal use of alcohol by students and employees on College property or at any College activity;
- Description of legal sanctions;
- Clear statement of the College's sanctions for violations;
- Description of any drug and alcohol counseling, treatment, or rehabilitation services;
- Description of the health risks associated with use of illicit drugs and abuse of alcohol.

The information below is in compliance with the requirements of the Act.

Statement of Purpose
In an effort to assure compliance with Public Law 101-226, all facilities of BPCC are designated as Drug Free Zones. It is unlawful to possess, use, or distribute illicit drugs on BPCC property or at any College-sponsored event. Alcohol and drug use is a major issue in the community and on college campuses. Alcohol and drugs can seriously damage physical and mental health, as well as jeopardize personal and public safety. In addition, excessive alcohol consumption may lead to physical abuse, date rape, auto accidents, violence, and other behaviors which lead to self-destruction.

The College abides by all state, federal, and local laws pertaining to alcohol and will enforce underage drinking laws. BPCC policy prohibits the consumption, possession, or distribution of alcoholic beverages or other drugs in or on any College property or while participating in any College-sponsored trip or activity. All state, local, and federal laws are enforced and may result in disciplinary action by the College as well as criminal prosecution. Violation of the underage drinking laws will be enforced.

The College provides drug awareness seminars throughout the year as well as referral services to students, faculty, and staff who seek help with substance abuse problems. Please refer to the Career Services Center for further information.

Policy Statement
Alcohol use and abuse is a major issue in the community and on college campuses. Excessive alcohol consumption may lead to physical abuse, date rape, auto accidents, violence, and other behaviors which lead to self-destruction.

The College abides by all state and local laws pertaining to drinking and will enforce underage drinking laws. BPCC policy prohibits the consumption, possession, or distribution of alcoholic beverages or other drugs in or on any College property or while participating in any College-sponsored trip or activity. The use, possession, or distribution of illegal drugs is prohibited.

Students may be charged with a violation of the Student Code of Conduct and be brought before the Disciplinary Hearing Committee for violations of the alcohol and drug policy. Sanctions for violations and procedures for conducting a hearing are listed in the Student Handbook. Sanctions may include--but are not limited to--counseling, suspension of privileges, community service, or suspension from the College.
College Sanctions

Complete sanctions and hearing procedures are described in the Code of Student Conduct section of this handbook. Examples of sanctions may include suspension of privileges, community service, suspension, or expulsion from campus.

Programs with a Clinical Component

Upon acceptance into a program with a clinical component, each student will be required to sign an Authority to Release Drug and/or Alcohol Testing Records release form and is assessed a non-refundable drug screen fee. Drug testing can be performed randomly, selectively or as a group. Refusal of the program student to submit to a drug test or a positive drug screen indicating alcohol or drug use will result in the student’s immediate dismissal from the program.

A student who has been dismissed from a program for a positive drug screen indicating alcohol or drug use may reapply to the program from which he/she was dismissed or to another clinical program after a period of one year with the understanding that the positive drug screen will remain on his/her record. Should a student have another positive drug screen, the student will be dismissed from the program immediately and shall not be permitted to apply to any Bossier Parish Community College allied health program.

Programs with a clinical component also abide by regulations set forth by accreditation agencies, state and federal regulatory boards/agencies, and state and federal law. Program specific management of positive drug/alcohol screen results may vary due to these external requirements. Program specific management is outlined in the program handbook.

Alcohol and Drug 101

What kind of substance is alcohol?

Alcohol is classified as a depressant because it slows down the central nervous system, causing a decrease in motor coordination, reaction time and intellectual performance. At high doses, the respiratory system slows down drastically and can cause a coma or death.

How does alcohol move through the body?

Once swallowed, a drink enters the stomach and small intestine, where small blood vessels carry it to the bloodstream. Approximately 20% of alcohol is absorbed through the stomach and most of the remaining 80% is absorbed through the small intestine. Alcohol is metabolized by the liver, where enzymes break down the alcohol. In general, the liver can process one ounce of liquor (or one standard drink) in one hour. If you consume more than this, your system becomes saturated, and the additional alcohol will accumulate in the blood and body tissues until it can be metabolized. This is why pounding shots or playing drinking games can result in high blood alcohol concentrations that last for several hours.

How much is “one” drink?

A standard drink contains about 14 grams (about 0.6 fluid ounces) of pure alcohol. Counting your drinks gets tricky when a drink container holds multiple standard drinks, such as a red cup or certain mixed drinks. Approximate standard drink equals to:

- 12 oz. of beer (Note: a red SOLO cup holds 16 oz.)
- 5 oz. table wine (Note: table wine bottles (typically 750 ml) hold five standard drinks)
- 8-9 oz. of malt liquor (Note: malt liquor is often sold in 16, 22, or 40 oz. containers that hold 2-5 standard drinks)
- 1.5 oz. of 80 proof liquor (Note: the same amount of liquors with higher alcohol content (above 80 proof) contain more than one standard drink)

What are some common effects of drinking alcohol? Alcohol may: **

- Cause mood swings.
- Make you less patient.
- Give you a false sense of confidence.
- Make you more aggressive.
- Impede your ability to make responsible decisions.
- Make you less cautious

Alcohol may impair: **

- Memory
**These effects increase substantially when alcohol is combined with other drugs**

### What are the short-term risks of drinking?

When you're drinking, one of the first things to go is your judgment. So, celebrating or having fun with friends can quickly turn into embarrassing yourself, getting hurt, throwing up or nursing a hangover. These statistics show the very real risks of drinking in college:

- 70% of college students admit to engaging in unplanned sexual activity primarily as a result of drinking or to having sex they wouldn't have had if they had been sober.
- At least 1 out of 5 college students abandons safer sex practices when they're drunk, even if they do protect themselves when they're sober.
- Heavy drinkers consistently have lower grades.
- One night of heavy drinking can impair your ability to think abstractly and grasp difficult concepts for as long as a month.

*Content adapted from information found at Foundation for a DrugFree world.org*

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**BLOOD ALCOHOL CONTENT (BAC)**

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<th>Body Weight in Pounds</th>
<th>Driving Condition</th>
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<td>4 F</td>
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<td>5 M</td>
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<tr>
<td>5 F</td>
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<td>.28</td>
</tr>
</tbody>
</table>

Subtract .01% for each 40 minutes of drinking.

1 drink = 1.5 oz. 80 proof liquor, 12 oz. 5% beer, or 5 oz. 12% wine.

Fewer than 5 persons out of 100 will exceed these values.

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### ALCOHOL POISONING

**What is Alcohol Poisoning?**

Alcohol Poisoning occurs when someone has consumed more alcohol than their body can safely metabolize. Warning Signs Include:

- Won't wake up
- Vomiting while passed out
Slow/Irregular Breathing
Extreme Confusion
Pale Skin

What do you do?
- Call 911 immediately.
- Do not let them "sleep it off". Even though the person may have stopped drinking, alcohol continues to be released into the bloodstream and alcohol levels continue to rise. If left alone, the person's symptoms could get worse.
- Do not try to make the person vomit. Someone who is very drunk has an impaired gag reflex and may choke on their vomit or accidentally inhale vomit into their lungs.
- Turn the person on their side to prevent choking while vomiting.
- Stay calm.

What Happens If I Don't Do Anything?
If someone with alcohol poisoning is left untreated, they can suffer from:
- hypothermia (severe low body temperature)
- heart beats become irregular or stop
- breathing slows, becomes irregular or stops
- severe dehydration
- death

Even if the person lives, an alcohol overdose can cause irreversible brain damage.

Not Sure? Call 911.
- Not sure if you should call? Just Call 911. Let the medical professionals make the educated decision.
- Serious medical repercussions or death are obviously worse than a hospital bill.

BLACK OUTS
- A blackout is caused by the intake of any substance that disrupts the creation of long term memory.
- Alcohol also affects the functioning of the hippocampus, which affects emotion, memory, and learning capabilities.

Blackouts ("alcoholic or drug related amnesia") occur when people lose or have no memory of what happened while intoxicated. These periods may last from a few hours to several days. During a blackout, someone may appear fine to others; however, cannot remember parts of the night and what they did. The cause may involve the brain's diminished ability to store short term memory, deep seizures, or in some cases, psychological depression. Blackouts shouldn't be confused with "passing out," which happens when people lose consciousness from drinking excessive amounts of alcohol. Anyone who loses consciousness has reached a very dangerous level of intoxication and could slip into a coma.

*information adapted from Wikipedia “Blackouts (drug related amnesia)”*

How can I prevent a blackout?
- Blackouts tend to occur after rapid consumption of alcohol, especially on an empty stomach.
- It's not how much you drink, but how fast you drink.
- Avoid chugging or gulping alcoholic beverages.
- Eat a meal before you begin drinking.

Types of Blackouts
True blackout:
- No details are remembered
- People tend to fall asleep before it's over
- Conversations and behaviors are only stored for 2 minutes or less
- Memory is intact for 2 minutes or less

Partial blackouts (brown-out)
- More common than full blackouts
- Partial blockade of memory function
- Missing information but some memory recall
HANG OVRS

What is a hangover and can I prevent it?

Hangovers are the body’s withdrawal symptoms from alcohol use and the body's reaction to the toxicity of alcohol. The severity of symptoms varies according to the individual and the quantity of alcohol consumed.

Symptoms may include:
- Fatigue
- Depression
- Headache
- Thirst
- Nausea
- Vomiting

There are many myths about how to prevent or alleviate hangovers, and many different approaches to relieve the effects of "the morning after, but the only safe way to prevent a hangover is to drink in moderation:
- Eat a good dinner and continue to snack throughout the night.
- Alternate one alcoholic drink with one non-alcoholic drink. (Water is a GREAT choice)
- Avoid drinking games or shots. Drinking a large amount of alcohol in a short amount of time is the most likely way to become dangerously intoxicated.

Here are some of the things that WON'T help a hangover:
- Drinking a little more alcohol the next day. This simply puts more alcohol in your body and prolongs the effects of the alcohol intoxication.
- Having caffeine while drinking will not counteract the intoxication of alcohol; you simply get a more alert drunk person. Excessive caffeine will continue to lower your blood sugar and dehydrate you even more than alcohol alone.
- Cold Showers will only make you cleaner not sober or help with a hangover.
- Giving water to someone who is throwing up. Once the stomach is irritated enough to cause vomiting, it doesn't matter what you put into it -- it's going to come back up. Any liquid will cause a spasm reaction and more vomiting.
- Tylenol (Acetaminophen) may help with a headache, but the liver is on overdrive getting rid of the alcohol. Acetaminophen will only make it work harder and may become lethal.

Here are some things that MIGHT help a hangover:
- Hydrate, Hydrate, HYDRATE!! Drink plenty of water and juice.
- Eat a healthy meal. Processing alcohol causes a drop in blood sugar and can contribute to headaches.
- An over-the-counter antacid (Tums, Pepto Bismol or Maalox) may relieve some of the symptoms of an upset stomach.
- Simple sugars from soft drinks and candy get used up quickly. Eat complex carbohydrates like breads, cereals or pasta.

MIXING DRUGS/ALCOHOL

Alcohol and Energy Drinks/Caffeine:
When using Red Bull or Monster as a mixer or drinking pre-mixed drinks like Four Loko or Sparks, you are tricking your body into thinking it’s not tired. Your body is more intoxicated than you may feel, which can lead to alcohol poisoning. Energy drinks also increase dehydration which leads to hangovers the next day. Those who consumed both alcohol and caffeine were at least two times as likely -- compared to those drinking alcohol without caffeine -- to be hurt, need medical attention, take sexual advantage of another, or accept a ride with someone who was inebriated.

Alcohol and Adderall:
Adderall causes one to feel like they are not as drunk as they really are. This can lead to making very dangerous decisions since you are unaware of your level of intoxication. Because alcohol is a depressant and Adderall is a stimulant, drinking alcohol while taking Adderall can cause cardiac arrhythmias, and paranoid or psychotic reactions, on top of the risks of vomiting, dizziness, muscle twitching and headaches that are more likely to increase when mixed with alcohol.
When prescribed Adderall, patients are advised not to drink alcohol. The side-effects could be much more dangerous for students using Adderall without a prescription.

**Alcohol and Painkillers:**
Includes: Vicodin, Xanax, Oxycontin, Percocet, Demerol, Norco, etc.

Mixing painkillers with alcohol is dangerous. The mixture of these two substances can lead to intensified sedative effects and respiratory depression. Painkillers can lead to liver problems and disease when used recreationally, the mixture of this drug with alcohol can intensify these side-effects.

**Alcohol and Marijuana:**
Mixing these two substances can cause heavy vomiting, spins, very strong paranoia, decreased motor control and decreased mental concentration. Also, because marijuana suppresses the gag reflex, you may not be able to throw up alcohol when your body needs to.

**Alcohol and Cocaine:**
These two substances are commonly mixed with the thought that they cancel each other out; this is NOT TRUE. Combining cocaine and alcohol produces a high amount of a third unique substance, called cocaethylene. A high amount of cocaethylene in the body increases the already harmful risk of cardiovascular toxicity to a much higher extent than any other drug. Cardiovascular toxicity causes pressure and stress on the heart.

**Alcohol and Heroin:**
Each of these substances alone causes depression of the central nervous system, so the mixture of the two is extremely dangerous and has been proven to be fatal.

**Alcohol and Ecstasy:**
It is very well known that one should never mix ecstasy with any other drug substance, especially alcohol. It is known that most ecstasy related deaths have been due to the mixture of alcohol with the drug. When the two are mixed the alcohol reduces the feeling of the ecstasy’s high and puts a much greater strain on the kidneys. Also, dehydration caused by drinking alcohol occurs more rapidly when on ecstasy.

**Alcohol and Antibiotics:**
It is important to always read the labels on prescription medications and adhere to the warnings about alcohol intake. Drinking alcohol while on antibiotics can cause nausea, dizziness, vomiting, fatigue and in some cases convulsions, immense headache, flushing, rapid heart rate and shortness of breath. Since antibiotics and alcohol are both broken down through the liver the combination of these substances can result in liver damage. This combination also diminishes the effects of the antibiotics you are taking. Try to focus on getting healthy again. You’ll probably enjoy drinking more once you’re healthy anyway.

**Alcohol and Antidepressants**
Combining alcohol with antidepressants (Zoloft, Prozac, etc.) can cause an increased response to alcohol -- For example, having one drink might feel like two. Also, the combination might make create unexpected emotions and inhibit the antidepressant from doing what it's supposed to do. If it is a new prescription, try it out without drinking alcohol so you are familiar with your body's reaction first and ask your doctor if you have problems.

**Alcohol and Antihistamines:**
Drinking alcohol while taking antihistamines can cause a less effective outcome of the medication. Your body will choose to metabolize the alcohol before the antihistamines. Labels typically suggest you stay away from alcohol all together when on antihistamines so it is very important to always check any label on the drug.

**Alcohol and Birth Control Pills:**
Birth control pills take three full hours to get into your blood stream and be effective. If you vomit due to drinking or any other causes before that three hour window, the effectiveness of birth control pills is diminished. Mixing alcohol and birth control can make some people feel nauseous, which can cause vomiting.
SOBERING UP

Question: What's the best way to sober up?
- take a cold shower
- drink black coffee
- exercise
- eat bread
- make yourself throw up

Answer: None of the above!

The amount of alcohol in your blood is controlled by the metabolic rate of the liver. The only effective thing that will sober someone up is time.

FYI- It takes as many hours to sober up as the number of drinks ingested. Even after a night's sleep, someone can still wake up with a BAC over .08, which is legally drunk in Louisiana.

LOUISIANA DUI LAWS/PENALTIES FOR D.U.I. OR D.W.I. (AS STATED AT WWW.LEGIS.STATE.LA.US)

First Conviction
- Offender shall be fined $300-$1000
- imprisoned for 10 days to 6 months
- Probation with a minimum condition of two days in jail and a court-approved substance abuse program and participate in a court-approved driver improvement program
- May be ordered to variety of community service projects

Second Conviction
- Offender shall be fined $750-$1000
- Imprisoned for 30 to 6 months
- 48 mandatory jail time without parole or suspension of sentence
- May be ordered to variety of community service projects
- Probation includes 15 day jail stay and substance abuse training.

Third Conviction
- Offender shall be fined $2000
- Imprisoned for 1-5 years
- 30 eight-hour days of community service
- Psychological evaluation
- Must participate in an appointed treatment program

Penalties for Drunk Driving Vehicular Homicide
- Vehicular Homicide: Not less than 5 years (3 years mandatory) or more than 30 years and not less than $2,000 or more than $15,000. LA R.S. § 14:32.1(B).

For further information you may contact us at studentservices@bpcc.edu.

SEXUAL MISCONDUCT POLICY

Policy Statement
The Louisiana Community and Technical College System (LCTCS) is committed to providing a learning and working environment free of sexual discrimination and sexual misconduct. As such, Bossier Parish Community College (BPCC), as a member of the LCTCS, prohibits sexual discrimination and sexual misconduct, as provided in Title IX and other applicable laws, for all individuals who participate in institutional activities and programs, including online instruction.
Sexual discrimination and sexual misconduct violates an individual's fundamental rights and personal dignity. BPCC considers sexual discrimination and sexual misconduct in any form to be a serious offense. This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. This policy establishes the mechanism for determining when rights have been violated in employment, student life, campus support services, and/or an academic environment.

Definitions

Sexual Misconduct is a sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. For the purpose of this Policy, sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, sexual harassment, non-consensual sexual intercourse, sexual exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express consent of the persons depicted therein, as well as dating violence, domestic violence and stalking.

BPCC shall use the federal and state definitions of the following terms when making all decisions regarding sexual misconduct including publication of definitions, disciplinary decisions, Clery reporting decisions, campus climate decisions, and training and prevention decisions. If there are any changes to state and federal law, definitions must be amended to reflect any changes to federal and state laws and regulations.

a. Sexual Assault as defined by the Clery Act: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) program

b. Sexual Assault as defined by Louisiana State Law:
   i. Non-Consensual Sexual Intercourse: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without consent. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
   ii. Non-Consensual Sexual Contact: Any intentional sexual touching, or attempted sexual touching, without consent.

c. Sexual Exploitation: An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual's knowledge.

d. Stalking as defined by Clery Act: Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR that would cause a reasonable person to suffer emotional distress OR intentional and repeated uninvited presence at another person's: home, work place, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping or any other statutory criminal act to the victim OR any member of the victim's family OR any person with whom the victim is acquainted. 34 CFR 668.46(a)(ii)

e. Stalking as defined by Louisiana State Law: Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted. La. RS § 14:40.2(A) "Harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting
electronic mail, sending messages via a third party, or sending letters or pictures. "Pattern of conduct" means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. La. RS § 14:40.2(C)

f. **Domestic Violence definition in Clery Act:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the alleged victim is protected under federal or Louisiana law. Felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

g. **Family Violence definition in Louisiana State Law:** means any assault, battery, or other physical abuse which occurs between family or household members, who reside together or who formerly resided together. La. RS § 46.2121.1 (2)

h. **Domestic Abuse definition in Louisiana State Law:** Includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. La. RS 46:2132(3)

i. **Dating Violence definition in Clery Act:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.

j. **Domestic Abuse definition in Louisiana State Law:** "Dating violence" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. La. RS § 46.2151(C) For purposes of this Section, "dating partner" means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

1. The length of the relationship.
2. The type of relationship.
3. The frequency of interaction between the persons involved in the relationship.

Although the following definitions are not defined by state and/or federal law, the following definitions shall also be used in institutional policy and in the implementation thereof by all LCTCS institutions.

k. **Sexual Harassment:** Unwelcome conduct of a sexual nature when i) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; ii) submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person's employment or education; or iii) such conduct has the purpose or effect of unreasonably interfering with a person's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. Sexual harassment also includes non-sexual harassment or discrimination of a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender stereotypes. For purposes of this Policy, the various forms of prohibited sexual harassment are referred to as "sexual misconduct."

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l. **Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. Title IX prohibits Retaliation. For purposes of this Policy, an attempt requires a substantial step towards committing a violation.

m. **Consent:** Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate consent. Consent must be knowing and voluntary. To give consent, a person must be of legal age. Assent does not constitute consent if obtained through coercion or from an individual whom the Alleged Offender knows or reasonably should know is incapacitated. The responsibility of obtaining consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving consent. A current or previous consensual dating or sexual relationship between the persons involved does not itself imply consent or preclude a finding of responsibility.

n. **Incapacitation:** An individual is considered to be incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Being drunk or intoxicated can lead to Incapacitation; however, someone who is drunk or intoxicated is not necessarily incapacitated, as incapacitation is a state beyond drunkenness or intoxication. Individuals who are asleep, unresponsive or unconscious are incapacitated. Other indicators that an individual may be incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

o. **Coercion:** is the use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.

p. **Responsible Employee:** Each institution must designate and publish the names and contact information for easily accessible institution employees as responsible employees who have the authority to take action to redress sexual violence and have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee. However, an institutional decision to make all institution employees mandatory reporters of suspected or known sexual harassment or sexual misconduct to the Title IX Coordinator or other appropriate school designee does not render all institutional employees to be responsible employees. Employees who are authorized or required by law to keep information confidential by virtue of the employee's professional role such as counseling staff or similar shall not be designated as mandated reporters of sexual harassment or as responsible employees.

q. **Sexually-Oriented Criminal Offense:** Any sexual assault offense as defined in: La.R.S. 44:51 and any sexual abuse offense as defined in R.S. 14:403.

r. **Complainant:** An individual whose report of sexual misconduct has not yet been investigated and validated.

s. **Victim:** An individual who, after all due investigation and/or adjudication, has been found to be the target of sexual misconduct.

t. **Respondent:** An individual against whom a sexual misconduct complaint is brought, which complaint has not yet been validated through investigation and/or adjudication.
u. **Perpetrator:** An individual found guilty of sexual misconduct.

v. **Confidential Advisor:** The confidential advisor primarily serves to aid a student involved in a sexual misconduct complaint in the resolution process as a confidential resource. As suggested by the term "confidential advisor," confidential communications with the advisor will be kept confidential in all circumstances except where the institution or advisor may be required to disclose the communications under state and federal laws. For example, an institution may be compelled by law to disclose communications between the student and his/her confidential advisor if directed by the court in civil litigation. Each institution shall designate individuals who shall serve as confidential advisors.

**Scope of the Policy**

This policy applies to all BPCC students, staff, and faculty, without regard to sexual orientation, gender identity and/or gender expression.

This policy shall apply to conduct that occurs on BPCC’s campus, at BPCC college-sponsored activities, and/or when the student or employee is representing BPCC. BPCC shall have discretion to extend jurisdiction over conduct that occurs off-campus when the conduct adversely and significantly affects the learning environment or BPCC community and would be a violation of this Policy and/or any applicable campus policy or code of conduct, if the conduct had occurred on campus. In determining whether or not to extend jurisdiction, BPCC may consider, among other factors, its ability to gather information and effect a resolution. BPCC may extend jurisdiction (over off-campus conduct) if the alleged conduct by the student or employee:

1. Involved violence or produced reasonable fear of physical harm; and/or
2. Involved any other members of the BPCC community or any academic work, records, documents, or property of BPCC.

**Complaint Submission and Processing**

A. **Initial Review of Complaint**

The Campus Title IX Coordinator shall conduct or supervise the initial review of the complaint, with such assistance, as needed and/or appropriate under the circumstances, from other campus administrators with responsibilities relevant to the nature of the complaint. A complaining or responding student or employee has the right to a confidential advisor at any stage of this process. The initial review of the complaint shall be concluded as quickly as possible, within a reasonable amount of time in a manner that is adequate, reliable, and impartial.

To ensure a prompt and thorough initial review, the complainant should provide as much of the following information as possible. A complaint may be submitted anonymously or by an individual who is not a party to the alleged violation. This may, but is not required to be, provided in writing, and may include:

1. The name, organization, department, and position of the person or persons allegedly violating this Policy;
2. A description of the incident(s), including the date(s), location(s), and the presence of any witness(es);
3. If the complainant is an employee, the alleged effect of the incident(s) on the complainant's position, salary, benefits, promotional opportunities, or other terms of conditions of employment;
4. The name(s) of other student(s) or employee(s) who might have been subject to the same or similar conduct; and/or
5. Any other information the complainant believes to be relevant to the alleged sexual misconduct, discrimination, harassment, or retaliation.

B. **Resolution Procedures**

BPCC shall have both an informal and formal resolution procedure for alleged violations of this Policy. Both
procedures will be implemented by individuals who have received training on issues related to sexual discrimination and sexual misconduct and will utilize a preponderance of the evidence standard, throughout the process, with respect to determinations as to whether or not there has been a violation of this Policy. In both procedures, information obtained regarding the complaint will be treated as privately as possible, with only those with a need to know being informed of the complaint. The complainant and the responding student or employee has the right to one confidential advisor at any stage of the informal resolution process or formal resolution process.

As set forth below, an informal resolution procedure is available under certain circumstances. If after the initial review the Campus Title IX Coordinator finds that reasonable cause exists to believe that this Policy has been violated, the Campus Title IX Coordinator or designee will determine whether the informal resolution procedure is appropriate. If it is not appropriate, a full investigation is required (formal resolution process).

If the Campus Title IX Coordinator or designee determines that the informal resolution process is appropriate, the complainant and responding person shall be advised of the informal resolution procedure. If both consent in writing, the informal resolution procedure will be followed, without further investigation, unless the informal resolution is unsuccessful.

1. Informal Resolution

The use of the informal resolution procedure is optional and must be agreed upon by all parties involved. Informal procedures are not appropriate for, or applied in, cases involving violence or non-consensual sexual intercourse. An attempt to informally resolve the complaint shall be made or supervised by the Campus Title IX Coordinator and should be concluded within sixty (60) calendar days of the decision to pursue informal resolution. Such informal resolution can include meeting with each party to the complaint; review of any initial findings; recommending reassignment, separation or monitoring of the parties; a mediated or facilitated meeting with the parties (however, no complainant shall ever be required to meet with the responding person in an informal resolution); and any other actions deemed appropriate by the parties and the institution.

Once the informal resolution procedure is complete, written notification of the proposed resolution shall be given to all parties. Any party dissatisfied with the outcome of the informal resolution procedure has the right to make a written request, within fifteen (15) calendar days of written notification of the proposed resolution, to the Campus Title IX Coordinator, that the formal resolution procedure, set forth below, be pursued.

2. Formal Resolution

The formal resolution procedure will be followed: if the Campus Title IX Coordinator deems the informal procedure inappropriate for the alleged offense; if any persons involved in the complaint do not wish to engage in the informal procedure; if an attempt to utilize the informal procedure has been unsuccessful; or, if any party is unsatisfied with the outcome of the informal resolution process. In such cases, at the recommendation of the Campus Title IX Coordinator and after an initial review, a trained investigator or the Campus Title IX Coordinator will conduct a full investigation into the facts and circumstances of the complaint. If a trained investigator is used to conduct the full investigation, the investigator shall be authorized and assigned as investigator by the Campus Title IX Coordinator. Investigators may include, but not be limited to, employees from human resources, student services, or student life. The investigation may include in-person interviews with all parties involved and interviews of any direct witnesses. The investigator may also collect and review any documents or other relevant information to include but not limited to photographs, video recordings, or other social media. All parties to the complaint will:

- Be provided written notice regarding the details of the alleged violation of this Policy prior to the initiation of the full investigation
- Have an opportunity to identify pertinent evidence to be considered by the investigator
- Have an opportunity to identify witnesses to be interviewed
The investigator will present a written investigative summary, based on a preponderance of the evidence standard, and will submit the summary to the Campus Title IX Coordinator, who will notify the appropriate Campus offices. The complainant and the individual who is the subject of the complaint will be notified in writing of the results of the investigation. Information obtained regarding the complaint will be treated as confidentially as possible (as set forth herein) with only those with a legitimate educational interest being informed of the complaint and the outcome of the investigation.

Withholding of Transcripts for those Accused of Sexual Misconduct

If a student accused of a sexually-oriented criminal offense seeks to transfer to another institution during an investigation, the institution will withhold the student's transcript until such investigation is complete and a final decision has been made. The institution will inform the respondent of the institution's obligation to withhold the transcript during the investigation.

Communication with other Postsecondary Institutions

If a student is found responsible for sexually-oriented criminal offenses upon the completion of an investigation and seeks to transfer to another institution, the institution will communicate such a violation, when the institution becomes aware of the student's attempt to transfer, with the institution(s) to which the student seeks to transfer or has transferred.

Confidential Advisors

Complainants and responding students or employees have the right to one confidential advisor at any stage of the informal resolution or formal resolution process. BPCC will designate an appropriate number of individuals to serve as confidential advisors (as determined by the Board of Regents) and will make the names and contact information for these individuals available on the institution's website.

Individuals designated as confidential advisors shall complete online training developed by the Louisiana Attorney General in collaboration with the Board of Regents by the 2016-2017 academic year.

The confidential advisor shall, to the extent authorized under law, provide confidential services to students and/or employees involved in a complaint. The confidential advisor may, when directed to do so by the complainant or respondent:

- Serve as a liaison between a complainant or respondent and the institution or local law enforcement.
- Accompany the complainant or respondent to interviews and other proceedings of a campus investigation and institutional disciplinary proceedings.
- Advise the complainant or respondent of, and provide written information regarding, both the complainant's or respondent's rights and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a course of competent jurisdiction or by the institution.

The confidential advisor must be authorized by the institution to liaise with appropriate staff at the institution to arrange reasonable accommodations. Any requests for accommodations shall not trigger an investigation by the institution.

The confidential advisor shall not be obligated to report crimes to the institution or law enforcement in a way that identifies an alleged victim or an accused individual, unless otherwise required to do so by law.

Disciplinary Action

BPCC will take appropriate action against any person found to be in violation of this Policy (Note: violations of this Policy may subject an individual to civil or criminal liability under state or federal law).

When an employee is deemed to have violated this Policy, the Campus Title IX Coordinator and Human Resource Management will jointly determine the appropriate disciplinary action, or recommendation for disciplinary action, up to and including dismissal, in accordance with applicable laws, rules, and/or BPCC/LCTCS policies.
For violations involving students, except when acting in the capacity of an employee, the appropriate campus office for student services or student life will determine the appropriate action, pursuant to any applicable code of student conduct and/or policy/policies governing student conduct. Sanctions may include, but are not limited to, deferred suspension, suspension, expulsion, class only restriction, and separation of employment (student).

Record Keeping
Records will be kept in accordance with Louisiana law and federal law. For students, records will be kept for 7 (seven) years, except in cases of suspension and expulsion, in which case the records shall be permanent. Employment actions will be filed in the employee’s respective Employee Relations file and will be kept on file permanently.

Retaliation
Retaliation against a person who has been subjected to sexual discrimination or sexual misconduct, or is assisting in the investigation of such a complaint, who in good faith brings a complaint of sexual discrimination or sexual misconduct, is prohibited and shall be a violation of this Policy and shall constitute misconduct subject to disciplinary action or other action, as described above. Any employee or student bringing a sexual discrimination or sexual misconduct complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint.

Cooperation with Law Enforcement
BPCC will comply with law enforcement requests for cooperation and such cooperation may require an institution to temporarily suspend the fact-finding aspect of a Title IX investigation while the law enforcement agency is in the process of gathering evidence. BPCC will implement appropriate interim steps/remedies during any law enforcement agency’s investigation to provide for the safety of all parties to the complaint and the campus community. BPCC will promptly resume a Title IX investigation as soon as notified by law enforcement that it has completed the evidence gathering process.

BPCC will make diligent effort to enter into Memorandum of Understanding (MOU) with local law enforcement and criminal justice agencies. Such MOUs will be updated every two years and may include:

1. Delineation and sharing protocols of investigative responsibilities.
2. Protocols for investigations, including standards for notification and communication and measures to promote evidence preservation.
3. Agreed-upon training and requirements on issues related to sexually-oriented criminal offenses for the purpose of sharing information and coordinating training to the extent possible.
4. A method of sharing general information about sexually-oriented criminal offenses occurring within the jurisdiction of the parties to the MOU in order to improve campus safety.
5. Assurances that local peace officers in addition to each full-time college or university police officer complete a sexual assault program required by state law La. R.S. 17: 1805(H); 40:2405.8(A); (C)(l).

Reporting of Campus Crime Statistics
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act) is a federal law which requires colleges that participate in federal financial aid programs to keep and disclose information about crime on, and near their respective campuses. BPCC will adhere to all requirements of the Clery Act and Section 304 of the Violence against Women Reauthorization Act of 2013 (VA W A), which extends the Clery Act to include dating violence, domestic violence and stalking.

Responsible Employees
BPCC will designate and publish the names and contact information for the campus

Title IX Coordinator as well as easily accessible college employees as Responsible Employees. Such persons will have the authority to take action to redress sexual discrimination and sexual misconduct and will have been given the duty of
reporting incidents of such offenses to the Title IX Coordinator. Employees who are authorized or required by law to keep information confidential by virtue of the employee's professional role such as Counseling Staff or similar shall not be designated as mandated reporters or as Responsible Employees.

Prevention and Awareness Programming
BPCC will annually offer, and document, education and prevention programs that include, but are not limited to:

1. Awareness programs which consist of community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce sexual misconduct.
2. Bystander intervention programs which consist of safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. It also includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
3. Ongoing prevention and awareness campaigns which consist of programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for addressing, dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.
4. Prevention programs which consist of initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
5. Risk reduction programming which consists of options designed to decrease perpetration and bystander inaction and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence. Additional options may include designation and publication of "red zones" (i.e., times and places of high incidence of crimes, including sexual violence).

Campus Climate Surveys
To adequately assess perceptions and behaviors of sexual misconduct on the campus, BPCC will administer the statewide campus climate survey annually, as developed by the Board of Regents, and will submit the results to the Louisiana Community and Technical College System Board by June 1 of each year, and to the Board of Regents by June 15 of each year. The survey will be voluntary, and students will be given the ability to decline to participate.

Institutional Task Force
BPCC will establish a task force to address sexual discrimination and sexual misconduct. All student stakeholder groups will be invited to be represented on the task force through the student body government.

Training
Each individual at college who is involved in implementing the college's student grievance procedures, including each individual who is responsible for resolving complaints of reported sexual discrimination or sexual misconduct, and each employee who has responsibility for conducting an interview with an alleged victim of a sexually-oriented criminal offense must receive annual training developed by the Board of Regents/Attorney General, beginning with the 2016-2017 academic year.

Amnesty
Any student who reports, in good faith, sexual discrimination or sexual misconduct shall not be sanctioned by the college for a nonviolent student code of conduct violation that is revealed in the course of such a report.
Provisions for Support Services

BPCC will, upon receipt of a report of sexual discrimination or sexual misconduct, immediately provide to complainants and respondents the following: on- and off-campus resources, including but not limited to local advocacy, counseling, health and mental health services, as applicable. These support services will be offered regardless of whether the complainant chooses to formally report the incident. BPCC will develop and distribute contact information for this purpose as well as provide such information online. Institutions that do not have health clinics and resources available on campus are encouraged to make arrangements with local health organizations that should be reflected in a Memoranda of Understanding.

Related Policies

To the extent other institutional policies may conflict with this Policy, the provisions of this Policy shall supersede and govern.

For further information you may contact us at studentservices@bpcc.edu.

CAMPUS SAFETY AND ANNUAL SECURITY REPORT

Campus Police Authority

BPCC is patrolled by both campus police, off-duty and on-duty commissioned Bossier City police officers during all school hours, and normal patrol of the Bossier City Police Department 24 hours a day. Police cars are visible on campus during these hours. Since Campus Police and Bossier City Police are the same, BPCC benefits from their arrest authority.

Student members of BPCC’s Campus Watch monitor the halls and parking lots around the buildings beginning at 5:00 p.m., Monday, through Thursday. Campus Watch is in contact with the radio dispatcher at all times.

All crimes occurring in or on the facilities of BPCC shall be reported immediately to any Campus Police Officer or a faculty/staff member who will notify the proper authority.

BPCC has a formal agreement with the Bossier City Police Department to receive reports of criminal activity at off-campus student organizations whose participants are BPCC students, including the student organizations with off-campus housing facilities. The Director will track the case through its final disposition by the BCPD and file the report accordingly. The Head of Security shall be responsible for establishing and maintaining files used to report criminal activity for the Uniform Crime Report in accordance with the Crime Awareness and Campus Security Act of 1990.

Getting Help

Campus Security is located in F-104.

In the event of a crime, accident, emergency, or injury occurring on campus, please do the following:

1. Call 911 if there is a fire or life-threatening medical emergency.
2. Report the incident to the proper school authority as soon as possible using any of the following:
   - Campus Police: 678-6318 or 678-6195 or 286-4922
   - Campus Operator: 678-6292
   - Bossier City Police Department: 741-8605
   - Bossier City Fire Department: 911
   - Notify any uniformed campus police officer.
   - Notify any campus watch personnel or faculty/staff member.

For Reporting Purposes

Any faculty/staff member can complete an injury/incident report form. Submit the form to the Director of Campus Security in F-104.
Safety concerns and questions should be addressed to the following:
  David Jones, Director - Environmental Health and Safety
  Office: J-109
  6220 East Texas Street
  Bossier City, LA 71111
  318-678-6287

Campus Crime Log
The Campus Crime Log is located in the Campus Security Office, Building F, Room 104. Warning notices are immediately posted around campus when a reported crime occurs which could pose a threat to others.

Security and Access to College Property
The Physical Plant Department maintains the College buildings and grounds with a concern for safety and security. Reports of potential safety hazards noted on campus should be reported to 318-678-6116.

Firearm Free Zone
It is illegal for anyone to carry a firearm on a school campus and BPCC is a fire arm free zone. (LA.R.S.14.95.2)

Sexual Assault Policy
The College is committed to preventing sexual assault through incorporation of educational programming and the adoption of clear guidelines informing students, faculty, and staff of the College's procedures in handling such cases. Sexual assault crimes are heinous, and these crimes occurring on the College campus will not be tolerated under any circumstances. All sexual assault crimes will be reported to the Bossier City Police Department for investigation. College community members found guilty of any sexual crime will be severely dealt with.

On Campus Disciplinary Actions
The Student Code of Conduct and Disciplinary Procedures are explained in detail in the Student Handbook. During disciplinary proceedings, both the victim and the accused are entitled to have an advisor present. Both the victim and the accused shall be informed of the outcome of the disciplinary proceedings.

Classroom Security
All classroom doors are to remain locked during and between classes.

Disruptive Students
Disruptive students will be required to leave the classroom, and any inappropriate behavior will be reported to the appropriate dean and to the Vice Chancellor for Student Services after class. Security will be called for immediate removal of disruptive students.

Classroom Visitors
The only individuals allowed into classrooms are students, faculty, staff, security officers, and approved visitors.

Violent Outbreak on Campus
All employees and students at BPCC should be observant to possible outbreaks of violence in the classroom or on campus. Report immediately any unusual or potentially dangerous behaviors to Campus Security or proper school authority. If an outbreak does occur, please do the following:

- Always use good judgment according to the situation's circumstances.
- Determine immediate appropriate action, such as evacuation or cover. Act accordingly.
- Notify emergency 911 and proper school authority as soon as possible.
- Remain mentally sharp and cognizant of what is taking place.
- Determine continued appropriate action for yourself and others to minimize injury, etc.
- Provide ALL information possible to the authorities to assist in intelligence gathering.
STUDENT MAJOR DISASTER PLAN

Lockdown or Evacuation

In the event of a disaster situation, such as a school shooting or any other life threatening acts, the following guidelines should be performed:

- An announcement will be broadcast on the intercom system directing you to go into a lockdown mode or evacuation of the building/campus.
  - The lockdown mode consists of five simple steps:
    1. Lock your door from the outside. Most doors are pre-locked, keep door closed at all times.
    2. Turn out the lights.
    3. Move yourself and students away from the door and windows.
    4. Keep everyone quiet and sit down on the floor.
    5. Locate the manila folder containing the RED AND GREEN TAGS. If everything is okay in your room or area, slide the GREEN TAG under the door into the hallway. If there is a problem in your room or area, slide the RED TAG under the door into the hallway.

- If the criminal act has been committed in your building and you are aware of it, immediately go into lockdown without notification. Call 911.
  - BCPD – 741-8605, or Campus Police – 678-6318. Stay on the phone with person contacted until emergency has subsided.

- All staff and faculty that are not in a classroom should lock their office doors and remain out of sight from any windows. If you are located in a front desk type area, you should lock the glass doors, turn out the lights and go to an office with another employee.

- All physical plant staff should go to a locked closet area or the nearest office.

Assessing the threat/situation

The assigned police officers will determine if the threat warrants a continued lockdown, an evacuation, or a return to normal activities.

- If an evacuation is required, you will be given the evacuation command either on the intercom system or by a police officer in your area. (Room to room)
- If an officer comes to your room, they will advise you when and how to exit the building and where to go.
- If the evacuation notice is given by the paging system, you should proceed to the nearest exit or where you are directed by campus personnel and await instructions.

BPCC Emergency Notification System

CAVSalert is an emergency mass notification system with instant notification capabilities during an emergency on campus.

BPCC students, faculty, and staff have the option of registering with CAVSalert. To best utilize this alert system, we need you to ensure CAVSalert has your correct contact information.

After initially registering with CAVSalert, log-in information will be sent to your registered email account. Using these log-in credentials, you can update your contact information on the CAVSalert website at any time. Please keep your contact information up to date.

This system will be used for emergency notification purposes only.

Emergency contact information will be collected by Bossier Parish Community College and sent to ECN - Emergency Communication Network. ECN has been contracted by the State of Louisiana's Board of Regents to transmit emergency alerts in the event of a campus emergency. The information provided to ECN is secure and will not be used for proprietary
or non-emergency purposes. Your information will only be used for contacting you in the event of an emergency and will not be shared.

The community will be notified of the emergency situation by the public relations officer. This notification will be conducted through news media, BPCC social media, website, and telephone.

Campus security is responsible for carrying out the above process. They may be reached at 318-678-6318, 318-678-6195, or 318-286-4922, Mike May, Director.

Emergency response and evacuation procedures are tested annually or semi-annually. This test may be announced or unannounced. For reporting purposes, contact David Jones, Environmental Health and Safety Officer, 318-678-6287.

**General Liability Claims**

Bossier Parish Community College does not assume responsibility for expenses incurred as a result of accident or injury to any person on College property. The state of Louisiana provides comprehensive general liability coverage for bodily injury and property damage claims resulting from operations for which the College should be held legally liable.

**Security Policies**

After all criminal activity occurring in or on the facilities of BPCC, which includes off-campus locations of student organizations recognized by the institution such as their off-campus housing, has been reported to the Bossier City Police Department, the activity shall be promptly reported to the Director of Campus Security. The Director of Campus Security will track the case through its final disposition by the Bossier City Police Department and will file his report accordingly. The Director of Campus Security shall be responsible for establishing and maintaining files used to report criminal activity for the monthly crime report in accordance with the Crime Awareness and Campus Security Act of 1990. A memorandum of understanding between Bossier Parish Community College and Bossier City Police Department is on file.

**Annual Security Report of Crime Statistics**

The following statistics are provided in an effort to assure compliance with Public Law 102-542, the Student Right-to-Know and Campus Security Act of 1990.

<table>
<thead>
<tr>
<th>Occurrence of:</th>
<th>1-1-13 to 12-31-13</th>
<th>1-1-14 to 12-31-14</th>
<th>1-1-15 to 12-31-15</th>
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</thead>
<tbody>
<tr>
<td>Murder</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Offenses (forcible or nonforcible)</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
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<td>0</td>
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<tr>
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<tr>
<td>Hate Crimes</td>
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<tr>
<td><strong>Arrests for:</strong></td>
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<tr>
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<tr>
<td>Hate Crimes</td>
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<td><strong>3</strong></td>
<td><strong>2</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

The National Collegiate Crime Statistics are available on the US Department of Education's Office of Postsecondary Education website.
Information containing the registered sex offenders as required by state law is available on the Louisiana State Police Sex Offender and Child Predator Registry website. The Bossier City Police Department is the local law enforcement agency with jurisdiction for Bossier Parish Community College.

Preventative Measures

Each semester the Director of Security and the Director of Environmental Health/Safety provide information to faculty, staff, and students. Topics generally include security tips to prevent crime against person and property, sexual assault prevention, and fire safety issues, among others. The College publishes policies that address sexual assault, sexual harassment, anti-bullying, and anti-hazing. In addition the College has a Crisis Intervention and Referral policy which outlines information for faculty, staff, and students who have an urgent situation or emergency. The Crisis Intervention Team works closely with Campus Security to ensure the safety and well-being of the campus community.

Crisis Intervention Services

Crisis Intervention Services are provided through the Office of Student Services by the BPCC Mental Health Coordinator in conjunction with the Crisis Intervention Team. Information regarding Crisis Intervention Policies and Procedures may be accessed here www.bpcc.edu/studenthandbook/generalpolicies.html.

Crime Prevention Tips

On Campus

- Be alert. Look around and be aware of your surroundings before entering or exiting a building or vehicle.
- Utilize the escort service available. If you do not see a police officer or campus watch personnel, call 318-678-6318 for an escort.
- Walk in public areas. Do not take shortcuts with little or no lighting.
- Walk with confidence and determination, holding your head up, always looking around.
- Recognize potentially dangerous situations before they develop. Trust your intuition, it is usually correct.
- Carry your keys in your hand, along with your chemical spray. Never place your name, address, or phone number on your key ring.
- No not leave valuables in plain view in your vehicle.
- Look inside your vehicle before entering it.
- If you see something suspicious, call Campus Security. If you are unable to reach an officer, call the police department.
- If you see someone sitting in a vehicle or standing near your vehicle, turn around, go back inside, and call for an escort.
- If someone has entered your vehicle and told you to drive, then drive your vehicle into anything available: walls, buildings, curbs, or other vehicles. Never drive off.
- Never let someone force you into a vehicle. Your chances of survival go down after you are inside a vehicle. If grabbed, let your body go limp. Fall to the ground and scream. Dead weight is hard to lift and takes a lot longer to move. Stretch your arms out to grab onto anything, but try to keep out of the vehicle. If you are forced into the trunk, kick out a taillight and push your hand out, waving it.
- If confronted, surrender your valuables, including your purse. Toss your purse or wallet away from you and run in the other direction.
- Scream or shout if attacked.
- If you must fight someone, hit hard and fast. Use your fingers to target the eyes. Use the palm of your hand to strike the nose. Strike the groin area with your hands and/or knees. Use your elbows when close enough.
- When using the stairwells, walk in pairs or groups. Use the elevator when alone. The elevator has an emergency use phone and is a direct line to the Campus Police.
- Never leave your books, book bag, or personal items unattended.
- Mark all items with your name or student ID number, especially books.
- Keep a record or copy of your credit card numbers, identification cards, and checking account numbers. Never write down your PIN number where it can be used, such as in your check book.

Off Campus

- If your vehicle breaks down or you have a flat:
  - Pull off the side of the road past the white line.
  - Lock all of your doors and roll up your windows.
o Immediately call a family member or friend to assist you.
o If no one is available, call the police department and ask for a police officer to stand by with you until help
arrives.
o If a stranger stops to help, do not get out of your car. If you do not have a phone, ask him/her to call the
police, but remain in your car until the police arrive.

- If you believe you are being followed, do not go home. Drive to a well-lighted public place or the police station. Try
to get the license number, a vehicle description, and suspect description of the person following you.

- If you see what appears to be an emergency situation, do not stop. Call 911 and describe the situation you
observed. There are numerous ploys that are used to attempt to get drivers to stop and render aid. One such ploy
would be a child's car seat with a doll dressed as a child sitting on the shoulder of the road. Once you stop, you
are subject to criminal activity such as rape, kidnapping, mugging, robbery, car-jacking, etc.

For further information you may contact us at studentservices@bpcc.edu.
OFFICE LOCATION: Building A, 2nd floor
PHONE: 318-678-6010
EMAIL: foundation@bpcc.edu

STAFF
Stephanie Rogers, Director
Savannah Brown, Administrative Coordinator III
Juanita Epps, Internal Compliance Officer/Bookkeeper
Delecia Washington, Project Coordinator

Alumni Affairs
The Office of Alumni Affairs partners with BPCC Foundation to more fully engage alumni. Further, we encourage alumni participation in school activities from the Office of Student Life and Athletic Department sports events for a more enriched experience with your alma mater – Bossier Parish Community College. Check out BPCC events at www.bpcc.edu/alumni or contact us at alumni@bpcc.edu.

BPCC Alumni Association
The BPCC Alumni Association includes all graduates of the College who have earned an associate degree or who have completed a certification program. In addition, the Alumni Association is open to current students, faculty and staff, and any former student who has accumulated 12 or more credit hours. To join BPCC Alumni, update your contact information or to contact us, go to the www.bpcc.edu/alumni.

BPCC Foundation, Inc.

Mission Statement
The purpose and mission of the BPCC Foundation is to host fundraising events and activities to raise monies that will assist the College in the following manner: to provide additional student scholarships, to sponsor faculty and staff professional development workshops, and to support the athletic programs.

History and Purpose
Organized on September, 24, 1997, the BPCC Foundation, Inc. was designed for the purpose and mission of engaging in educational, scientific, literal, benevolent, and charitable works exclusively for Bossier Parish Community College. Some of the initiatives undertaken by the BPCC Foundation, Inc. to support the advancement of the school include public fundraising events; direct mail appeal campaigns; corporate philanthropy focus campaigns; and the Annual Drive Campaign.

The fundamental purpose of the Foundation is to promote the educational and cultural welfare of Bossier Parish Community College, to improve the College’s facilities so as to provide broader educational advantages and opportunities, to encourage educational advancement, and to increase the College’s usefulness to the citizens of Louisiana.

BPCC Foundation Scholarships
In addition, the BPCC Foundation is dedicated to providing educational and financial resources to the students, faculty, and staff of Bossier Parish Community College. Thanks to generous grants and donations from community partners and members of BPCC’s faculty and staff, each year, the Foundation allocates scholarship funds to assist students who cannot secure traditional financial aid (Pell Grants, Loans, etc.), and to those who are self-pay, yet require additional assistance closing the funding gap on tuition and fees. Review a full list of available scholarships, criteria and funding levels at www.bpcc.edu/foundation/scholarships.

For more information or to make a donation, go to www.bpcc.edu/foundation or email srogers@bpcc.edu.
OFFICE OF PUBLIC RELATIONS

OFFICE LOCATION: Building A, Room 121
PHONE: 318-678-6031
EMAIL: publicrelations@bpcc.edu

STAFF
Tracy McGill, Director
Jenny Lazarus, Assistant Director
Lisa Brantly, Administrative Assistant III/Building A Receptionist
Ginger Collier, Communication Coordinator

The Public Relations Office produces all College publications, including the official College catalog, all program brochures, and recruiting materials. The Office also produces all College advertising and maintains the College’s website and social media platforms. The PR Office functions as the resource office for all media contacts and news information. Public Relations handles all in-house communications, including Campus Memo and BPCC Daily information sources, as well as organizes community and campus events for the College.

Social Media
Facebook: www.facebook.com/bossierparishcc
Twitter: @BPCCCAVS
Instagram: @bossierparishcc

Speakers’ Bureau
The Speakers’ Bureau consists of BPCC faculty and staff who are willing to speak at local events for local organizations. Program chairpersons may call the Public Relations Office 318-678-6066 to arrange for speakers on a variety of topics. Most speakers volunteer their time.

Media Services

TV Cablecast
The Bossier Parish Community College Division of Communication and Performing Arts is responsible for the day-to-day operation of its own cable television channel. Because the channel is designated PEG (Public, Education, and Government) by the FCC, all television programs must fall into that category in order to be cablecast. City Council meetings, news, weather, telecourses, and arts are just a few examples of the typical programming on the channel. Special programming includes programs such as BPCC News and Homework Hangout.
GENERAL COLLEGE SERVICES FOR STUDENTS

Bookstore

Bossier Parish Community College Bookstore is operated by Nebraska Book Company Book Company (NEEBO). NEEBO is a national brand designed to create one experience where students can get everything needed for college. The principle purpose of NEEBO is to provide any textbooks that may be required for all academic and non-academic classes at BPCC. Textbooks are submitted each semester by the appropriate academic Dean and are then available to students in store as well as online.

Purchasing Books

Students may purchase their textbooks during regular and special business hours posted at the bookstore. Students may rent textbooks from the bookstore for the designated semester. Students may rent textbooks for a rental fee, if books are not returned by the return date as listed on the contract. Students are charged the remainder balance of the new book, including a processing fee. Students may also purchase their textbooks online at www.bpccbookstore.com; Students must have a printed copy of the class schedule to purchase textbooks.

Book Refunds

Students will receive 100% refund on books if class is cancelled, or a college error is involved in scheduling. Students who resign or drop a class from the College during the dates scheduled for withdrawal may receive 100% refund provided textbooks are returned in the same condition as purchased. Students must have receipt to receive refund.

Book Buyback

Adopted textbooks for the coming semester (both used and new) shall be purchased up to 50% of the selling price as long as sufficient quantities for course requirements are needed.

Food Service

The Culinary Arts students prepare an evening buffet occasionally throughout the semester. Refer to the BPCC Events Calendar for dates and times.

Health Services

Because Bossier Parish Community College is a commuter college, it does not have an official on-campus health clinic. In addition, due to the proximity to the Bossier City Fire Department, first aid services are not offered by the College.

Promotion of prevention practices is encouraged through health-related seminars for the faculty and the staff each semester. Also, weekly campus-wide safety inspections are conducted to identify potential threats.

Though first aid supplies might be provided by an individual, it is not an activity endorsed by or sponsored by Bossier Parish Community College. In case of an emergency, contact the nearest faculty or staff member and they will contact the Campus Security and the Bossier City Fire Department.

The administration of health educational services is the responsibility of the Department of Environmental Health and Safety.

Insurance

Accident insurance coverage is mandatory for all students enrolled in science lab classes or clinicals.
Vanpooling Program

BPCC has offered a vanpooling service for its students. The aim of the vanpooling program is to meet the daily transportation needs of currently enrolled BPCC students who lack personal transportation and are without readily available access to mass transit.

The BPCC vanpooling service currently operates seven air-conditioned 14-passenger vans on routes throughout Bossier, Caddo, and Webster parishes. One of our vans is equipped for handicapped students. The service is offered free of charge.

For more information, contact Joe St. Andre, Director of Physical Plant, at 318-678-6116 or 318-678-6204.
ACADEMIC POLICIES AND PROCEDURES

All BPCC students are expected to become acquainted with College policies, requirements, procedures, and regulations. In addition, students are to remain aware of these policies and procedures during their attendance at BPCC.

Academic advisors, counselors, deans, instructors, administrators, and other College officials assist students in becoming acquainted with College regulations; however, students must assume final responsibility for being acquainted with College procedures. In no case will a regulation be waived or an exception be granted because a student pleads ignorance of the regulation.

CLASSIFICATION OF STUDENTS

Freshman
A student with fewer than 30 semester hours of credit.

Sophomore
A student with at least 30 semester hours of credit.

Part-Time Student
A student who does not meet the qualifications for full-time student status.

Full-Time Student
A student enrolled for 12 or more hours of resident credit in a regular semester or six or more hours of credit during a summer semester.

Audit
A student who has been officially admitted to the College (meets all entrance requirements) and who has obtained written permission to audit, must complete an audit permit during the dates posted in the Academic Bulletin (www.bpcc.edu/bulletin).

To audit a course, the applicant must complete an audit permit during the dates posted in the Academic Bulletin. A student auditing one or more classes must follow regular admission and registration procedures, pay all fees, and attend class regularly. Failure to comply with attendance regulations could result in suspension from the course. No tests are required. An audit may not be changed to credit or credit to audit after the deadline published in the Academic Bulletin. An audited class may be repeated for credit.

OFFICIAL REGISTRATION

The dates and times for registration are announced in the Academic Bulletin (www.bpcc.edu/bulletin). A period is allotted for extended registration. Extended registration does not excuse a student from missed assignments.

Instructors serve as academic advisors during registration. A student is advised according to the curriculum choice and should consult the advisor for guidance in planning course schedules.

The semester hour is the unit of credit. A semester hour is the meeting of a lecture class for one hour a week. A three-hour lecture course meets for three hours a week. Credit for each course is indicated in the course description and also in the Academic Bulletin. Most colleges and universities will allow the transfer of no more than 60 hours from a community college.

Prerequisite requirements are specified in the course description. Students are responsible for completing all prerequisites. Students must make a "C" or higher in all prerequisite courses.

The appearance of a student's name on an official class roster is evidence that the student is registered and admitted to class. The instructor must verify the official class roster within LOLA by the deadlines established in the Admissions/Registrar's Office.
SCHEDULE CHANGES

Adding Courses – Courses may be added during the schedule change period outlined in the BPCC Academic Bulletin. Courses may not be added for credit or audit after the dates outlined in the Academic Bulletin. The student can make schedule changes by accessing LOLA (www.bpcc.edu/lola).

Dropping Courses - A course may be dropped during the schedule change period and the course will not appear on the student's transcript. After the closing date for schedule changes, students may drop courses on the LOLA website at www.bpcc.edu. The grade of “W” is given when a student drops or resigns from a course until the last day to drop established by the Admissions/Registrar’s Office.

RESPONSIBILITIES OF STUDENTS

All BPCC students are expected to become acquainted with College policies, requirements, procedures, and regulations regarding all phases of College operations. In addition, students are to remain cognizant of these policies and procedures during their attendance at BPCC.

Academic advisors, deans, instructors, administrators, and other College officials assist students in becoming acquainted with College regulations; however, students must assume final responsibility for being acquainted with College procedures. In no case will a regulation be waived or an exception be granted because a student pleads ignorance of the regulation.

- Close adherence to curricula assures the student’s completion of all general education requirements and all major requirements.
- The student should be familiar with all the requirements of the degree program and should consult with an academic advisor when necessary.
- Each student assumes the responsibility for scheduling courses that are applicable to degrees and for taking courses in proper sequence to ensure the orderly progression of work.

Students attending evening and/or online classes are expected to assume the same academic responsibilities as all other students. Evening and online students are given the same curricular guidance and counseling as day students. Evening and online students follow the same procedures for admission to the College as other students, including the submission of applications and transcripts. Evening and online students pursuing associate degrees assume the responsibility of scheduling classes to fulfill degree requirements. BPCC does not guarantee that all classes required in an associate degree or academic certificate can be obtained during the evening or online schedule of classes.

CLASS ATTENDANCE

Class attendance is regarded as an obligation as well as a privilege, and students are expected to attend all classes regularly and punctually. Failure to do so may jeopardize a student’s scholastic standing.

- Attendance will be checked every class meeting. A written explanation of expectations regarding class attendance will be included in the instructor’s Syllabus. Ultimately, each faculty member’s individual Syllabus will serve as the governing attendance policy for a particular class and may differ from others based on academic discipline, teaching philosophy, or instructional necessities. Students should refer to each of their instructors’ Syllabi for guidance and seek immediate clarification from their instructors if needed.
- Any student who ceases to attend a class may be subject to a College-Initiated Withdrawal. A student who wishes to withdraw from a course or resign from the College must do so officially by withdrawing from courses online through LOLA.
- When a student has missed 15% of a course, the instructor may remove the student by assigning a College-Initiated Withdrawal. As a result of this action, the student will receive a grade of "WN" for the course if action is initiated prior to the last day to drop. NOTICE: More restrictive attendance requirements may apply in some specialized classes such as laboratory, activity, and clinical courses because of the nature of those
courses. Neither the instructor nor the College assumes responsibility for students who are absent from these classes.

- Students who are absent due to participation in school-sanctioned activities, mandatory military exercises, mandated appearance in a court of law (jury duty or subpoena obligations), or physician documented physical or emotional condition must submit official documentation to the instructor to be eligible for assistance in meeting missed course requirements.

- Students who are receiving any type of financial aid, scholarships or tuition assistance should consult the rules governing that aid before withdrawing from a course or resigning from the College.

Note: Financial Aid Students: Please refer to the Financial Aid Policy regarding attendance and withdrawal at the following link www.bpcc.edu/financialaid/policies.html.

INTENT TO PURSUE DEGREE OR CERTIFICATE

Students pursuing associate degrees, academic certificates, or technical competency areas at BPCC must declare their intent to do so. Curricular requirements become effective at the date of the declaration of the academic major and do not date from the point of original enrollment in the College. If the student resigns or does not enroll for one semester, the student would have to meet the requirements of a new curriculum. Financial aid recipients must be enrolled in a degree or eligible technical diploma or certificate program at BPCC. BPCC students may only pursue one associate degree at a time.

CHANGING CURRICULUM

Any student wishing to change from one curriculum to another (change a major) should fill out a change of status form available online (www.bpcc.edu/admissions/forms.html) or in the Admissions/Registrar’s Office.

RESIGNATION FROM THE COLLEGE

A student may resign from the College at any time before the final date for resigning. A grade of "F" may be recorded if a student leaves the College after the final date for resigning.

GRADING SYSTEM

"A"
The grade of "A" has a value of four quality points per semester hour and is given for superior work.

"B"
The grade of "B" has a value of three quality points per semester hour and is given for excellent work.

"C"
The grade of "C" has a value of two quality points per semester hour and is given for average work.

"D"
The grade of "D" has a value of one quality point per semester hour and is given for work that is considered minimum for receiving credit for the course.

"F"
The grade of "F" has a value of zero quality points per semester hour and is given for a quality of work that is unacceptable for receiving credit for the course.

"I"
The grade of "I" means incomplete and is given for work which, because of circumstances beyond the student's control, is incomplete. A time limit may be set by the instructor for completion of the work, but in no case may that be after mid-term of the spring semester according to the Academic Calendar for courses taken in fall semester and not after mid-term of fall semester according to the Academic Calendar for courses taken in the spring or summer semesters. A grade of "I" is computed as a temporary "F" on a student's transcript until it is changed after the completion of all work for the course in
question. If the coursework has not been completed by mid-term of the following semester according to the Academic Calendar, a grade of "F" will be reported.

"W"
The grade of "W" is given when a student drops or resigns from a course prior to the drop date published in the Academic Calendar if regular attendance is maintained.

"WN"
Any student who ceases to attend a class may be subject to a College-Initiated Withdrawal. A student who wishes to withdraw from a course or resign from the College must do so officially by completing the required admissions forms.

When a student has missed 15% of a course, the instructor may remove the student by assigning a College-Initiated Withdrawal. As a result of this action, the student will receive a grade of "WN" for the course of action is initiated prior to the last day to drop.

"S"
The grade of "S" is given for work which meets or exceeds the requirements for a course taught on a pass-fail option. The grade of "S" is also given when a student successfully completes a credit examination. Grades of "S" are not used to compute a grade point average.

"U"
The grade of "U" is given for work which is below the requirements for a course taught on a pass-fail option.

EARNED GPAS AND REPEATED COURSES

Repeating a Course – All attempts at a repeated course will be computed into the cumulative grade point average. The highest grade in a repeated course is the grade applicable to the earned grade point average.

Notes:
1. Agencies and organizations which provide financial assistance/scholarships (federal and state government, businesses, etc.) may have requirements relative to course withdrawal and course repeats which are more stringent than those described here;
2. It is the student’s responsibility to verify the effects of his/her enrollment and/or withdrawal upon financial aid.

Earned GPA - Bossier Parish Community College uses the earned GPA to determine eligibility for receipt of academic credentials except in identified curricula where higher GPA’s are required. An earned GPA is defined as the adjusted quality points divided by the adjusted hours pursued within the curriculum of the academic credential being awarded.

1. Adjusted quality points are computed by subtracting quality points received for repeated classes in the curriculum from total quality points;
2. Adjusted hours pursued are computed by subtracting credit hours for “F” grades and repeated classes from total hours pursued in the curriculum.

The earned GPA is certified by the academic division dean. Earned GPA’s are not maintained in the Student Information System as part of the student’s electronic file and are not reported with grades or on the academic transcript.

Note: There is no consistency among colleges and universities with respect to grades in repeated courses in the way in which repeated courses are computed in a student’s grade point average. Limited access programs at Louisiana universities and private institutions might consider the extent to which a student has used course repetitions and the effect on the student’s cumulative grade point average when selecting students for admission. Some institutions have a limit on the number of times a repeated course grade can be used. It is the student’s responsibility to contact the transfer institution in order to be sure of its repeat course/grades policy.

ACADEMIC RECORDS

Grade Reports: The College does not issue mid-semester grade reports. Students may verify final grades accessing LOLA. Reports of final grades earned in courses are not mailed to the student.
**Chancellor’s List:** Each semester the Vice Chancellor for Academic Affairs submits a list of full-time students whose semester averages are 3.750 or higher (measured on the current semester).

**Dean’s List:** Each semester the Vice Chancellor for Academic Affairs submits a list of full-time students whose semester averages are 3.500 or higher (measured on the current semester).

**Transcript Record:** A student may request a copy of his/her official transcript by accessing LOLA, or by filling out the proper form (www.bpcc.edu/admissions/forms.html), or in the Admissions/Registrar’s Office. However, if the student is indebted to the College, all debts must be cleared before the transcript can be released. Transcripts will not be released if the student has failed to submit an accepted high school transcript or high school equivalency.

**Official Records of Graduation:** The official record of student completion of requirements for academic degrees and certificates is located in the Admissions/Registrar’s Office at BPCC. Signed diplomas and certificates are not official certifications of degree or certificate completion at Bossier Parish Community College.

**SCHOLASTIC REGULATIONS**

Scholastic regulations convey the academic standards of a college. The following regulations present the standards of BPCC and convey the academic integrity of the institution. The standards ensure appropriate academic progress at the College and assure students that they are making academic progress. Students who do not meet the following academic criteria and cannot demonstrate the requisite ability, preparation, motivation, or maturity will not be continued as students at BPCC. The College reserves the right to study continually, augment, and enhance its academic regulations and requirements. These changes are incorporated into existing policies, and students are expected to conform to new policies when adopted by the College.

The conditions for probation and suspension were formulated by the Board of Regents to embody the following objectives:

1. To inform the student of the minimum requirements and standards necessary to obtain transfer credits and/or a college degree;
2. To allow the beginning student (first time to attend college) the opportunity to remain a student until at least two enrollments have been attempted;
3. To provide for the student whose academic attainment shows that ultimate success in a college may be in doubt, a trial period during which he is allowed to demonstrate appropriate academic competence;
4. To state the standards and to encourage students to become acquainted with them so that the results and consequences of inadequate performance may be known by students, parents, faculty, and administrators.

**ACADEMIC PROBATION, SUSPENSION, AND RE-ADMISSION REGULATIONS**

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. Students have the responsibility to ascertain their academic status prior to the beginning of the next enrollment period. Specific BPCC programs may have higher academic status rules.

**Academic Probation:** Students who have attempted a minimum of 15 semester hours will be placed on academic probation whenever their adjusted cumulative grade point averages fall below 2.000. Once on academic probation, a student will remain on probation (as long as each semester average is at least a 2.00) until the adjusted cumulative grade point average of 2.00 or higher is achieved.

Once an adjusted cumulative GPA of 2.00 or higher is achieved, a student will be removed from probation.

**Definitions:**

**Quality Hours:** Quality hours are those credit hours for which a student registers and receives a grade of A-F. Credit courses for which a student receives a grade of “P,” “CR,” and “S” are included in earned hours. Courses for which students register, but later withdraw with a grade of “W” are included in attempted hours.

**Cumulative Quality Hours:** Cumulative quality hours are all hours for which a student has registered and received a final grade of A-F at the college as well as all quality hours accepted in transfer (including hours that would have been accepted had the student not earned a grade of F).
Adjusted Quality Hours: Adjusted quality hours are those credit hours for which a student registers and receives a grade of A-F at BPCC, excluding those credit hours removed from the calculation of the student's grade point average through those credit hours removed through Academic Amnesty.

Adjusted Cumulative Grade Point Average (adj cum GPA): This GPA is adjusted to exclude those quality hours and grades which have been removed from the calculation of a student's grade point average through BPCC’s Academic Amnesty. This adjusted cumulative grade point average will include grades earned at BPCC and is used to determine a student’s academic status.

ACADEMIC SUSPENSION

Students who are on academic probation who have attempted a minimum of 24 semester hours and who fail to achieve a semester grade point average of at least 2.000 will be suspended for one semester. If a student is suspended at the conclusion of a spring semester, the student is suspended for the following fall semester. If a student is suspended at the conclusion of a fall semester, the student is suspended for the following spring semester.

A student who has been academically suspended from BPCC at the conclusion of the spring semester may attend BPCC summer without appeal. If the summer semester grade point average is a 2.000 or higher, the suspension for the fall is rescinded. If the student's adjusted semester grade point average is not at or above 2.000 at the conclusion of the summer session(s), the academic suspension remains in effect for the fall semester.

ACADEMIC STATUS DETERMINATION FOR TRANSFER STUDENTS

A student who transfers to BPCC with an adjusted cumulative grade point average of 2.000 or higher as defined by the last institution attended will be admitted in good standing. A transfer student with less than a 2.000 adjusted cumulative grade point average will be admitted on probation. If the student earns a semester grade point average of 2.000 or higher during the first semester of BPCC enrollment, the student's academic status will be based on the adjusted cumulative grade point average. If the student fails to achieve a semester grade point average of 2.000 or higher, the student will be suspended for one semester.

ACADEMIC AND/OR DISCIPLINARY SUSPENSION OR EXPULSION FROM ANOTHER COLLEGE

If a student wishes to appeal an academic suspension from another college or university, the student must confer with the institution from which he/she has been suspended.

Students suspended and/or expelled from another college or university for disciplinary reasons may not be allowed to enroll in Bossier Parish Community College.

ENROLLMENT DURING A SUSPENSION/EXPULSION PERIOD

A student who is under academic, attendance, or disciplinary suspension/expulsion from another college or university will not be admitted to BPCC until the interval of suspension/expulsion has elapsed.

READMISSION OR ADMISSION AFTER ACADEMIC SUSPENSION

A student who has been suspended from BPCC may be considered for readmission in accordance with the following policies:

- A student who is suspended for the first time for academic reasons must remain out of the College for one semester before being considered for readmission. After the lapse of one regular semester on suspension, the student will be readmitted to BPCC on probation.
- A student who has been suspended two or more times for academic reasons must remain out of BPCC for two regular semesters, before applying for readmission. After the lapse of two semesters, the student will be re-admitted to BPCC on probation.
- A student who has been dropped for academic reasons may not obtain credit towards a BPCC degree with credits earned at another institution during the period of ineligibility to enroll at BPCC. A student who has been suspended from another institution for academic reasons may be admitted on probation to BPCC at the end of that institution's period of suspension, provided all other admissions criteria are met.

**ACADEMIC APPEAL PROCEDURES**

All academic appeals related to grades received in courses must be lodged with the proper appellate authority within 45 calendar days from the date the semester ends. Failure to appeal within the 45 day period will result in the waiver of the student’s rights to appeal the decision.

**APPEAL OF ACADEMIC STANDING**

A student who believes that his/her academic standing (probation or suspension) does not reflect the quality or quantity of effort put forth, or which is the result of extenuating circumstances, may appeal his/her standing to the Academic Standing Appeals Committee. The student must write a letter to this committee giving the reasons why the academic standing should be re-evaluated. The committee will hold a meeting at which the student’s written appeal will be presented. The student will be notified of the committee’s decision. A student who is placed on academic suspension for two or more times is suspended for two regular semesters. The student cannot appeal the suspension of two or more suspensions.

Academic Standing Appeal forms are available online or in the Admissions/Registrar’s office. Appeals should be submitted to the Admissions/Registrar’s office one week prior to the start of the session. (www.bpcc.edu/admissions/documents/academicstandingappeal.pdf)

**APPEAL OF A REPORTED GRADE**

**Appeal Policy:** A student has 45 calendar days from the final posting of a grade to appeal a final course grade received. After 45 days, a student forfeits the right to appeal. Note: This policy does not apply to students disputing grades received on exams, assignments, research papers, clinical rotations, etc. Those kinds of grade disputes must be resolved between the faculty member and the student within the same semester. This policy does not apply to grades students received due to suspension for non-attendance.

1. A student consults the faculty member regarding a disputed course grade within the timeframe listed above. If the faculty member agrees that a course grade change is warranted, the faculty member will complete a BPCC Grade Change Form and forward the form to the Admissions Office with a copy to the dean.

2. If no satisfactory agreement can be reached with the faculty member, or if the student is unable to contact the faculty member, the student contacts the academic dean. Students consulting the academic dean without first meeting with the faculty member will be referred back to the faculty member.

3. The student may consult the academic dean who determines that the student has first failed to reach satisfactory resolution with the faculty member. If no satisfactory conclusion can be reached between the faculty member and the student, the student completes the top portion of the academic appeals form and returns it to the academic dean.

4. The faculty member is contacted by the academic dean and is given a copy of the Student Academic Appeal Form. The faculty member is required to respond, and may add documentation to the Student Academic Appeal Form, and returns it to the academic dean. The academic dean sends the form and documentation to the Registrar.

5. The committee will hold a meeting at which time the student’s written appeal and Student Academic Appeal Form will be considered. The committee will make a decision, and the Admissions Office or designee will notify the student. The committee may change a reported grade for a reason or may change a grade in the case of emergency circumstances (e.g., death of a faculty member, faculty member leaving the country, etc.). The Student Academic Appeal Form must be completed and signed by the committee chair.
6. If the committee directs a grade change, a Grade Change Form must be completed and signed by the committee chair. The committee minutes will reflect the official action of the committee. The Registrar or designee will notify the student and the faculty member of the committee’s decision.

7. If a student is not satisfied with the Committee’s decision, the student may submit a written appeal within four (4) working days to the Chancellor of the College. The Chancellor will respond to the student within ten (10) working days after receipt of the written appeal.

RESCINDING OF DEGREES AND CERTIFICATES
BPCC reserves the right to rescind the awarding of associate degrees and certificates if the College discovers that the degrees and certificates were awarded in error.

ACADEMIC AMNESTY
A student enrolled in BPCC’s academic programs who has not enrolled in a college, including BPCC or a university, for three consecutive years may elect to deny once and only once all academic course work attempted at BPCC prior to the three-year period. This work will appear on the student’s official academic transcript but will not be used in computation of the student’s grade point average. Students should be aware that other colleges and universities may not recognize academic amnesty declared at BPCC. Amnesty granted at/by a LCTCS institution shall be accepted system-wide.

The student must apply for and declare academic amnesty of credit courses in the Admissions/Registrar’s Office at the time of application for admission to BPCC or within sixty days of the first date of enrollment at BPCC. A decision to declare academic amnesty is final and irreversible.

BPCC does not recognize academic amnesty declared by students at other colleges and universities. Academic amnesty is granted to students enrolled in BPCC’s academic programs. Students who have declared academic amnesty are not eligible for naming to the College’s Chancellor’s or Dean’s Lists.

GRADUATION REQUIREMENTS
- Students assume full responsibility for awareness of all graduation criteria and for the appropriateness of their credentials applicable toward satisfaction of all requirements. No associate degree, academic certificate, or technical competency area shall be conferred by BPCC until the procedural and academic requirements listed below are met. The following are the criteria for, and conditions of, graduation from BPCC:
  - Each student must complete the Application for Graduation with an academic advisor. Students who previously applied for graduation but who did not graduate must file another application the semester they plan to complete requirements.
  - Take a survey during the last semester enrolled.
  - For credential completion at least twenty-five percent (25%) of required semester course hours for all credentials, including associate degrees, must be earned at Bossier Parish Community College.
  - In order to obtain an associate degree, academic certificate, or technical competency area, students must make a “C” or higher in all courses which satisfy graduation requirements.
  - Developmental courses are not acceptable as electives toward an associate degree or certificate program at BPCC. These include, but are not limited to, CIS 099, ENGL 098, ENGL 099, MATH 097, MATH 098, MATH 099, READ 099, EDUC 099. The final determination of the applicability of courses toward completion of academic certification and associate degrees will be made by the Vice Chancellor for Academic Affairs or his designee.
  - BPCC reserves the right to determine appropriate academic competencies in the General Education core in all curricula.
  - Community education, adult education, and correspondence courses are not applicable toward an associate degree or academic certificate.
  - All graduating students must file the Application for Graduation by the date listed in the official College calendar. Students may pursue only one associate degree at a time while enrolled at BPCC.
During the semester in which students complete all requirements for graduation, candidates' academic records must be evaluated for compliance with College procedural and academic requirements by the appropriate College personnel, and official certification that candidates have completed all requirements for graduation is certified by the College Registrar.

In order to participate in commencement ceremonies, students must meet all academic and procedural graduation requirements. If students who are candidates for graduation do not meet all the requirements for graduation by the day of commencement ceremonies, the candidates MUST reapply for graduation the following semester.

In order to be eligible for graduation from programs in the Division of Technology Engineering, and Mathematics accredited by the Association of Technology, Management, and Applied Engineering (ATMAE), transfer students must successfully complete a minimum of 12 technical credit hours from Bossier Parish Community College.

CREDIT FOR PRIOR LEARNING

Credit for Prior Learning evaluation is the process of earning credit for college-level learning acquired through a variety of resources. Through Credit for Prior Learning evaluation, Bossier Parish Community College offers students the opportunity to earn college credit for knowledge and skills attained through educational or work experiences. Such credit may include - but is not limited to - CLEP, AP, DSST, and other institutional examination programs; the institution’s faculty-developed challenge exams; and industry-based certifications; instruction evaluated by the American Council on Education (ACE); and others as approved by the institution’s chief academic officer. Students may be assessed a fee for the administration of examinations and for the evaluation of credentials when credit is being requested.

Relative to the awarding of Credit for Prior Learning or non-traditional credit, the appropriate faculty/staff of each respective academic area shall determine the level of student performance necessary to demonstrate satisfactory mastery of course content. Students should be enrolled and have successfully completed twelve academic course hours at Bossier Parish Community College in order to receive non-traditional credit. Non-traditional credit cannot be used to meet residence requirements.

Non-traditional credit will be recorded on the permanent academic record with a grade of “S” or “P.” Grades of “S” or “P” are not used to compute the grade point average. Non-traditional credit is limited to twenty-one semester hours. Some programs may prohibit the awarding of non-traditional credit due to external accreditation restrictions.

The purpose of non-traditional credit is to provide the student with a method of receiving academic credit toward a degree at Bossier Parish Community College and other institutions may not recognize this credit toward degrees from their institution.

Eligibility criteria for non-traditional credit include the following:

- Candidate cannot have previously enrolled in the course being challenged.
- Candidate has not attempted non-traditional credit for the course on a previous occasion.

Prior Learning Assessment options available to students include Credit by Examination. Credit by Examination includes Challenge Exams, College Level Examination Program (CLEP), and DANTES Subject Standardized Tests (DSST).

1. Successful completion of a credit by examination exam will be recorded on the permanent academic record as "credit by examination" with a grade of "S." Grades of "S" are not used to compute the grade point average (no quality points awarded).
2. The hours of credit will not be used in the computation of grade point averages or considered in determining academic hours, probation, or suspension. In addition, credits earned by examination may not be used to reduce residence requirements.
3. Credit by examination will not be awarded for a course which was previously pursued beyond the midpoint of a semester by the student.
4. Credits through examination (Challenge, CLEP, and DSST), are limited to twenty-one (21) semester hours on a student’s degree or certificate plan.
**CHALLENGE EXAMINATIONS**

"Challenge examinations" are administered in some subject areas by the appropriate academic department for the benefit of the student who believes he/she has already attained the level of knowledge required in the course(s).

The procedure for registering for a challenge examination is as follows:

1. Regularly enrolled students (students currently enrolled in other courses or special cohorts of students) in good academic standing may register for a challenge examination in any approved course. Challenge examinations will be available only to students pursuing a BPCC associate degree, academic certificate, or certificate of completion. No examination can be given to a student who has not properly registered for the examination.

2. Permission to take a challenge examination in a given course will be denied those students currently enrolled in the course, those who have previously attempted the course for credit at any college, those who have earned credit in a higher sequence course, those previously taking a challenge examination in the same course, or those who did not receive approval from the dean responsible for the course.

3. The student’s registration record will reflect the challenge examination course(s) for which the student registered. These courses will not, however, be added into the total semester hour load of the student for determining "full-time" status.

4. Students interested in earning credit by challenge examination should contact the appropriate dean. Examinations will be given according at the times assigned by the dean.

5. Successful completion of a challenge examination will be recorded on the permanent academic record as "credit by examination" with a grade of "S." Grades of "S" are not used to compute the grade point average (no quality points awarded).

6. The hours of credit will not be used in the computation of grade point averages or considered in determining academic hours, probation, or suspension. In addition, credits earned by examination may not be used to reduce residence requirements.

7. Credit by challenge examination will not be awarded for a course which was previously pursued beyond the midpoint of a semester by the student.

8. COSTS: Students will be assessed a fee for each challenge exam taken.

9. Credits through challenge examination, in combination with other credit type examinations (CLEP, DSST, etc.), are limited to twenty-one (21) semester hours on a student’s degree or certificate plan.

10. In addition to challenge examinations, College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST) are also given at BPCC. Students pursuing academic certificates or associate degrees at BPCC are not allowed more than 21 hours Challenge, CLEP, and DSST credits towards graduation.

**CREDIT BY EXAMINATION (CLEP®)**

The College Board’s College Level Examination Program (CLEP®) exams are offered through BPCC’s Testing Center located in D-203. For more information or to schedule an appointment, call 318-678-6002 or visit the webpage at [www.bpcc.edu/testingcenter](http://www.bpcc.edu/testingcenter). Students should consult the appropriate academic dean for additional information.

**CREDIT BY EXAMINATION (DSST™)**

DANTES Subject Standardized Tests (DSST) exams are offered through BPCC’s Testing Center located in D-203. Call BPCC’s Testing Center at 318-678-6002 or more information and to schedule an appointment or visit the webpage at [www.bpcc.edu/testingcenter](http://www.bpcc.edu/testingcenter). Students should consult the appropriate academic dean for additional information.

**CREDIT BY EXAMINATION (NATIONAL INDUSTRY-BASED CERTIFICATIONS)**

BPCC’s Testing Center located in D-203 offers test services that include information technology certifications and many other industry-based certifications. Test services include Certiport, Pearson VUE, Manufacturing Skills Standards Council, NOCTI, Louisiana State Licensing Board for Contractors, and others. Industry-based certifications that are accepted for college credit are included in BPCC’s Prior Learning Matrix. Instructors will provide students with information about mandatory and optional industry-based certifications including discounted academic vouchers that may be purchased for some exams.
CREDIT FOR MILITARY EDUCATIONAL EXPERIENCES
Credit for military educational experiences is given to honorably discharged veterans. BPCC may allow credit for courses based on documented military experiences. BPCC does not give credit for First Aid (HLPE 221) based on military service. A copy of the veteran’s Joint Services Transcript or other military records should be sent to the Office of the Registrar for evaluation to determine the credit allowed. The maximum number of hours that may be granted from the military as college equivalent course work is 21. Students must be pursuing a BPCC associate degree or academic certificate. The student receives a grade of "S," which goes towards earned hours on the official BPCC transcript.

CERTIFIED PROFESSIONAL SECRETARY CREDIT EXAMINATION
Up to 18 hours may be awarded to a student who successfully passes the Certified Professional Secretary examination, which is administered by the Institute for Certifying Secretaries. For information, students may contact the Division of Business at 318-678-6322.

ADVANCED PLACEMENT PROGRAM
Students who attain satisfactory scores on the Advanced Placement Examinations administered by the College Board are eligible to receive credit on the basis of such tests. The student who submits a score of three or higher to the Admissions/Registrar’s Office is given credit for the appropriate course(s). Students may earn up to a maximum of 30 semester hours in this manner and attain sophomore standing. These examinations are given at high schools which participate in the Advanced Placement Program of the College Board. Students must be pursuing an academic certificate or associate degree to receive Advanced Placement credit. Accepted courses are listed in the PLA Matrix. (www.bpcc.edu/academics/plamatrix.html)

ACADEMIC CREDIT FOR PARAMEDIC COURSES COMPLETED AT INSTITUTIONS OTHER THAN COLLEGES OR VOCATIONAL SCHOOLS
Currently licensed paramedics who received their training through a non-degree granting credit program may apply that training toward the AAS in Paramedic at BPCC. These students will not be required to repeat the paramedic courses but will be awarded credit for those classes once all other program requirements have been met.

To be eligible to receive credit for paramedic training, the paramedic must:
- complete all other requirements for the AAS in Paramedic degree.
- have worked in the field of emergency medical services at the level of paramedic for at least 2 years.
- successfully complete at least 15 semester hours of academic college credit at Bossier Parish Community College. Remedial classes will not be used to meet this requirement.
- hold current NREMT certification and a current State of Louisiana Paramedic license. Copies of both cards must be on file with the Paramedic program director.

PORTFOLIO ASSESSMENT OF COLLEGE-LEVEL LEARNING
Bossier Parish Community College (BPCC) is among more than 500 colleges and universities that are involved in assessing students’ prior learning for academic credit. The Council for Adult and Experiential Learning (CAEL), an educational association founded in 1974 to promote the acceptance of the awarding of college credit for experiential learning, has led the way in developing and implementing assessment techniques. BPCC uses the academic guidelines developed by CAEL and the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) in awarding credit.

Prior Learning Assessment (PLA) is the process of earning credit for college-level learning acquired through work, training, volunteering, or personal experiences. The process discussed here is portfolio assessment of college-level learning acquired through work, training, volunteering, or personal experiences. Students should consult the appropriate academic dean for additional information. (www.bpcc.edu/academics/plamatrix.html)
GENERAL DEGREE REQUIREMENTS

Bossier Parish Community College fulfills its stated purpose by meeting challenges from business establishments, industrial companies, and medical institutions to provide technical training for their employees. Successful completion of the training qualifies students to receive, in each appropriate case, technical competency area certification, a certificate, an associate degree, and/or credit to transfer to other institutions where the studies can be completed. The College’s occupational/technical programs include degree programs, clock-hour programs, seminars, and training sessions.

BPCC offers the following Associate Degrees, Academic Certificates, Technical Diplomas, and Technical Competency Areas:

**Associate**
- General Studies

**Associate of Applied Science**
- Business Administration
- Care and Development of Young Children
- Communication Media (Mass Communication)
- Communication Media (Sound and Music Recording concentration)
- Communication Media (Graphic Design/Computer Animation concentration)
- Communication Media (Photography concentration)
- Communication Media (Multimedia concentration)
- Computer Information Systems
- Construction Technology and Management
- Criminal Justice
- Criminal Justice (Medicolegal Death Investigation concentration)
- Cyber Technology (Network Security concentration)
- Cyber Technology (Programmer Analyst concentration)
- Industrial Technology (Advanced Manufacturing and Mechatronics concentration)
- Industrial Technology (Automation and Controls concentration)
- Industrial Technology (Engineering Graphics concentration)
- Medical Assistant
- Occupational Therapy Assistant
- Oil and Gas Production Technology
- Paramedic
- Pharmacy Technician
- Physical Therapist Assistant
- Respiratory Therapy

**Associate of Arts**
- Performing Arts (Music concentration)
- Performing Arts (Church Music concentration)
- Performing Arts (Theatre concentration)
- Performing Arts (Musical Theatre concentration)

**Associate of Arts Louisiana Transfer**
- Business concentration
- Fine Arts concentration
- Humanities concentration
- Mass Communication concentration
- Social Sciences concentration

**Associate of Science**
- Engineering
- General Science (Allied Health option)
- General Science (Natural Sciences option)
- Health Care Management
- Nursing
- Teaching (Grades 1-5)
Associate of Science Louisiana Transfer
  Biological Sciences concentration
  Physical Sciences concentration

Certificate
  General Studies

Certificate of Technical Studies
  Accounting Technology: Account Clerk
  Advanced Manufacturing and Mechatronics
  Business Entrepreneurship
  Communication Media
  Construction Technology
  Culinary Arts
  Energy Services
  Health Information Technology
  Industrial Control Systems
  Information Systems Security Professionals
  Legal Assistant
  Music
  Paramedic
  Pharmacy Technician
  Phlebotomy
  Programming for Digital Gaming
  Retail Management
  Senior Systems Managers
  Theatre

Technical Competency Area
  Accounting
  Acting
  Advanced Manufacturing and Mechatronics
  Advanced Welding
  Basic Management
  Bookkeeping
  Broadcasting
  Business Communications
  Business of Music
  Cisco Certified Network Associate
  Computer Animation
  Costume Design
  Directing
  ECG/Telemetry Technician
  Emergency Medical Technician
  Film
  Graphic Design
  Information Technology
  Laboratory Assistant
  Lighting Design
  Media for the Ministry
  Medical Unit Coordinator
  Photography
  Radio
  Scene Design
  Software Applications
  Sound Recording Technology
  TV Production
  Theatre Technician
  Web Design
Technical Diploma
Medical Assistant
Medical Office Specialist (Coding concentration)
Medical Office Specialist (Billing and Reimbursement concentration)
Surgical Technology

GENERAL EDUCATION CORE CURRICULUM

Associate Degree
The accrediting (SACS-COC) and governing (Board of Regents) bodies of Bossier Parish Community College have established a set of core courses for students receiving an associate degree at the College. This core curriculum is included in the Associate Degree curriculum that students follow. Graduates of all BPCC associate degrees are required, at a minimum, to take the following courses:

<table>
<thead>
<tr>
<th>Minimum required</th>
<th>Associate of Applied Science (AAS)</th>
<th>Associate of Arts (AA)</th>
<th>Associate of Science (AS)</th>
<th>Associate (A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>15 credit hours</td>
<td>27 credit hours</td>
<td>27 credit hours</td>
<td>27 credit hours</td>
</tr>
<tr>
<td>English Composition</td>
<td>3 credit hours</td>
<td>6 credit hours</td>
<td>6 credit hours</td>
<td>6 credit hours</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 credit hours</td>
<td>3 credit hours</td>
<td>6 credit hours</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3 credit hours</td>
<td>6 credit hours</td>
<td>6 credit hours</td>
<td>6 credit hours</td>
</tr>
<tr>
<td>Humanities</td>
<td>3 credit hours</td>
<td>3 credit hours</td>
<td>3 credit hours</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>0 credit hours</td>
<td>3 credit hours</td>
<td>3 credit hours</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>Behavioral/Social Sciences</td>
<td>3 credit hours</td>
<td>6 credit hours</td>
<td>3 credit hours</td>
<td>6 credit hours</td>
</tr>
</tbody>
</table>

Academic Certificates
Bossier Parish Community College awards the following: the Certificate, the Technical Diploma, and the Certificate of Technical Studies. These contain the required coursework as approved by the Board of Regents.

Technical Competency Area
A Technical Competency Area is a series of applied courses that provides students with mastery in a specific technical/vocational area. The TCA does not possess a general education core requirement.

GENERAL EDUCATION COMPETENCIES

Associate Degree
In addition to the minimum General Education core courses established by the governing body of the Board of Regents and the accrediting body of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), BPCC has established general education competencies which span the entire curriculum and are not limited to any one course. The general education competencies for Associate Degree graduates are reading comprehension, written and oral communication, mathematical computation, critical thinking, research skills, and computer literacy. All Associate
Degree recipients from BPCC will have taken general education core courses required by the Board of Regents and SACSCOC in addition to degree-specific course requirements, providing the breadth and depth necessary to develop the following college-level general education competencies:

**Reading Comprehension** competency is measured by
- Locating and identifying main ideas and important concepts
- Identifying relevant and irrelevant facts
- Paraphrasing and summarizing
- Identifying program-specific terminology
- Answering questions using information gained through reading assignments

**Written Communication** competency is measured by
- Using appropriate syntax
- Writing clearly using correct grammar and punctuation
- Producing effective, organized materials using recognized patterns of development

**Oral Communication** competency is measured by
- Clearly conveying ideas verbally and non-verbally
- Adapting the message to specific recipients and occasions to achieve a desired purpose
- Exhibiting effective listening skills by responding appropriately to others
- Employing effective communication techniques and methods without reading from prepared materials
- Researching and creating organized messages to achieve a stated purpose

**Mathematical Computation** competency is measured by
- Manipulating symbolic expressions
- Solving problems using mathematical strategies
- Illustrating relationships between variables using a formula, equation, graph, table or diagram

**Critical Thinking** competency is measured by
- Comparing and contrasting evidence-based opposing arguments
- Organizing, sequencing, and evaluating facts and ideas
- Identifying patterns and making logical predictions
- Forming opinions, judgments or decisions using reasoning skills

**Research Skills** competency is measured by
- Identifying appropriate, reliable, and diverse sources
- Applying the principles of intellectual property
- Citing resources using the discipline specific format
- Locating and reviewing relevant professional literature on a topic
- Translating research data into actionable items

**Computer Literacy** competency is measured by
- Practicing digital security and ethics
- Sending and receiving digital correspondence
- Navigating digital file systems, the internet and software applications
- Preparing and formatting documents with word processing, presentation and/or spreadsheet software

**Academic Certificates**
Additionally, BPCC has established the following general education competencies for Academic Certificates. The general education competencies for the Academic Certificate graduates are reading comprehension, written communication, mathematical computation, and skills in chosen occupational fields. Specifically, Academic Certificate graduates must be able to do the following:

- **Reading comprehension** competency is measured by comprehending, evaluating, and synthesizing information gained by reading college-level material.
• **Written communication** competency is measured by using basic grammar, mechanics, and composition skills in a variety of rhetorical modes to explain, describe, inform, and analyze.

• **Mathematical computation** competency is measured by performing arithmetic computations as these are related to certification area.

• **Skill** competency is measured by demonstrating specific, required ability for current entry-level employment in chosen fields.

Students receiving Academic Certificates from BPCC must show competency in general education. The following measurements have been established to indicate competency:

**Reading Comprehension (Competency # 1)**

• A minimum ACT score of 16 in reading;
• Placement test results showing READ 099 is NOT needed; or
• Completion of READ 099 with a grade of "C" or higher.

**Written Communication (Competency # 2)**

• A minimum ACT score of 18 in English;
• Placement test results showing placement in ENGL 101; or
• Completion of ENGL 099 with a grade of "C" or higher.

**Mathematical Computation (Competency # 3)**

• A minimum ACT score of 15 in mathematics;
• Placement test results showing placement in MATH 099 or higher; or
• Completion of MATH 098 with a grade of "C" or higher.

**Skills (Competency # 4)**

• Skills for entry-level employment are determined by achievement of learning outcomes in Academic Certificate course requirements.

**Technical Competency Areas**

The TCA does not possess a general education competency requirement.

**DEGREE REQUIREMENTS**

**I. Associate Degree and Academic Certificates: (General Requirements)** - The BPCC academic catalog prescribes the requirements for each associate degree and certificate program as well as services offered by the College. The catalog is published annually and becomes effective with the beginning of the summer semester each year. Former and continuing students must adhere to all changes in policies, rules, regulations, and academic requirements each year that changes are made. The educational programs and academic courses described herein may be altered by BPCC to carry out its stated mission. Students pursuing BPCC Associate Degrees and Academic Certificates are permitted to pursue only one associate degree at a time.

**II. Requirements for a Second Associate Degree:** In order to qualify for a second Associate Degree, regardless of whether the first was granted by BPCC or another college or university, the candidate must present to the appropriate dean a minimum of 20 additional semester hours earned at BPCC since the completion of the previous degree requirements. These 20 additional hours will not include any semester hours counted in fulfilling any previous degree requirements or those hours earned prior to the date of certification of the last degree. The candidate must also fulfill all academic major requirements and College requirements for the second degree. The 20 hours of an approved curriculum for a second Associate Degree must be taken in residence at BPCC. Note: Students are not allowed to pursue more than one BPCC Associate Degree simultaneously.

**III. Official Certification of Degree/Certificate Completion:** The official documentation of degree/certificate completion of BPCC programs is indicated on the BPCC transcript. Diplomas/certificates are unofficial and do not indicate official graduation from Bossier Parish Community College. The determination for satisfying all degree and certificate
requirements is made by the Registrar after considering recommendations, where appropriate, from the appropriate deans and the Vice Chancellor for Academic Affairs.

IV. Graduation requirements: A grade of "C" or higher must be earned in all courses applicable to graduation. Student must successfully establish competency in all general education areas. For degree completion, at least 25 percent of semester credit hours must be earned at Bossier Parish Community College

V. General Education Courses: Elective courses should be chosen from the list of general education courses.

GENERAL EDUCATION COURSES

English Composition
ENGL 101 Composition and Rhetoric I
ENGL 102 Composition and Rhetoric II
ENGL 103* Foundations of Professional Writing

*For transfer to a four-year institution, students are strongly advised to take ENGL 102 instead of ENGL 103. Students must seek the assistance of their advisor to determine the appropriate English courses.

Fine Arts – 3 hours
ART 201 Art History I
ART 202 Art History II
ART 206 Introduction to Visual Arts
MUSC 120 Music Appreciation
MUSC 121 Jazz Appreciation
COMM 240 American Cinema
THTR 101 Introduction to Theatre
THTR 131 Elements of Theatre

Mathematics/Analytical Reasoning
MATH 101## Applied Algebra for College Students
MATH 102 College Algebra
MATH 111 Precalculus
MATH 112 Trigonometry
MATH 114 Finite Math
MATH 124 Mathematical Concepts
MATH 131 Elementary Applied Calculus
MATH 210 Basic Statistics
MATH 250 Calculus I
MATH 251 Calculus II
MATH 252 Calculus III
MATH 253 Calculus IV

##For transfer to a four-year institution, students are strongly advised to take MATH 102 instead of MATH 101. Students must seek the assistance of their advisor to determine the appropriate mathematics courses.

Social Sciences
ANTH 201 Physical Anthropology
ANTH 202 Cultural Anthropology
BADM 201 Principles of Macroeconomics
BADM 202 Principles of Microeconomics
CJUS 101 Introduction to Criminal Justice
GPHY 101 Physical Geography
GPHY 102 Cultural Geography
Bossier Parish Community College

Catalog 2014-2015

POSC 201 National Government in the United States
POSC 202 State and Local Government
PSYC 201 Introduction to Psychology
PSYC 202 Practical Psychology for Health Professionals
PSYC 205 Child Psychology
PSYC 206 Adolescent Psychology
PSYC 210 Educational Psychology
PSYC 215 Psychology of Religion
PSYC 220 Developmental Psychology
PSYC 225 Loss and Death
PSYC 290 Social Psychology
SLGY 201 Introduction to Sociology
SLGY 202 Social Problems
SLGY 203 Marriage and Family Living
SLGY 204 Sociology of Deviance
SLGY 207 Race, Class and Ethnicity

### not currently on the Board of Regents Matrix

Humanities

**Literature**
ENGL 201 Major British Writers
ENGL 202 Major American Writers
ENGL 250 Introduction to Women’s Literature
ENGL 251 Introduction to World Literature
ENGL 252 Introduction to Folklore and Mythology
ENGL 255 Introduction to Fiction
ENGL 256 Introduction to Poetry and Drama
ENGL 257 Introduction to African American Literature

**History Sequences**
HIST 101 and 102 Western Civilization I and II
HIST 103 and 104 World Civilization I and II
HIST 201 and 202 American History I and II

**Foreign Language Sequences**
FREN 101 and 102 Elementary French I and II
SPAN 101 and 102 Elementary Spanish I and II

**Humanities**
HMAN 201 Prehistoric – Medieval Culture
HMAN 202 Renaissance – Modern Culture
HMAN 203** Film and Culture

### not currently on the Board of Regents Matrix

**All Courses Considered as Humanities Electives**
ENGL 201 Major British Writers
ENGL 202 Major American Writers
ENGL 250 Introduction to Women’s Literature
ENGL 251 Introduction to World Literature
ENGL 252 Introduction to Folklore and Mythology
ENGL 255 Introduction to Fiction
ENGL 256 Introduction to Poetry and Drama
ENGL 257 Introduction to African American Literature
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>FREN 101</td>
<td>Elementary French I</td>
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<td>FREN 201</td>
<td>Intermediate French</td>
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<td>HIST 101</td>
<td>Western Civilization I</td>
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<tr>
<td>HIST 102</td>
<td>Western Civilization II</td>
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<td>World Civilization I</td>
</tr>
<tr>
<td>HIST 104</td>
<td>World Civilization II</td>
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<tr>
<td>HIST 201</td>
<td>American History I</td>
</tr>
<tr>
<td>HIST 202</td>
<td>American History II</td>
</tr>
<tr>
<td>HIST 203</td>
<td>Louisiana History</td>
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<tr>
<td>HMAN 201</td>
<td>Prehistoric – Medieval Culture</td>
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<tr>
<td>HMAN 202</td>
<td>Renaissance – Modern Culture</td>
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<tr>
<td>HMAN 203###</td>
<td>Film and Culture</td>
</tr>
<tr>
<td>RLGN 201</td>
<td>New Testament Survey I: Interbiblical Period, Four Gospels</td>
</tr>
<tr>
<td>RLGN 203</td>
<td>World Religions</td>
</tr>
<tr>
<td>SPAN 101</td>
<td>Elementary Spanish I</td>
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<td>SPAN 102</td>
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<td>Intermediate Spanish</td>
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<tr>
<td>SPCH 110*</td>
<td>Principles of Speech</td>
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<tr>
<td>SPCH 115*</td>
<td>Interpersonal Communication</td>
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</table>

### not currently on the Board of Regents Matrix

*May not be sole humanities course

**Natural Sciences**

**Biological Sequences**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BLGY 101 and 102</td>
<td>General Biology I and II</td>
</tr>
<tr>
<td>BLGY 105** and 106**</td>
<td>Elements of Biology I and II</td>
</tr>
<tr>
<td>BLGY 230 and BLGY 231</td>
<td>Human Anatomy and Physiology I and II</td>
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**Physical Sequences**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CHEM 101 and 102</td>
<td>General Chemistry I and II</td>
</tr>
<tr>
<td>PHSC 105** and 106**</td>
<td>Elemental Physics and Elemental Chemistry</td>
</tr>
<tr>
<td>PHYS 201 and 202</td>
<td>General Physics I and II</td>
</tr>
<tr>
<td>PHYS 211 and 212</td>
<td>Physics for Science and Engineering I and II</td>
</tr>
<tr>
<td>SCI 101** and SCI 102**</td>
<td>Foundation in Science I and II</td>
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**Biological**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BLGY 101</td>
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<td>BLGY 102</td>
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<td>BLGY 105**</td>
<td>Elements of Biology I</td>
</tr>
<tr>
<td>BLGY 106**</td>
<td>Elements of Biology II</td>
</tr>
<tr>
<td>BLGY 107**</td>
<td>Environmental Science</td>
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<tr>
<td>BLGY 120</td>
<td>Introductory Human Anatomy and Physiology</td>
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<tr>
<td>BLGY 202</td>
<td>Microbiology for Nursing and Allied Health</td>
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<tr>
<td>BLGY 203</td>
<td>Basic Nutrition</td>
</tr>
<tr>
<td>BLGY 206</td>
<td>Principles of Microbiology</td>
</tr>
<tr>
<td>BLGY 230</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>BLGY 231</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>BLGY 244</td>
<td>Introduction to Human Genetics</td>
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**Physical**

<table>
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<th>Course Code</th>
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101
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<tbody>
<tr>
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</tr>
<tr>
<td>CHEM 107</td>
<td>Introductory Chemistry</td>
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<tr>
<td>CHEM 250</td>
<td>Organic Chemistry I</td>
</tr>
<tr>
<td>PHSC 105**</td>
<td>Elemental Physics</td>
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<tr>
<td>PHSC 106**</td>
<td>Elemental Chemistry</td>
</tr>
<tr>
<td>PHSC 107**</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>PHSC 110**</td>
<td>Astronomy</td>
</tr>
<tr>
<td>PHSC 111**</td>
<td>Physical Geology</td>
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<tr>
<td>PHYS 201</td>
<td>General Physics I</td>
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<tr>
<td>PHYS 202</td>
<td>General Physics II</td>
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<tr>
<td>PHYS211</td>
<td>Physics for Science and Engineering I</td>
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<tr>
<td>PHYS212</td>
<td>Physics for Science and Engineering II</td>
</tr>
<tr>
<td>SCI 101*</td>
<td>Foundation in Science I</td>
</tr>
<tr>
<td>SCI 102*</td>
<td>Foundations of Science II</td>
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</tbody>
</table>

**Recommended for non-science majors**
PROGRAMS OF STUDY BY ACADEMIC DIVISION

Division of Behavioral-Social Sciences and College Transition Programs

Associate of Applied Science
- Care and Development of Young Children
- Criminal Justice
- Criminal Justice (Medicolegal Death Investigation concentration)

Associate of Arts Louisiana Transfer
- Social Sciences concentration

Associate of Science
- Teaching Grades 1-5

Division of Business

Associate of Applied Science
- Business Administration

Associate of Arts Louisiana Transfer
- Business concentration

Associate of Science
- Health Care Management

Certificate of Technical Studies
- Accounting Technology: Account Clerk
- Business Entrepreneurship
- Culinary Arts
- Legal Assistant
- Retail Management

Technical Competency Area
- Accounting
- Basic Management
- Bookkeeping
- Business Communications

Division of Communication and Performing Arts

Associate of Applied Science
- Communication Media (5 concentrations)
  - Mass Communication
  - Sound and Music Recording
  - Graphic Design / Computer Animation
  - Photography
  - Multimedia

Associate of Arts
- Performing Arts (Music concentration)
- Performing Arts (Church Music concentration)
- Performing Arts (Theatre concentration)
- Performing Arts (Musical Theatre concentration)
Associate of Arts Louisiana Transfer
- Mass Communication concentration

Certificate of Technical Studies
- Communication Media
- Music
- Theatre

Technical Competency Area
- Communication Media
  - Broadcasting
  - Business of Music
  - Computer Animation
  - Film
  - Graphic Design
  - Media for the Ministry
  - Photography
  - Radio
  - Sound Recording Technology
  - TV Production
- Performing Arts (Theatre)
  - Acting
  - Costume Design
  - Directing
  - Lighting Design
  - Scene Design
  - Theatre Technician

Division of Liberal Arts

Associate
- General Studies

Associate of Arts Louisiana Transfer
- Fine Arts concentration
- Humanities concentration

Certificate
- General Studies

Division of Science, Nursing, and Allied Health

Associate of Applied Science
- Medical Assistant
- Occupational Therapy Assistant
- Paramedic
- Pharmacy Technician
- Physical Therapist Assistant
- Respiratory Therapy

Associate of Science
- General Science (Allied Health concentration)
- General Science (Natural Science concentration)
- Nursing

Associate of Science Louisiana Transfer
- Biological Sciences concentration
• Physical Sciences concentration

**Certificate of Technical Studies**
• Paramedic
• Pharmacy Technician
• Phlebotomy

**Technical Diploma**
• Medical Assistant
• Medical Office Specialist (Coding concentration)
• Medical Office Specialist (Billing and Reimbursement concentration)
• Surgical Technology

**Technical Competency Area**
• ECG/Telemetry Technician
• Emergency Medical Technician
• Laboratory Assistant
• Medical Unit Coordinator

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**Division of Technology, Engineering, and Mathematics**

**Associate of Applied Science**
• Computer Information Systems
• Construction Technology and Management
• Cyber Technology (Network Security concentration)
• Cyber Technology (Programmer Analyst concentration)
• Industrial Technology (Automation and Controls concentration)
• Industrial Technology (Advanced Manufacturing and Mechatronics concentration)
• Industrial Technology (Engineering Graphics concentration)
• Oil and Gas Production Technology

**Associate of Science**
• Engineering

**Certificate of Technical Studies**
• Advanced Manufacturing and Mechatronics
• Construction Technology
• Energy Services
• Health Information Technology
• Industrial Control Systems
• Information Systems Security Professionals
• Programming for Digital Gaming
• Senior Systems Managers

**Technical Competency Area**
• Advanced Manufacturing and Mechatronics
• Advanced Welding
• Cisco Certified Network Associate
• Information Technology
• Software Applications
• Web Design

On the subsequent pages, all of the programs are outlined with the different division sections. Special requirements and courses are listed under each program of study. When pursuing a program of study, students are encouraged to seek academic guidance from advisors. Times of completion vary from program to program.

A detailed description of each course is included in this catalog under Courses of Instruction.
## PROGRAM COORDINATION

Bossier Parish Community College assigns the responsibility for associate degree program coordination to individuals competent in the field, including, but not limited to, faculty members. The following is a list of program coordinators assigned to assure essential curricular program components, monitor program content and pedagogy, and maintain currency in the degree program.

### Associate

<table>
<thead>
<tr>
<th>General Studies</th>
<th>Vicki Dennis</th>
</tr>
</thead>
</table>

### Associate of Applied Science

<table>
<thead>
<tr>
<th>Business Administration</th>
<th>Michelle Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Care and Development of Young Children</td>
<td>Mandy Perdue</td>
</tr>
<tr>
<td>Communication Media (All Concentrations)</td>
<td>Rona Leber</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>Pam Milstead</td>
</tr>
<tr>
<td>Construction Technology and Management</td>
<td>Mark Jusselin</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Dan Cain</td>
</tr>
<tr>
<td>Cyber Technology</td>
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<tr>
<td>Network Security concentration</td>
<td>Chris Rondeau</td>
</tr>
<tr>
<td>Programmer Analyst concentration</td>
<td>Al Shaw</td>
</tr>
<tr>
<td>Industrial Technology</td>
<td>Lamont Lackman</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>Constance Winter</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>Kelly Brandon</td>
</tr>
<tr>
<td>Oil and Gas Production Technology</td>
<td>Rocky Duplichan</td>
</tr>
<tr>
<td>Paramedic</td>
<td>Jeffery Anderson</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Terri Mundy</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>Laura Bryant</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>Tim Gilmore</td>
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</tbody>
</table>

### Associate of Arts

<table>
<thead>
<tr>
<th>Performing Arts</th>
<th>Dr. Michael D. Hart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music concentration</td>
<td></td>
</tr>
<tr>
<td>Church Music concentration</td>
<td>Dr. Michael D. Hart</td>
</tr>
<tr>
<td>Theatre concentration</td>
<td>Dr. Ray Scott Crawford</td>
</tr>
<tr>
<td>Musical Theatre concentration</td>
<td>Dr. Ray Scott Crawford</td>
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</table>

### Associate of Arts Louisiana Transfer

<table>
<thead>
<tr>
<th>Business concentration</th>
<th>Peggy Fuller</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts concentration</td>
<td>Vicki Dennis</td>
</tr>
<tr>
<td>Humanities concentration</td>
<td>Vicki Dennis</td>
</tr>
<tr>
<td>Mass Communication concentration</td>
<td>Rona Leber</td>
</tr>
<tr>
<td>Social Sciences concentration</td>
<td>Michelle D. “Dee Dee” Mitchell</td>
</tr>
</tbody>
</table>

### Associate of Science

<table>
<thead>
<tr>
<th>Engineering</th>
<th>Dr. June Schneider</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Science</td>
<td>Tara Breeland-Southam</td>
</tr>
<tr>
<td>Health Care Management</td>
<td>Raymond Gaines</td>
</tr>
<tr>
<td>Nursing</td>
<td>Sharon Turley</td>
</tr>
<tr>
<td>Teaching</td>
<td>Angie Bales</td>
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</table>

### Associate of Science Louisiana Transfer

<table>
<thead>
<tr>
<th>Biological Sciences concentration</th>
<th>Ty Bryan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Sciences concentration</td>
<td>Ty Bryan</td>
</tr>
</tbody>
</table>
ACADEMIC DIVISIONS AND PROGRAMS

DIVISION OF BEHAVIORAL-SOCIAL SCIENCES AND COLLEGE TRANSITION PROGRAMS

OFFICE LOCATION: Building E, Room 140
PHONE: 318-678-6008

Mission of the Division of Behavioral-Social Sciences and College Transition Programs

The mission of the Division of Behavioral-Social Sciences and College Transition Programs is to offer courses that complement and/or support degree programs at BPCC; to support the academic and vocational success of students previously unsuccessful in their educational and employment endeavors; to fulfill the needs of individuals seeking credentials or advanced training for promotion in law enforcement and corrections agencies; to offer students a comprehensive education program specifically designed to produce teacher candidates for university colleges of education; to meet the educational standards set by the State and federal governments for early childhood programs and satisfy the highest level of requirements in the Louisiana Quality Rating System (QRS) for providers of child care; to coordinate BPCC Accelerated for working adults interested in completing their education in an online format; and to offer courses that transfer to other colleges and universities.

Objectives of the Division of Behavioral-Social Sciences and College Transition Programs:

- To offer associate degree programs in Criminal Justice, Teacher Education, and Early Childhood that will prepare graduates for jobs in the related career fields.
- To promote student success through maintaining and developing academic excellence in associate degree programs.
- To provide support and retention efforts for working adults in BPCC Accelerated online coursework within fast-track degrees).
- To prepare previously unsuccessful students for the rigor of college course enrollment and completion.
- To improve the opportunity for students to earn academic college credit for transfer to four-year institutions through articulation agreements.
- To encourage critical thinking, analysis, and observation skills in division course offerings.

Associate Degree

Bossier Parish Community College offers four associate degree programs in the area of Behavioral-Social Sciences and College Transition Programs:

- Associate of Arts Louisiana Transfer (Social Sciences concentration)
- Associate of Applied Science in Care and Development of Young Children
- Associate of Science in Teaching (Grades 1-5)
- Associate of Applied Science in Criminal Justice
  o Medicolegal Death Investigation concentration
BPCC ACCELERATED

BPCC Accelerated is coordinated through the Division of Behavioral-Social Sciences and College Transition Programs. Working adults interested in finishing a degree or entering college for the first time have the option of enrolling in programs offered in accelerated, online formats. Online classes allow students flexibility in scheduling classes around a busy work schedule and personal responsibilities. Classes are taught in 4-week and 8-week accelerated formats giving students an opportunity to complete a degree in approximately 1 ½ years. For more information about BPCC Accelerated, visit www.bpcc.edu/accelerated, email accelerated@bpcc.edu, or phone 318-678-6050.

Associate Degrees:
- Associate of Applied Science in Business Administration
- Associate of Applied Science in Criminal Justice
  - Medicolegal Death Investigation concentration
- Associate of General Studies
- Associate of Science in Health Care Management
  - Health Studies concentration
  - Professional Practice concentration

Courses are taught through an innovative process that incorporates proven student success models with student preferred accelerated online delivery. Therefore, the courses are offered in 4-week and 8-week formats and result in a fast track to graduation.

Prior Learning Assessment

Bossier Parish Community College's Prior Learning Assessment (PLA) is the process of earning credit for college-level learning through a variety of resources. More information on all forms of Prior Learning Assessment at BPCC is located within the Academic Policies and Procedures section of the General Catalog or by contacting BPCC Accelerated at 318-678-6050 or priorlearning@bpcc.edu.

COLLEGE TRANSITION PROGRAMS

College Transition Programs

College Transition Programs offer individuals the instruction and support needed to enroll in college regardless of their previous education experience. Programs include Middle College, English as a Second Language, and High School Equivalency Program in Spanish.

Find more information go to www.bpcc.edu/workforcedevelopment/workplaceliteracyprogram.html

BPCC MIDDLE COLLEGE

BPCC Middle College is a program providing career specific training in area high demand/high wage occupations for citizens without a high school exit credential (diploma or Louisiana High School Equivalency.)

The Program consists of:
- College and Career Success Courses
- Louisiana High School Equivalency Prep Classes
- High demand/high wage occupational classes

Students will enroll in a course of study: Business, Skilled Crafts/Trades, Healthcare or General Education. Courses will prepare students for both Louisiana High School Equivalency as well as a career pathway for college enrollment.

Enrollment is each Friday, with the exception of holidays, at 8:15am and the first Wednesday of each month at 5:30pm.
Sessions run every eight weeks, according to the following schedule:

<table>
<thead>
<tr>
<th>August-October</th>
<th>January- March</th>
</tr>
</thead>
<tbody>
<tr>
<td>October-December</td>
<td>March-May</td>
</tr>
</tbody>
</table>

Find more information go to www.bpcc.edu/behavioralandsocialsciences/middlecollege.html or call 318-678-6326

**ENGLISH LANGUAGE SERVICES**

This program provides instruction toward becoming more proficient in the English language so that students may be successful in the classroom, the workplace, and other social surroundings where English is used.

The ELS program at BPCC offers English classes for beginning, intermediate and advanced level students. The classes emphasize the language, culture, and study skills needed to be successful in the American college classroom and beyond.

For more information call 318-742-678-6104

**DEAN**
Michelle D. “Dee Dee” Mitchell, Assistant Professor

**STAFF**
Sierra Pearce, Administrative Coordinator III
Angie Bales, Program Coordinator, AST (grades 1-5)
Mandy Perdue, Program Coordinator, Early Childhood Education
Brenda Williams, Program Coordinator, BPCC Accelerated

**FACULTY**

**Professors**
Carol Adkins
Kay Boston
Dan Cain
Barbara James
Brookie Walker
Dr. Dawn Young

**Associate Professors**
Sharonda Mikle
Richard Pool
Brenda Woods

**Assistant Professors**
John Agan
Ashley Grisham
Linda H. Scott
John Sells
Sandra Todaro
Dr. Michael Walker

**Instructors**
Tony “Rocky” French
Dr. Wesley Hinze
Jeff Lynn
Calli Thompson
Rick Woodward

**COLLEGE TRANSITION PROGRAMS STAFF**
Shelli Ulrich, Director
Justin Tison, Assistant Director
Amanda Reese, Program Assistant
Tiyonda McCoy, Project Coordinator
Mark Hux, English Language Services (ELS) Coordinator/English as a Second Language (ESL) Instructor
Jacqueline McMichael, Social Sciences Instructor
Linda Sandifer, Math Coordinator and Instructor
Gwendolyn Vaughn, Science Instructor
Rachel Wilson, Adult Education Instructor

Location: D-134
ASSOCIATE OF ARTS LOUISIANA TRANSFER  
(SOCIAL SCIENCES CONCENTRATION)

The goal of the Louisiana Transfer Associate Degree is to maximize the transfer process, meet the needs of students who enroll at a 2-year college with the intent to work toward a baccalaureate, and develop a universal transfer program for which the coursework completed in pursuit of the degree will be accepted by all public universities in the state.

Learning Outcomes:

Recipients of the Associate of Arts Louisiana Transfer will have demonstrated:

A. comprehension of college-level material in the general education curriculum consisting of English composition, mathematics/analytical reasoning, natural sciences, humanities, social/behavioral sciences, and fine arts;
B. proficiency in general education competencies including reading, written communications, oral communication, mathematical computation, critical thinking, library skills, and computer literacy; and
C. comprehension of basic concepts derived from concentration or track specific courses in disciplines based upon the student's area of interest and anticipated baccalaureate major.

REQUIRED COURSES FOR ASSOCIATE OF ARTS LOUISIANA TRANSFER  
(SOCIAL SCIENCES CONCENTRATION):

<table>
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<th>FRESHMAN YEAR</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td>Hours</td>
</tr>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
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<tr>
<td>MATH 102 College Algebra</td>
<td>3</td>
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<tr>
<td>Natural Science Sequence</td>
<td>3</td>
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<tr>
<td>Social Sciences concentration Elective</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Sciences Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

| **Second Semester** | Hours |
| ENGL 102 Composition and Rhetoric II | 3 |
| SPCH 110 Public Speaking | 3 |
| Natural Science Sequence | 3 |
| Social Sciences concentration Elective (Humanities Elective) | 3 |
| Social Sciences concentration Elective (Social Sciences Elective) | 3 |
| **Total** | 15 |

<table>
<thead>
<tr>
<th>SOPHOMORE YEAR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td>Hours</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>4</td>
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<tr>
<td>Humanities – Literature</td>
<td>5</td>
</tr>
<tr>
<td>Behavioral/Social Sciences Elective (200-Level)</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences concentration Elective (History Sequence)</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences concentration Elective (Humanities Elective)</td>
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</tr>
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</table>
### Second Semester

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science – Other Discipline</td>
<td>6</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences concentration Elective (Social Sciences Elective)</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences concentration Elective (History Sequence)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credit hours</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

Students must demonstrate competency in computer literacy by successful completion of a competency exam or through completion of a college level computer science course (CIS 105).

1 Natural Science Sequence: BLGY 101 and BLGY 102, BLGY 105 and BLGY 106, BLGY 230 and BLGY 231; CHEM 101 and CHEM 102; CHEM 107 and CHEM 108; PHSC 105 and PHSC 106; PHYS 201 and PHYS 202, or SCI 101 and SCI 102.

Note: 0-1 hour lab course when applicable

2 Social Sciences concentration Elective: 9 hours social science, 6 hours humanities, 6 hours history sequence

3 Social/Behavioral Science Elective: ANTH 201,202; BADM 201, 202; GPHY 101, 102; POSC 201,202; PSYC 201,205,206,210,220; or SLGY 201, 202, 203, 207

4 Mathematics Elective: MATH 111, MATH 112, MATH 114, MATH 124, MATH 131, MATH 210, MATH 250, MATH 251, or MATH 252

5 Humanities – Literature Course - ENGL 201, ENGL 202, ENGL 255, ENGL 256, or ENGL 257

6 Natural Science - Other Discipline:
   Biological - BLGY 101, BLGY 105, BLGY 106, BLGY 107, BLGY 120, BLGY 230; MICR 201, MICR 206
   Physical - CHEM 101, CHEM 107; PHSC 105, PHSC 106, PHSC 107, PHSC 110, PHSC 111; PHYS 201; SCI 101, SCI 102.

7 Fine Arts Elective: ART 201, ART 202, ART 206; MUSC 120, MUSC 121; COMM 240; or THTR 101, THTR 131

8 Humanities Elective: ENGL 201, ENGL 202, ENGL 255, ENGL 256, ENGL 257; FREN 101, FREN 102, FREN 201; *HIST 101, *HIST 102, *HIST 103, *HIST 104, *HIST 201, *HIST 202, HIST 203; RLGN 201, RLGN 202, RLGN 203; or SPAN 101, SPAN 102, SPAN 201

(*History Sequence)

Note: The Louisiana Transfer Associate Degree consists of 39 hours of General Education (GenEd) and 21 hours of additional coursework. Students who enter a four-year public university with this degree will have met the institution's general education requirements and will be granted upper division (junior) status. This guarantee applies to those who successfully complete the degree with the required grade of “C” or better in each course.
ASSOCIATE OF APPLIED SCIENCE IN CARE AND DEVELOPMENT OF YOUNG CHILDREN (CDYC)

The Bossier Parish Community College (BPCC) Associate of Applied Science (AAS) in Care and Development of Young Children (CDYC) program prepares individuals to provide care and education for young children in early learning settings. The degree program honors the National Association for the Education of Young Children (NAEYC) Professional Code of Ethical Conduct and promotes developmentally appropriate practice as outlined in the Louisiana Early Learning and Development Standards. The program strives to prepare early childhood educators to serve as leaders and mentors with knowledge of growth and development of young children in cognitive, physical, emotional, and social domains.

General Degree Information:

Bossier Parish Community College and the Division of Behavioral-Social Sciences and College Transition Programs recognize the need for quality child care in the community. The Care and Development of Young Children (CDYC) Program at Bossier Parish Community College is designed to meet the educational standards set by state and federal governments for early childhood programs and satisfies the highest level of quality for providers in child care.

The graduating student will receive 60 hours of college credit for the required courses, including 36 college credits in CDYC courses.

The CDYC program provides students with quality, research-based course work, specifically designed for roles in homes, residential or institution-based child care services and Head Start programs. Candidates will develop practical, hands-on techniques and methods to apply to teaching practices with young children while observing and participating in early childhood settings for a minimum of 240 clock hours.

Learning Outcomes:

CDYC graduates are expected to demonstrate competency in the following seven learning outcomes, or NAEYC standards, which define the philosophy upon which all early childhood professionals uphold.

Upon completion of the Associate of Applied Science in Care and Development of Young Children degree, learners will be able to:

A. promote child development and learning (NAEYC Standard 1);
B. build family and community relationships (NAEYC Standard 2);
C. observe, document, and assess to support young children and families (NAEYC Standard 3);
D. use developmentally effective approaches (NAEYC Standard 4);
E. use content knowledge to build meaningful curriculum (NAEYC Standard 5);
F. become a professional in the field of early childhood (NAEYC Standard 6); and
G. observe and practice in effective field experiences in at least two different early childhood settings and two different age groups to demonstrate respectful, compassionate, supportive relationships to be an effective early childhood educator (NAEYC Standard 7: Early Childhood Field Experiences).

REQUIRED COURSES FOR THE ASSOCIATE OF APPLIED SCIENCE IN CARE AND DEVELOPMENT OF YOUNG CHILDREN:

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101 Applied Algebra for College Students</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 102 College Algebra</td>
<td></td>
</tr>
</tbody>
</table>

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### CDYC 101
Foundations of Early Childhood Education 3

### CDYC 103
The Learning Environment (Health, Safety, and Nutrition) 3

### CDYC 105
Early Childhood Growth and Development 3

**Second Semester** | **Hours**
--- | ---
SPCH 110 | Public Speaking 3
PSYC 205 or SLGY 207 | Child Psychology or Race, Class, and Ethnicity 3
CDYC 165 | Language and Literacy in Early Childhood 3
CDYC 211 | Child Guidance 3
CDYC 265 | Special Needs in Early Childhood Programs 3

**Total Hours** 15

### SOPHOMORE YEAR

**First Semester** | **Hours**
--- | ---
Natural Science Elective | Natural Science Elective 3
CDYC 261 | Home, School and Community Relationships 3
Humanities Elective | Humanities Elective 3
CDYC 240* | Observation and Participation 3
CDYC 273 | Developmentally Appropriate Curriculum and Materials in Early Childhood 3

**Second Semester** | **Hours**
--- | ---
HLPE 221 | First Aid 3
**Approved Elective** | **Approved Elective** 3
CDYC 298* | Practicum in Early Childhood Development 6

**Total Hours** 60
Students must meet prerequisites before taking any given course. Additionally, students must earn a minimum grade of “C” in each course required in the curriculum to earn the Associate of Applied Science in Care and Development of Young Children.

**Additional Requirements:** *In order to interact with children in area childcare centers, Louisiana law stipulates that students complete a FBI criminal background check.

**For transfer to a four-year institution,** students are strongly advised to take MATH 102 instead of MATH 101.

Students must seek the assistance of their advisor to determine the appropriate mathematics course and to select approved electives.

**Additional information:** The Associate of Applied Science in Care and Development of Young Children will not allow students to earn certification for teaching in Louisiana public schools. Louisiana public preschool and kindergarten teachers must graduate from a teaching program at a 4-year university, pass required Praxis exams, and obtain a teaching license from the Louisiana Department of Education. It is strongly suggested that students seek advice from the CDYC program coordinator at the beginning of enrollment in the CDYC program for career options in early childhood education.

**Additional Information for the Associate of Applied Science in the Care and Development of Young Children Degree:**

*The CDA Credential is not required* to earn the Associate of Applied Science degree in Care and Development of Young Children. However;

- students who have earned the Child Development Associate Credential (CDA)* from the Council for Professional Recognition and maintain a current credential throughout the program will not have to take CDYC 101 and CDYC 103, as per state-wide CDYC program articulation agreement in 2010. Students must present current CDA credential documentation at the time of enrollment into the CDYC program; and again upon completion of application to graduate from the program;
- even though the CDA credential* is not awarded through BPCC course work, eligible CDA candidates can earn the 135 clock hours of higher education required by the council upon successful completion of the following three 3-credit hour courses: CDYC 101, CDYC 103, and CDYC 211; and
- the eligible candidate will also be provided the opportunity to earn the 17 item resource file activities which, when combined, are also required activities in the three fore-mentioned CDYC course syllabi.

**ASSOCIATE OF SCIENCE IN TEACHING (GRADES 1-5)**

Bossier Parish Community College is an institution of higher learning that is dedicated to the premise that education is necessary for all people. The College provides a comprehensive educational program that helps students cultivate values and develop skills in critical thinking, self-expression, communication, decision making, and problem solving. This educational experience will prepare students professionally and technically by establishing a solid foundation upon which baccalaureate colleges of education will build, resulting in quality teachers to serve our community and state.

The mission of the Associate of Science in Teaching Program at Bossier Parish Community College is to provide the highest quality foundational coursework, specifically designed to produce teacher candidates for university colleges of education. Candidates will develop into effective communicators with the knowledge, skills, and dispositions to meet the diverse educational needs of Louisiana schools and their students.

**Program Review**

- In order to be admitted into the AST program, a student must be eligible for enrollment at BPCC.
- COMPASS and/or ACT scores should be on file, and all developmental coursework must be completed with a “C” or better.
- A minimum GPA of 2.500 is required for admission.
- Students seeking entry into the program must submit an AST application including letter of recommendation and résumé.
- Applicants must participate in an entrance interview, complete an on-demand writing sample, and complete a sex offender and FBI criminal history background check.
- Applicants accepted into the AST program must maintain a 2.500 GPA and complete all coursework with a “C” or better.
• Passing scores must be earned on PRAXIS 1 and section 0014 of PRAXIS II.
• 40 hours of field experience must be completed during the TEAC 201 and 203 courses.
• Artifacts created during the TEAC courses must be assembled into the electronic portfolio.
• Prior to graduation, applicant must successfully complete an exit interview.

General Degree Information:
The graduating student will receive 60 hours of college credit for the required courses. Students receiving the Associate of Science in Teaching Degree from BPCC may transfer all coursework into any four year Louisiana Elementary Education (Grades 1-5) program. Recipients of the Associate of Science in Teaching must complete all coursework with a 2.500 GPA or better, pass PRAXIS I and II (0014), and complete an electronic portfolio prior to graduating.

Program Requirements:

Application Process
In order to be admitted into the AST program, a student must be eligible for enrollment at BPCC. COMPASS and/or ACT scores should be on file, and all developmental coursework must be completed with a “C” or better. A minimum GPA of 2.500 is required for admission. Students seeking entry into the program must submit an AST application including letter of recommendation and résumé. Additionally, applicants must participate in an entrance interview, complete an on-demand writing sample, and complete a sex offender and FBI criminal history background check. The cost of the background check is paid by the applicant, and it is completed only after acceptance into the program has been determined.

Graduation Requirements
Applicants accepted into the AST program must maintain a 2.500 GPA and complete all coursework with a "C" or better. Passing scores must be earned on PRAXIS I and Section 0014 of PRAXIS II. Forty hours of field experience must be completed during the TEAC 201 and TEAC 203 courses. Artifacts created during the TEAC courses must be assembled into the electronic portfolio. Prior to graduation, applicants must successfully complete an exit interview.

Learning Outcomes:
Recipients of the Associate of Science in Teaching will have demonstrated:

A. understanding of professional issues related to the field of education
B. application of theories related to cognitive, social/emotional, and behavioral child development
C. ability to assess, utilize and integrate technology into the classroom
D. ability to identify and address different learning styles, multiple intelligences, and exceptionalities found in the classroom
E. awareness of student rights as they apply to diversity issues

Recipients of the Associate of Science in Teaching will have:

A. taken and passed PRAXIS I and PRAXIS II (0014)
B. developed an electronic portfolio showcasing essential teaching competencies
C. completed 40 hours of field experience to include observation, interviews, tutoring, and lesson planning an implementation
D. demonstrated an understanding of legal issues and educational reforms as they relate to education in the state of Louisiana
E. applied knowledge of theories of human development and learning in lesson planning and interactions with students in the field setting
F. analyzed issues of diversity among the student population and addressed these issues in lesson plans, interactions with students, and field reflections.
### REQUIRED COURSES FOR THE ASSOCIATE OF SCIENCE IN TEACHING (GRADES 1-5):

*Students must earn a "C" or better in all required courses.*

#### FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 105 Elements of Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 105L Elements of Biology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>HIST 201 US History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101 Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 102 Western Civilization II</td>
<td></td>
</tr>
</tbody>
</table>

| Total Hours                        | 16    |

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102 Composition and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 117 Elementary Number Structure</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 106 Elements of Biology II</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 106L Elements of Biology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>POSC 201 National Government</td>
<td>3</td>
</tr>
<tr>
<td>TEAC 201 Teaching and Learning in Diverse Settings I</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total Hours                        | 16    |

#### SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 201 Major British Writers</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 202 Major American Writers</td>
<td>3</td>
</tr>
<tr>
<td>MATH 217 Elementary Geometry</td>
<td>3</td>
</tr>
<tr>
<td>PHSC 105 Elemental Physics</td>
<td>3</td>
</tr>
<tr>
<td>PHSC 105L Elemental Physics Lab</td>
<td>1</td>
</tr>
<tr>
<td>GPHY 101 Physical Geography</td>
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| Total Hours                        | 13    |

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>SPCH 110 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MATH 218 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PHSC 106 Elemental Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>TEAC 203 Teaching and Learning in Diverse Settings II</td>
<td>3</td>
</tr>
<tr>
<td>ART 231 Art for Elementary Teachers</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total Hours                        | 15    |

| Total Hours                        | 60    |

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Students must submit an application and complete the interview process in order to be considered for entry into the program. Teaching majors must maintain a 2.5 GPA.

Teaching majors must pass PRAXIS I (CORE) and PRAXIS II (5018 or 5001). A core of 22 on the ACT may be substituted for PRAXIS I.

CIS competency is met through the TEAC 201 course.

Teaching majors must successfully complete an electronic portfolio and exit interview in order to be recommended for graduation.

* In order to enroll in the TEAC classes, students must be officially admitted into the program and have completed a sexual offender and FBI Criminal History background check.

ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE

Bossier Parish Community College and the Division of Behavioral-Social Sciences and College Transition Programs recognize the increasing demand for qualified, trained personnel in local and regional law enforcement, corrections communities, and medicolegal death investigation. In addition to these needs, the College also recognizes an interest from students who are planning to apply to law school following completion of a baccalaureate degree in Criminal Justice from a four-year university.

Program Review

BPCC offers the Associate of Applied Science in Criminal Justice with a concentration in Medicolegal Death Investigation. Many law enforcement and corrections agencies encourage enrollment in this degree program by offering career advantages to college-educated candidates and professionals.

Concentration Overview

The Medicolegal Death Investigation concentration is designed for students contemplating employment in the field of medicolegal death investigation or within the investigation branch of a law enforcement agency. At this time, Bossier Parish Community College is one of three colleges in the United States offering the Medicolegal Death Investigation class and concentration. Successful completion of this class prepares students for registry level exams administered by the American Board of Medicolegal Death Investigators, Inc. Bossier Parish Community College offers the Medicolegal Death Investigation class via the Internet, which makes it accessible to students and professionals throughout the United States and abroad.

General Degree Information

Graduates receive a total of 60 hours of college credit for completion of course work required for the Associate of Applied Science in Criminal Justice. Criminal Justice courses taken at BPCC may count toward a baccalaureate degree at colleges and universities electing to accept the transferred course (s).

Learning Outcomes

Recipients of the Associate of Applied Science in Criminal Justice will have demonstrated

A. The skills required for entry-level employment in the criminal justice profession;
B. The skills to comprehend, evaluate, and synthesize information related to their area of responsibility by demonstrating their expertise;
C. The application of the skills necessary to prepare written reports and the ability to make effective oral presentations;
D. Effective verbal and written communication with the public, staff, and administration by documenting activities, maintaining databases, and effective performance;
E. The ability to assess, plan, implement, and evaluate job-related task in the profession of law enforcement.
F. The ability to communicate successfully within the criminal justice profession using verbal, written, and basic computer literacy skills;

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Concentration in Medicolegal Death Investigation
(all the above—in addition to Medicolegal Death Investigation G and H):

G. Competency in the performance of skills required for entry-level employment and skills to perform rudimentary death investigations.
H. The knowledge required to apply for the American Board of Medicolegal Death Investigation National Registry Examination.

REQUIRED COURSES FOR THE ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE:

**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJUS 101 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101 Applied Algebra for College Students</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 102 College Algebra</td>
<td></td>
</tr>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>CJUS 291 Evidence and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science Elective Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>15</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJUS 201 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 Composition and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>Or ENGL 103 Foundations of Professional Writing</td>
<td></td>
</tr>
<tr>
<td>CJUS 299 Juvenile Justice</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 115 Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>PSYC Elective (except PSYC 202)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJUS or CORR Elective</td>
<td>3</td>
</tr>
<tr>
<td>SLGY 201 Introduction to Sociology or Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>or SLGY 202</td>
<td></td>
</tr>
<tr>
<td>CJUS or CORR</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105 Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>POSC 201 National Government or State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>or POSC 202</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Elective Elective</td>
<td>3</td>
</tr>
<tr>
<td>CJUS or CORR</td>
<td>3</td>
</tr>
</tbody>
</table>
CJUS or CORR Elective 3
CJUS or CORR Elective 3
CJUS or CORR Elective 3

Total credit hours for Associate of Applied Science in Criminal Justice 60

Students must meet prerequisites before taking any given course. Additionally, students must earn a minimum grade of "C" in each course required in the curriculum to earn the Associate of Applied Science in Criminal Justice.

* For transfer to a four-year institution, students are strongly advised to take ENGL 102 instead of ENGL 103, MATH 102 instead of MATH 101, and SPCH 110 instead of SPCH 115. Students must seek the assistance of their advisor to determine the appropriate mathematics course.

This degree can be obtained 100% via Internet instruction. Contact your academic advisor for details.

<table>
<thead>
<tr>
<th>CONCENTRATION IN MEDICOLEGAL DEATH INVESTIGATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRESHMAN YEAR</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
</tr>
<tr>
<td>CJUS 101 Introduction to Criminal Justice</td>
</tr>
<tr>
<td>MATH 101 or MATH 102 Applied Algebra for College Students or College Algebra</td>
</tr>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
</tr>
<tr>
<td>CJUS 291 Evidence and Procedure</td>
</tr>
<tr>
<td>BLGY 120 Introduction to Anatomy and Physiology</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>CJUS 201 Criminal Law</td>
</tr>
<tr>
<td>ENGL 102 or ENGL 103 Composition and Rhetoric II or Foundations of Professional Writing</td>
</tr>
<tr>
<td>CJUS 299 Juvenile Justice</td>
</tr>
<tr>
<td>SPCH 110 or SPCH 115 Public Speaking</td>
</tr>
<tr>
<td>PSYC 225 Loss and Death</td>
</tr>
<tr>
<td><strong>SOPHOMORE YEAR</strong></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
</tr>
<tr>
<td>CJUS 202 Criminal Investigation</td>
</tr>
<tr>
<td>SLGY 201 or SLGY 202 Introduction to Sociology or Social Problems</td>
</tr>
<tr>
<td>CJUS 295 Criminalistics</td>
</tr>
</tbody>
</table>
POSC 201 or POSC 202  National Government or State and Local Government  3
ALHT 105  Medical Ethics and Law  3

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>CJUS 204</td>
<td>Accident Investigation</td>
</tr>
<tr>
<td>CJUS 294</td>
<td>Medicolegal Death Investigation</td>
</tr>
<tr>
<td>ALHT 206*</td>
<td>Pathophysiology</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Computer Concepts</td>
</tr>
</tbody>
</table>

**Total credit hours for Associate of Applied Science in Criminal Justice Concentration in Medicolegal Death Investigation**  60

*Prerequisite of BLGY 120

Students must meet prerequisites before taking any given course. Additionally, students must earn a minimum grade of “C” in each course required in the curriculum to earn the Associate of Applied Science in Criminal Justice.

* For transfer to a four-year institution, students are strongly advised to take ENGL 102 instead of ENGL 103, MATH 102 instead of MATH 101, and SPCH 110 instead of SPCH 115. Students must seek the assistance of their advisor to determine the appropriate mathematics course.

This degree can be obtained 100% via Internet instruction. Contact your academic advisor for details.

**Louisiana POST Council Credits Applied to Criminal Justice Degree**

Bossier Parish Community College is providing expanded educational opportunities for peace officers completing the Louisiana POST (Police Officers Standards and Training) Council. Fifteen (15) hours of credit will be given in criminal justice courses at BPCC. Below are the courses students will receive credit for upon completion of three (3) semester hours in residence at Bossier Parish Community College. Additionally, students will be required to submit a copy of appropriate documentation of LA POST council certification and a copy of driver’s license.

- CJUS 101 Introduction to Criminal Justice
- CJUS 202 Criminal Investigation
- CJUS 250 Police Procedures
- CJUS 291 Criminal Evidence and Procedure
- CJUS 292 Police-Community Relations

For more information, please call 318-678-6381.
Students receiving the Associate of Applied Science in Criminal Justice from Bossier Parish Community College may transfer the courses listed below to partially fulfill degree requirements at Northwestern State University to satisfy requirements for the Bachelor’s Degree in Criminal Justice.

**ADDENDUM ONE:** BPCC’s SPCH 110 or SPCH 115 will be transferred to NSU for COMM 1010

**ADDENDUM TWO:** BPCC’s MATH 101 will be transferred to NSU as an ELECTIVE if MATH 102 or MATH 111 is not taken for NSU’s MATH 1020 and BPCC’s ENGL 103 will be transferred to NSU as an ELECTIVE if ENGL 102 is not taken at for NSU’s ENGL 1020

<table>
<thead>
<tr>
<th>BPCC Course</th>
<th>NSU Course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Humanities/English (9 semester hours)</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>ENGL 1010</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>ENGL 1020</td>
</tr>
<tr>
<td>ENGL 103 (approved elective)</td>
<td></td>
</tr>
<tr>
<td>ENGL (Literature)</td>
<td>ENGL 2050 or 2060 (British or American Literature)</td>
</tr>
<tr>
<td><strong>Mathematics (6 semester hours)</strong></td>
<td></td>
</tr>
<tr>
<td>MATH 102</td>
<td>MATH 1020</td>
</tr>
<tr>
<td>MATH 101 (approved elective)</td>
<td>MATH 1060</td>
</tr>
<tr>
<td>MATH 114</td>
<td></td>
</tr>
<tr>
<td>MATH 112</td>
<td>MATH 1090</td>
</tr>
<tr>
<td><strong>Natural/Physical Sciences (6 semester hours)</strong></td>
<td></td>
</tr>
<tr>
<td>BLGY 101/101L</td>
<td>SCI 1020</td>
</tr>
<tr>
<td>BLGY 105, BLGY 102/102L</td>
<td>BIOL 1020/1021</td>
</tr>
<tr>
<td>BLGY 105</td>
<td>SCI 1020</td>
</tr>
<tr>
<td>BLGY 113</td>
<td>NUTR 1020</td>
</tr>
<tr>
<td>BLGY 203</td>
<td>NUTR 1030</td>
</tr>
<tr>
<td><strong>Core Courses (19 semester hours)</strong></td>
<td></td>
</tr>
<tr>
<td>POSC 201</td>
<td>PSCI 2010</td>
</tr>
<tr>
<td>PSYC 201</td>
<td>PSYC 1010</td>
</tr>
<tr>
<td>PSYC 202</td>
<td>Elective</td>
</tr>
<tr>
<td>SLGY 201</td>
<td>SOC 1010</td>
</tr>
<tr>
<td>SLGY 202</td>
<td>SOC 2020</td>
</tr>
<tr>
<td>ART 206</td>
<td>FA 1040</td>
</tr>
<tr>
<td>HLPE 205</td>
<td>HED 1090</td>
</tr>
</tbody>
</table>
HLPE 221  
SPCH 110 or SPCH 115

**General Electives (9 semester hours)**

Core CJUS courses (12 semester hours)

CJUS or CORR Electives (18 semester hours)

<table>
<thead>
<tr>
<th>BPCC Course (18 hours of CJUS or CORR Electives)</th>
<th>NSU Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJUS 202</td>
<td>Elective</td>
</tr>
<tr>
<td>CJUS 204</td>
<td>Elective</td>
</tr>
<tr>
<td>CJUS 205</td>
<td>Elective</td>
</tr>
<tr>
<td>CJUS 232</td>
<td>Elective</td>
</tr>
<tr>
<td>CJUS 250</td>
<td>CJ 2300</td>
</tr>
<tr>
<td>CJUS 292</td>
<td>CJ 2160</td>
</tr>
<tr>
<td>CJUS 295</td>
<td>Elective</td>
</tr>
<tr>
<td>CJUS 296</td>
<td>Elective</td>
</tr>
<tr>
<td>CORR 102</td>
<td>CJ 2500</td>
</tr>
<tr>
<td>CORR 201</td>
<td>Elective</td>
</tr>
<tr>
<td>CORR 210</td>
<td>Elective</td>
</tr>
<tr>
<td>CORR 230</td>
<td>CJ 2300</td>
</tr>
<tr>
<td>CORR 250</td>
<td>Elective</td>
</tr>
</tbody>
</table>

**Area of Concentration: Medicolegal Death Investigation (18 semester hours)**

| CJUS 101 | CJ 1100 |
| CJUS 201 | Elective |
| CJUS 202 | Elective |
| CJUS 204 | Elective |
| CJUS 291 | Elective |
| CJUS 294 | CJ 2600 (Elective) |
| CJUS 295 | Elective |
| CJUS 299 | Elective |

**BPCC/NSU Courses for NSU’s AA Degree**

| CJUS 101 | CJ 1100 |
| CJUS 292 | CJ 2160 |
CJUS 250       CJ 2300
CJUS 296       CJ 2400
CORR 102       CJ 2500
DIVISION OF BUSINESS

OFFICE LOCATION: Building G, Room 142
PHONE: 318-678-6001
EMAIL: business@bpcc.edu

Mission of the Division of Business

The mission of the Division of Business at Bossier Parish Community College is to provide an outstanding faculty and educational facility to foster a creative environment for collaborative learning and innovative thinking for the citizens of Northwest Louisiana. We will impart excellent instruction in the areas of accounting, business administration, culinary arts, economics, health care management, legal assistant, management, and marketing. Our division will be at the forefront of technology, business, culinary arts, and Healthcare Management to prepare our students to succeed in a dynamic world, and we will serve our community through cooperative partnerships with local businesses and organizations.

The Division of Business offers the Associate of Applied Science in Business Administration and the Associate of Science in Health Care Management. The Division offers Certificates of Technical Studies in Accounting Technology: Account Clerk, Business Entrepreneurship, Culinary Arts, Legal Assistant and Retail Management. Technical Competency Areas include Accounting, Basic Management, Bookkeeping, and Business Communications.

Associate Degree

The Division of Business offers the following associate degrees:

- Associate of Applied Science in Business Administration
- Associate of Arts Louisiana Transfer (Business concentration)
- Associate of Science in Health Care Management

Certificate of Technical Studies

The Division offers five Certificates of Technical Studies that enable students to develop their academic and vocational skills to compete in a technological society. Certificates of Technical Studies are one-year programs that prepare students for job-specific skills. The Certificates of Technical Studies offered through the Division of Business are Accounting Technology: Account Clerk, Business Entrepreneurship, Culinary Arts and Legal Assistant and Retail Management.

Students entering either of the certificate programs will need:

- High school diploma or a Louisiana High School Equivalency.
- Application for admission to Bossier Parish Community College and a $15 registration fee.
- College transcripts (if applicable).
- Placement of participants in various levels of the program will be determined by ACT scores or by placement exams.
- Students must meet prerequisites before enrolling in any given course.

Certificate of Technical Studies (CTS)

- Accounting Technology: Account Clerk
- Business Entrepreneurship
- Culinary Arts
- Legal Assistant
- Retail Management

Technical Competency Area (TCA)

- Accounting
- Basic Management
- Bookkeeping
- Business Communications
Information on Certified Professional Secretary Credit Examination

Up to 18 hours may be awarded to a student who successfully passes the Certified Professional Secretary examination and certified Administrative Professional examinations, which are administered by the International Association of Administrative Professionals. For more information on this policy, students may contact the Division Office (318-678-6011).

DEAN
Peggy Fuller (Interim), Assistant Professor

ADMINISTRATION
Lisa Fincher, Administrative Assistant III

FACULTY

Professors
Raymond Gaines, Health Care Management Program Director
Michelle Grant, Business Program Director

Associate Professors
Stephen Fess
Leonard Osborne

Instructors
Stacey Crawford
Nathanial Manning
Delbert Shorb
Mark Starrett
Julie Toennesen, Culinary Arts Program Director
George Valcho
Elisabeth Wicker
ASSOCIATE OF APPLIED SCIENCE
IN BUSINESS ADMINISTRATION

The degree program is designed to provide a well-rounded selection of courses for orientation to business/industry. The student will obtain technical and general education skills necessary for qualified entrance into management, marketing, or accounting fields.

Learning Outcomes:

Recipients of the Associate of Applied Science in Business Administration will have demonstrated:

A. comprehension of terms and arithmetic/problems solving skills in personal, financial, and managerial accounting;
B. application of economic theories to real world and hypothetical situations;
C. technical and general education skills necessary to qualify for entrance into business management and marketing fields;
D. successful communication within the business environment using verbal, written, and basic computer literacy skills; and
E. comprehension and application of basic business legal and ethical principles.

REQUIRED COURSES FOR THE ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION:

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 105 General Business Administration *</td>
<td>3</td>
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<tr>
<td>ACCT 205 Introduction to Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105 Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102 College Algebra</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 201 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 206 Introduction to Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 Composition and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110 Public Speaking***</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science Elective</td>
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<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 202 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BADM 212 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BADM 214 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Science Elective</td>
<td>3</td>
</tr>
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</table>
Business Elective ** 3

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 213</td>
<td>3</td>
</tr>
<tr>
<td>or BADM 217</td>
<td>3</td>
</tr>
<tr>
<td>Finance</td>
<td>3</td>
</tr>
<tr>
<td>BADM 215</td>
<td>3</td>
</tr>
<tr>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BADM 220</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credit hours: 60

Students must meet prerequisites before enrolling in any given course.

*Students having three or more years of relevant work experience in a business setting or 15 or more hours of business courses may substitute a business elective for BADM 105.

**The following courses will satisfy the Business Elective requirement: ACCT 210, ACCT 212, ACCT 218, ACCT 231, BADM 216, CIS 205, CIS 207, CIS 209, CIS 210, CIS 299 and HCM201. If both BADM 213 and BADM 217 are taken, one may be used to meet the degree requirement and the other may be used as the Business Elective.

*** The following course, SPCH 110, requires you to come to campus to present your speeches.

This degree can be obtained 100% via Internet instruction. Contact your academic advisor for details.

ASSOCIATE OF ARTS LOUISIANA TRANSFER
(BUSINESS CONCENTRATION)

The goal of the Louisiana Transfer Associate Degree is to maximize the transfer process, meet the needs of students who enroll at a 2-year college with the intent to work toward a baccalaureate, and develop a universal transfer program for which the coursework completed in pursuit of the degree will be accepted by all public universities in the state.

Learning Outcomes:

Recipients of the Associate of Arts Louisiana Transfer will have demonstrated:

A. comprehension of college-level material in the general education curriculum consisting of English composition, mathematics/analytical reasoning, natural sciences, humanities, social/behavioral sciences, and fine arts;  
B. proficiency in general education competencies including reading, written communications oral communication, mathematical computation, critical thinking, library skills, and computer literacy; and  
C. comprehension of basic concepts derived from concentration or track specific courses in disciplines based upon the student's area of interest and anticipated baccalaureate major.

REQUIRED COURSES FOR THE ASSOCIATE OF ARTS LOUISIANA TRANSFER
BUSINESS CONCENTRATION:

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>3</td>
</tr>
</tbody>
</table>
### MATH 102
- College Algebra
- Natural Science Sequence  

### BADM 201
- Principles of Macroeconomics
- Social / Behavioral Science Elective  

#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102</td>
<td>Composition and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 205</td>
<td>Introduction to Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Software Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Total credit hours
- 15

### SOPHOMORE YEAR

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 114</td>
<td>Finite Math</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 206</td>
<td>Introduction to Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BADM 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social / Behavioral Science Elective (200-Level)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science – Other Discipline</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BADM 203</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Humanities – Literature Course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

#### Total credit hours
- 60
Students must meet prerequisites before taking any given course.

1 Natural Science Sequence: BLGY 101 and BLGY 102, BLGY 105 and BLGY 106, >BLGY 224 and BLGY 225; CHEM 101 and CHEM 102; CHEM 107 and CHEM 108; PHSC 105 and PHSC 106; or PHYS 201 and PHYS 202, SCI 101, SCI 102

2 Social/Behavioral Science Elective: ANTH 201, ANTH 202; BADM 201, BADM 202; GPHY 101, GPHY 102; POSC 201, POSC 202; PSYC 201, PSYC 202, PSYC 205, PSYC 206, PSYC 210, PSYC 215, PSYC 220, PSYC 225; or SLGY 201, SLGY 202, SLGY 203, SLGY 207

3 Recommended Mathematics - Students should consult the expected transfer institution for specific mathematics recommendations to prepare for a particular Business Major.

4 Humanities – Literature Course - ENGL 201, ENGL 202, ENGL 255, ENGL 256, or ENGL 257

5 Natural Science - Other Discipline:
   BIOLOGICAL - BLGY 101, BLGY 105, BLGY 106, BLGY 107, BLGY 120, BLGY 201, BLGY 224; MICR 110, MICR 206; SCI 101; ZLGY 201;
   PHYSICAL - CHEM 101, CHEM 107; PHSC 105, PHSC 106, PHSC 107, PHSC 110, PHSC 111; PHYS 201; SCI 101, SCI 102

6 Fine Arts Elective: ART 201, ART 202, ART 206; COMM 240; MUSC 120, MUSC 121; or THTR 101, THTR 131

7 Humanities Elective: ENGL 201, ENGL 202, ENGL 255, ENGL 256, ENGL 257; FREN 101, FREN 102, FREN 201; HIST 101, HIST 102, HIST 103, HIST 104, HIST 201, HIST 202, HIST 203; RLGN 201, RLGN 202, RLGN 203; SPAN 101, SPAN 102, SPAN 201; or SPCH 115

Note: The anticipated major or area of interest will impact the type and number of classes that should be completed.

The Louisiana Transfer Associate Degree consists of 39 hours of General Education (GenEd) and 21 hours of additional coursework. Students who enter a four-year public university with this degree will have met the institution’s general education requirements and will be granted upper division (junior status). This guarantee applies to those who successfully complete the degree with the required grade of "C" or better in each course.

ASSOCIATE OF SCIENCE
IN HEALTH CARE MANAGEMENT

Bossier Parish Community College and the Division of Business recognize the rapid growth of the healthcare industry and the increasing demand for qualified personnel in the Health Care Management professions. In addition, we also recognize that students have busy schedules, various career goals, and desire options when selecting a program. Therefore, the Associate of Science in Health Care Management is delivered in an accelerated online format with two concentrations for potential graduates: the Professional Practice concentration for students who desire immediate entry-level managerial positions within the healthcare industry and the Health Studies concentration for students who plan to pursue admission to a baccalaureate program.

Students receiving the Associate of Science in Health Care Management (Health Studies concentration) can transfer all required course work completed at BPCC within that concentration to partially fulfill degree requirements for specified options of the University of Louisiana at Monroe’s Bachelor of Science in Health Studies. (up to 57 credit hours from this concentration).
**PROFESSIONAL PRACTICE CONCENTRATION**

The degree program is designed to provide the graduate with the knowledge and applied technical skills necessary for a qualified admittance into entry-level managerial positions within the healthcare industry.

**Learning Outcomes:**

Recipients of the Associate of Science in Health Care Management (Professional Practice concentration) will have demonstrated:

- A. application of management theory to real world and hypothetical healthcare situations.
- B. ability to identify and utilize innovative processes and trends to acquire, develop, and retain competent employees.
- C. utilization of innovative technologies in the management of healthcare information.
- D. ability to investigate, critically analyze, and solve issues using basic healthcare legal and ethical principles.
- E. successful interpretation and conveyance of technical information using both written and oral forms of communication.
- F. application of mathematical operations in the collection, analysis, and interpretation of data.

**REQUIRED COURSES FOR THE ASSOCIATE OF SCIENCE IN HEALTH CARE MANAGEMENT (PROFESSIONAL PRACTICE CONCENTRATION):**

**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>HCM 201 Introduction to Health Care Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105 Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 107 Introductory Chemistry</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102 Composition and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 110 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110 Public Speaking</td>
<td>3</td>
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<tr>
<td>CIS 115 Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>HCM 202 Healthcare Informatics</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</table>

**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCM 205 Risk and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 201 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HCM 250 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ART 206 Introduction to Visual Arts</td>
<td>3</td>
</tr>
<tr>
<td>BADM 213 Human Resource Management</td>
<td>3</td>
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<td><strong>Total</strong></td>
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### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>HCM 203</td>
<td>Supervision</td>
<td>3</td>
</tr>
<tr>
<td>HCM 290</td>
<td>Healthcare Law</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 202</td>
<td>Major American Writers</td>
<td>3</td>
</tr>
<tr>
<td>MATH 210</td>
<td>Basic Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HCM 299</td>
<td>Internship in Health Care Management</td>
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</tbody>
</table>

**Total credit hours**: 15

*Students must make a "C" or higher in prerequisite courses before enrolling in any given course.*

### HEALTH STUDIES CONCENTRATION

The degree program is designed to provide a structured sequence of study for orientation into the field of Health Care Management and a solid foundation for the future completion of a four-year degree in the same or similar field of study.

### Learning Outcomes:

Recipients of the Associate of Science in Health Care Management (Health Studies concentration) will have demonstrated:

A. application of management theory to hypothetical healthcare situations.
B. utilization of innovative technologies in the management of healthcare information.
C. successful interpretation and conveyance of technical information using both written and oral forms of communication.
D. application of mathematic operations in the collection, analysis, and interpretation of data.
E. comprehension and application of transferable general education skills.

### REQUIRED COURSES FOR THE ASSOCIATE OF SCIENCE IN HEALTH CARE MANAGEMENT (HEALTH STUDIES CONCENTRATION):

#### FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102</td>
<td>3</td>
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<td>HCM 201</td>
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<tr>
<td>CIS 105</td>
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<td>CHEM 107</td>
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**Total 15**

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENGL 102</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 110</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110</td>
<td>3</td>
</tr>
<tr>
<td>BADM 201</td>
<td>3</td>
</tr>
<tr>
<td>HCM 202</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 15**
SOPHOMORE YEAR

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCM 205</td>
<td>Risk and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 201</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HCM 250</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ART 206</td>
<td>Introduction to Visual Arts</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 205</td>
<td>Introductory Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCM 203</td>
<td>Supervision</td>
<td>3</td>
</tr>
<tr>
<td>SLGY 201</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 202</td>
<td>Major American Writers</td>
<td>3</td>
</tr>
<tr>
<td>MATH 210</td>
<td>Basic Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HCM 226</td>
<td>Perspectives on Aging</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Total credit hours

60

Students must make a "C" or higher in prerequisite courses before enrolling in any given course.
This degree can be obtained 100% via Internet instruction. Contact your academic advisor for details.

CERTIFICATE OF TECHNICAL STUDIES
IN ACCOUNTING TECHNOLOGY: ACCOUNT CLERK

The Accounting Technology: Account Clerk Certificate provides specialized classroom instruction and practical experience to prepare students for employment as accounting clerks and assistants or to provide supplemental training for persons previously or currently employed in accounting.

Learning Outcomes:

Recipients of the Certificate of Technical Studies in Accounting Technology (CTS): Account Clerk will have demonstrated:

A. Ability to journalize and post business transactions
B. Ability to prepare and analyze financial documents
C. Ability to apply accounting terminology to effectively assist in preparing financial statements and reports
D. Ability to calculate payroll and related taxes
E. Ability to use professional accounting software
F. Ability to applying basic mathematical functions to solve business-related problems
G. Ability to monitor accounts payable and accounts receivable

Gainful Employment:

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year's data only, however, we hope that this information is helpful to our current
REQUIRED COURSES FOR THE CERTIFICATE OF TECHNICAL STUDIES IN ACCOUNTING TECHNOLOGY: ACCOUNT CLERK

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 210 Personal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 205 Introduction to Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BADM 105 General Business Administration</td>
<td>3</td>
</tr>
<tr>
<td>BADM 113 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 115 Software Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 218 Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 206 Introduction to Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BADM 108 Finance</td>
<td>3</td>
</tr>
<tr>
<td>CIS 207 Advanced MS Excel</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 212 Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Total credit hours for the Certificate of Technical Studies in Accounting Technology - Account Clerk: **30**

* Students must meet prerequisites before taking this course.

CERTIFICATE OF TECHNICAL STUDIES IN BUSINESS ENTREPRENEURSHIP

The Business Entrepreneurship will provide the framework to start, maintain, or expand a small business. Small businesses vary, but they have the same basic requirements.

Learning Outcomes:

Recipients of the Certificate of Technical Studies in Business Entrepreneurship will have demonstrated:

A. Develop knowledge of general business concepts (accounting, finance, management, marketing, and economics) necessary for the development of an effective business plan.
B. Show understanding of the Entrepreneurial process – from idea generation to the commercialization and implementation of the new business venture.
C. Demonstrate the ability to identify, research, and analyze potential markets.
D. Develop an understanding of the concept of risk and the legal environment of business.
E. Demonstrate the capacity to identify and acquire the resources needed for the creation and implementation of a new venture, including financial, human, and managerial resources.
Gainful Employment:
The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation”. The information provided here is the best available to us but represents one year’s data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices. (www.bpcc.edu/academics/gainfulemployment)

REQUIRED COURSES FOR THE CERTIFICATE OF TECHNICAL STUDIES IN BUSINESS ENTREPRENEURSHIP

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 105 General Business Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105 Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>BADM 214 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BADM 216 Small Business Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 205 Introduction to Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 212 Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BADM 208 Entrepreneurial Finance</td>
<td>3</td>
</tr>
<tr>
<td>BADM 215 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>HCM 250 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS Elective *</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Total Credit Hours for the Certificate of Technical Studies in Business Entrepreneurship 30

Students must make a "C" or higher in prerequisite courses before enrolling in any given course.

*The following courses will satisfy the CIS Elective requirement: CIS 106, CIS 111, CIS 115, CIS 120, CIS 140, CIS 141, CIS 205, CIS 207, CIS 209, and CIS 210.

This certificate can be obtained 100% via Internet instruction. Contact your academic advisor for details.

CERTIFICATE OF TECHNICAL STUDIES IN CULINARY ARTS

The Culinary Arts program provides classroom and laboratory instruction and experience to students desiring a career as a professional chef. Students pursuing the Culinary Arts Certificate Program must meet all college entrance requirements. Students must show competency in Reading and English during the fall semester through an ACT score, placement test, or by completing the READ 099 and ENGL 099 course in the spring with a grade of "C" or better. First semester courses are offered during the fall semester only and students must enroll in all five courses concurrently. Second semester courses are offered during the spring semester only and students must enroll in all courses concurrently. In addition to tuition, there are additional fees that apply.

Learning Outcomes:
Recipients of the Certificate of Technical Studies in Culinary Arts will have demonstrated:
A. knowledge and applied skills to practice effectively as a professional chef in an entry-level position in the food service industry;
B. comprehension of the fundamental of mathematics as related to the culinary arts profession;
C. application of food preparation principles, including the fundamentals of food preparation, sanitation, menu planning, and dining room service;
D. ability to develop an in-depth personal nutrient analysis;
E. knowledge of the hospitality industry; and
F. knowledge of basic supervisory management skills.

Program Requirements:
Student pursuing the Culinary Arts Certificate Program must have earned a high school diploma or Louisiana High School Equivalency and must meet all other college admission requirements. Students must show competency in Reading and English during the fall semester through ACT or placement testing, or by enrolling in READ 099 and ENGL 099 course in the spring with a grade of "C" or better. Students must have completed first semester courses with a grade of C or higher before entering second semester courses. First semester courses are offered during the fall semester only; students must enroll in all five courses concurrently. Second semester courses are offered during the spring semester only; student must enroll in all courses concurrently.

Students must be available for 35 lecture hours and lab instruction Monday-Friday. In addition to tuition, additional course fees apply.

Gainful Employment:
The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year's data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices. (www.bpcc.edu/academics/gainfulemployment)

REQUIRED COURSES FOR THE CERTIFICATE OF TECHNICAL STUDIES IN CULINARY ARTS:

<table>
<thead>
<tr>
<th></th>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULA 100</td>
<td>Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>CULA 110</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CULA 115</td>
<td>Mathematics for Culinary Arts</td>
<td>2</td>
</tr>
<tr>
<td>CULA 120</td>
<td>Food Preparation Principles</td>
<td>8</td>
</tr>
<tr>
<td>CULA 130</td>
<td>The Hospitality Industry</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULA 140</td>
<td>Food Preparation Fundamentals *</td>
<td>7</td>
</tr>
<tr>
<td>CULA 150</td>
<td>Menu Preparation *</td>
<td>3</td>
</tr>
<tr>
<td>CULA 160</td>
<td>Dining Room Service *</td>
<td>1</td>
</tr>
<tr>
<td>CULA 170</td>
<td>Supervisory Management *</td>
<td>3</td>
</tr>
<tr>
<td>CULA 180</td>
<td>Culinary Arts Externship *</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Total credit hours for the Certificate of Technical Studies in Culinary Arts 33

* Students must meet prerequisites before taking this course.
CERTIFICATE OF TECHNICAL STUDIES IN LEGAL ASSISTANT

The Legal Assistant program provides classroom and laboratory instruction and experience to students desiring a career as a legal assistant in the legal industry.

Learning Outcomes:

Recipients of the Certificate of Technical Studies in Legal Assistant will have demonstrated:

A. ability to create and edit basic word processing documents involving proper grammatical and formatting skills;
B. ability to create and edit advanced word processing documents and correspondence as they apply to the legal profession;
C. ability to create and edit basic electronic spreadsheet documents utilizing basic algebra techniques and skills;
D. ability to create and edit basic database documents;
E. ability to create and edit basic presentation documents;
F. entry level competency in the tasks and duties performed by a legal assistant; and
G. knowledge of the ethics, professionalism, and confidentiality requirements of the legal assistant position.

Gainful Employment:

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year's data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices.

(www.bpcc.edu/academics/gainfulemployment)

REQUIRED COURSES FOR THE CERTIFICATE OF TECHNICAL STUDIES IN LEGAL ASSISTANT

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSEC 101</td>
<td>3</td>
</tr>
<tr>
<td>Legal Office Concepts I</td>
<td></td>
</tr>
<tr>
<td>LSEC 150</td>
<td>3</td>
</tr>
<tr>
<td>Legal Ethics and Professionalism</td>
<td></td>
</tr>
<tr>
<td>CIS 105</td>
<td>3</td>
</tr>
<tr>
<td>Computer Concepts</td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
</tr>
<tr>
<td>Composition and Rhetoric I</td>
<td></td>
</tr>
<tr>
<td><strong>Total credit hours</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSEC 201</td>
<td>3</td>
</tr>
<tr>
<td>Legal Office Concepts II</td>
<td></td>
</tr>
<tr>
<td>LSEC 250</td>
<td>3</td>
</tr>
<tr>
<td>Litigation Documentation</td>
<td></td>
</tr>
<tr>
<td>CIS 115</td>
<td>3</td>
</tr>
<tr>
<td>Software Applications</td>
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<tr>
<td><strong>Total credit hours</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

Students must make a "C" or higher in prerequisite courses before enrolling in any given course.
CERTIFICATE OF TECHNICAL STUDIES
IN RETAIL MANAGEMENT

The Certificate of Technical Studies in Retail Management is to provide specialized classroom instruction and practical experience to prepare students for employment as managers and assistants in a retail environment, or to provide supplemental training for persons previously or currently employed in retail management positions.

Learning Outcomes:

A. Provide the business community with qualified managers in the local area to fill positions in the growing economy;
B. Provide skills and training in management with state-of-the-arts computer training with relevant software;
C. Provide continuing education opportunities for currently employed and under-employed office workers within the region particularly focusing on those in management;
D. Provide educational opportunities for students interested in pursuing a career in the area of management; and
E. Provide re-training opportunities for displaced workers within the region.

Gainful Employment:

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year's data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices. (www.bpcc.edu/academics/gainfulemployment)

REQUIRED COURSES FOR THE CERTIFICATE OF TECHNICAL STUDIES IN RETAIL MANAGEMENT

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RMGT 201: Customer Service Skills</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105: Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101: Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>RMGT 211: Retail Management Principles of Retailing</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 205: Introduction to Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RMGT 202: Principles of Purchasing</td>
<td>3</td>
</tr>
<tr>
<td>BADM 221: Business and Professional Speaking</td>
<td>3</td>
</tr>
<tr>
<td>BADM 212: Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BADM 213: Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101: Applied Algebra for College Students or</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102: College Algebra</td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

Total Credit Hours for the Certificate of Technical Studies in Retail Management 30

*Students must make a "C" or higher in prerequisite courses before enrolling in any given course.*

*This certificate can be obtained 100% via Internet instruction. Contact your advisor for details.*
TECHNICAL COMPETENCY AREAS

ACCOUNTING

The Accounting TCA is a job-skills specific program in the area of accounting for students who do not need or wish to complete a two-year curriculum, but who are required to demonstrate proof of knowledge and skills necessary to meet the bookkeeping needs of the business community.

REQUIRED COURSES FOR THE TCA IN ACCOUNTING:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 205</td>
<td>Introduction to Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 210</td>
<td>Personal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>BADM 113</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BADM 105</td>
<td>General Business Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Software Applications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total hours</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Students must meet prerequisites before taking these courses.

BASIC MANAGEMENT

The Basic Management TCA is a job-skills specific program in the area of business management for students who do not need or wish to complete a two-year curriculum, but who are required to demonstrate proof of knowledge and skills necessary to meet the management needs of the business community.

REQUIRED COURSES FOR THE TCA IN BASIC MANAGEMENT:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 212</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BADM 213</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BADM 215</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BADM 217</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total hours</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Students must meet prerequisites before taking these courses.

BOOKKEEPING

The Bookkeeping TCA is a job-skills specific program in the area of accounting for students who do not need or wish to complete a two-year curriculum, but who are required to demonstrate proof of knowledge and skills necessary to meet the bookkeeping needs of the business community.

REQUIRED COURSES FOR TCA IN BOOKKEEPING:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 205</td>
<td>Introduction to Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 206</td>
<td>Introduction to Managerial Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>
### BUSINESS COMMUNICATIONS

The Business Communications TCA is a job-skill specific program in the area of business communications for students who do not need or wish to complete a two-year curriculum, but who are required to demonstrate proof of knowledge and skills necessary to meet the basic communication needs of the business community.

#### REQUIRED COURSES FOR TCA IN BUSINESS COMMUNICATIONS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102</td>
<td>Composition and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>BADM 220</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total hours</strong></td>
<td><strong>12</strong></td>
<td></td>
</tr>
</tbody>
</table>
DIVISION OF COMMUNICATION AND PERFORMING ARTS

OFFICE LOCATION: Building D, Room 316
PHONE: 318-678-6038

Mission Statement
The guiding mission of the Communication and Performing Arts Division is to prepare students for successful placement or advancement in rewarding careers in Communication or Performing Arts related fields or to prepare students for transfer to four-year colleges and universities.

Our courses and programs provide a rich and rigorous curriculum that helps students understand, appreciate, and accomplish the artistic and technical challenges of their specific areas of study. Course work, productions and field projects provide practical application of those skills.

ASSOCIATE DEGREES

ASSOCIATE OF APPLIED SCIENCE IN COMMUNICATION MEDIA
The student chooses one of five concentrations: Mass Communication, Sound and Music Recording, Graphic Design/Computer Animation, Photography, or Multimedia. These concentrations draw from course work in the following areas of study: Broadcasting, Business of Music, Computer Animation, Film, Graphic Design, Media for the Ministry, Photography, Radio, Sound Recording Technology, and TV Production.

Five Concentrations
- Mass Communication
- Sound and Music Recording
- Graphic Design / Computer Animation
- Photography
- Multimedia

ASSOCIATE OF ARTS LOUISIANA TRANSFER
MASS COMMUNICATION CONCENTRATION
The goal of the Louisiana Transfer Associate Degree is to maximize the transfer process, meet the needs of students who enroll in a 2-year college with the intent to work toward a baccalaureate, and develop a universal transfer program for which the coursework completed in pursuit of the degree will be accepted by all public universities in the state.

- Mass Communication

ASSOCIATE OF ARTS IN PERFORMING ARTS
The student chooses a concentration in Music, Church Music, Theatre, or Musical Theatre. The concentration in Theatre includes the following areas of study: Acting, Costume Design, Directing, Lighting Design, Scene Design, Stage or Theatre Management, and Theatre Technician.

Four Concentrations
- Music
- Church Music
- Theatre
- Musical Theatre

Within the AA in Performing Arts, The Theatre Program maintains a 2+2 articulation agreement with Northwestern State University (NSU) allowing students who earn an Associate of Arts in Performing Arts at BPCC (Theatre or Musical Theatre concentrations) to transfer all credit hours designated by the Memorandum of Understanding (MOU) between BPCC and NSU toward completion of the Bachelor of Science in Theatre at NSU. Interested students should see the Dean or a Performing Arts Advisor for more information about this 2+2 agreement. www.bpcc.edu/theatre
CERTIFICATE OF TECHNICAL STUDIES (CTS)

The Division of Communication and Performing Arts offers the following certificates:
- Communication Media
- Music
- Theatre

TECHNICAL COMPETENCY AREA (TCA)

The Division of Communication and Performing Arts offers the following technical competency area concentrations:

Communication Media
- Broadcasting
- Business of Music
- Computer Animation
- Film
- Graphic Design
- Media for the Ministry
- Photography
- Radio
- Sound Recording Technology
- TV Production

Theatre
- Acting
- Costume Design
- Directing
- Lighting Design
- Scene Design
- Theatre Technician

DEAN
Dr. Ray Scott Crawford, Professor

ADMINISTRATION
Rona Leber, Associate Dean/Professor
Mary Lyle, Administrative Assistant III
Shaletha Hall, Administrative Coordinator II

FACULTY
Professors
Dr. Ray Scott Crawford (Program Director for Theatre)
Kathryn DeFatta-Barattini
Dr. Michael D. Hart (Program Director for Music)
Rona Leber (Program Director for Communication Media and Speech)

Associate Professor
Gulnara Chandler

Assistant Professors
Bob Alexander
Melanie Lea

Instructors
Lauren Brown
Darrell Chitty
Jonathan Elmore
Jonathon Offutt
William Kershisnik

STAFF
Paul Belcher, Program Coordinator
Keith Bruce, Media Coordinator
Eric Crowder, Resource Coordinator
Lakeisha Hamilton, Promotional Coordinator
Emily Huntsberger, Editor
David White, Technical Coordinator
Louis Williams, Project Coordinator
ASSOCIATE OF APPLIED SCIENCE
IN COMMUNICATION MEDIA
(5 CONCENTRATIONS)

Learning Outcomes:

There are five concentrations in the Associate of Applied Science in Communication Media: Mass Communication, Sound and Music Recording, Graphic Design/Computer Animation, Photography, and Multimedia. Recipients of the degree in the Associate of Applied Science in Communication Media will have demonstrated:

A. skills required for entry-level employment and performance in media-related services in their area of specialty; broadcasting, business of music, computer animation, film, graphic design, media for the ministry, photography, radio, sound recording technology, and TV production;
B. ability to assess, plan, implement, and evaluate job-related services within their areas of expertise in media;
C. skills to comprehend and evaluate information related to their area of responsibility by producing a quality finished product; and
D. skills to effectively communicate with staff, administration, and clients using databases, scheduling, preparation of written reports and oral presentations.

REQUIRED COURSES FOR ASSOCIATE OF APPLIED SCIENCE IN COMMUNICATION MEDIA:
MASS COMMUNICATION CONCENTRATION

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102 College Algebra *****</td>
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<tr>
<td>or MATH 101 Applied Algebra for College Students*****</td>
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<tr>
<td>COMM 170 Introduction to Broadcasting</td>
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<td>COMM 202 Editing</td>
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<td>COMM Communication Elective *</td>
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<table>
<thead>
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<th>Hours</th>
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<tbody>
<tr>
<td>CIS 105 Computer Concepts</td>
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</tr>
<tr>
<td>SPCH 110 Public Speaking</td>
<td>3</td>
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<tr>
<td>or SPCH 115 Interpersonal Communication</td>
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<tr>
<td>COMM 205 Television Directing</td>
<td>3</td>
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<tr>
<td>or COMM 222 Film Directing</td>
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</tr>
<tr>
<td>COMM 102 Live Video Production</td>
<td>3</td>
</tr>
<tr>
<td>or COMM 130 Film Preproduction</td>
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<td>COMM Communication Elective *</td>
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SOPHOMORE YEAR

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<thead>
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<tbody>
<tr>
<td>COMM 209 Scriptwriting for Film and Television</td>
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### Second Semester

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<tr>
<td>COMM 213</td>
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<td>COMM</td>
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**Total Credit Hours** 60

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**SOUND AND MUSIC RECORDING CONCENTRATION**

#### FRESHMAN YEAR

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<td>MATH 101</td>
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<tr>
<td>COMM 170</td>
<td>3</td>
</tr>
<tr>
<td>COMM 225</td>
<td>3</td>
</tr>
<tr>
<td>COMM 290</td>
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*Students must meet prerequisites before taking any given course.*

*Students must make a “C” or higher in all courses which satisfy graduation requirements in order to receive the Associate of Applied Science in Communication Media from BPCC.*

*The student must take a minimum of 18 hours from the following elective courses for the Mass Communication concentration: COMM 175, 201, 202, 203, 204, 207, 210, 211, 212, 213, 240, 250, 256, 259, 280, 281, 299, or any other Communication course. TV Track: 175, 201, 203, 204, 207, 210, 212, 239, 250, 256, 258, 259 or any other Communication course Film Track: 204, 225, 239, 240, 257, 280, 281, 299 or any other Communications course, or THTR 153.*

**Science elective must be chosen from BLGY 105, 106, 107; PHSC 105, 106, 107, 110, 111; SCI 101, 102**

***Behavioral/Social Sciences elective must be chosen from ANTH 201, 202; BADM 201, 202; CJUS 101; GPHY 101, 102; POSC 201, 202; PSYC 201, 202, 205, 206, 210, 215, 220, 225; SLGY 201, 202, 203, 207***

****Humanities elective must be chosen from ENGL 201, 202, 255, 256, 257; FREN 101, 102, 201; HIST 101, 102, 103, 104, 201, 202, 203; HMAN 201, 202, 203; RLGN 201, 202, 203; SPAN 101, 102, 201****

*****For transfer to a four-year institution, students are strongly advised to take MATH 102 instead of MATH 101. Students must seek the assistance of their advisor to determine the appropriate mathematics course.*****

*Portfolio:* A portfolio is designed to show your skills and abilities, as well as document the quality of your training and educational experiences. You will need to establish the quality of your work, level of expertise and credibility. The portfolio contains real examples of the type of work you have done and indicates the type you can do in the future.
### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CIS 105</td>
<td>Computer Concepts</td>
<td>3</td>
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<tr>
<td>SPCH 110</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>or SPCH 115</td>
<td>Interpersonal Communication</td>
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<tr>
<td>COMM 105</td>
<td>Survey of Music Business</td>
<td>3</td>
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<tr>
<td>or COMM 108</td>
<td>Marketing of Recorded Music</td>
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<tr>
<td>COMM 292</td>
<td>Pro Tools II</td>
<td>3</td>
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<tr>
<td>COMM 107</td>
<td>Sound Reinforcement</td>
<td>3</td>
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### SOPHOMORE YEAR

#### First Semester

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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<td>Humanities Elective****</td>
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<td>3</td>
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<tr>
<td>COMM 294</td>
<td>Studio Production</td>
<td>3</td>
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<tr>
<td>COMM</td>
<td>Communication Elective*</td>
<td>3</td>
</tr>
<tr>
<td>COMM</td>
<td>Communication Elective*</td>
<td>3</td>
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#### Second Semester

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<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>COMM 298</td>
<td>Advanced Sound Reinforcement</td>
<td>3</td>
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<tr>
<td>COMM 258</td>
<td>Media Portfolio¹ (Required for all Graduates)</td>
<td>3</td>
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<tr>
<td>COMM</td>
<td>Communication Elective *</td>
<td>3</td>
</tr>
<tr>
<td>COMM</td>
<td>Communication Elective *</td>
<td>3</td>
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</tbody>
</table>

### Total Credit Hours

60

Students must meet prerequisites before taking any given course.

Students must make a “C” or higher in all courses which satisfy graduation requirements in order to receive the Associate of Applied Science in Communication Media from BPCC.

*The student must take a minimum of 12 hours from the following approved elective courses for the Sound and Music Recording concentration COMM 105, 106, 108, 201, 202, 205, 209, 210, 211, 216, 218, 219, 236, 239, 251, 259, 261, 295, 299, or any other Communication course.

**Science elective must be chosen from BLYG 105, 106, 107; PHSC 105, 106, 107, 110, 111; SCI 101, 102

***Behavioral/Social Sciences elective must be chosen from ANTH 201, 202; BADM 201, 202; CJUS 101; GPHY 101, 102; POSC 201, 202; PSYC 201, 202, 205, 206, 210, 215, 220, 225; SLGY 201, 202, 203, 207

****Humanities elective must be chosen from ENGL 201, 202, 255, 256, 257; FREN 101, 102, 201; HIST 101, 102, 103, 104, 201, 202, 203; HMAN 201, 202, 203; RLGN 201, 202, 203; SPAN 101, 102, 201

*****For transfer to a four-year institution, students are strongly advised to take MATH 102 instead of MATH 101. Students must seek the assistance of their advisor to determine the appropriate mathematics course.
'Portfolio: A portfolio is designed to show your skills and abilities, as well as document the quality of your training and educational experiences. You will need to establish the quality of your work, level of expertise and credibility. The portfolio contains real examples of the type of work you have done and indicates the type you can do in the future.

**GRAPHIC DESIGN/COMPUTER ANIMATION CONCENTRATION**

**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102 College Algebra***** or MATH 101 Applied Algebra for College Students*****</td>
<td>3</td>
</tr>
<tr>
<td>ART 103 Drawing I or ART 104 2D Design</td>
<td>3</td>
</tr>
<tr>
<td>COMM 170 Introduction to Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td>COMM 216 Adobe Photoshop</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
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<th>Second Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CIS 105 Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110 or SPCH 115 Public Speaking or Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 218 Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>COMM 246 or COMM 220 2D Animation or Compositing</td>
<td>3</td>
</tr>
<tr>
<td>COMM Communications Elective*</td>
<td>3</td>
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<td><strong>Total</strong></td>
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**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>Behavioral/Social Science Elective***</td>
<td>3</td>
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<tr>
<td>Humanities Elective****</td>
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<tr>
<td>COMM 239 Adobe After Effects</td>
<td>3</td>
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<tr>
<td>COMM Communication Elective</td>
<td>3</td>
</tr>
<tr>
<td>COMM 236 or COMM 223 Maya I or Publication Design</td>
<td>3</td>
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<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>Science Elective**</td>
<td>3</td>
</tr>
<tr>
<td>COMM 258 Media Portfolio† (Required for all Graduates)</td>
<td>3</td>
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<tr>
<td>COMM 219 2D Graphics</td>
<td>3</td>
</tr>
<tr>
<td>COMM Communication Elective *</td>
<td>3</td>
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<td><strong>Total</strong></td>
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†Media Portfolio is required for all graduates.
COMM  Communication Elective *  3  

**Total Credit Hours**  60  

Students must meet prerequisites before taking any given course. 

Students must make a “C” or higher in all courses which satisfy graduation requirements in order to receive the Associate of Applied Science in Communication Media from BPCC.

*The student must take a minimum of 12 hours from the following elective courses for the Graphic Design/Computer Animation concentration: Graphic Design Track: COMM 164, 221, 236, 246, 160, or any other Communication course. Animation Track: COMM 202, 204, 220, 233, 251, or any other Communication course.

**Science elective must be chosen from BLGY 105, 106, 107; PHSC 105, 106, 107, 110, 111; SCI 101, 102

***Behavioral/Social Sciences elective must be chosen from ANTH 201, 202; BADM 201, 202; CJUS 101; GPHY 101, 102; POSC 201, 202; PSYC 201, 202, 205, 206, 210, 215, 220, 225; SLGY 201, 202, 203, 207

****Humanities elective must be chosen from ENGL 201, 202, 255, 256, 257; FREN 101, 102, 201; HIST 101, 102, 103, 104, 201, 202, 203; HUMAN 201, 202, 203; RLGN 201, 202, 203; SPAN 101, 102, 201

*****For transfer to a four-year institution, students are strongly advised to take MATH 102 instead of MATH 101. Students must seek the assistance of their advisor to determine the appropriate mathematics course.

1Portfolio: A portfolio is designed to show your skills and abilities, as well as document the quality of your training and educational experiences. You will need to establish the quality of your work, level of expertise and credibility. The portfolio contains real examples of the type of work you have done and indicates the type you can do in the future.

### PHOTOGRAPHY CONCENTRATION

#### FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL 101: Composition and Rhetoric I</td>
<td>3</td>
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<tr>
<td>MATH 102 or MATH 101: College Algebra*****</td>
<td>3</td>
</tr>
<tr>
<td>COMM 160: Photography</td>
<td>3</td>
</tr>
<tr>
<td>COMM 216: Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>COMM 170: Introduction to Broadcasting</td>
<td>3</td>
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<td><strong>Total</strong></td>
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<table>
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<tr>
<th>Second Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CIS 105: Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110 or SPCH 115: Public Speaking or Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 221: Photoshop and Restoration</td>
<td>3</td>
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<tr>
<td>COMM 267: Portrait Photography</td>
<td>3</td>
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<td>COMM: Communication Elective*</td>
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#### SOPHOMORE YEAR

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<tr>
<th>First Semester</th>
<th>Hours</th>
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<tbody>
<tr>
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* 148
### Humanities Elective****

**Second Semester**

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<th>Course</th>
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<tr>
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<td>Advanced Portrait Photography</td>
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<td>COMM 220</td>
<td>Photoshop Compositing</td>
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**Total Credit Hours**

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<td>Second Semester</td>
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Students must meet prerequisites before taking any given course. Students must make a “C” or higher in all courses which satisfy graduation requirements in order to receive the Associate of Applied Science in Communication Media from BPCC.

*The student must take a minimum of 12 hours from the following elective courses for the Photography concentration: COMM 163, 164, 259, 260, 262, or any other Communication course.

***Behavioral/Social Sciences elective must be chosen from ANTH 201, 202; BADM 201, 202; CJUS 101; GPHY 101, 102; POSC 201, 202; PSYC 201, 202, 205, 206, 210, 215, 220, 225; SLGY 201, 202, 203, 207

****Humanities elective must be chosen from ENGL 201, 202, 255, 256, 257; FREN 101, 102, 201; HIST 101, 102, 103, 104, 201, 202, 203; HMAN 201, 202, 203; RLGN 201, 202, 203; SPAN 101, 102, 201

*****For transfer to a four-year institution, students are strongly advised to take MATH 102 instead of MATH 101. Students must seek the assistance of their advisor to determine the appropriate mathematics course.

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### MULTIMEDIA CONCENTRATION (NON-PRESCRIPTIVE)

#### FRESHMAN YEAR

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<td>COMM 170</td>
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<td>Public Speaking or Interpersonal Communication</td>
</tr>
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<td>COMM</td>
<td>Communication Course *</td>
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<tr>
<td>COMM</td>
<td>Communication Course *</td>
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<td>COMM</td>
<td>Communication Course *</td>
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**SOPHOMORE YEAR**

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<th>Hours</th>
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<tr>
<td>Behavioral/Social Science Elective***</td>
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<td>Humanities Elective****</td>
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<table>
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<th>Second Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Science Elective**</td>
<td>3</td>
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<tr>
<td>COMM 258 (Required for all Graduates)</td>
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<td>COMM</td>
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<td>COMM</td>
<td>3</td>
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</table>

**Total Credit Hours**

60

Students must meet prerequisites before taking any given course.

Students must make a "C" or higher in all courses which satisfy graduation requirements in order to receive the Associate of Applied Science in Communication Media from BPCC.


**Science elective must be chosen from BLGY 105, 106, 107; PHSC 105, 106, 107, 110, 111; SCI 101, 102.

***Behavioral/Social Sciences elective must be chosen from ANTH 201, 202; BADM 201, 202; CJUS 101; GPHY 101, 102; POSC 201, 202; PSYC 201, 202, 205, 206, 210, 215, 220, 225; SLGY 201, 202, 203, 207.

****Humanities elective must be chosen from ENGL 201, 202, 255, 256, 257; FREN 101, 102, 201; HIST 101, 102, 103, 104, 201, 202, 203; HMAN 201, 202, 203; RLGN 201, 202, 203; SPAN 101, 102, 201.

*****For transfer to a four-year institution, students are strongly advised to take MATH 102 instead of MATH 101. Students must seek the assistance of their advisor to determine the appropriate mathematics course.

Portfolio: A portfolio is designed to show your skills and abilities, as well as document the quality of your training and educational experiences. You will need to establish the quality of your work, level of expertise and credibility. The portfolio contains real examples of the type of work you have done and indicates the type you can do in the future.
ASSOCIATE OF ARTS LOUISIANA TRANSFER  
(MASS COMMUNICATION CONCENTRATION)

The goal of the Louisiana Transfer Associate Degree is to maximize the transfer process, meet the needs of students who enroll in a 2-year college with the intent to work toward a baccalaureate, and develop a universal transfer program for which the coursework completed in pursuit of the degree will be accepted by all public universities in the state.

**Learning Outcomes:**

Recipients of the Associate of Science Louisiana Transfer degree will have demonstrated:

A. comprehension of college-level material in the general education curriculum consisting of English composition, mathematics/analytical reasoning, natural sciences, humanities, social/behavioral sciences, and fine arts;
B. proficiency in general education competencies including reading, written communications, oral communication, mathematical computation, critical thinking, library skills, and computer literacy; and
C. comprehension of basic concepts derived from concentration or track specific courses in disciplines based upon the student's area of interest and anticipated baccalaureate major.

**REQUIRED COURSES FOR ASSOCIATE OF ARTS LOUISIANA TRANSFER  
MASS COMMUNICATION CONCENTRATION:**

**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102 College Algebra</td>
<td>3</td>
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<td>Natural Science Sequence</td>
<td>3</td>
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<tr>
<td>COMM 211 Newswriting</td>
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<tr>
<td>Behavioral/Social Sciences Elective</td>
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**Second Semester**

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<thead>
<tr>
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<tbody>
<tr>
<td>ENGL 102 Composition and Rhetoric II</td>
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<tr>
<td>SPCH 110 Public Speaking</td>
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<td>Natural Science Sequence</td>
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<tr>
<td>Humanities Elective</td>
</tr>
<tr>
<td>Communication Elective</td>
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**SOPHOMORE YEAR**

<table>
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<tr>
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<th>Hours</th>
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<tbody>
<tr>
<td>Mathematics Elective</td>
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<tr>
<td>Humanities Elective - Literature</td>
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<tr>
<td>Behavioral/Social Sciences Elective (200-Level)</td>
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</table>
Behavioral/Social Sciences Elective  

<table>
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<th>Hours</th>
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<tr>
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<td>3</td>
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<tr>
<td>Humanites Elective</td>
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<tr>
<td>Fine Arts Elective</td>
<td>3</td>
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<tr>
<td>Natural Science - Other Discipline</td>
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</tbody>
</table>

Total Credit Hours  

| Total Credit Hours | 60 |

Students must demonstrate competency in computer literacy by successful completion of a competency exam or through completion of a college level computer science course (CIS 105).

Students must make a “C” or higher in all courses which satisfy graduation requirements in order to receive the Associate of Arts Louisiana Transfer in Mass Communication from BPCC.

1 Natural Science Sequence: BLGY 101 and 102; BLGY 105 and 106; CHEM 101 and 102; CHEM 107 and 108; PHSC 105 and 106; PHYS 201 and 202; SCI 101 and 102

2 Behavioral/Social Sciences Elective: ANTH 201, 202; BADM 201, 202; GPHY 101, 102; POSC 201, 202; PSYC 201, 202, 205, 206, 210, 215, 220, 225; or SLGY 201, 202, 203, 207

3 Humanities Elective: ENGL 201, 202, 255, 256, 257; FREN 101, 102, 201; HIST 101, 102, 103, 104, 201, 202, 203; RLGN 201, 202, 203; SPAN 101, 102, 201

4 Mathematics Elective: MATH 111, 112, 114, 124, 131, 210, 250, 251, 252, 253

5 Humanities - Literature Course: ENGL 201, 202, 255, 256, 257

6 Natural Science - Other Discipline: BLGY 101, 105, 106, 107, 120, 201; MICR 206; ZLGY 201; CHEM 101, 107; PHSC 105, 106, 107, 110, 111; PHYS 201; SCI 101, 102

7 Fine Arts Elective: ART 201, 202, 206; MUSC 120, 121; THTR 101, 131; COMM 240

8 Communication Elective: COMM 130, 170, 175, 201, 202, 203, 207, 210, 212, 213, 225, 240, 250, 256, 259, 280, 281, 299

9 Choose from any Humanities, Behavioral/Social Sciences or Communication elective listed above.

All BPCC students are expected to be familiar with College policies, requirements, procedures and regulations. Students must assume final responsibility for being acquainted with College policies. In no case will a regulation be waived or an exception be granted because a student pleads ignorance of the regulation. Students pursuing associate degrees, academic certificates, or technical competency areas at BPCC must declare their intent to do so. Curricular requirements become effective at the date of the declaration of the academic major and do not date from the point of original enrollment in the College. If the student resigns or does not enroll for one semester, the student would have to meet the requirements of a new curriculum. The student is responsible for all the requirements of the degree program and should consult with his/her academic advisor regularly. Each student assumes the responsibility for scheduling courses which are applicable to degrees and for taking courses in proper sequence to ensure the orderly progression of work.

The Louisiana Transfer Associate Degree consists of 39 hours of General Education (Gen Ed) and 21 hours of additional coursework. Students who enter a four-year public university with this degree will have met the institutions general education requirements and will be granted (junior) status. This guarantee applies to those who successfully complete the degree with the required grade of "C" or better in each course.

Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an AALT degree. The anticipated major or area of interest will impact the type and number of communication classes that should be completed.
ASSOCIATE OF ARTS IN PERFORMING ARTS  
(MUSIC CONCENTRATION)

Learning Outcomes:
Recipients of the Associate of Arts in Performing Arts with a concentration in Music will have demonstrated:
   A. comprehension of tonal music theory, aural theory skills, and Twentieth-Century theoretical concepts;
   B. proficiency in performance abilities on a primary instrument or voice;
   C. comprehension of the basic historical significance and development of Western Art music from the Middle Ages to the present;
   D. basic proficiency in performance skills on piano; and
   E. successful communication within the music environment using verbal, written, and basic computer literacy skills.

REQUIRED COURSES FOR ASSOCIATE OF ARTS IN PERFORMING ARTS WITH A CONCENTRATION IN MUSIC:

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102 or MATH 101 College Algebra</td>
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<tr>
<td>or Applied Algebra for College Students</td>
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</tr>
<tr>
<td>MUSC 110 Class Piano I</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 112 Ear Training/Sight Singing I</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 122 Music Theory I ^</td>
<td>3</td>
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<td>MUSC Approved Music Elective ²</td>
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<thead>
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<th>Hours</th>
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<td>ENGL 102 Composition and Rhetoric II</td>
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<td>Humanities Elective **</td>
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<tr>
<td>Behavioral/Social Science Elective***</td>
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<tr>
<td>MUSC 111 Class Piano II</td>
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<tr>
<td>MUSC 113 Ear Training/Sight Singing II</td>
<td>1</td>
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<tr>
<td>MUSC 123 Music Theory II</td>
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<td>MUSC Approved Music Elective ²</td>
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SOPHOMORE YEAR

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<thead>
<tr>
<th>First Semester</th>
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<tr>
<td>Natural Science Elective ****</td>
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<tr>
<td>MUSC 212 Ear Training/Sight Singing III</td>
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### Second Semester

<table>
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<th>Hours</th>
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<tbody>
<tr>
<td>MUSC 213</td>
<td>Ear Training/Sight Singing IV</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 223</td>
<td>Music Theory IV</td>
<td>3</td>
</tr>
<tr>
<td>MUSC</td>
<td>Approved Music Elective ¹</td>
<td>2</td>
</tr>
<tr>
<td>MUSC</td>
<td>Approved Music Elective ²</td>
<td>1</td>
</tr>
<tr>
<td>MUSC</td>
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</tr>
<tr>
<td>MUSC 299</td>
<td>Piano Proficiency</td>
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</table>

**Total credit hours**: 15

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**Second Semester**

<table>
<thead>
<tr>
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<th>Hours</th>
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<tbody>
<tr>
<td>MUSC 222</td>
<td>Music Theory III</td>
<td>3</td>
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<tr>
<td>MUSC 220</td>
<td>Historical Survey</td>
<td>3</td>
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<tr>
<td>MUSC</td>
<td>Approved Music Elective ¹</td>
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<tr>
<td>MUSC</td>
<td>Approved Music Elective ²</td>
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<tr>
<td>MUSC</td>
<td>Approved Music Elective ³</td>
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</tr>
</tbody>
</table>

**Total credit hours**: 61

**Students must meet prerequisites before taking any given course.**

**Students must make a “C” or higher in all courses which satisfy graduation requirements in order to receive the Associate of Arts in Performing Arts (Music concentration) from BPCC.**

**Students must establish computer competency to complete degree requirements either by passing a computer competency examination or taking CIS 105.**

**Students must establish oral communication competency to complete degree requirements either by passing a SPCH 110 competency examination or taking SPCH 110.**

- ¹ Applied Studio Lesson
- ² Primary Performance Ensembles of Concert Band, Concert Choir, or Chamber Singers
- ³ Applied Piano
- * Fine Arts Elective
- **Humanities Elective: ENGL 201, 202, 255, 256, 257; FREN 101, 102, 201; HIST 101, 102, 103, 104, 201, 202, 203; HMAN 201, 202, 203; RLGN 201, 202, 203; SPAN 101, 102, 201
- ***Behavioral/Social Sciences Elective: ANTH 201, 202; BADM 201, 202; CJUS 101; GPHY 101, 102; POSC 201, 202; PSYC 201, 202, 205, 206, 210, 215, 220, 225; SLGY 201, 202, 203, 207
- ****Natural Science Elective: BLGY 105, 106, 107; PHSC 105, 106, 107, 110, 111; SCI 101, 102

**Additional Requirements for the Associate of Arts in Performing Arts with a concentration in music:**

- Music majors will perform a sophomore (fourth semester) solo recital.
- Music majors are required to pass the Piano Proficiency Exam. Students typically enroll in MUSC 299-Piano Proficiency in their fourth semester of piano study in conjunction with their applied piano course. Students must earn a grad of “S” in MUSC 299-Piano Proficiency.
- Music majors are required to perform on student recitals each semester. This also includes the applied instruments for which they are enrolled other than their primary instrument.
- Music majors are required to take a music theory placement exam prior to enrolling in MUSC122-Music Theory I for proper advising in the music theory sequence.
ASSOCIATE OF ARTS IN PERFORMING ARTS  
(CHURCH MUSIC CONCENTRATION)

Learning Outcomes:
Recipients of the Associate of Arts in Performing Arts with a concentration in Church Music will have demonstrated:

A. comprehension of tonal music theory, aural theory skills, and Twentieth-Century theoretical concepts;
B. proficiency in performance abilities on a primary instrument or voice;
C. comprehension of the basic historical significance and development of Western Art music (including church music) from the Middle Ages to the present; and
D. successful communication within the music environment using verbal, written, and basic computer literacy skills.

REQUIRED COURSES FOR ASSOCIATE OF ARTS IN PERFORMING ARTS WITH A CONCENTRATION IN CHURCH MUSIC:

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102 College Algebra* or MATH 101 Applied Algebra for College Students*</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 110 Class Piano I</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 112 Ear Training/Sight Singing I</td>
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<tr>
<td>MUSC 122 Music Theory I *</td>
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<td>MUSC Approved Music Elective ²</td>
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Second Semester

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL 102 Composition and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective **</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Science Elective***</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 111 Class Piano II</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 113 Ear Training/Sight Singing II</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 123 Music Theory II</td>
<td>3</td>
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SOPHOMORE YEAR

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<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MUSC 212 Ear Training/Sight Singing III</td>
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<td>Natural Science Elective ****</td>
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### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>MUSC 213</td>
<td>Ear Training/Sight Singing IV</td>
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<tr>
<td>MUSC 223</td>
<td>Music Theory IV</td>
<td>3</td>
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<tr>
<td>MUSC 225</td>
<td>Introduction to Church Music</td>
<td>3</td>
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<td>MUSC 299</td>
<td>Piano Proficiency</td>
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<td>MUSC</td>
<td>Approved Music Elective 3</td>
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</table>

### Second Semester Total Credit Hours

**15**

### Total Credit Hours

61

*Students must meet prerequisites before taking any given course.*

*Students must make a “C” or higher in all courses which satisfy graduation requirements in order to receive the Associate of Arts in Performing Arts (Music concentration) from BPCC.*

*Students must establish computer competency to complete degree requirements either by passing a computer competency examination or taking CIS 105.*

*Students must establish oral communication competency to complete degree requirements either by passing a SPCH 110 competency examination or taking SPCH 110.*

1. Applied Studio Lesson
2. Primary Performance Ensembles of Concert Band, Concert Choir, or Chamber Singers
3. Applied Piano

**Fine Arts Elective**

**Humanities Elective: RLGN 201, 202, 203**

**Behavioral/Social Sciences Elective: ANTH 201, 202; BADM 201, 202; CJUS 101; GPHY 101, 102; POSC 201, 202; PSYC 201, 202, 205, 206, 210, 215, 220, 225; SLGY 201, 202, 203, 207**

**Natural Science Elective: BLGY 105, 106, 107; PHSC 105, 106, 107, 110, 111; SCI 101, 102**

### Additional Requirements for the Associate of Arts in Performing Arts with a concentration in church music:

- Music majors are required to perform on student recitals each semester. This also includes the applied instruments for which they are enrolled other than their primary instrument.
- Music majors are required to take a music theory placement exam prior to enrolling in MUSC-Music Theory I for proper advising in the music theory sequence.
ASSOCIATE OF ARTS IN PERFORMING ARTS  
(THEATRE CONCENTRATION)

Learning Outcomes:
Recipients of the Associate of Arts in Performing Arts with a concentration in Theatre or Musical Theatre will have demonstrated:

A. comprehension of basic theories, practices, and techniques used in theatre;
B. proficiency in performance abilities or technical skills, and management situations;
C. comprehension of audition and job interview skills;
D. competency in analysis and research skills; and
E. successful communication within the theatre environment using verbal, written, and basic computer literacy skills.

REQUIRED COURSES FOR ASSOCIATE OF ARTS IN PERFORMING ARTS
WITH A CONCENTRATION IN THEATRE:

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition and Rhetoric I</td>
</tr>
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<td>College Algebra</td>
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<td>or MATH 101</td>
<td>or Applied Algebra for College Students¹</td>
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<tr>
<td>THTR 112</td>
<td>Stagecraft</td>
</tr>
<tr>
<td>THTR 131</td>
<td>Elements of Theatre</td>
</tr>
<tr>
<td>THTR</td>
<td>Approved THTR Elective *</td>
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<tr>
<td>THTR 105</td>
<td>Theatre Lab Production</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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<tbody>
<tr>
<td>ENGL 102</td>
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<td>Natural Science Elective **</td>
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<tr>
<td>THTR 101</td>
<td>Introduction to Theatre</td>
</tr>
<tr>
<td>THTR</td>
<td>Approved THTR Elective *</td>
</tr>
<tr>
<td>THTR 105</td>
<td>Theatre Lab Production</td>
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<th>Summer Semester</th>
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<td>Theatre Arts Apprenticeship</td>
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SOPHOMORE YEAR

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<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
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<td>Humanities Elective****</td>
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<tr>
<td>Natural Science Elective **</td>
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</table>
Approved THTR Elective * 
Approved THTR Elective * 
Theatre Lab Production

Second Semester

Behavioral/Social Sciences Elective *** 
Approved THTR Elective * 
Approved THTR Elective * 
Approved THTR Elective * 
Theatre Lab Production

Total credit hours

Computer competency exam or CIS 105 (grade of "C" or higher)
Oral competency exam or SPCH 110 (grade of "C" or higher)

Students must meet prerequisites before taking any given course.
Students must make a "C" or higher in all courses which satisfy graduation requirements in order to receive the Associate of Arts in Performing Arts (Theatre concentration) from BPCC.


**Science elective must be chosen from BLGY 105, 106, 107; PHSC 105, 106, 107, 110, 111; SCI 101, 102

***Behavioral/Social Sciences Elective: ANTH 201, 202; BADM 201, 202; CJUS 101; GPHY 101, 102; POSC 201, 202; PSYC 201, 202, 205, 206, 210, 215, 220, 225; SLGY 201, 202, 203, 207

****Humanities Elective: ENGL 201, 202, 255, 256, 257; FREN 101, 201; HIST 101, 102, 103, 104, 201, 202, 203; HMAN 201, 202, 203; RLGN 201, 202, 203; SPAN 101, 102, 201

For transfer to a four-year institution, students are strongly advised to take MATH 102 instead of MATH 101. Students must seek the assistance of their advisor to determine the appropriate mathematics course.

Degree Completion Requirements:

* 33 hours of general education courses
* 7 hours of basic theatre arts courses
* 21 hours of approved theatre electives
* Theatre Arts Apprenticeship: BPCC will assist students in securing summer work in a professional or educational theatre or theatre-related position.
ASSOCIATE OF ARTS IN PERFORMING ARTS  
(MUSICAL THEATRE CONCENTRATION)

Learning Outcomes:
Recipients of the Associate of Arts in Performing Arts with a concentration in Theatre or Musical Theatre will have demonstrated:

A. comprehension of basic theories, practices, and techniques used in theatre;
B. proficiency in performance abilities or technical skills, and management situations;
C. comprehension of audition and job interview skills;
D. competency in analysis and research skills; and
E. successful communication within the theatre environment using verbal, written, and basic computer literacy skills.

REQUIRED COURSES FOR ASSOCIATE OF ARTS IN PERFORMING ARTS  
WITH A CONCENTRATION IN MUSICAL THEATRE:

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
<th>Hours</th>
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<tbody>
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<td><strong>First Semester</strong></td>
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<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
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</tr>
<tr>
<td>MATH 102 College Algebra</td>
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<td>or MATH 101 or Applied Algebra for College Students(^1)</td>
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<td>MUSC 110 Class Piano</td>
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<td>MUSC 112 Ear Training/Sight Singing I</td>
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<td>MUSC 122 Music Theory I</td>
<td>3</td>
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<td>MUSC 101 Voice Class</td>
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<td>THTR 153 Acting I</td>
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<td>THTR 105 Theatre Lab Production</td>
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<thead>
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<th><strong>Second Semester</strong></th>
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<tbody>
<tr>
<td>ENGL 102 Composition and Rhetoric II</td>
<td>3</td>
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<tr>
<td>THTR 156 Voice for the Stage</td>
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<td>MUSC 111 Class Piano II</td>
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<td>THTR 105 Theatre Lab Production</td>
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<td>THTR 157 Fundamentals of Stage Movement</td>
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<thead>
<tr>
<th>SOPHOMORE YEAR</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>Behavioral/Social Sciences Elective **</td>
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</tr>
<tr>
<td>Science Elective **</td>
<td>3</td>
</tr>
<tr>
<td>THTR Approved Theatre Elective *</td>
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<tr>
<td>THTR 131 Elements of Theatre</td>
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THTR 257  Dance for the Theatre  3
THTR 105  Theatre Lab Production  1

**Second Semester**

<table>
<thead>
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<th>Course</th>
<th>Hours</th>
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<tbody>
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</tr>
<tr>
<td>Humanities Elective****</td>
<td>3</td>
</tr>
<tr>
<td>THTR</td>
<td>3</td>
</tr>
<tr>
<td>THTR 154</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credit hours**  61

**Computer competency exam or CIS 105 (grade of "C" or higher)**

**Oral competency exam or SPCH 110 (grade of "C" or higher)**

Students must meet prerequisites before taking any given course.

Students must make a "C" or higher in all courses which satisfy graduation requirements in order to receive the Associate of Arts in Performing Arts (Musical Theatre concentration) from BPCC.

Music Theatre majors are required to take a music theory placement exam prior to enrolling in MUSC122-Music Theory I for proper advising in the music theory sequence.

*Behavioral/Social Sciences Elective: ANTH 201, 202; BADM 201, 202; CJUS 101; GPHY 101, 102; POSC 201, 202; PSYC 201, 202, 205, 206, 210, 215, 220, 225; SLGY 201, 202, 203, 207

**Science elective must be chosen from BLGY 105, 106, 107; PHSC 105, 106, 107, 110, 111; SCI 101, 102

¹For transfer to a four-year institution, students are strongly advised to take MATH 102 instead of MATH 101. Students must seek the assistance of their advisor to determine the appropriate mathematics course.

---

**CERTIFICATE OF TECHNICAL STUDIES IN COMMUNICATION MEDIA**

**Learning Outcomes:**

Recipients of the Certificate of Technical Studies in Communication Media will have demonstrated:

A. skills required for entry-level employment and performance in media-related services; and
B. skills to comprehend and evaluate information related to the area of communication.

**Gainful Employment:**

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year's data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices. (www.bpcc.edu/academics/gainfulemployment)
### REQUIRED COURSES FOR THE CERTIFICATE OF TECHNICAL STUDIES IN COMMUNICATION MEDIA:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 170 or COMM 160</td>
<td>3</td>
</tr>
<tr>
<td>COMM 170 or COMM 160 Introduction to Broadcasting or Photography</td>
<td>3</td>
</tr>
<tr>
<td>COMM Approved COMM Course *</td>
<td>3</td>
</tr>
<tr>
<td>COMM Approved COMM Course *</td>
<td>3</td>
</tr>
<tr>
<td>COMM Approved COMM Course *</td>
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<tr>
<td>COMM Approved COMM Course *</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>15</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM Approved COMM Course *</td>
<td>3</td>
</tr>
<tr>
<td>COMM Approved COMM Course *</td>
<td>3</td>
</tr>
<tr>
<td>COMM Approved COMM Course *</td>
<td>3</td>
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<tr>
<td>COMM Approved COMM Course *</td>
<td>3</td>
</tr>
<tr>
<td>COMM Approved COMM Course *</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Total Credit Hours:** **30**


---

### CERTIFICATE OF TECHNICAL STUDIES IN MUSIC

**Learning Outcomes:**

Recipients of the Certificate of Technical Studies in Music will have demonstrated:

A. comprehension of basic tonal music theory and aural theory skills and concepts;
B. basic fundamental performance skills on a primary instrument or voice;
C. comprehension of the basic historical significance and development of Western Art music from the Middle Ages to the present;
D. basic fundamental performance skills on piano; and
E. successful communication within the music environment using verbal, written, and basic computer literacy skills.
REQUIRED COURSES FOR THE CERTIFICATE OF TECHNICAL STUDIES IN MUSIC:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 110 Class Piano I</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 112 Ear Training/Sight Singing I</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 122 Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 120 or MUSC 121 Music Appreciation or Jazz Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUSC Approved Music Ensemble *</td>
<td>2</td>
</tr>
<tr>
<td>MUSC Approved Studio Lesson **</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total for Certificate</strong></td>
<td>14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105 Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 Composition and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>Approved Humanities Elective ***</td>
<td></td>
</tr>
<tr>
<td>MUSC 111 Class Piano II</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 113 Ear Training/Sight Singing II</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 123 Music Theory II</td>
<td>3</td>
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<tr>
<td>MUSC Approved Music Ensemble *</td>
<td>1</td>
</tr>
<tr>
<td>MUSC Approved Studio Lesson **</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total for Certificate</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

Total for Certificate: 31

Students must meet prerequisites before taking any given course.

Students must make a “C” or higher in all courses which satisfy graduation requirements in order to receive the Certificate of Technical Studies in Music from BPCC.

Students must meet the general education competencies for the academic certificate.

Music majors are required to take a music theory placement exam prior to enrolling in MUSC122-Music Theory I for proper advising in the music theory sequence.

* Approved Music Ensembles
  MUSC 140 Concert Band
  MUSC 144 Jazz Ensemble
  MUSC 148 Concert Choir
  MUSC 149 Chamber Singers

** Approved Studio Lessons
  MUSC 230 Applied Piano
  MUSC 231 Applied Voice
  MUSC 232 Applied Flute
  MUSC 233 Applied Oboe
  MUSC 234 Applied Clarinet
  MUSC 235 Applied Bassoon
  MUSC 236 Applied Saxophone
  MUSC 237 Applied Trumpet
MUSC 238 Applied Horn
MUSC 239 Applied Trombone
MUSC 240 Applied Tuba / Euphonium
MUSC 241 Applied Percussion
MUSC 242 Applied Classical Guitar

***Humanities elective must be chosen from ENGL 201, 202, 255, 256, 257; FREN 101, 102, 201; HIST 101, 102, 103, 104, 201, 202, 203; HMAN 201, 202, 203; RLGN 201, 202, 203; SPAN 101, 102, 201

CERTIFICATE OF TECHNICAL STUDIES IN THEATRE

Learning Outcomes
Recipients of the Certificate of Technical Studies in Theatre will have demonstrated:

A. comprehension of basic theories, practices, and techniques used in theatre;
B. proficiency in performance abilities, specific technical skills, or management situations; and
C. comprehension of audition and job interview skills.

Gainful Employment:
The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year's data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices.

(www.bpcc.edu/academics/gainfulemployment)

REQUIRED COURSES FOR THE CERTIFICATE OF TECHNICAL STUDIES IN THEATRE:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTR 131</td>
<td>3</td>
</tr>
<tr>
<td>Elements of Theatre</td>
<td></td>
</tr>
<tr>
<td>THTR 112</td>
<td>3</td>
</tr>
<tr>
<td>Stagecraft</td>
<td></td>
</tr>
<tr>
<td>THTR 105</td>
<td>1</td>
</tr>
<tr>
<td>Theatre Lab Production</td>
<td></td>
</tr>
<tr>
<td>THTR</td>
<td>3</td>
</tr>
<tr>
<td>Approved THTR Elective</td>
<td></td>
</tr>
<tr>
<td>THTR</td>
<td>3</td>
</tr>
<tr>
<td>Approved THTR Elective</td>
<td></td>
</tr>
<tr>
<td>THTR</td>
<td>3</td>
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<tr>
<td>Approved THTR Elective</td>
<td></td>
</tr>
<tr>
<td><strong>16</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTR 101</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Theatre</td>
<td></td>
</tr>
<tr>
<td>THTR 105</td>
<td>1</td>
</tr>
<tr>
<td>Theatre Lab Production</td>
<td></td>
</tr>
<tr>
<td>THTR</td>
<td>3</td>
</tr>
<tr>
<td>Approved THTR Elective</td>
<td></td>
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<tr>
<td>THTR</td>
<td>3</td>
</tr>
<tr>
<td>Approved THTR Elective</td>
<td></td>
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<tr>
<td>THTR</td>
<td>3</td>
</tr>
<tr>
<td>Approved THTR Elective</td>
<td></td>
</tr>
<tr>
<td><strong>16</strong></td>
<td></td>
</tr>
</tbody>
</table>

Total credit hours  32
Students must meet prerequisites before taking any given course.

Students must make a "C" or higher in all courses which satisfy graduation requirements in order to receive the Certificate of Technical Studies in Theatre from BPCC.

Students must meet the general education competencies for the academic certificate.

*The student must take a minimum of 21 hours from the following approved electives within theatre: THTR113, 114, 116, 120, 153, 154, 156, 157, 158, 211, 212, 213, 214, 215, 216, 220, 221, 232, 255, 256, 257, 260

### Technical Competency Area in Communication Media

(10 Concentrations)

<table>
<thead>
<tr>
<th>Broadcasting</th>
<th>Media for the Ministry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business of Music</td>
<td>Photography</td>
</tr>
<tr>
<td>Computer Animation</td>
<td>Radio</td>
</tr>
<tr>
<td>Film</td>
<td>Sound Recording Technology</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>TV Production</td>
</tr>
</tbody>
</table>

#### Required Courses for Technical Competency Area in Communication Media

**TCA Concentration in Broadcasting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 250</td>
<td>Remote News Reporting</td>
<td>3</td>
</tr>
<tr>
<td>COMM 212</td>
<td>Announcing</td>
<td>3</td>
</tr>
<tr>
<td>or COMM 213</td>
<td>Voice and Diction</td>
<td>3</td>
</tr>
<tr>
<td>COMM 256</td>
<td>Intro to Multimedia Reporting</td>
<td>3</td>
</tr>
<tr>
<td>COMM 259</td>
<td>Media Ethics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**TCA Concentration in Business of Music**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 105</td>
<td>Survey of Music Business</td>
<td>3</td>
</tr>
<tr>
<td>COMM 170</td>
<td>Introduction to Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td>COMM 108</td>
<td>Marketing of Recorded Music</td>
<td>3</td>
</tr>
<tr>
<td>COMM 107</td>
<td>Sound Reinforcement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**TCA Concentration in Computer Animation**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 216</td>
<td>Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>COMM 236</td>
<td>Autodesk Maya I</td>
<td>3</td>
</tr>
<tr>
<td>COMM 239</td>
<td>Adobe After Effects</td>
<td>3</td>
</tr>
<tr>
<td>COMM 246</td>
<td>2D Animation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td>TCA Concentration in Film</td>
<td>Hours</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>COMM 130 Film Pre-Production</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COMM 280 Film Production and Design</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or COMM 281 Documentary Filmmaking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 209 Scriptwriting for Film and</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Television</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 222 Film Directing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TCA Concentration in Graphic Design</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 216 Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>COMM 218 Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>COMM 219 2D Graphics</td>
<td>3</td>
</tr>
<tr>
<td>COMM 223 Publication Design</td>
<td>3</td>
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<td></td>
<td>12</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TCA Concentration in Media for the Ministry</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 102 Live Video Production</td>
<td>3</td>
</tr>
<tr>
<td>COMM 202 Video Editing</td>
<td>3</td>
</tr>
<tr>
<td>COMM 225 Audio Production in Media</td>
<td>3</td>
</tr>
<tr>
<td>COMM 216 Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TCA Concentration in Photography</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 160 Photography</td>
<td>3</td>
</tr>
<tr>
<td>COMM 216 Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>COMM 220 Photoshop Compositing</td>
<td>3</td>
</tr>
<tr>
<td>or COMM 221 Photoshop Restoration</td>
<td></td>
</tr>
<tr>
<td>COMM 267 Portrait Photography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TCA Concentration in Radio</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 175 TV Programming</td>
<td>3</td>
</tr>
<tr>
<td>COMM 212 Announcing</td>
<td>3</td>
</tr>
<tr>
<td>or COMM 213 Voice and Diction</td>
<td></td>
</tr>
<tr>
<td>COMM 210 Copywriting for Television and</td>
<td>3</td>
</tr>
<tr>
<td>Radio</td>
<td></td>
</tr>
<tr>
<td>COMM 170 Introduction to Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TCA Concentration in Sound Recording Technology</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 225 Audio Production in Media</td>
<td>3</td>
</tr>
</tbody>
</table>
**TECHNICAL COMPETENCY AREA IN THEATRE**

**6 CONCENTRATIONS**

- Acting
- Lighting Design
- Costume Design
- Scene Design
- Directing
- Theatre Technician

**REQUIRED COURSES FOR TECHNICAL COMPETENCY AREA IN THEATRE:**

**TCA CONCENTRATION IN ACTING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTR 131</td>
<td>Elements of Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THTR 153</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>THTR 154</td>
<td>Acting II</td>
<td>3</td>
</tr>
<tr>
<td>THTR 156</td>
<td>Voice for the Stage</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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<td><strong>12</strong></td>
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</table>

**TCA CONCENTRATION IN COSTUME DESIGN**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTR 131</td>
<td>Elements of Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THTR 120</td>
<td>Makeup for the Stage</td>
<td>3</td>
</tr>
<tr>
<td>THTR 220</td>
<td>Costume Construction Techniques</td>
<td>3</td>
</tr>
<tr>
<td>THTR 221</td>
<td>Costume Design</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Students must meet prerequisites before taking any given course.

Students must make a "C" or higher in all courses which satisfy graduation requirements in order to receive the Technical Competency Area Certificate from BPCC.
### TCA CONCENTRATION IN DIRECTING

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTR 131</td>
<td>Elements of Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THTR 153</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>THTR 255</td>
<td>Directing Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>THTR 256</td>
<td>Directing Styles</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**  
12

### TCA CONCENTRATION IN LIGHTING DESIGN

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTR 131</td>
<td>Elements of Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THTR 112</td>
<td>Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>THTR 113</td>
<td>Stage Lighting Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>THTR 213</td>
<td>Special Problems in Stage Lighting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**  
12

### TCA CONCENTRATION IN SCENE DESIGN

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTR 131</td>
<td>Elements of Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THTR 112</td>
<td>Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>THTR 114</td>
<td>Drawing for the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THTR 214</td>
<td>Scene Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**  
12

### TCA CONCENTRATION IN THEATRE TECHNICIAN

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTR 112</td>
<td>Stagecraft</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose 3 courses from the following list:**  
9

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>THTR 113</td>
<td>Stage Lighting Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>THTR 114</td>
<td>Drawing for the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THTR 212</td>
<td>Props and Special Effects</td>
<td></td>
</tr>
<tr>
<td>THTR 213</td>
<td>Special Problems in Stage Lighting</td>
<td></td>
</tr>
<tr>
<td>THTR 214</td>
<td>Scene Design</td>
<td>3</td>
</tr>
<tr>
<td>THTR 215</td>
<td>Scene Painting</td>
<td></td>
</tr>
<tr>
<td>THTR 216</td>
<td>Technical Direction/Stage Technology</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credit Hours**  
12

_Students must meet prerequisites before taking these courses._

_Students must make a "C" or higher in all courses which satisfy graduation requirements in order to receive the Technical Competency Area Certificate from BPCC._
DIVISION OF LIBERAL ARTS

OFFICE LOCATION: Building G, Room 113
PHONE: 318-678-6041

Mission of the Division of Liberal Arts
The mission of the Division of Liberal Arts is to maintain and develop the highest standards of academic and curricular excellence in order to promote student success. The Division of Liberal Arts, which oversees the Associate of General Studies degree, the Associate of Arts Louisiana Transfer (Fine Arts, Humanities concentrations) degree, and the Certificate of General Studies, encompasses the following disciplines: art, English, foreign language, humanities, interpretation, reading, and religion. The primary emphasis of this division is placed on students and excellent classroom instruction.

Associate Degree
The Division of Liberal Arts offers the following associate degrees:
- Associate of Arts Louisiana Transfer (Fine Arts concentration)
- Associate of Arts Louisiana Transfer (Humanities concentration)
- Associate of General Studies

Certificate
The Division of Liberal Arts offers the following certificate:
- Certificate of General Studies

DEAN
Vicki Dennis, Instructor

Professors
Genevieve Tournebize

Associate Professors
Jessica Cobbs
Anna Dickson
Karen Guerin
Cathy Hammel

Assistant Professors
Ellen Boose
Dr. Frances Conley
Yolanda Cooper
Kelly McDade

Instructors
Katie Bickham
Jonathan Brown
Linda Missy Duncan
Charles K. Fontenot
Jennifer Harris
Laura Jones
Jennifer Laufenberg
Gina Rider
Lily Thompson
John Wagoner

Staff
Linda Fomby (Administrative Assistant III)
ASSOCIATE OF ARTS LOUISIANA TRANSFER
(FINE ARTS CONCENTRATION)

The goal of the Louisiana Transfer Associate Degree is to maximize the transfer process, meet the needs of students who enroll at a 2-year college with the intent to work toward a baccalaureate, and develop a universal transfer program for which the coursework completed in pursuit of the degree will be accepted by all public universities in the state.

Learning Outcomes:

Recipients of the Associate of Arts Louisiana Transfer will have demonstrated:

A. comprehension of college-level material in the general education curriculum consisting of English composition, mathematics/analytical reasoning, natural sciences, humanities, social/behavioral sciences, and fine arts;
B. proficiency in general education competencies including reading, written communications, oral communication, mathematical computation, critical thinking, library skills, and computer literacy; and
C. comprehension of basic concepts derived from concentration or track specific courses in disciplines based upon the student’s area of interest and anticipated baccalaureate major.

REQUIRED COURSES FOR ASSOCIATE OF ARTS LOUISIANA TRANSFER
(FINE ARTS CONCENTRATION):

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science Sequence</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Concentration Elective</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Social / Behavioral Science Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102</td>
<td>Composition and Rhetoric II</td>
</tr>
<tr>
<td>SPCH 110</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>Natural Science Sequence</td>
<td>1</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>4</td>
</tr>
<tr>
<td>Fine Arts Concentration Elective</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOPHOMORE YEAR</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>5</td>
</tr>
<tr>
<td>Humanities – Literature</td>
<td>6</td>
</tr>
<tr>
<td>Social / Behavioral Science Elective (200-Level)</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Concentration Elective</td>
<td>2</td>
</tr>
<tr>
<td>Fine Arts Concentration Elective</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>
### Second Semester

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science – Other Discipline</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Concentration Elective</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Concentration Elective</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Concentration Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>60</td>
</tr>
</tbody>
</table>

**Note:** The anticipated major or area of interest will impact the type and number of fine arts classes that should be completed. Many majors in the arts have selective admission based on audition or portfolio; successful completion of the transfer associate degree program does not guarantee admission to the desired baccalaureate.

The Louisiana Transfer Associate Degree consists of 39 hours of General Education (Gen Ed) and 21 hours of additional coursework. Students who enter a four-year public university with this degree will have met the institutions general education requirements and will be granted (junior) status. This guarantee applies to those who successfully complete the degree with the required grade of "C" or better in each course.
ASSOCIATE OF ARTS LOUISIANA TRANSFER
(HUMANITIES CONCENTRATION)

The goal of the Louisiana Transfer Associate Degree is to maximize the transfer process, meet the needs of students who enroll at a 2-year college with the intent to work toward a baccalaureate, and develop a universal transfer program for which the coursework completed in pursuit of the degree will be accepted by all public universities in the state.

Learning Outcomes:

Recipients of the Associate of Arts Louisiana Transfer will have demonstrated:

A. comprehension of college-level material in the general education curriculum consisting of English composition, mathematics/analytical reasoning, natural sciences, humanities, social/behavioral sciences, and fine arts;
B. proficiency in general education competencies including reading, written communications, oral communication, mathematical computation, critical thinking, library skills, and computer literacy; and
C. comprehension of basic concepts derived from concentration or track specific courses in disciplines based upon the student's area of interest and anticipated baccalaureate major.

REQUIRED COURSES FOR ASSOCIATE OF ARTS LOUISIANA TRANSFER
(HUMANITIES CONCENTRATION):

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
</tr>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
</tr>
<tr>
<td>MATH 102 College Algebra</td>
</tr>
<tr>
<td>Natural Science Sequence ¹</td>
</tr>
<tr>
<td>Humanities Concentration Elective (Foreign Language) ²</td>
</tr>
<tr>
<td>Behavioral/Social Sciences Elective ³</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

| **Second Semester** | **Hours** |
| ENGL 102 Composition and Rhetoric II | 3 |
| SPCH 110 Public Speaking | 3 |
| Natural Science Sequence ¹ | 3 |
| Humanities Elective ⁴ | 3 |
| Humanities Concentration Elective (Foreign Language) ² | 3 |
| **Total** | **15** |

<table>
<thead>
<tr>
<th>SOPHOMORE YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
</tr>
<tr>
<td>Mathematics Elective ⁵</td>
</tr>
<tr>
<td>Humanities – Literature ⁶</td>
</tr>
<tr>
<td>Behavioral/Social Sciences Elective (200-Level) ³</td>
</tr>
<tr>
<td>Humanities Concentration Elective (Foreign Language) ²</td>
</tr>
<tr>
<td>Humanities Concentration Elective (History Sequence) ²</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>Second Semester</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Natural Science – Other Discipline</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
</tr>
<tr>
<td>Humanities Concentration Elective (Foreign Language)</td>
</tr>
<tr>
<td>Humanities Concentration Elective (History Sequence)</td>
</tr>
<tr>
<td>Humanities Concentration Elective (Humanities Elective)</td>
</tr>
<tr>
<td><strong>Total credit hours</strong></td>
</tr>
</tbody>
</table>

Students must demonstrate competency in computer literacy by successful completion of a competency exam or through completion of a college level computer science course (CIS 105).

Students must meet prerequisites before taking any given course.

Students must make a “C” or higher in all courses which satisfy graduation requirements in order to receive the Associate of Arts Louisiana Transfer in Fine Arts from BPCC.

1 Natural Science Sequence: BLGY 101 and 102; BLGY 105 and 106; BLGY 230 and BLGY 231; CHEM 101 and 102; PHSC 105 and 106; PHYS 201 and 202, PHYS 211 and 212; or SCI 101 and 102 (Note: Students may choose to add 1 hour science lab to lecture course.)

2 Humanities Concentration Elective: 12 hours foreign language, 3 hours humanities, 6 hours history sequence

3 Behavioral/Social Sciences Elective: ANTH 201, 202; BADM 201, 202; CJUS 101; GPHY 101, 102; POSC 201, 202; PSYC 201, 202, 205, 206, 210, 215, 220, 225, 290; or SLGY 201, 202, 203, 204, 207

4 Humanities Elective: ENGL 201, ENGL 202, ENGL 250, ENGL 251, ENGL 252, ENGL 255, ENGL 256, ENGL 257; FREN 101, FREN 102, FREN 201; HIST 101*, HIST 102*, HIST 103*, HIST 104*, HIST 201*, HIST 202*, HIST 203; HMAN 201, HMAN 202, HMAN203; RLGN 201, RLGN 202, RLGN 203; SPAN 101, SPAN 102, SPAN 201; or SPCH 115 (*History Sequence)

5 Mathematics Elective: MATH 111, MATH 112, MATH 114, MATH 124, MATH 131, MATH 210, MATH 250, MATH 251, MATH 252, or MATH 253.

6 Humanities – Literature Course - ENGL201, ENGL202, ENGL 250, ENGL 251, ENGL 252, ENGL255, ENGL256, or ENGL257

7 Natural Science - Other Discipline:

BIOLoGICAL - BLGY 101, BLGY 105, BLGY 106, BLGY 107, BLGY 120, BLGY 202, BLGY 203, BLGY 206, BLGY 230, BLGY 231, BLGY 244

PHYSICAL - CHEM101, CHEM102, CHEM107, CHEM 250, PHSC105, PHSC106, PHSC107, PHSC110, PHSC111; PHYS201, PHYS 202, PHYS 211, PHYS 212; or SCI 101, SCI 102 (Note: Students may choose to add 1 hour science lab to lecture course.)

8 Fine Arts Elective: ART201, ART202, ART206; COMM240; MUSC120, MUSC121; or THTR101, THTR131

Note: The anticipated major or area of interest will impact the type and number of fine arts classes that should be completed. Many majors in the arts have selective admission based on audition or portfolio; successful completion of the transfer associate degree program does not guarantee admission to the desired baccalaureate.

The Louisiana Transfer Associate Degree consists of 39 hours of General Education (Gen Ed) and 21 hours of additional coursework. Students who enter a four-year public university with this degree will have met the institutions general education requirements and will be granted (junior) status. This guarantee applies to those who successfully complete the degree with the required grade of “C” or better in each course.
ASSOCIATE OF GENERAL STUDIES

Learning Outcomes:
Recipients of the Associate of General Studies will have demonstrated:

A. comprehension of information by reading college-level material across the curriculum;
B. ability to communicate effectively in written English across the curriculum;
C. proficiency in oral communication skills across the curriculum;
D. ability to comprehend and perform course-specific mathematical problems;
E. development of critical thinking skills across the curriculum;
F. ability to use library resources to research topics across the curriculum; and
G. ability to utilize and apply current computer technology across the curriculum.

REQUIRED COURSES FOR ASSOCIATE OF GENERAL STUDIES:

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Hours</strong></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition and Rhetoric I</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Applied Algebra or College Algebra*</td>
</tr>
<tr>
<td>or MATH 102</td>
<td></td>
</tr>
<tr>
<td>Approved Elective**</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110</td>
<td>Public Speaking or Interpersonal Communication***</td>
</tr>
<tr>
<td>or SPCH115</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td><strong>Hours</strong></td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Composition and Rhetoric II or Foundations of Professional Writing****</td>
</tr>
<tr>
<td>or ENGL103</td>
<td></td>
</tr>
<tr>
<td>Natural Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Approved Elective**</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Computer Concepts</td>
</tr>
<tr>
<td>Behavioral/Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>15</strong></td>
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</table>

<table>
<thead>
<tr>
<th>SOPHOMORE YEAR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Hours</strong></td>
</tr>
<tr>
<td>200-Level</td>
<td>English or Foreign Language</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>Approved Elective**</td>
<td>3</td>
</tr>
<tr>
<td>Approved Elective**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>
Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Approved Elective**</td>
<td>3</td>
</tr>
<tr>
<td>Approved Elective**</td>
<td>3</td>
</tr>
<tr>
<td>Approved Elective**</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credit hours | 60

Students must meet prerequisites before taking any given course.

*For transfer to a four-year institution, students are strongly advised to take MATH 102 instead of MATH 101. Students must seek the assistance of their advisor to determine the appropriate mathematics course.

**Any 3-hour credit course except remedial courses.

***For transfer to a four-year institution, students are strongly advised to take SPCH 110 instead of SPCH 115. Students must seek the assistance of their advisor to determine the appropriate speech course.

****For transfer to a four-year institution, students are strongly advised to take ENGL102 instead of ENGL 103. Students must seek the assistance of their advisor to determine the appropriate English course.

This degree can be obtained 100% via Internet instruction. Contact your academic advisor for details.

CERTIFICATE OF GENERAL STUDIES

Learning Outcomes

Recipients of the Certificate of General Studies will have demonstrated:

A. the comprehension of information by reading college-level materials across the curriculum;
B. the ability to communicate effectively in written English across the curriculum;
C. the ability to comprehend and perform course-specific mathematical problems;
D. the development of critical thinking skills across the curriculum; and
E. the ability to use library resources to research topics across the curriculum.

REQUIRED COURSES FOR THE CERTIFICATE OF GENERAL STUDIES:

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101 Applied Algebra for College Students</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 102 or College Algebra *</td>
<td></td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science Elective</td>
<td>3</td>
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</table>

15
<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102 or ENGL103 Composition and Rhetoric II or Foundations of Professional Writing**</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective, or Mathematics Elective, or Natural Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective, or Mathematics Elective, or Natural Science Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credit hours for Certificate of General Studies</strong></td>
<td>30</td>
</tr>
</tbody>
</table>

Students must meet prerequisites before taking any given course.

Students must meet the general education competencies for the academic certificate.

**Fine Arts Electives:** ART 201, ART 202, ART 206; COMM 240; MUSC 120; MUSC121; or THTR 101, THTR 131

**Humanities Electives:** ENGL 201, ENGL 202, ENGL 250, ENGL 251, ENGL 252, ENGL 255, ENGL 256, ENGL 257; FREN 101, FREN 102, FREN 201; HIST 101, HIST 102, HIST 103, HIST 104, HIST 201, HIST 202, HIST 203; HMAN 201, HMAN 202, HMAN203; RLGN 201, RLGN 202, RLGN 203; SPAN 101, SPAN 102, SPAN 201; SPCH 115

**Social/Behavioral Science Electives:** Anthropology, BADM201 or BADM202, Geography, Political Science, Psychology, or Sociology.

**Natural Science Electives:** Biology, Chemistry, Physical Science, Physics, or SCI 101, SCI 102.

**Mathematics Elective:** A three-hour mathematics course higher than MATH 102 College Algebra

*For transfer to a four-year institution, students are strongly advised to take MATH 102 instead of MATH 101. Students must seek the assistance of their advisor to determine the appropriate mathematics course.

**For transfer to a four-year institution, students are strongly advised to take ENGL102 instead of ENGL103. Students must seek the assistance of their advisor to determine the appropriate English course.

This certificate can be obtained 100% via Internet instruction. Contact your academic advisor for details.
DIVISION OF SCIENCE, NURSING, AND ALLIED HEALTH

OFFICE LOCATION: Building B, Room 148
PHONE: 318-678-6110

Mission Statement
The mission of the Division of Science, Nursing, and Allied Health is to provide quality educational opportunities in science, nursing, and allied health through excellent classroom, laboratory, and clinical instruction, and to provide service to the citizens of Northwest Louisiana.

The Division of Science, Nursing, and Allied Health offers 19 programs: 9 associate degrees, 3 certificates of technical studies, 3 technical diplomas, and 4 technical competency areas.

ASSOCIATE DEGREE:
The Division of Science, Nursing, and Allied Health offers the following associate degrees:
- Associate of Applied Science in Medical Assistant
- Associate of Applied Science in Occupational Therapy Assistant
- Associate of Applied Science in Paramedic
- Associate of Applied Science in Pharmacy Technician
- Associate of Applied Science in Physical Therapist Assistant
- Associate of Applied Science in Respiratory Therapy
- Associate of Science in General Science (Option in Allied Health)
- Associate of Science in General Science (Option in Natural Sciences)
- Associate of Science in Nursing
- Associate of Science Louisiana Transfer (Biological Sciences concentration)
- Associate of Science Louisiana Transfer (Physical Sciences concentration)

CERTIFICATE OF TECHNICAL STUDIES:
The Division of Science, Nursing, and Allied Health offers the following certificates:
- Certificate of Technical Studies in Paramedic
- Certificate of Technical Studies in Pharmacy Technician
- Certificate of Technical Studies in Phlebotomy

TECHNICAL DIPLOMA:
The Division of Science, Nursing, and Allied Health offers the following technical diplomas:
- Technical Diploma in Medical Assistant
- Technical Diploma in Medical Office Specialist (option in Medical Coding)
- Technical Diploma in Medical Office Specialist (option in Billing and Reimbursement)
- Technical Diploma in Surgical Technology

TECHNICAL COMPETENCY AREA:
The Division of Science, Nursing, and Allied Health offers the following technical competency areas:
- ECG/Telemetry Technician
- EMT
- Laboratory Assistant
- Medical Unit Coordinator

ACCREDITED PROGRAMS:
Associate of Applied Science in Paramedic
The Bossier Parish Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (CoAEMSP).
Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350

**Associate of Science in Nursing**

The Bossier Parish Community College Nursing Associate of Science Program is accredited by the Accreditation Commission for Education in Nursing and has Full Approval from the Louisiana State Board of Nursing.

**Associate of Applied Science in Occupational Therapy Assistant**

The Occupational Therapy Assistant program at Bossier Parish Community College is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org.

**Associate of Applied Science in Pharmacy Technician and Certificate of Applied Science in Pharmacy Technician**

The BPCC Pharmacy Technician program is accredited by the American Society of Health System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE).

**Associate of Applied Science in Physical Therapist Assistant**

The Bossier Parish Community College Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone 703-706-3245; email accreditation@apta.org; website www.capteonline.org

**Associate of Applied Science in Respiratory Therapy**

The Bossier Parish Community College Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care.

**Certificate of Technical Studies in Phlebotomy**

The Bossier Parish Community College Phlebotomy Program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS): 5600 N. River Rd. Suite 720, Rosemont, IL 60018; 773-714-8880.

**Technical Diploma in Surgical Technology**

The BPCC Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater FL 22756, phone; 727-210-2350, fax: 727-210-2354, mail@caahep.org, after recommendation by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).6 W. Dry Creek Circle, Suite #110, Littleton, CO 80120, Phone: 303-694-9262, fax: 303-741-3655.

**Technical Diploma in Medical Assistant**

The Bossier Parish Community College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB), Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33756, Phone: 727-210-2350, www.caahep.org.

**General Program with a Clinical Component Training Information**

Clinical classes are those taught in off-campus locations including hospitals, physicians’ offices, clinics, and EMS services. The Division of Science, Nursing, and Allied Health programs listed below include a clinical component or clinical classes.

- Medical Assistant
- Medical Office Specialist
- Nursing
- Occupational Therapy Assistant
- Paramedic
- Pharmacy Technician
- Phlebotomy
- Physical Therapist Assistant
- Respiratory Therapy
- Surgical Technology

### Admission/Selection to Programs with Clinical Components

Students may be admitted to the College based on the ability to benefit test; however, specific program accrediting and regulatory agencies may consider students without a *Louisiana High School Equivalency* or High School Diploma ineligible to apply for licensure or certification.

Admission to the clinical program component is restricted to students who have completed all qualification courses with a C or higher, minimum cumulative GPA of 2.000 (2.500 for PTA and RSTH), submit a completed program application packet by the published deadline, and meet all other specific program requirements. (See program specific requirements in each degree section for additional information).

Admission to a program with a clinical program component is competitive and dependent upon availability of clinical sites, local employment statistics, and established faculty to student ratios. The Division of Science, Nursing, and Allied Health strives to administer the selection process fairly and consistently.

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

All programs with a clinical component have established "Essential Requirements," which identify occupational specific technical standards required of students in the program. Students are strongly encouraged to review the Essential Requirements for the program prior to application. The request for any necessary accommodations must be submitted with the program application. A copy of these essential requirements is included in the application packet, is available from the program director, and on the BPCC website.

Students are strongly encouraged to routinely meet with the program faculty or program director specific to the program in which the student is enrolled. The program faculty provides valuable information regarding the appropriate sequencing of qualification courses, program application process, and program deadlines.

### Required Information for Programs with a Clinical Component

Depending on the program and the assigned clinical sites, the student may be required to submit the following upon selection into the clinical component:

- Program Specific Health Status Statement (physical exam) from a physician
- Documentation for laboratory testing or immunization against Mumps, Measles, Rubella, Tuberculosis, Tetanus, Hepatitis B, Varicella zoster, Influenza and any other testing or immunization required by the clinical facility or physician prior to beginning and during clinical training. (May include, but not limited to Varicella zoster titer, Rubella titer, Rubeola titer, and Hepatitis B titer.)
- Documented current health insurance coverage (maintained throughout clinical training).
- Current American Heart Association Basic Life Support Certification for Health Care Providers (maintained throughout clinical training)
- Current HIPAA and OSHA training certificate
- Signed consent/release for background check (general and criminal)
- Signed consent/release for drug/alcohol testing
- Signed consents/releases for clinical site processing
- Disclosure of prescription medications and signed release from prescribing physician for participation in clinical training.
- Other information that may be required by a specific clinical affiliate.
Clinical Experience

- Clinical experiences are provided in affiliated hospitals, healthcare facilities, research facilities, fire departments, pharmacies, and physicians' offices. Students are expected to abide by the facility policies in addition to program and School policies.
- Each student will be responsible for transportation to and from the assigned clinical site.
- The student will be responsible for securing the uniforms and other personal equipment (such as stethoscope, medical scissors, clipboard, etc.) as designated by each program.
- The student will be responsible for funding and obtaining the required clinical requirements (such as immunizations, laboratory work, American Heart Association Basic Life Support Certification for Healthcare Providers, physical, and health insurance) by the program specified deadlines.
- The student will be responsible for providing their own meals.
- The student will be responsible for quality of care they give commensurate with type and level in educational program.
- Once admitted to a program, a student must earn a "C" or higher on each course pursued in order to continue in the program. A student who earns below a "C" will be terminated from the program. If a student is terminated, the student may re-apply for the next class. If re-accepted, it will be at the discretion of the program director as to which course(s) must be remediated, audited, or repeated.

Program Specific Fees

A clinical fee is charged in addition to regular tuition for each program with a clinical component. This fee is required each semester that a student is scheduled in program classes. Additional fees, which provide for required certification, licensure exams, or required supplies, may be associated with some programs. The fees are listed on the BPCC website.

Code of Conduct for Programs with a Clinical Component

It is the responsibility of each student to become familiar with the rules and regulations outlined in the Code of Conduct of Bossier Parish Community College. In addition, each student selected for a program with a clinical component will be responsible for reading and abiding by the academic and conduct policies established by the program and those of the clinical affiliation site(s) to which he/she is assigned. All program students must adhere to the substance abuse policies of the College, program, and clinical affiliates. Programs require drug/alcohol screens and criminal background checks for participation. Further details may be found in the BPCC Student Handbook and the Program Clinical Handbook, which is issued to the program students at the beginning of the first clinical semester. Violations of academic or conduct policies of the College, program, or clinical affiliate can result in immediate dismissal from the program.

Drug/Alcohol Screening

Upon acceptance into a program with a clinical component, each student will be required to sign an Authority to Release Drug and/or Alcohol Testing Records release form and is assessed a non-refundable drug screen fee. Drug testing can be performed randomly, selectively or as a group. Refusal of the program student to submit to a drug test or a positive drug screen indicating alcohol or drug use will result in the student's immediate dismissal from the program.

A student who has been dismissed from a program for a positive drug screen indicating alcohol or drug use may reapply to the program from which he/she was dismissed or to another clinical program after a period of one year with the understanding that the positive drug screen will remain on his/her record. Should a student have another positive drug screen, the student will be dismissed from the program immediately and shall not be permitted to apply to any Bossier Parish Community College allied health or nursing program. Any and all findings will be released to individuals involved in the clinical placement of students and to any accrediting and/or regulatory agency, as required by law or program accreditation.

General and Criminal Background Check

Upon acceptance into a program with a clinical component, each student will be required to sign a Consent/Release for a background check. This screening process is to ensure the student is not included on the OIG List of Excluded
Individuals/Entities, GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, clear of a criminal history, and that the student meets all clinical training site or regulatory agency requirements. Additional types of background checks may be performed per the request of the clinical affiliate, such as National Registry of Sex Offenders and US Department of Treasury - Specially Designated Nationals List (SDN List). Due to the inability of a program to place a student with findings from these searches, the student may be immediately dismissed from the program.

Although positive findings may not immediately interfere with the student’s standing in the clinical program, the findings will be released to the clinical affiliate and to any accrediting agency and/or regulatory agency as required by law. It is the clinical affiliate’s decision to permit a student to perform a clinical rotation in their facility.

Should a student be unable to complete all required rotations or assignments due to refusal of a clinical affiliate to accept the student, or failure of accrediting and/or regulatory agency to approve the student; the student may be unable to complete the clinical course and may ultimately be unable to complete the clinical program.

Individual clinical facilities or program specific regulatory agencies may require additional background checks that will require the student to submit fingerprints and consent to the additional background checks. Due to the inability of a program to place a student with findings from these searches, the student may be immediately dismissed from the program.

Programs with a clinical component also abide by regulations set forth by accreditation agencies, state and federal regulatory boards/agencies, and state and federal law. Program specific management of background check results may vary due to these external requirements. Program specific management is outlined in the Program Clinical Handbook.

DEAN
Carolyn Burroughs, Professor

FACULTY

Professors
Ty Bryan, Assistant Dean
Laura Bryant, Program Director, Physical Therapist Assistant Program
Judith Coston
Dr. Elaine Cox
Kim Cox, Clinical Coordinator, Physical Therapist Assistant Program
Kenneth Franks
Dr. Vernon Leggett
Charles Reed, Academic Coordinator, Respiratory Therapy
Al Smith, Program Director, Surgical Technology Program
Pam Tully, Program Director, Phlebotomy Program
Constance Winter, Program Director, Medical Assistant Program

Associate Professors
Cammie Emory
Roishene Johnson
Dr. Stephenie Nix-Alexander

Assistant Professors
Jamie Adams
Kelly Brandon, Program Director, Occupational Therapy Assistant Program
Tara Breeland-Southam, Director, General Science Program
Tim Gilmore, Program Director, Respiratory Therapy Program
Danny Hoston
Melanie Petchak
Dr. Leif Sherry
Dr. Dee Ann Staats

Instructors
Jeffery Anderson, Program Director, Paramedic Program
Jennifer Anderson, Director of Clinical Education, Respiratory Therapy Program
Ginger Covington
Dr. Addie Dickson
Terri Durel
Michelle Harris, Program Director, Medical Office Specialist Program
Elizabeth Huff, Clinical Coordinator, Pharmacy Technician Program
Karen Humphrey
Carole Jorstad
Amy Knighton
Wendy McGee, Coordinator, ECG Program
Kerry McNamara
Allison Nutt, Clinical Coordinator
Marilyn Persley
Charlotte Ware

STAFF
Cynthia Adams, Administrative Coordinator III
Deana Elliott, Student Success Coordinator
Cherish Henderson, Program Coordinator
Karen McCart, Laboratory Coordinator
Tonia Sharp, Administrative Coordinator III
Linda Stark, Administrative Assistant III
Sharon Turley, Nursing Program Administrator
LaVar Washington, Assistant Laboratory Coordinator
TECHNICAL DIPLOMA IN MEDICAL ASSISTANT
AND
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTANT

The Medical Assistant program prepares graduates to work in physicians’ offices where they perform both administrative and clinical skills.

The Bossier Parish Community College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

Goal
To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skill), and affective (behavior) learning domains.

Learning Outcomes
Recipients of the Associate of Applied Science in Medical Assistant will be able to demonstrate:

A. effective communication in the medical office environments through utilization of active listening, interviewing, instructing, and documenting skills with patients, families, and health care professionals in recognition of diverse cultures;
B. utilization of critical thinking to identify, analyze, and problem-solve in the clinical and administrative medical assistant work place;
C. application of concepts of anatomy, physiology, medical terminology, pharmacology, pathophysiology, medical dosage calculation, laboratory testing, computer skills and other current technologies to perform as a medical assistant;
D. the ability to think and act as a professional by using effective time management, organization, provisions for safety and legal/ethical principles; and
E. competency in the performance of administrative and clinical skills appropriate to the role of a medical assistant.

Specific Requirements:
Students pursuing a Medical Assistant technical diploma or degree must first meet College admission requirements. Students are selected into the Medical Assistant Program upon the successful completion (minimum of "C") in qualification courses, ALHT 201 or ALHT 203, and submission of completed program application and signed essential requirement form.

Program classes are scheduled to begin in the fall and spring of each year. Up to twenty students are selected for each program class. Medical Assistant program courses and laboratories are scheduled in the fall and spring semesters. Upon the successful completion (minimum of "C") or in conjunction with the program training courses and laboratories, Medical Assistant students are assigned to practicum sites during the spring or fall semester. Practicum training (a minimum of 220 hours) is completed at physicians' offices and clinics throughout Northwest Louisiana. Prior to graduation, the student must take the American Association of Medical Assistants (AAMA) Certified Medical Assistant (AAMA) Certification/Recertification Examination conducted by the Certifying Board of the AAMA. Successful completion of the practicum experience, completion of CMA (AAMA) certification exam, and required course work leads to the awarding of the Technical Diploma or Technical Diploma with the Associate of Applied Science in Medical Assistant. As of January 2001, felons are not eligible to take the AAMA Certified Medical Assistant (AAMA) Certification/Recertification Examination.
ALHT 203 is offered only during the fall semester and ALHT 201 is offered only during the spring semester. If a student fails to complete ALHT 201, ALHT 203, ALHT 209, or MOS 107 with a “C” or higher, the student will not be allowed to continue in the program. The student can reapply for the next program class. During ALHT 210, the student will be assigned to a physician’s office or healthcare setting, generally for eight hours per day, three to five days a week for 8-14 weeks. Credit for experiential learning is not allowed for the following courses: ALHT 201, ALHT 209, MOS 107, ALHT 203 or ALHT 210.

Students must submit required information for programs with a clinical component (described earlier in this section) prior to beginning ALHT 210. Program students are required to pay a clinical fee and a CMA (AAMA) certification fee in addition to regular tuition.

Gainful Employment:
The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year's data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices. (www.bpcc.edu/academics/gainfulemployment)

REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Qualification Courses (Must be completed prior to enrolling in Program Courses)</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLGY 110 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 120 Introductory Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 120L Introductory Human Anatomy and Physiology Lab</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total qualification course hours:</strong></td>
<td><strong>7</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Required Program Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHT 109 Health Care Systems/Safety</td>
<td>2</td>
</tr>
<tr>
<td>ALHT 114 Introduction to Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>ALHT 201/201L Medical Supplies and Patient Preparation</td>
<td>4</td>
</tr>
<tr>
<td>ALHT 209/209L Laboratory Testing</td>
<td>4</td>
</tr>
<tr>
<td>MOS 107 Medical Office Administration</td>
<td>3</td>
</tr>
<tr>
<td>ALHT 203 Specialty Areas for Medical Assistants</td>
<td>3</td>
</tr>
<tr>
<td>ALHT 206 Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>ALHT 115 Pharmacology for Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>ALHT 116 Pharmaceutical Dosage Calculations and Measurement</td>
<td>3</td>
</tr>
<tr>
<td>ALHT 105 Medical Ethics and Law</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 220 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ALHT 210 Medical Assistant Practicum</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total credit hours for the Technical Diploma in Medical Assistant</strong></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Required Courses for Associate of Applied Science in Medical Assistant</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>
CIS 105  Computer Concepts 3
SPCH 110  Public Speaking 3
or SPCH 115  or Interpersonal Communication 3
ENGL 101  Composition and Rhetoric I 3
MATH 101  Algebra for College Students 3
or MATH 102  or College Algebra 3

Total additional required course hours: 15

Total credit hours for the Associate of Applied Science in Medical Assistant 60

Students receiving the Associate of Applied Science in Medical Assistant from Bossier Parish Community College may transfer their courses to partially fulfill degree requirements at Northwestern State University to satisfy requirements for the Bachelor of Applied Science in Allied Health.

ASSOCIATE OF APPLIED SCIENCE IN OCCUPATIONAL THERAPY ASSISTANT

The Occupational Therapy Assistant (OTA) program prepares students to work under the direction of occupational therapists to provide patient care in a variety of clinical environments. The mission of the OTA Program at BPCC is to provide students with the academic instruction and support services necessary to earn an Associate of Applied Science degree in Occupational Therapy Assistant and graduate well-qualified occupational therapy assistants committed to serving the needs of the regional occupational therapy community. The OTA Program supports OT services that promote the therapeutic use of occupation and activity during the OT process to increase a person's health, wellness and personal satisfaction.

Learning Outcomes:

Recipients of the Associate of Applied Science degree in Occupational Therapy Assistant will have demonstrated the ability to:

A. apply foundational knowledge of human psychological, anatomical and physiological principles of occupations, normal movement and development in the assessments and treatments of patients across the lifespan;
B. think critically to interpret patient responses and assessment data in order to modify and progress interventions as indicated by the occupational therapist's plan of care and patient's diagnosis to facilitate individualized functional patient outcomes across the lifespan;
C. function competently and safely in a variety of patient care settings using psychomotor skills, emerging techniques, technology, equipment and supplies;
D. utilize verbal and non-verbal communication strategies that are sensitive to diversity while interacting with patients, caregivers, coworkers and other medical professionals, including the ability to develop rapport, collaborate, inform, inquire, redirect and teach;
E. identify and report relevant changes in patients' status including preparation of timely, accurate, logically sequenced written documentation;
F. gather information through research of medical publications, patient records, continuing education and self-directed readings to enhance knowledge and skills for lifelong learning; and
G. demonstrate professional and ethical behaviors in accordance with the code of ethics, core values and standards of practice in the AOTA guidelines.

Accreditation:

The occupational therapy assistant program at Bossier Parish Community College is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in
Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). National certification is a prerequisite for obtaining an Occupational Therapy Assistant license to practice in most states, including Louisiana (www.lsbdme.org). Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure. Therefore, it is the responsibility of a student with a felony conviction to contact the state licensing board and NBCOT prior to the application process to the program to determine eligibility status.

**Specific Requirements for Program Progression and Completion:**

Once selected to the OTA program, students will be required to provide health information and meet all requirements for a program with a clinical component (described earlier in this section).

The Occupational Therapy Assistant (OTA) curriculum is sequenced in two phases. The first phase consists of a minimum of 30 credit hours of general education curriculum (Qualification Courses) that must be successfully completed before a student is eligible to apply for the OTA Program. Admission to the OTA Program is selective and competitive. Completion of the qualification courses does not guarantee admission to the OTA Program. The second phase consists of 30 hours of classroom instruction, laboratory activities, Level I fieldwork experiences, and 12 credit hours of Level II fieldwork experiences. Fieldwork experiences related to occupational therapy are completed under the direct supervision of a licensed occupational therapy practitioner in patient care. The Level II fieldwork rotations (12 credit hours) must be completed within 16 months of completion of didactic coursework.

In order to complete the Associate of Applied Science in OTA, program students must pass all program classes with a “C” or better while also maintaining a 2.50** per semester GPA (**not applicable during first program semester).

Students have the right to appeal any grade or disciplinary action. The process of appeal is described in BPCC Student Handbook, available online at www.bpcc.edu/studenthandbook.

**Application Process/Policy for Admission into the OTA Program:**

The Occupational Therapy Program at Bossier Parish Community College does not accept transfer credit for any course in the curriculum having an OCTA prefix, nor does the program award credit for these courses based on experiential/work experiences.

Only applications from students who are currently enrolled at Bossier Parish Community College and have met all admission requirements will be considered. Objectives, assessment measures, and means of evaluating students for admittance to BPCC based on the Ability to Benefit test are published in the BPCC General Catalog.

The selection process for the OTA program begins each spring. Application packets and detailed instructions on completing and submitting the packet are available on the BPCC Occupational Therapy Assistant Program website. Students are selected in May and should be available to begin class in late June (summer session C). Students must meet program specific criteria in the areas outlined below to be eligible for an interview.

- Cumulative GPA must be 2.0 or higher and 2.75 or higher in all pre-program (qualification) courses. Students must earn a “C” or better in all qualification courses.
- It is strongly advised that all qualification courses be completed by the end of the spring semester in the application year. With prior approval from an academic advisor, up to 3 credit hours may be completed in the first summer session, if available. MATH 101 or MATH 102; BLGY 230, BLGY 230-Lab, and BLGY 231 may not be taken in summer session (session B) and must be completed by the end of the spring semester of application year.
- Program application packet must be received by April 15 to be considered. Partial/incomplete packets will not be considered.
- Students must complete a total of 20 observation hours in a minimum of two different settings with two different licensed occupational therapy practitioners (licensed occupational therapists or licensed occupational therapy assistants). Applicants must submit a written summary of observation experiences with application packet. Observation Rating forms will be kept on file by the OTA Program Director for two years and will be valid for two consecutive OTA application cycles.
Interview Process/Policy:
A maximum of 50 of the highest scoring OTA applicants who have submitted a complete application packet will be invited by mail for an interview with the Program Admissions Committee. Interviews are conducted after the conclusion of the spring semester of each year. Applicants will be notified by mail of their selection status.

A maximum of twenty (20) students per year are accepted into the OTA Program. Selection is based on scores on Academic Rating forms, observation narratives, Clinical Observation Rating forms (required components of the application packet), grade point average, essay, and interview scores. Specific criteria for selection are included on the OTA website.

Special Requirements and Considerations:
Students who are selected for the OTA Program must be available for daytime, evening, and occasional weekend classes. In addition, based upon fieldwork site availability, OTA students may be required to complete one or more fieldwork rotations (8 weeks in duration) at an out-of-town facility. These rotations must be completed within 16 months of completion of didactic coursework.

Students selected for program classes must submit all required information for allied health programs and pay a clinical fee, in addition to regular tuition each semester with a fieldwork component.

REQUIRED COURSES FOR THE ASSOCIATE OF APPLIED SCIENCE IN OCCUPATIONAL THERAPY ASSISTANT:

Qualification Courses

(must be completed prior to beginning program classes)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
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</tr>
<tr>
<td>ENGL 102 or ENGL 103</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 Composition and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 103 Foundations of Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102 or MATH 101</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102 College Algebra</td>
<td>3</td>
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<tr>
<td>MATH 101 Algebra for College Students</td>
<td>3</td>
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<tr>
<td>PSYC 201 Introduction to Psychology</td>
<td>3</td>
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<td>PSYC 220 Developmental Psychology</td>
<td>3</td>
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<td>BLGY 230 Human Anatomy and Physiology I</td>
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<tr>
<td>BLGY 230L Human Anatomy and Physiology I Lab</td>
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<tr>
<td>BLGY 231 Human Anatomy and Physiology II</td>
<td>3</td>
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<tr>
<td>ALHT 109 Health Care Systems/Safety</td>
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<tr>
<td>BLGY 110 Medical Terminology</td>
<td>3</td>
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Total OTA program qualification hours: 30

OTA Program Courses

(Students are selected by committee to enter the program.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTA 200 Introduction to Occupational Therapy</td>
<td>2</td>
</tr>
<tr>
<td>OCTA 201 Functional Anatomy for OTA</td>
<td>2</td>
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<tr>
<td></td>
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### Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>OCTA 203</td>
<td>Physical Challenges to Occupation</td>
<td>3</td>
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<tr>
<td>OCTA 204</td>
<td>Mental Challenges to Occupation</td>
<td>3</td>
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<tr>
<td>OCTA 205</td>
<td>Developmental Challenges to Occupation</td>
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<tr>
<td>OCTA 206</td>
<td>Therapeutic Interventions I</td>
<td>2</td>
</tr>
<tr>
<td>OCTA 208</td>
<td>Clinical Documentation I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

### Spring Semester

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTA 210</td>
<td>OTA Seminar</td>
<td>2</td>
</tr>
<tr>
<td>OCTA 212</td>
<td>OT Strategies and Interventions for the Elderly</td>
<td>2</td>
</tr>
<tr>
<td>OCTA 213</td>
<td>OT Strategies and Interventions to Physical Challenges</td>
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</tr>
<tr>
<td>OCTA 215</td>
<td>OT Strategies and Interventions to Pediatrics</td>
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</tr>
<tr>
<td>OCTA 216</td>
<td>Therapeutic Interventions II</td>
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</tr>
<tr>
<td>OCTA 217</td>
<td>Fieldwork I-B with Documentation</td>
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</tr>
<tr>
<td>OCTA 218</td>
<td>Clinical Documentation II</td>
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### Final Semester

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>OCTA 220</td>
<td>Fieldwork Level II - A</td>
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<tr>
<td>OCTA 221</td>
<td>Fieldwork Level II - B</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Total credit hours to earn the Associate of Applied Science in Occupational Therapy Assistant** | **72**

Students receiving the Associate of Applied Science in Occupational Therapy Assistant from Bossier Parish Community College may transfer their courses to partially fulfill degree requirements at Northwestern State University, University of Louisiana at Monroe, and Louisiana State University-Shreveport to satisfy requirements for a four year degree.

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**CERTIFICATE OF TECHNICAL STUDIES IN PARAMEDIC AND ASSOCIATE OF APPLIED SCIENCE IN PARAMEDIC**

Paramedics perform advanced medical assessment, stabilization, and treatment of patients in emergency situations on scene and during patient transport to a hospital.

The Bossier Parish Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (CoAEMSP).

**Goal:**
To prepare competent entry-level paramedics in the cognitive, psychomotor, and affective domain, who meet state and national expectations within the profession.
Learning Outcomes:

Recipients of the Paramedic degree will be able to demonstrate:

A. professional behavior consistent with the BPCC Paramedic Program Code of Conduct.
B. the ability to acquire and analyze information to answer clinical questions and provide appropriate treatment to patients.
C. the knowledge, skill and ability to manage patients in the out of hospital environment.
D. the ability to lead the EMS team in out of hospital patient care.
E. the ability to communicate with patients, family members, other first responders, law enforcement and hospital personnel using verbal, written and electronic methods.

Specific Requirements:

Selection for the program is based on grade point average for qualification courses and submission of a complete program application by the established deadline. Students applying for paramedic program courses must submit all required information for programs with a clinical component (described earlier in this section), pass a drug/alcohol screen, undergo a comprehensive background check, pay a clinical fee, and meet all additional Bureau of EMS and clinical site requirements.

Prior to beginning program classes, students must test out of READ 099, ENG 099 and MATH 097 as documented by ACT, placement tests, or course completion, and students must hold a current State of Louisiana EMT or AEMT License.

Paramedic program classes may be offered as either a day and evening program. Paramedic training is intense involving over 1,000 hours of didactic, laboratory, clinical, and field training.

Advanced standing into specific EMTP courses may be granted to students who have successfully completed paramedic training, hold current Paramedic license from the State of Louisiana and have a minimum of 3 years’ experience as a paramedic. Credit will be granted upon successful completion of all courses in the Paramedic Associate of Applied Science curriculum and submission of required documentation. All other graduation requirements must be met.

Upon successful completion of the Paramedic program courses, a student is eligible to sit for the National Registry of Emergency Medical Technicians- Paramedic exam and apply for State licensure.

Gainful Employment:

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year's data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices.

(www.bpcc.edu/academics/gainfulemployment)

REQUIRED COURSES FOR THE CERTIFICATE OF TECHNICAL STUDIES IN PARAMEDIC:

Qualification courses (must be completed before enrolling in EMTP 201)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLGY 230</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 231</td>
<td>Human Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total qualification course hours:</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTP 201</td>
<td>Introduction to Paramedic</td>
<td>4</td>
</tr>
<tr>
<td>EMTP 202</td>
<td>Airway Mgt/Ventilation</td>
<td>2</td>
</tr>
<tr>
<td>EMTP 203</td>
<td>Patient Assessment</td>
<td>2</td>
</tr>
<tr>
<td>EMTP 204</td>
<td>Treatment of the Trauma Patient</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>EMTP 205</td>
<td>Treatment of the Medical Patient I</td>
<td>5</td>
</tr>
<tr>
<td>EMTP 206</td>
<td>Special Considerations and Assessment Based Management</td>
<td>3</td>
</tr>
<tr>
<td>EMTP 207</td>
<td>Operations</td>
<td>1</td>
</tr>
<tr>
<td>EMTP 208</td>
<td>Treatment of the Medical Patient II</td>
<td>4</td>
</tr>
<tr>
<td>EMTP 209</td>
<td>Applied Practice</td>
<td>3</td>
</tr>
<tr>
<td>EMTP 211</td>
<td>Paramedic Clinical Experience</td>
<td>3</td>
</tr>
<tr>
<td>EMTP 212</td>
<td>Paramedic Assessment and Review</td>
<td>2</td>
</tr>
<tr>
<td>EMTP 213</td>
<td>Field Experience</td>
<td>1</td>
</tr>
<tr>
<td>EMTP 214</td>
<td>Field Internship I</td>
<td>2</td>
</tr>
<tr>
<td>EMTP 215</td>
<td>Field Internship II</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total credit hours for Certificate of Technical Studies in Paramedic:** 43

### Program courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition and Rhetoric I *</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Composition and Rhetoric II *</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 103</td>
<td>or Foundations of Professional Writing</td>
<td></td>
</tr>
<tr>
<td>MATH 102</td>
<td>College Algebra *</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 101</td>
<td>Algebra for College Students *</td>
<td></td>
</tr>
<tr>
<td>SPCH 110</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 115</td>
<td>or Interpersonal Communication</td>
<td></td>
</tr>
</tbody>
</table>

**Total additional course hours:** 18

**Total credit hours for Associate of Applied Science in Paramedic:** 61

*Students must meet prerequisites before taking course.

Students receiving the Associate of Applied Science in Paramedic from Bossier Parish Community College may transfer their courses to partially fulfill degree requirements at Northwestern State University to satisfy requirements for the Bachelor of Applied Science in Allied Health or the Bachelor of Science in Unified Public Safety Administration.

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**CERTIFICATE OF TECHNICAL STUDIES IN PHARMACY TECHNICIAN AND ASSOCIATE OF APPLIED SCIENCE IN PHARMACY TECHNICIAN**

The Pharmacy Technician program provides students with the skills and knowledge necessary to work as a pharmacy technician under the supervision of licensed pharmacists in various types of pharmacies. College-ready students can complete the Certificate of Technical Studies in Pharmacy Technician in two semesters. With additional course work, students can earn the Associate of Applied Science in Pharmacy Technician.

The Bossier Parish Community College Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists (ASHP)/ Accreditation Council for Pharmacy Education (ACPE).
Learning Outcomes:
Recipients of the Certificate of Technical Studies and Associate of Applied Science in Pharmacy Technician will be able to demonstrate:

A. The ability to utilize personal and interpersonal skills and knowledge appropriate to the role of the pharmacy technician.
B. The foundational knowledge and skills necessary to perform as a pharmacy technician in various pharmacy settings.
C. Skills and knowledge necessary to assist the pharmacist in the correct handling of medication and medication order processing.
D. The ability to accurately and safely perform sterile and non-sterile compounding.
E. Performance of administrative skills appropriate to the role of a pharmacy technician.
F. Application of patient and medication safety in all aspects of the operation of a pharmacy.
G. Use of current technology in the operation of a pharmacy.
H. Compliance with regulatory issues in the operation of a pharmacy.
I. Application of the principles of quality assurance in pharmacy operations.

Admissions Policy
Students wishing to enroll in the BPCC Pharmacy Technician Program must be currently admitted to Bossier Parish Community College and have a high school diploma or Louisiana High School Equivalency certificate. Students who have met the required placement test scores, or successfully completed, with a “C” or better, the courses of MATH 097, ENG 099 and READ 099 are eligible to enroll in qualification courses for the pharmacy technician program. Students enrolling in PHAR 101, PHAR 102, PHAR 102L, and PHAR 104 must be concurrently enrolled in or have successfully completed all program qualification courses. Students must demonstrate keyboarding proficiency by completing CIS 099, or pass a typing skills test given during enrollment in PHAR 101.

Specific Degree Requirements:
Upon the successful completion (minimum of “C”) or current enrollment in all qualification courses, a student may apply for admission to second semester program-specific courses, PHAR 110, PHAR 110L, PHAR 120 and PHAR 151. Enrollment in these courses is limited to 20 students per semester. To be considered for admission to the second semester program-specific courses, a completed application packet must be submitted no later than the end of the fourth week of the semester during which the student is enrolled in PHAR 101, PHAR 102, PHAR 102L and PHAR 104. Selection into second semester program courses is competitive and is based on:

- Grade point average of 2.0 or greater
- One academic or employer rating form (reference) score
- Interview evaluation by selection committee

To be eligible for enrollment in second semester program courses, PHAR 110, PHAR 110L, PHAR 120, and PHAR 151, the student must have successfully applied for a Louisiana State Board of Pharmacy Technician Candidate Registration no later than the date established by the program director. In order to apply, the Louisiana State Board of Pharmacy requires that the student have a high school diploma or Louisiana High School Equivalency. Additionally, the student must have submitted all required information for programs with a clinical component (described earlier in this section). Students will be required to pass drug and alcohol screens, and national and state background checks prior to beginning PHAR 151.

Prior to beginning the Pharmacy Clinical Practice Course (PHAR 151), the Pharmacy Technician Program Director must be in receipt of a copy of the student’s current Louisiana Pharmacy Technician Candidate Registration. Upon successful completion of the program, a graduate is eligible to take the Pharmacy Technician Certification Exam (PTCE) given by Pharmacy Technician Certification Board (PTCB).

BPCC Pharmacy Technician Program Completion Policy:
Students may earn a Certificate of Technical Studies in Pharmacy Technician or an Associate of Applied Science in Pharmacy Technician at Bossier Parish Community College. To complete the program, students must be at least 18 years of age, meet all educational goals and objectives of the program, and show a consistently high level of technician
candidate practice during clinical rotations at pharmacies. Students must earn a grade of "C" or higher in all required courses and have completed all required evaluations and certifications. Students are required to complete 400 hours of clinical work at assigned pharmacies and submit documentation of completion. Students must meet all graduation requirements set forth by Bossier Parish Community College, the American Society of Health System Pharmacists (ASHP)/Accreditation Council for Pharmacy Education (ACPE) and the Louisiana Board of Pharmacy.

**Gainful Employment:**

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year's data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices. (www.bpcc.edu/academics/gainfulemployment)

**REQUIRED COURSES FOR CERTIFICATE OF TECHNICAL STUDIES IN PHARMACY TECHNICIAN:**

<table>
<thead>
<tr>
<th>Qualification Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHT 109  Health Care Systems/Safety</td>
<td>2</td>
</tr>
<tr>
<td>ALHT 116  Pharmaceutical Dosage Calculations and Measurement</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 110  Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 120/120L Human Anatomy and Physiology/Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>First Semester Program Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAR 101  Introduction to Pharmacy Technology</td>
<td>1</td>
</tr>
<tr>
<td>PHAR 102  Pharmacy Practice</td>
<td>3</td>
</tr>
<tr>
<td>PHAR 102L Pharmacy Practice Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHAR 104  Pharmacology for Pharmacy Technicians</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester Program Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAR 110  Sterile Products</td>
</tr>
<tr>
<td>PHAR 110L Sterile Products Lab</td>
</tr>
<tr>
<td>PHAR 120  Professional Practice</td>
</tr>
<tr>
<td>PHAR 151  Pharmacy Clinical Practice</td>
</tr>
</tbody>
</table>

**Total program hours:** 12

**Total credit hours for the Certificate of Technical Studies in Pharmacy Technician** 34

**Additional courses required for the Associate of Applied Science in Pharmacy Technician**

<table>
<thead>
<tr>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 110 Public Speaking or SPCH 115 Interpersonal Communication</td>
</tr>
<tr>
<td>ALHT 105 Medical Ethics and Law</td>
</tr>
</tbody>
</table>
ENGL 101  Composition and Rhetoric I  3
ENGL 102  Composition and Rhetoric II  3
          Humanities Elective  3
PSYC     Psychology Elective  3
MATH 102 College Algebra  3
or MATH 101 or Algebra for College Students  3
CIS 105  Computer Concepts  3
          Approved Science Elective  3

Total credits for Associate of Applied Science in Pharmacy Technician  61

Students receiving the Associate of Applied Science in Pharmacy Technician from Bossier Parish Community College may transfer their courses to partially fulfill degree requirements at Northwestern State University to satisfy requirements for the Bachelor of Applied Science in Allied Health

ASSOCIATE OF APPLIED SCIENCE IN PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant (PTA) program trains students to provide physical therapy services under the direction and supervision of a physical therapist. PTAs help people of all ages who have medical problems, or other health-related conditions that limit their ability to move and perform functional activities in their daily lives.

Program Mission

The PTA Program is committed to:

- Provide an accredited program of instruction in Northwest Louisiana and the surrounding area for students who desire to pursue education in physical therapy at the associate degree level.
- Serve the needs of the regional physical therapy community through graduating well-qualified physical therapist assistants to work under the direction of physical therapists in a variety of clinical environments.

The Bossier Parish Community College Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

Learning Outcomes:

Recipients of the Associate of Applied Science in Physical Therapist Assistant will be able to demonstrate:

- A. adherence to the APTA core values and regulatory agency guidelines defining the PTA’s role as it relates to social, professional, ethical, legal and administrative responsibilities and conduct;
- B. verbal and non-verbal communication strategies that are sensitive to diversity during interactions with patients, caregivers, coworkers and other medical professionals, including the ability to develop rapport, collaborate, inform, inquire, redirect and teach;
- C. use of current and emerging technologies and equipment required in the assessment and intervention of patients;
- D. ability to gather data through research of medical publications and patient records, observation, and performance physical therapy interim assessments;
- E. timely reporting of relevant changes in patients’ status including preparation of accurate, logically sequenced documentation;
- F. implementation and safe progression of physical therapy interventions guided by patients’ status and consistent with the goals and plan of care developed by the physical therapist;
- G. use of critical thinking based on foundational physical therapy knowledge to solve problems and develop appropriate clinical judgments; and
H. lifelong learning through continuing education, service as a clinical educator of PTA students, and analysis of health care literature to achieve and maintain licensure and expand knowledge and skills in physical therapy practice.

**Specific Requirements:**
The Physical Therapist Assistant (PTA) curriculum is sequenced in two phases. The first phase consists of 31 credit hours of general education curriculum (Qualification Courses) that must be successfully completed before a student is eligible to apply for the PTA Program courses. Anatomy and Physiology lecture and lab courses (8 hours total) must be completed within the previous five years from the application deadline. Admission to the PTA Program is selective and competitive.
Completion of the qualification courses does not guarantee admission to the PTA Program. The second phase consists of 27 credit hours of classroom and laboratory activities related to physical therapy and 14 credit hours of clinical practice experiences under the direct supervision of a physical therapist participating in patient care. In order to complete the Associate of Applied Science in PTA, clinical PTA students must pass all program classes with a “C” or better while also maintaining a 2.500 per semester GPA.

Once selected for the PTA program, students will be required to provide health information and meet all requirements for a program with a clinical component (described earlier in this section).

Students who are selected for the PTA Program must be available for daytime, evening, and occasional weekend classes. In addition, based upon clinical site availability, PTA students will be required to complete one or more clinical rotations (4-5 weeks in duration) at an out-of-town facility.

After completion of the program, PTA Program graduates will need to take and pass the National Physical Therapy Examination to be eligible to apply for a license to practice as a PTA in the state of Louisiana.

**Application Process/Policy for Admission into the PTA Program:**
The application cycle for the PTA program begins each spring. Complete instructions and deadlines are available on the program website. Students that are selected for the clinical program should be available to begin classes on the first day of the "C Session" of the summer semester. Students must meet program specific criteria in the areas outlined below to be eligible for an interview.

- Prerequisite GPA must be 2.500 or higher and students must earn a “C” or better in all qualification courses.
- It is strongly advised that all qualification courses be completed by the end of the spring semester in the application year. In some situations, up to 3 credit hours may be completed in the first summer "B Session," when available and with prior approval of the academic advisor.
- Students must complete a minimum of 40 observation hours in two different settings with two different licensed physical therapy providers. PTA Faculty provide official forms and instructions for observation experiences during an application eligibility appointment in the PTA Program office.
- Program application packet must be received by April 15. Partial/incomplete packets will not be considered.

**Interview Process/Policy:**
Interviews are conducted after the conclusion of the spring semester of each year. A maximum of 50 of the highest scoring PTA applicants will be invited by mail for an interview with the Program Admissions Committee. All applicants will be notified by mail of their status.

**REQUIRED COURSES FOR THE ASSOCIATE OF APPLIED SCIENCE IN PHYSICAL THERAPIST ASSISTANT:**

**Qualification Courses**

*(must be completed prior to beginning program classes)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition and Rhetoric I</td>
<td>3</td>
</tr>
</tbody>
</table>

193
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102</td>
<td>Composition and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Algebra for College Students</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 102</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHSC 105</td>
<td>Elemental Physics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Psychology Elective*</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 230</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 230L</td>
<td>Human Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BLGY 231</td>
<td>Human Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 231L</td>
<td>Human Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>ALHT 109</td>
<td>Health Care Systems/Safety</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total pre-PTA hours:</strong></td>
<td><strong>31</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Psychology Elective: Any course with a PSYC prefix may satisfy this requirement, however it is recommended that students select from the following courses: PSYC 201, PSYC 202, PSYC 220, or PSYC 225.

### PTA Program Courses

(Student are selected by committee to enter the program.)

#### First Summer Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTAP 200</td>
<td>Functional Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>PTAP 201</td>
<td>Introduction to Physical Therapy</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

#### Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTAP 202</td>
<td>Clinical Kinesiology</td>
<td>4</td>
</tr>
<tr>
<td>PTAP 203</td>
<td>Orthopedic Conditions</td>
<td>3</td>
</tr>
<tr>
<td>PTAP 204</td>
<td>Physical Therapy Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PTAP 205</td>
<td>Therapeutic Modalities</td>
<td>3</td>
</tr>
<tr>
<td>PTAP 206</td>
<td>Clinical Practice I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

#### Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTAP 212</td>
<td>Clinical Neuroanatomy</td>
<td>2</td>
</tr>
<tr>
<td>PTAP 213</td>
<td>Neurological Conditions</td>
<td>3</td>
</tr>
<tr>
<td>PTAP 214</td>
<td>Therapeutic Exercise</td>
<td>3</td>
</tr>
<tr>
<td>PTAP 215</td>
<td>Special Areas of Practice</td>
<td>2</td>
</tr>
<tr>
<td>PTAP 216</td>
<td>Clinical Practice II</td>
<td>4</td>
</tr>
<tr>
<td>PTAP 217</td>
<td>Comprehensive Interventions for the PTA</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>
ASSOCIATE OF APPLIED SCIENCE
IN RESPIRATORY THERAPY

The Associate of Applied Science in Respiratory Therapy is a cooperative effort (consortium agreement) between Bossier Parish Community College, the School of Allied Health Professions at LSU Health Sciences Center, and area hospital clinical affiliates to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by advanced practicing registered respiratory therapists (RRTs). Respiratory Therapists are employed with medical direction in the treatment, management, diagnostic evaluation, and care of patients with deficiencies and abnormalities of the cardiopulmonary system.

The program consists of prerequisite course work (33 credit hours) and four (4) semesters of program course work (37 credit hours). Upon successful completion of all course work, the graduate will receive the Associate of Applied Science in Respiratory Therapy and be eligible for the NBRC Therapist Multiple Choice Exam (TMC) in order to attain the entry-level (CRT) and advanced-level (RRT) credentials.

The Bossier Parish Community College Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care. Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244, 817-283-2835.

Learning Outcomes:

Recipients of the Associate of Applied Science in Respiratory Therapy will be able to demonstrate:

A. effective written, electronic and verbal communication with a diverse population of healthcare professionals, patients, and families in order to effectively provide respiratory care in adult outpatient, acute, and intensive care clinical setting;

B. clear and accurate documentation from verbal, written, and electronic communication to effectively provide respiratory care to patients;

C. the ability to dynamically anticipate, critically assess, recognize, research, and provide timely solutions in the treatment of the patient with respiratory disorders in the adult outpatient, acute, and intensive care clinical setting;

D. the utilization of mathematical operations, graphical data, and formulas necessary to perform pharmacological and physiological calculations; and

E. use of emerging technologies in the delivery and documentation of respiratory care.

Specific Requirements:

To be eligible to be considered for admission to the clinical program courses, the student must:

A. have completed all prerequisite course works with a minimum grade of C;
B. have a cumulative GPA of 2.00 and a minimum of 2.50 in the prerequisite course work
C. have attended the annual mandatory applicant orientation for Respiratory Therapy;
D. be a minimum age of 18 by the clinical program start date;
E. have submitted a completed program application by the published deadline (April 15); and
F. appear before the Program Selection Committee for an interview.

In order to be considered eligible and competitive for admittance into the clinical RT program, all core science coursework must have been completed within the last 10 years prior to the application deadline date of the current year of anticipated program admittance. It is recommended that all Anatomy and Physiology courses (i.e. BLGY 230, 231) be completed within 5 years prior to the current year of application.

The Respiratory Therapy Program Selection Committee is composed of the program director, clinical and academic coordinators, College personnel, and area professionals working in respiratory therapy. Selection for the program is based upon the following:

A. grade point average
B. scores on assessment(s) performed during the annual mandatory applicant orientation for Respiratory Therapy
C. post interview assessment by selection committee to include language skills, personal appearance, demeanor, past academic achievements, knowledge of the profession, and job experience, if applicable.¹

¹All subjective and objective metrics will be considered in the overall evaluation of RT clinical applicants.

Students will be notified by mail of acceptance or rejection for entry into summer program course work. The program class size is determined by clinical site availability and occupational statistics.

All students selected for the respiratory therapy program must provide all required clinical information for programs with a clinical component (listed earlier in this section) including a completed health status statement form completed by a physician, laboratory immunization/testing reports for mumps, measles, rubella, tetanus, tuberculosis, varicella zoster, and Hepatitis B and any other tests and documentations required by the hospital/clinical facility to include proof of laboratory testing for negative drug/alcohol screening. Students must also maintain current health insurance coverage while in the program and submit a signed consent/release for comprehensive background check. Once accepted into the program, students will pay a clinical fee in addition to regular tuition during each program semester. Students must maintain a minimum grade of C (70%) or better in all program course work to remain in the program in addition to meeting all course learning outcomes. Any student who fails to maintain a 70% in any of the clinical program courses will be dismissed from the program. The student may reapply and re-interview for the next class the following year if he/she wishes to continue to pursue the RT degree. If reaccepted, it will be at the discretion of the program director as to which course(s) must be remediated or audited based on results of the student's prior performance in the program.

REQUIRED COURSES FOR ASSOCIATE OF APPLIED SCIENCE IN RESPIRATORY THERAPY:

Qualification Courses

(must be completed with a grade of “C” or higher prior to entry into the program)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC</td>
<td>Psychology Elective</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Composition and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 101</td>
<td>Algebra for College Students</td>
<td></td>
</tr>
<tr>
<td>BLGY 230</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 230L</td>
<td>Human Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 107</td>
<td>Introductory Chemistry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 202</td>
<td>Microbiology for Nursing and Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 202L</td>
<td>Microbiology for Nursing and Allied Health Lab</td>
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196
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BLGY 231</td>
<td>Human Anatomy and Physiology II</td>
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<td>BLGY 231L</td>
<td>Human Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHSC 105</td>
<td>Elemental Physics*</td>
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</table>

**Program Courses**

<table>
<thead>
<tr>
<th>First Semester (summer)</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>RSTH 203</td>
<td>Cardiopulmonary Physiology I</td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester (fall semester)</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>RSTH 202</td>
<td>Fundamentals of Respiratory Therapy</td>
</tr>
<tr>
<td>RSTH 204</td>
<td>Cardiopulmonary Pharmacology</td>
</tr>
<tr>
<td>RSTH 210</td>
<td>Clinical Applications and Procedures I</td>
</tr>
<tr>
<td>RSTH 220</td>
<td>Pulmonary Disease</td>
</tr>
<tr>
<td>RSTH 226</td>
<td>Respiratory Care Seminar</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTH 221</td>
<td>Critical Care Concepts I</td>
</tr>
<tr>
<td>RSTH 225</td>
<td>Clinical Applications and Procedures II</td>
</tr>
<tr>
<td>RSTH 235</td>
<td>Cardiopulmonary Case Studies and Ethical Issues</td>
</tr>
<tr>
<td>RSTH 270</td>
<td>Neonatal/Pediatric Respiratory Care</td>
</tr>
<tr>
<td>RSTH 275</td>
<td>Cardiopulmonary Diagnostics</td>
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<tr>
<th>Fourth Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>RSTH 265</td>
<td>Clinical Applications and Procedures III</td>
</tr>
<tr>
<td>RSTH 285</td>
<td>Advanced Practitioners Review</td>
</tr>
<tr>
<td>RSTH 291</td>
<td>Cardiopulmonary Rehabilitation</td>
</tr>
</tbody>
</table>

**Total credit hours for the Associate of Applied Science in Respiratory Therapy** | 70

* PHSC 105 may be taken prior to or concurrent with enrollment during the first semester clinical program courses.

Students receiving the Associate of Applied Science in Respiratory Therapy from Bossier Parish Community College may transfer their courses to partially fulfill degree requirements at Northwestern State University to satisfy requirements for the Bachelor of Applied Science in Allied Health. Additionally, students receiving the Associate of Applied Science in Respiratory Therapy from Bossier Parish Community College may have a bridge option to transfer in the Louisiana State University Health Sciences Center Shreveport Cardiopulmonary Science Program if prerequisite coursework for that program is complete.
ASSOCIATE OF SCIENCE IN GENERAL SCIENCE
(OPTION IN ALLIED HEALTH)

The General Science degree program provides students wishing to pursue careers in allied health fields, including nursing, radiology, and dental hygiene, with a structured program of pre-clinical course work. Students may use the foundation provided by this degree to pursue a four-year degree or may enter the workplace.

Learning Outcomes:
Recipients of the Associate of Science in General Science will be able to demonstrate:

A. effective verbal, written, and graphic communication to accurately and appropriately read, inform, and convey scientific information;
B. critical analysis and interpretation of information collected through research or laboratory experiences, based on scientific methodology, principles, and sound and logical reasoning;
C. continuous academic preparedness in the life and physical sciences that leads to potential career and professional pathways;
D. application of math operations, graphic data and algebraic formula necessary to collect, analyze, and interpret scientific data through laboratory investigation and experimentation; and
E. utilization of current and emerging instrumentation and related technologies in the collection and recording of scientific data.

REQUIRED COURSES FOR ASSOCIATE OF SCIENCE IN GENERAL SCIENCE (ALLIED HEALTH OPTION):

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
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</tr>
<tr>
<td>MATH 102</td>
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<tr>
<td>BLGY 230</td>
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<td>BLGY 120</td>
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<td>BLGY 120L</td>
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<thead>
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</thead>
<tbody>
<tr>
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</tr>
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<td>BLGY 231</td>
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<tr>
<td>BLGY 231</td>
<td>3</td>
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<tr>
<td>SPCH 110</td>
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<table>
<thead>
<tr>
<th>SOPHOMORE YEAR</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>CIS 105</td>
<td>3</td>
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Humanities Elective 3
Approved science * or social sciences elective 3
Approved science * or humanities elective 3
Approved elective ** 3

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<td>Approved science elective *</td>
<td>3</td>
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<tr>
<td>Approved elective **</td>
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</tbody>
</table>

Total credit hours for the Associate of Science in General Science (Allied Health option) 60

* Approved science electives for this degree plan only: ALHT 102, ALHT 105, ALHT 109, ALHT 112, ALHT 114, ALHT 115, ALHT 116, ALHT 201, ALHT 203, ALHT 206, ALHT 207, and ALHT 209; BLGY 101, BLGY 101L, BLGY 102, BLGY 102L, BLGY 105, BLGY 105L, BLGY 106, BLGY 106L, BLGY 107, BLGY 110, BLGY 120, BLGY 113, BLGY 202, BLGY 202L, BLGY 203, BLGY 206, BLGY 206L, and BLGY 244; CHEM 101, CHEM 102, CHEM 107, CHEM 108, and CHEM 250; EMTP 100; HLPE 221; MOS 107, 109, 110, 111, 118, and 113; PHSC 105, PHSC 106, PHSC 107, PHSC 110, and PHSC 111; PHYS 101, PHYS 201/201L, PHYS 202/202L, PHYS 211, and PHYS 212; STEC 101, 102, 110, 112, 120, and 121, and other science courses, approved by the advisor.

** Any non-remedial course, approved by the advisor

ASSOCIATE OF SCIENCE IN GENERAL SCIENCE
(OPTION IN NATURAL SCIENCES)

The General Science degree (option in Natural Science) program provides students wishing to pursue a career in a scientific field with a structured program of course work. Students may use the foundation provided by this degree to pursue a four-year degree in disciplines including biology, chemistry, physics, biotechnology, physical therapy, medical technology, and occupational therapy or may enter the workplace.

Learning Outcomes:

Recipients of the Associate of Science in General Science will be able to demonstrate:

A. effective verbal, written, and graphic communication to accurately and appropriately read, inform, and convey scientific information;
B. critical analysis and interpretation of information collected through research or laboratory experiences, based on scientific methodology, principles, and sound and logical reasoning;
C. continuous academic preparedness in the life and physical sciences that leads to potential career and professional pathways;
D. application of math operations, graphic data and algebraic formula necessary to collect, analyze, and interpret scientific data through laboratory investigation and experimentation; and
E. utilization of current and emerging instrumentation and related technologies in the collection and recording of scientific data.
REQUIRED COURSES FOR ASSOCIATE OF SCIENCE IN GENERAL SCIENCE (NATURAL SCIENCES OPTION):

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101: Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102: College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 101: General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 101L: General Biology I Lab</td>
<td>1</td>
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<tr>
<td>CHEM 101: General Chemistry</td>
<td>3</td>
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<tr>
<td>CHEM 101L: General Chemistry Lab</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENGL 102: Composition and Rhetoric II</td>
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</tr>
<tr>
<td>MATH: Elective</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 102: General Biology II</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 102L: General Biology II Lab</td>
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<tr>
<td>CHEM 102: General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110: Public Speaking</td>
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<td><strong>Total</strong></td>
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SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105: Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 201: General Physics I</td>
<td>3</td>
</tr>
<tr>
<td>or PHSC 105: Elemental Physics</td>
<td>3</td>
</tr>
<tr>
<td>Approved Science* elective</td>
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</tr>
<tr>
<td>or Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Approved elective</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Social Science elective</td>
<td>3</td>
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<tr>
<td>Fine Arts elective</td>
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<td>Approved science elective *</td>
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<td>Approved science elective *</td>
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<td>Approved elective</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>

Total credit hours for the Associate of Science in General Science (Natural Sciences Option): 60
ASSOCIATE OF SCIENCE IN NURSING

Mission Statement
The Bossier Parish Community College (BPCC) Nursing Program is committed to student-centered learning through academic instruction, skills laboratory, clinical simulation, clinical experiences, and community service to promote excellence in nursing and the maximum development of student potential within an ethical, intellectually stimulating environment of caring in which diverse students develop their academic and nursing skills.

Goal
It is the goal of the BPCC Nursing Program to sufficiently prepare entry-level Associate Degree nurses for safe and competent nursing practice utilizing the cognitive, psychomotor, and affective domains, and to meet state and national expectations within the nursing profession.

Student Learning Outcomes
Recipients of the Associate of Science in Nursing will have demonstrated:

A. the ability to provide patient-centered care with regard to culture, values and needs of patients in a variety of healthcare settings.
B. use of current evidence-based practice as a basis for nursing judgment in making clinical decisions to promote health and wellness.
C. collaboration with the nursing team and interdisciplinary team members to provide safe, competent care for meeting optimal patient outcomes.
D. knowledge, skills, and attitudes of the beginning nurse generalist to promote quality improvement, advocacy and safety of healthcare.
E. use of informatics and technology as appropriate to examine the evidence for nursing practice and enhance patient safety.
F. professional integrity and accountability within established legal standards and ethical principles.
G. the ability to use the nursing process to assess, plan, and implement patient care to achieve positive outcomes.

The Bossier Parish Community College Nursing Associate of Science Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and has Full Approval from the Louisiana State Board of Nursing (LSBN).

The BPCC Nursing Program includes a traditional track and a transition track for current Licensed Practical Nurses (LPNs) to become Associate Degree Registered Nurses (RNs).

Selection Policy
Admission to BPCC clinical level Nursing Program courses is granted on a competitive basis to students who have completed all qualification (prerequisite) courses, met all other requirements, and made application to the program prior to the published deadline. It is important to note that meeting the minimum requirements does not guarantee admission into the BPCC Nursing Program courses.

The BPCC Nursing Program maintains highly selective admission criteria in addition to the general admission requirements of BPCC. The competitive selection process is based on a point system utilizing the Nursing Admission Scoring Rubric. Students will be ranked from highest to lowest in numerical order and only students with the highest rubric values will be offered admission into the BPCC clinical level Nursing Program. Applicants not selected must maintain eligibility and reapply for admission at a later time.
The number of nursing students accepted into the nursing program is dependent on Louisiana State Board of Nurses’ (LSBN) faculty-student ratio requirements, availability of clinical sites, and classroom space. It is our belief that educational standards and acceptable ratios in the classroom and clinical setting must be maintained to provide excellence in education, success on the national licensure exam and quality healthcare for the community.

**Traditional Track Application Process**

Students wishing to pursue the BPCC Nursing Program must first meet all General Admission Requirements for college admission as specified in the BPCC Catalog. The twenty-eight specified prerequisite credit hours must be completed prior to acceptance into nursing program courses. The humanities elective course and Art 206 may be taken in conjunction with Nursing Program courses.

Once a student has completed the prerequisite/qualification courses they are eligible to apply for admission into the Nursing Program courses he/she must:

- submit a completed Nursing Program Application to the Program Administrator by the published deadline.
- submit official transcripts from ALL colleges attended to both the BPCC Admission Office AND the Nursing Program Administrator with the Nursing Application
- have a minimum cumulative GPA of 2.000
- have a minimum prerequisite GPA of 2.500
- have completed all science courses within five (5) years of application to the program courses.
- have read, signed, and submitted the BPCC Nursing Program Essential Requirements.
- have completed the Kaplan Entrance Exam while enrolled in PNUR 101 or as approved by the Nursing Program Administrator; scores must be current within one (1) calendar year prior to applying to the program.
- successfully complete the AHA Healthcare Provider CPR course offered during the fall or spring semester in conjunction with nursing courses
- submit within the Nursing Program Application a letter of good standing from any other nursing program attended

All students selected for the Nursing Program must provide all required clinical information for the clinical component of the program including a completed health status statement form completed by a physician; laboratory immunization/testing reports for mumps, measles, rubella, tetanus, tuberculosis, varicella zoster, and Hepatitis B and any others required by the hospital/clinical facility; and documentation of laboratory testing for negative drug/alcohol screening. Students must also maintain current health insurance coverage while in the program and submit a signed consent/release for comprehensive background check. Students must maintain a minimum grade of C (76%) or better in all program course work to remain in the program. Refer to the Nursing Program Clinical Handbook for specific policies and procedures on program progression and graduation. Students must successfully complete the AHA Healthcare Provider CPR course, offered during the fall or spring semester, in conjunction with the first semester (level one) nursing courses.

**Traditional Track Application Deadline**

BPCC Nursing Program applications for admission to the fall semester nursing program courses are due by 3:30 pm on the first Monday in April and for the spring semester nursing program courses are due by 3:30 pm on the first Monday in October. Applications should be turned in to the Nursing Program Administrator and must include all required information to be eligible for consideration. All required prerequisite classes, with the exception of Humanities and Art, must be completed by the end of the spring semester for fall admission and by the end of the fall semester for spring admission in order to be included in the selection process.

**LPN to RN Transition Track**

The BPCC Licensed Practical Nurse (LPN) to Associate of Science Registered Nurse (RN) Transition Track is a day program that prepares LPNs to become Registered Nurses (RN). This program is designed for LPNs who want to pursue a career as an RN after completing a minimum of one year of practice as an LPN. Admission to the BPCC Nursing Program is granted on a competitive basis. It is important to note that meeting the minimum requirements does not
guarantee admission into the BPCC Nursing Program. Before a LPN can be officially admitted to the LPN to RN Transition Program, he or she must:

- complete all admission requirements and be admitted to Bossier Parish Community College;
- successfully complete all specified prerequisite/qualification courses;
- successfully complete all science courses within five years of application;
- complete the Kaplan Entrance Exam. This exam is required of all applicants the spring before acceptance into the LPN to RN Transition course. Upon completion of the Kaplan exam and earning a grade of “C” or higher in NURS 204, the LPN is granted twelve (12) credit hours in the professional component of the nursing curriculum (LEAP CREDIT = 12); complete and submit a Nursing Program Application by the deadline;
- submit official transcripts from ALL colleges attended to both 1) the BPCC Admissions Office AND 2) the Nursing Program Administrator with the Nursing Application;
- have a minimum cumulative GPA of 2.000;
- have completed and earned a minimum GPA of 2.500 in pre-requisite courses (ART 206 and/or a Humanities elective may be taken with nursing courses);
- read, sign, and submit the BPCC Nursing Program Essential Requirements; and
- complete the LPN to RN Transition Course (NUR 204) offered the fall semester before entering the clinical component of the program in the spring.

All students selected for the LPN to RN Transition Program must provide all required clinical information for the clinical component of the program including a completed health status statement form completed by a physician; laboratory immunization/testing reports for mumps, measles, rubella, tetanus, tuberculosis, varicella zoster, and Hepatitis B and any others required by the hospital/clinical facility; and documentation of laboratory testing for negative drug/alcohol screening. Students must also maintain current health insurance coverage while in the program and submit a signed consent/release for comprehensive background check. Students must maintain a minimum grade of C (76%) or better in all program course work to remain in the program. Refer to the BPCC Nursing Program Clinical Handbook for specific policies and procedures on program progression and graduation.

**LPN to ADN Transition Track Application Deadline**

LPN to ADN Transition Program applications are due by 3:30 p.m. on the first Monday in April for admission to the LPN to RN Transition course (NURS 204). Applications should be turned in to the Nursing Program Administrator and must include all required information to be eligible for consideration. All required prerequisite classes must be completed by the end of the spring semester in order to be included in the selection process.

**Essential Requirements**

Admissions to nursing and allied health programs at BPCC are based on academic achievement and additional program specific non-academic criteria. Essential Requirements have been established by each program identifying the occupational-specific technical standards required of students in the program. Decisions to apply for admission to the BPCC Nursing Program should be made after considering the Program Essential Requirements. The Essential Requirements are available in the Nursing Program Application from the Nursing program office (D-145) or posted to the BPCC website.

**Louisiana State Board of Nursing Requirements**

All students admitted to the BPCC clinical nursing program must submit to the Louisiana Board of Nursing an authorization form for a Criminal Background Check, an application for enrollment in a clinical nursing program, meet all other requirements of the Louisiana State Board of Nursing and receive approval from the Louisiana State Board of Nursing.

If a student is admitted to the clinical sequence of the program, any subsequent disciplinary action, arrest, criminal charge or conviction, addiction, or impairment, etc. shall also be reported **IMMEDIATELY** to the Nursing Program Administrator.
and to the Louisiana State Board of Nursing (LSBN). All required documents shall be forwarded to the LSBN for evaluation in determining the student’s eligibility to continue in the clinical sequence of the program.

**Transfer of Credit Policy**

Students should refer to the BPCC Catalog for college policies regarding transfer of prerequisite/qualification courses. Transfer of nursing program courses, courses with a NURS prefix, will be evaluated on an individual basis and will be accepted at the discretion of the BPCC Nursing Program Administrator. Any applicant who has attended another nursing program and is not in good standing and/or is not eligible to continue/return to that program will not be eligible for admission into the BPCC Nursing Program. Determination of acceptable transfer credits will be made according to the following guidelines:

- All NURS prefix courses must have been taken within the three-year time limit to complete the undergraduate program degree requirements. Credit will not be granted for nursing courses taken more than 3 semesters prior to admission into the BPCC Nursing Program.
- Courses must be listed on an official transcript from an accredited college/university, and transcript must show a letter grade of “A,” “B,” or “C” in the course unless “P” is approved by the faculty.
- A grade of “C” or better in each prerequisite course.
- Students shall provide a syllabus and course description for all nursing courses being evaluated for transfer.

Acceptance of transfer students into the BPCC Nursing Program depends on availability of slots in the clinical component of the program.

**Program Cost**

The cost of the BPCC Nursing Program includes tuition, a clinical fee for each semester in which the student is enrolled in program courses and additional fees for skills labs, simulation labs, finger printing, background checks, and other required tests and supplies. Other cost such as those for immunizations, uniforms, and non-required course materials (study guides, reference textbooks, manuals not on the required textbook list, etc.) will be in addition to the initial tuition amount and will be the responsibility of each student. All College fees, including tuition, are subject to change without notice. For information on financial aid assistance, contact the Financial Aid office at 678-1117.

**REQUIRED COURSES FOR ASSOCIATE OF SCIENCE IN NURSING:**

<table>
<thead>
<tr>
<th>FRESHMAN YEAR - REQUIRED PREREQUISITE/QUALIFICATION COURSES</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Hours</strong></td>
</tr>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 230 Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 230L Human Anatomy and Physiology I Lab</td>
<td>1</td>
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<tr>
<td>PSYC 220 Developmental Psychology</td>
<td>3</td>
</tr>
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<td>MATH 102 College Algebra</td>
<td>3</td>
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<td></td>
<td><strong>13</strong></td>
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<tr>
<td><strong>Second Semester</strong></td>
<td><strong>Hours</strong></td>
</tr>
<tr>
<td>ENGL 102 Composition and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 231 Human Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 231L Human Anatomy and Physiology II Lab</td>
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<tr>
<td>BLGY 202 Microbiology for Nursing and Allied Health</td>
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### Sophomore Year - Required Program Courses

<table>
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<tbody>
<tr>
<td>NURS 200</td>
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<table>
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<td>NURS 221</td>
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</tr>
<tr>
<td>NURS 225</td>
<td>1</td>
</tr>
<tr>
<td>NURS 226</td>
<td>1</td>
</tr>
<tr>
<td>ART 206</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

**Total credit hours for the Associate of Science in Nursing**: 72

*BLGY 230, 230L, 231, and 231L must be completed within five years of enrollment in PNUR 101

**may be completed prior to or concurrent with enrollment in Nursing program/clinical courses.

### Required Courses for the LPN to RN Transition Associate of Science in Nursing

**Freshman Year - Required Prerequisite/Qualification Courses**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 230</td>
<td>3</td>
</tr>
</tbody>
</table>

* * *
BLGY 230L  Human Anatomy and Physiology I Lab  1
PSYC 220  Developmental Psychology  3
MATH 102  College Algebra  3

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 231</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 231L</td>
<td>1</td>
</tr>
<tr>
<td>BLGY 202</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 202L</td>
<td>1</td>
</tr>
<tr>
<td>MATH 114</td>
<td>3</td>
</tr>
</tbody>
</table>

**Hours:** 13

**SOPHOMORE YEAR - REQUIRED PROGRAM COURSES**

**First Semester (Level I)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEAP Credit</td>
<td>12</td>
</tr>
<tr>
<td>NURS 204</td>
<td>2</td>
</tr>
</tbody>
</table>

**Hours:** 14

**Second Semester (Level II)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 210</td>
<td>2</td>
</tr>
<tr>
<td>NURS 211</td>
<td>4</td>
</tr>
<tr>
<td>NURS 212</td>
<td>3</td>
</tr>
<tr>
<td>NURS 213</td>
<td>2</td>
</tr>
<tr>
<td>NURS 214</td>
<td>1</td>
</tr>
<tr>
<td>Humanities Elective *</td>
<td>3</td>
</tr>
</tbody>
</table>

**Hours:** 15

**Third Semester (Level III)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 220</td>
<td>2</td>
</tr>
<tr>
<td>NURS 221</td>
<td>3</td>
</tr>
<tr>
<td>NURS 222</td>
<td>3</td>
</tr>
<tr>
<td>NURS 223</td>
<td>2</td>
</tr>
<tr>
<td>NURS 224</td>
<td>1</td>
</tr>
<tr>
<td>NURS 225</td>
<td>1</td>
</tr>
<tr>
<td>NURS 226</td>
<td>1</td>
</tr>
<tr>
<td>ART 206</td>
<td>3</td>
</tr>
</tbody>
</table>

**Hours:** 16

**Total credit hours for the Associate of Science in Nursing (LPN to RN)**

72
NCLEX-RN Licensure Exam Policy

All BPCC Nursing Program degree requirements must be completed before the student is eligible to apply to take the NCLEX-RN Examination (National Council Licensure Exam – Registered Nurse). All graduates of the program seeking initial registration in Louisiana must take the NCLEX-RN administered by the National Council of State Boards of Nursing.

ASSOCIATE OF SCIENCE LOUISIANA TRANSFER
(BIOLOGICAL SCIENCES CONCENTRATION)

The goal of the Louisiana Transfer Associate Degree is to maximize the transfer process, meet the needs of student who enroll in a 2-year college with the intent to work toward a baccalaureate, and develop a universal transfer program for which the coursework completed in pursuit of the degree will be accepted by all public universities in the state.

Learning Outcomes:

Recipients of the Associate of Science Louisiana Transfer degree will have demonstrated:

A. comprehension of college-level material in the general education curriculum consisting of English composition, mathematics/analytical reasoning, natural sciences, humanities, social/behavioral sciences, and fine arts;
B. proficiency in general education competencies including reading, written communications, oral communication, mathematical computation, critical thinking, library skills, and computer literacy; and
C. comprehension of basic concepts derived from concentration or track specific courses in disciplines based upon the student's area of interest and anticipated baccalaureate major.

REQUIRED COURSES FOR ASSOCIATE OF SCIENCE IN LOUISIANA TRANSFER- BIOLOGICAL SCIENCES CONCENTRATION:

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 101 General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 101L General Biology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 101 General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 101L General Chemistry Lab</td>
<td>1</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td>14</td>
</tr>
<tr>
<td>ENGL 102 Composition and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 112 Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 102 General Biology II</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 102L General Biology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>Science Concentration Elective$^{1}$</td>
<td>4</td>
</tr>
</tbody>
</table>
### SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 250 Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>Science concentration Elective¹</td>
<td>4</td>
</tr>
<tr>
<td>Literature Course³</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Sciences⁴</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>History Elective⁵</td>
<td>3</td>
</tr>
<tr>
<td>Science concentration Elective¹</td>
<td>4</td>
</tr>
<tr>
<td>Behavioral/Social Sciences-Sophomore Level⁶</td>
<td>3</td>
</tr>
<tr>
<td>Science concentration or Humanities Elective⁷</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credit hours for the Associate of Science Louisiana Transfer** 60

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¹ Science concentration Elective: BLGY 206 and BLGY 206L; CHEM 102 and CHEM 102L; CHEM 250; PHSC 111; PHYS 201 and PHYS 201L, PHYS 202 and PHYS 202L, PHYS 211, PHYS 212

² Fine Arts Elective: ART 201, ART 202, ART 206; MUSC 120, MUSC 121; COMM 240; or THTR 101, THTR 131

³ Literature Course - ENGL 201, ENGL 202, ENGL 255, ENGL 257 or ENGL 256

⁴ Behavioral/Social Science: ANTH 201, ANTH 202; BADM 201, BADM 202; POSC 201, POSC 202; PSYC 201, PSYC 202, PSYC 205, PSYC 206, PSYC 210, PSYC 215, PSYC 220, PSYC 225; or SLGY 201, SLGY 202, SLGY 203, SLGY 207

⁵ History Elective: HIST 101, HIST 102, HIST 103, HIST 104, HIST 201, HIST 202, HIST 203

⁶ Behavioral/Social Sciences-Sophomore Level: ANTH 201, ANTH 202; BADM 201, BADM 202; GPHY 101, GPHY 102; POSC 201, POSC 202; PSYC 201, PSYC 202, PSYC 205, PSYC 206, PSYC 210, PSYC 215, PSYC 220, PSYC 225; or SLGY 201, SLGY 202, SLGY 203, SLGY 207

⁷ Humanities elective: ENGL 201,202, 255, 256 257; FREN 101, 102, 201, HIST 101, 102, 103, 201, 202, 203, RLGN 201, 202,203; SPAN 101, 102, 201

Students must demonstrate competency in computer literacy by successful completion of a competency exam or through completion of a college level computer science course (CIS 105).

Completion of the Associate of Science Louisiana Transfer (ASLT) degree guarantees that the student has met, in full, all lower division general education requirements at the receiving Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an ASLT degree.

The anticipated major or area of interest will impact the type and number of humanities classes that should be completed.
ASSOCIATE OF SCIENCE LOUISIANA TRANSFER
(PHYSICAL SCIENCES CONCENTRATION)

The goal of the Louisiana Transfer Associate Degree is to maximize the transfer process, meet the needs of student who enroll in a 2-year college with the intent to work toward a baccalaureate, and develop a universal transfer program for which the coursework completed in pursuit of the degree will be accepted by all public universities in the state.

Learning Outcomes:

Recipients of the Associate of Science Louisiana Transfer degree will have demonstrated:

A. comprehension of college-level material in the general education curriculum consisting of English composition, mathematics/analytical reasoning, natural sciences, humanities, social/behavioral sciences, and fine arts;
B. proficiency in general education competencies including reading, written communications, oral communication, mathematical computation, critical thinking, library skills, and computer literacy; and
C. comprehension of basic concepts derived from concentration or track specific courses in disciplines based upon the student's area of interest and anticipated baccalaureate major.

REQUIRED COURSES FOR ASSOCIATE OF SCIENCE IN LOUISIANA TRANSFER- PHYSICAL SCIENCES CONCENTRATION:

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition and Rhetoric I</td>
</tr>
<tr>
<td>MATH 250</td>
<td>Calculus I</td>
</tr>
<tr>
<td>BLGY 101</td>
<td>General Biology I</td>
</tr>
<tr>
<td>BLGY 101L</td>
<td>General Biology I Lab</td>
</tr>
<tr>
<td>CHEM 101</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>CHEM 101L</td>
<td>General Chemistry Lab</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102</td>
<td>Composition and Rhetoric II</td>
</tr>
<tr>
<td>MATH 251</td>
<td>Calculus II</td>
</tr>
<tr>
<td>CHEM 102</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td>CHEM 102L</td>
<td>General Chemistry II Lab</td>
</tr>
<tr>
<td>Science concentration Elective ¹</td>
<td>3-4</td>
</tr>
<tr>
<td>Fine Arts ²</td>
<td></td>
</tr>
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</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>16-17</td>
</tr>
</tbody>
</table>

SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 252</td>
<td>Calculus III</td>
</tr>
<tr>
<td>Science concentration Elective ¹</td>
<td>3-4</td>
</tr>
<tr>
<td>Literature Course ³</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110</td>
<td>Public Speaking</td>
</tr>
</tbody>
</table>

¹ Must be approved by student's major department.
² Must be approved by the student's major department.
³ Must be approved by the student's major department.
Behavioral/Social Sciences 4

15-16

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>History Elective 5</td>
<td>3</td>
</tr>
<tr>
<td>Science concentration Elective 1</td>
<td>3-6</td>
</tr>
<tr>
<td>Behavioral/Social Sciences-Sophomore Level 6</td>
<td>3</td>
</tr>
<tr>
<td>Science concentration or Humanities Elective 7</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credit hours for the Associate of Science Louisiana Transfer 60

1 Science concentration Elective: BLGY 102 and BLGY 102L; BLGY 206 and BLGY 206L; CHEM 250; PHSC 111; PHYS 201 and PHYS 201L, PHYS 202 and PHYS 202L, PHYS 211, PHYS 212

2 Fine Arts Elective: ART 201, ART 202, ART 206; MUSC 120; COMM 240; or THTR 101, THTR 131

3 Literature Course - ENGL 201, ENGL 202, ENGL 255, or ENGL 256

4 Behavioral/Social Science: ANTH 201, ANTH 202; BADM 201, BADM 202; POSC 201, POSC 202; PSYC 201, PSYC 202, PSYC 205, PSYC 206, PSYC 210, PSYC 215, PSYC 220, PSYC 225; or SLGY 201, SLGY 202, SLGY 203, SLGY 207

5 History Elective: HIST 101, HIST 102, HIST 103, HIST 104, HIST 201, HIST 202, HIST 203

6 Behavioral/Social Sciences-Sophomore Level: ANTH 201, ANTH 202; BADM 201, BADM 202; GPHY 101, GPHY 102; POSC 201, POSC 202; PSYC 201, PSYC 202, PSYC 205, PSYC 206, PSYC 210, PSYC 215, PSYC 220, PSYC 225; or SLGY 201, SLGY 202, SLGY 203, SLGY 207

7 Humanities elective: ENGL 201,202, 255, 256 257; FREN 101, 102, 201, HIST 101, 102, 103, 201, 202, 203, RLGN 201, 202,203; SPAN 101, 102, 201

Students must demonstrate competency in computer literacy by successful completion of a competency exam or through completion of a college level computer science course (CIS 105).

Completion of the Associate of Science Louisiana Transfer (ASLT) degree guarantees that the student has met, in full, all lower division general education requirements at the receiving Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an ASLT degree.

The anticipated major or area of interest will impact the type and number of humanities classes that should be completed, or which type of physics class would be most appropriate.

CERTIFICATE OF TECHNICAL STUDIES IN PHLEBOTOMY

The Phlebotomy program trains individuals in proper collection, transportation, and handling of blood and other body fluids including blood collection equipment, venipuncture, and capillary collection.


Learning Outcomes:

Recipients of the Certificate of Technical Studies in Phlebotomy will be able to demonstrate:

A. written, verbal, and visual communication skills to interact with and explain information to medical personnel and patients;
B. critical thinking processes in the assessment and interpretation of specimen collection procedures and equipment;
C. the application of anatomy, physiology, and the use of medical terminology in the role of the phlebotomist;
D. computer and other technology processes in the performance of phlebotomy and other specimen collection procedures;
E. compliance with safety codes and regulations in the clinical environment; and
F. performance of skills appropriate to the role of a phlebotomist.

Specific Certificate Requirements:

Students pursuing the Certificate of Technical Studies in Phlebotomy must first meet College admission requirements. All students must successfully finish the designated qualifications courses for Phlebotomy with a grade of C or above and complete an application packet.

Application packets must be submitted by the established due date for consideration. Interested students must start the application process at the beginning of the semester prior to beginning the program course (ALHT 211). The Phlebotomy program class (ALHT 211) is selected at the end of the spring semester for the fall training program and at the end of the fall semester for the spring training program. Approximately fifteen (15) students are selected for each program class. Program class size is determined by clinical site availability and employment statistics.

Selection for the program class (ALHT 211) is based on the following criteria:

- Minimum grade point average (GPA) for qualification courses of 2.000
- Application packet completed by due date

If over 15 students meet the above criteria, students with the highest GPA for qualification courses will be selected first. Two alternates will be chosen. If there is a tie in the highest GPA, the student with the highest grade in ALHT 102 will be chosen.

Students selected for the Phlebotomy program will be required to provide health information and meet all requirements for a program with a clinical component (described earlier in this section). Students in programs with a clinical component are required to pay an additional clinical fee (as listed in the BPCC Academic Bulletin) in addition to regular tuition. Upon successful completion of the program, a graduate is eligible to take the national certification exam for Phlebotomy Technicians.

Certificate of Technical Studies students must test out of READ 099, into ENGL 101, and into MATH 098 as documented by ACT, placement test, or course completion. Additional classes may be required if this cutoff is not met.

Gainful Employment:

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year's data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices. (www.bpcc.edu/academics/gainfulemployment)

REQUIRED COURSES FOR CERTIFICATE OF TECHNICAL STUDIES IN PHLEBOTOMY:

Qualification Courses

( must be completed prior to enrolling in program)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLGY 110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 120/120L</td>
<td>Introductory Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>ALHT 102/102L</td>
<td>Introduction to Phlebotomy *</td>
<td>4</td>
</tr>
<tr>
<td>ALHT 109</td>
<td>Health Care Systems/Safety</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total qualification course hours:</strong></td>
<td></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

* ALHT 102/102L Should be taken the semester immediately prior to ALHT 211.
Other Required Courses

*(may be taken with qualification courses or program course)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105</td>
<td>Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>PSYC</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total required course hours:</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

Program Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ALHT 211</td>
<td>Phlebotomy Hospital Clinical</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total credit hours for Certificate of Technical Studies in Phlebotomy</strong></td>
<td></td>
<td><strong>26</strong></td>
</tr>
</tbody>
</table>

**TECHNICAL DIPLOMA IN MEDICAL OFFICE SPECIALIST:**

**MEDICAL CODING CONCENTRATION**

**OR BILLING AND REIMBURSEMENT CONCENTRATION**

The Medical Office Specialist program prepares students to work in a variety of healthcare settings as medical coders or billing and reimbursement specialists.

**Learning Outcomes:**

Recipients of the Technical Diploma in Medical Office Specialist will be able to demonstrate:

A. ability to accurately communicate with members of the healthcare team using effective verbal and written communication while maintaining patient confidentiality and with regard to policies and procedures regulating documentation and reporting of medical information;

B. ability to critically analyze written and verbal medical information in order to accurately assign medical codes and process billing and reimbursement;

C. application of anatomy and physiology, medical terminology, pharmacology, and pathophysiology concept to the skills of an entry level medical coder and/or billing and reimbursement specialist;

D. utilization of computer technology to translate written medical information into a numeric code using established coding and insurance reimbursement rules and guidelines; and

E. professional and ethical behavior in accordance with the American Academy of Professional Coders Code of Ethics, core values and standards of practice for the profession.

**Specific Requirements:**

Before beginning program classes, students must test out of READ 099, into ENGL 101, and into MATH 099 as documented by ACT, placement test, or course completion.

Upon the successful completion (minimum of "C") of qualification courses, a student may enroll in program courses. Enrollment in program courses is limited to 20 students. First semester program courses (MOS 109, MOS 110 and MOS 113) are offered only in the fall semester. Second semester program courses (MOS 111, MOS 116, MOS 118 and MOS 220) are offered only in the spring semester.

Students in the Medical Office Specialist program must maintain a minimum grade of "C" or better in all program course work in order to remain in the program. Any student who fails to earn a "C" or higher in program course work will not be allowed to continue in the program. The student may re-enroll in program classes the following academic year if he/she wishes to pursue the Medical Office Specialist Technical Diploma and if space is available.
Students enrolled in the clinical class (MOS 116) must pay a clinical fee (as listed on the BPCC website: www.bpcc.edu) in addition to regular tuition. Students enrolled in MOS 118 and/or MOS 220 will pay a student fee in addition to regular tuition.

Students enrolled in the Medical Office Specialists program (coding concentration) must take MOS 109, MOS 113, and MOS 110 concurrently and MOS 111, MOS 116 and MOS 220 concurrently.

**Gainful Employment:**

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year's data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices. (www.bpcc.edu/academics/gainfulemployment)

**REQUIRED COURSES FOR TECHNICAL DIPLOMA IN MEDICAL OFFICE SPECIALIST:**

**Qualification Courses**

*(these are the same for both the coding and reimbursement concentrations)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHT 105</td>
<td>3</td>
</tr>
<tr>
<td>ALHT 109</td>
<td>2</td>
</tr>
<tr>
<td>ALHT 115</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 110</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 120/120L</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105</td>
<td>3</td>
</tr>
<tr>
<td>CIS 115</td>
<td>3</td>
</tr>
<tr>
<td>MOS 107</td>
<td>3</td>
</tr>
<tr>
<td>ALHT 206</td>
<td>3</td>
</tr>
<tr>
<td>ALHT 207</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total qualification hours:** 33

**Coding Program Only Classes**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOS 109</td>
<td>4</td>
</tr>
<tr>
<td>MOS 110/110L</td>
<td>4</td>
</tr>
<tr>
<td>MOS 111/111L</td>
<td>4</td>
</tr>
<tr>
<td>MOS 113</td>
<td>3</td>
</tr>
<tr>
<td>MOS 116</td>
<td>2</td>
</tr>
<tr>
<td>MOS 220</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total coding program hours:** 20

**Billing/ Reimbursement Program Only Classes**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHT 114</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>MC 109</td>
<td>Survey of Medical Coding</td>
</tr>
<tr>
<td>MC 110</td>
<td>Medical Coding I/Lab</td>
</tr>
<tr>
<td>MC 113</td>
<td>Reimbursement Methodology</td>
</tr>
<tr>
<td>MC 118</td>
<td>Advanced Reimbursement Methodology</td>
</tr>
<tr>
<td>ACCT 205</td>
<td>Intro to Financial Accounting</td>
</tr>
<tr>
<td>MOS 116</td>
<td>MOS Practicum</td>
</tr>
</tbody>
</table>

**Total reimbursement only hours:** 14

**Total credit hours for Technical Diploma in Medical Office Specialist:** 47-53

*Medical Coding: 33 hours qualification classes + 20 hours coding classes = 53 total hours*

*Medical Reimbursement: 33 hours qualification classes +14 hours reimbursement classes = 47 total hours*
TECHNICAL DIPLOMA IN SURGICAL TECHNOLOGY

The Surgical Technology program provides training for students to assist the surgeon in the operating room environment. The goal of the Bossier Parish Community College Surgical Technology program is to prepare graduates who possess cognitive skills necessary to function as an entry-level surgical technician; psychomotor skills necessary to perform the skills required of a surgical technician in the operating room environment; and affective skills necessary to function as an effective surgical team member while demonstrating professionalism.

The Bossier Parish Community College Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater FL 22756, phone; 727-210-2350, fax: 727-210-2354, mail@caahep.org, after recommendation by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) 6 W. Dry Creek Circle, Suite #110, Littleton, CO 80120, Phone: 303-694-9262, fax: 303-741-3655 www.arcstsa.org

Learning Outcomes:

Recipients of the Technical Diploma in Surgical Technology will be able to demonstrate:

A. the ability to communicate oral and written thought in a clear and organized manner that effectively and appropriately informs and conveys ideas to members of the healthcare team;
B. the ability to anticipate, critically assess, recognize, and find timely solutions to possible surgical complications as appropriate to the role of the surgical technologist;
C. the ability to assist in surgical procedures by using appropriate medical terminology and regulating necessary medicines, while acting with knowledge of a patient's physical and psychological pathologies;
D. application of basic mathematical operations necessary to perform medical calculations in preparation for surgical procedures; and
E. competency in the performance of skills utilizing the history and current standards and practices of the Surgical Technology profession to make effective on-the-job professional decisions.

Specific Requirements:

Students pursuing the Technical Diploma in Surgical Technology must first meet College admission requirements. All students who have successfully completed the designated qualifications courses for Surgical Technology with a grade of "C" or above are eligible to apply for program classes. The program length is 18 months, which includes a Clinical Case requirement of completion of a minimum of 120 surgical procedures. No more than sixteen (16) students are selected for each program class. Program class size is determined by clinical site availability and employment statistics. Selection into the program is based on grade point average for the qualification courses and other evaluative criteria.

Students selected for the Surgical Technology program will be required to provide all required information for programs with a clinical component (described earlier in this section). Students in a program with a clinical component are required to pay an additional clinical fee (as listed on the BPCC website www.bpcc.edu) in addition to regular tuition. Program students must be available for lecture and clinical training Monday through Friday.

Students must test out of READ 099, into ENGL 101, and into MATH 099 as documented by ACT, placement tests, or course completion prior to beginning the program classes. During the last semester of enrollment in the program, each student is required to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA) examination.

Gainful Employment:

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year's data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices. (www.bpcc.edu/academics/gainfulemployment)
REQUIRED COURSES FOR TECHNICAL DIPLOMA IN SURGICAL TECHNOLOGY:

**Qualification Courses (must be completed prior to entering program classes)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLGY 110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 120</td>
<td>Intro to Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 120L</td>
<td>Intro to Human Anatomy and Physiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>ALHT 105</td>
<td>Medical Ethics and Law</td>
<td>3</td>
</tr>
<tr>
<td>ALTH 109</td>
<td>Health Care Systems/Safety</td>
<td>2</td>
</tr>
<tr>
<td>ALHT 116</td>
<td>Dosage Calculation and Measurement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Program Courses (summer semester only)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEC 101</td>
<td>Orientation to Surgical Technology (Session B)</td>
<td>1</td>
</tr>
<tr>
<td>STEC 102/102L</td>
<td>Introduction to Surgical Techniques and Lab (Session C)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Program Courses (fall semester)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEC 110</td>
<td>Surgical Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>STEC 111</td>
<td>Clinical Specialties</td>
<td>3</td>
</tr>
<tr>
<td>STEC 112</td>
<td>Surgical Practicum I</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Program Courses (spring semester)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEC 120</td>
<td>Surgical Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>STEC 121</td>
<td>Surgical Specialties and Review</td>
<td>3</td>
</tr>
<tr>
<td>STEC 122</td>
<td>Surgical Practicum II</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Additional Required Courses**

*(must be completed prior to or concurrent with enrollment in spring semester program courses)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLGY 202</td>
<td>Microbiology for Nursing and Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 202L</td>
<td>Microbiology for Nursing and Allied Health Lab</td>
<td>1</td>
</tr>
<tr>
<td>ALHT 115</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>ALHT 206</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

**Total credit hours to earn the Technical Diploma in Surgical Technology**

54
TECHNICAL COMPETENCY AREA
IN ECG/TELEMETRY TECHNICIAN

The ECG/Telemetry program provides short term (one semester) training for entry level positions in health care by preparing students to perform non-invasive cardiology tests, ECGs, stress tests, Holter monitoring, and arrhythmia recognition.

Specific Requirements:
The ECG/Telemetry Technician Program includes didactic and laboratory course. The students must show competency in reading through ACT, placement testing, or by enrolling in READ 099 during the first semester.

Upon successful completion of required courses, the student will receive the Technical Competency Area in ECG/Telemetry.

REQUIRED COURSES FOR TECHNICAL COMPETENCY AREA IN ECG/TELEMETRY TECHNICIAN:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALTH 109</td>
<td>Health Care Systems/Safety</td>
<td>2</td>
</tr>
<tr>
<td>BLGY 110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>ALHT 112</td>
<td>Basic ECG/Basic ECG Lab</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total credit hours</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

All courses must be completed with at least a grade of "C" in each class to receive the Technical Competency Area in ECG/Telemetry from BPCC.

Students completing the Certified Nursing Assistant (CNA) program at Bossier Parish Community College may take challenge exams for ALHT 109 and/or BLGY 110. If students successfully complete the challenge exams, they will not be required to enroll in ALHT 109 and/or BLGY 110 to earn the Technical Competency Area in ECG/Telemetry Technician.

TECHNICAL COMPETENCY AREA
IN EMERGENCY MEDICAL TECHNICIAN

The EMT Program provides students with one semester training in the skills and knowledge necessary to provide entry level pre-hospital emergency medical care. Upon successful completion of the course, the student is eligible to test for certification by the National Registry of EMT’s and licensure by the State of Louisiana.

The Bossier Parish Community College EMT Program is authorized by the Louisiana State Bureau of Emergency Medical Services.

Specific Requirements:
Students pursuing a technical competency certification as EMT must first meet College admission requirements. Students must show competency in reading as documented by ACT, placement tests or completion of the READ 099 course. The EMT Program includes didactic, laboratory, and field instruction. The State of Louisiana Bureau of EMS requires that EMT students must have a high school diploma or a Louisiana High School Equivalency before enrolling in an EMT training course. Additionally, students must be 17 years old to enroll in the course but will not be allowed to obtain NREMT certification until they turn 18.

Students must meet certain criteria to sit for the National Registry of Emergency Medical Technicians EMT Cognitive and Psychomotor exams and to apply a state license.
REQUIRED COURSE FOR TECHNICAL COMPETENCY IN EMT:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTP 100</td>
<td>EMT</td>
<td>8</td>
</tr>
<tr>
<td>EMTP 100L</td>
<td>EMT Lab</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

TECHNICAL COMPETENCY AREA IN LABORATORY ASSISTANT

The Laboratory Assistant Program provides students who have completed an acceptable phlebotomy program with the additional training required to appropriately collect, label, and process blood and body fluids, run simple, CLIA waived laboratory tests and associated quality control procedures, perform routine maintenance of laboratory equipment, prepare reagents for laboratory tests and quality control procedures, and execute clerical duties associated with collection, processing, and testing of blood and body fluids. Laboratory assistants work in physicians' offices, ambulatory clinics, and hospital laboratories.

REQUIRED COURSES FOR TECHNICAL COMPETENCY AREA IN LABORATORY ASSISTANT:
(after completing an acceptable phlebotomy program)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLGY 202</td>
<td>Microbiology for Nursing and Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 202L</td>
<td>Microbiology for Nursing and Allied Health Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHSC 106</td>
<td>Elemental Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>or any CHEM</td>
<td>or any course with a CHEM prefix</td>
<td></td>
</tr>
<tr>
<td>ALHT 209/209L</td>
<td>Laboratory Procedures</td>
<td>4</td>
</tr>
<tr>
<td>ALHT 206</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

TECHNICAL COMPETENCY AREA IN MEDICAL UNIT COORDINATOR

The Medical Unit Coordinator program provides students with one semester training in the basic skills and knowledge necessary to perform basic clerical/office skills in the medical office or medical unit setting.

Specific Requirements:

Students pursuing the Technical Competency Area in Medical Unit Coordinator must first meet College admission requirements. The Medical Unit Coordinator Program includes didactic and laboratory courses. The students must show competency in reading through ACT, placement testing, or by enrolling in READ 099 during the first semester.
Upon successful completion of the courses in the Medical Unit Coordinator curriculum, the student will receive the Technical Competency Area in Medical Unit Coordinator. A national certification examination is offered through the National Association of Health Unit Coordinators. [http://www.nahuc.org](http://www.nahuc.org)

The Medical Unit Coordinator requires basic knowledge and understanding of medical records, medical legal issues, patient skills, medical terminology, and computer skills. The areas of training include the following:

- Receptionist duties
- Ordering supplies, tests, therapies by phone, requisition, or computer
- Preparing and updating reports
- Preparing and maintaining medical charts
- Computer usage
- Communications skills and problem solving
- Processing paperwork for admitting, discharging or transferring patients

**REQUIRED COURSES FOR TECHNICAL COMPETENCY AREA IN MEDICAL UNIT COORDINATOR:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHT 109</td>
<td>Health Care Systems/Safety</td>
<td>2</td>
</tr>
<tr>
<td>ALHT 105</td>
<td>Medical Ethics and Law</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Introduction to Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MOS 107</td>
<td>Medical Office Administration</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits for Technical Competency Area in Medical Unit Coordinator** | 14

All courses must be completed with at least a grade of “C” in each class to receive the Technical Competency Area in Medical Unit Coordinator from BPCC.
DIVISION OF TECHNOLOGY, ENGINEERING, AND MATHEMATICS

Contact Information:
Computer Information Systems and Cyber Technology
Building G, Room 142
318-678-6468

Mathematics and Engineering
Building E, Room 129
318-678-6147

Technical Education
Building L, Room 211
318-678-6632

Mission of the Division of Technology, Engineering, and Mathematics
The mission of the Division of Technology, Engineering, and Mathematics is to provide quality educational opportunities in four discipline areas. In the area of technology, students will learn innovative techniques and upcoming trends in computer systems, programming, networking, and security. The discipline of engineering will provide students with a foundation to design and build solutions for the problems of tomorrow. In the concentration for mathematics, students will increase their quantitative understanding of concepts relevant to their area of study. Energy, construction, and industrial technologies relate theoretical concepts to the actual production of goods and services using technologically advanced equipment and processes. All discipline areas strive to align curriculum with national certifications and prepare students for joining tomorrow's workforce.

Associate Degree, Certificate, and Technical Competency Area Information
The Division of Technology, Engineering, and Mathematics offers the following associate degree, certificate of technical studies, and technical competency area programs:

Associate of Applied Science:
- Associate of Applied Science in Computer Information Systems
- Associate of Applied Science in Construction Technology and Management
- Associate of Applied Science in Cyber Technology with a concentration in Network Security
- Associate of Applied Science in Cyber Technology with a concentration in Programmer Analyst
- Associate of Applied Science in Industrial Technology with a concentration in Advanced Manufacturing and Mechatronics
- Associate of Applied Science in Industrial Technology with a concentration in Automation and Controls
- Associate of Applied Science in Industrial Technology with a concentration in Engineering Graphics
- Associate of Applied Science in Oil and Gas Production

Associate of Science:
- Associate of Science in Engineering

Certificate of Technical Studies:
- Certificate of Technical Studies in Advanced Manufacturing and Mechatronics
- Certificate of Technical Studies in Construction Technology
- Certificate of Technical Studies in Energy Services
- Certificate of Technical Studies in Health Information Technology
- Certificate of Technical Studies in Industrial Control Systems
- Certificate of Technical Studies in Information Systems Security Professionals
- Certificate of Technical Studies in Senior Systems Managers

Technical Competency Area:
- Technical Competency Area in Advanced Manufacturing and Mechatronics
- Technical Competency Area in Advanced Welding
- Technical Competency Area in Cisco Certified Network Associate
Technical Competency Area in Information Technology
Technical Competency Area in Software Applications
Technical Competency Area in Web Design

Accredited Programs
The Bossier Parish Community College Associate of Applied Science in Computer Information Systems, Associate of Applied Science in Cyber Technology with a concentration in Programmer Analyst, Associate of Applied Science in Cyber Technology with a concentration in Network Security, Associate of Applied Science in Industrial Technology with a concentration in Automation and Controls, Associate of Applied Science in Industrial Technology with a concentration in Engineering Graphics, Associate of Applied Science in Construction Technology and Management, and Associate of Applied Science in Oil and Gas Production Technology programs have applied for accreditation by the Associate of Technology, Management, and Applied Engineering (ATMAE), located at 275 N. York Street, Suite 401, Elhurst, IL 60126 (http://atmae.org). ATMAE's vision is to set standards for academic program accreditation, personal certification, and professional development for educators and industry professionals involved in integrating technology, leadership and design. Students applying for graduation in one of these programs will be required to complete twelve hours in technical course work at Bossier Parish Community College.

DEAN
Sandra Partain

FACULTY
Professors
Achla Agarwal
Donna Densmore
Chris Rondeau, Program Director, Network Security
Dr. Paul Weaver

Associate Professors
Stacey Black
Edward Chopin
Deanna Hardy
Pamela Milstead, Program Director, Computer Information Systems
Annette Shows
Frank Viviano

Assistant Professors
Dr. Miles Hitchcock
Thomas Hopkins

Instructors
Michelle Villemarette Barnickel
Rocky Duplichan, Program Director, Oil and Gas Production Technology
Jennifer Igo
Mark Jusselin, Program Director, Construction Technology and Management
Lamont Lackman, Program Director, Industrial Technology
Mark Naron
Rhonda Neil
Skylar Robey
Carrie Salinas
Dr. June Schneider, Program Director, Engineering
Al Shaw, Program Director, Programmer Analyst
Lindsay Small
Dr. Ed Thomas
Beth Voss

STAFF
Beonica Frazier, Grant Director, TAACCCT4
Twana Harris, Program Coordinator
Casey Harvill, Grant Assistant Director, TAACCCT3
Stephanie Jackson, Teach Professional Job Development Coach, TAACCCT4
Erica Ledet, Career Coach, TAACCCT3
Robert Marrs, Grant Accountant, TAACCCT4
Megan Martin, Assistant Dean
Niesha McCoy, Workforce Board Recruiter, TAACCCT3
Veloria Nanze, Grant Account, TAACCCT/AMMQC
Jennifer Parish, Program Coordinator
Amy Russell, Administrative Coordinator III
Jeanne Price Smith, Administrative Coordinator III
Paul Spivey, Project Director, CRSA/LED
Margaret Toland, Administrative Coordinator I
Deana Watkins, Grant Director, TAACCCT3
ASSOCIATE OF APPLIED SCIENCE
IN COMPUTER INFORMATION SYSTEMS

The Associate of Applied Science in Computer Information Systems provides the graduate with the knowledge and applied technical skills needed to enter computer-related occupations in the business/industry job market.

Learning Outcomes:

Recipients of the Associate of Applied Science in Computer Information Systems will be able to:
A. accurately read and communicate technical information;
B. analyze and respond to real world technology issues;
C. interact with computer professionals;
D. demonstrate skills for entry-level employment in information technology; and
E. navigate and use the Internet for communication and research.

Specific Degree Information:

This program is accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). In order to be eligible for graduation from this program transfer students must successfully complete a minimum of 12 technical credit hours from Bossier Parish Community College.

- Students who are in the internship* of the Computer Information Systems Program must be available for 100 hours of internship.
- Internship students must be prepared to complete internship rotations at an out of town facility.
- Internship students must adhere to internship site requirements which include but may not be limited to background checks, drug screens, and orientation meetings.

*In special circumstances the internship may be substituted with Dean and Program Director approval with a 200 level CIS/CIT course.

REQUIRED COURSES FOR THE ASSOCIATE OF APPLIED SCIENCE IN COMPUTER INFORMATION SYSTEMS:

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
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</tr>
<tr>
<td>CIS 100</td>
<td>IT Principles</td>
</tr>
<tr>
<td>CIS 107</td>
<td>Skills for IT Success</td>
</tr>
<tr>
<td>CIS 111</td>
<td>Internet Technology</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition and Rhetoric I</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Applied Algebra for College Students</td>
</tr>
<tr>
<td>or MATH 102</td>
<td>College Algebra</td>
</tr>
<tr>
<td><strong>15</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td>Hours</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Intro to Management Information Systems</td>
</tr>
<tr>
<td>CIT 112</td>
<td>Support of Emerging Technologies (A+)</td>
</tr>
<tr>
<td>CIS 114</td>
<td>Microsoft Windows Client</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Composition and Rhetoric II</td>
</tr>
<tr>
<td>Natural Science Elective**</td>
<td>3</td>
</tr>
<tr>
<td><strong>15</strong></td>
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</tr>
</tbody>
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**223**
## SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 118 Help Desk Operations</td>
<td>3</td>
</tr>
<tr>
<td>CIS 250 Intro to Cloud Computing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 260 IP Telephony</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Science Elective**</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 227 Computer System Design</td>
<td>3</td>
</tr>
<tr>
<td>CIT 282 IT Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 298 CIS Internship</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CIT Approved Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective**</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 60

* CIS/CIT Approved Electives must be chosen from: CIS 140, CIS 141, CIS 205, CIS 207, CIS 299, CIT 101, CIT 102, CIT 110, CIT 115, CIT 130, CIT 150, CIT 170, CIT 235.

**Approved general education elective courses can be found at www.bpcc.edu/catalog/current/generaldegreereq.html generaleducationcourses

For transfer to a four-year institution, students are strongly advised to take MATH 102 instead of MATH 101. Students must seek the assistance of their advisor to determine the appropriate mathematics course.

*This program is accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). In order to be eligible for graduation from this program transfer, students must successfully complete a minimum of 12 technical credit hours from Bossier Parish Community College.*

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### ASSOCIATE OF APPLIED SCIENCE IN CONSTRUCTION TECHNOLOGY AND MANAGEMENT

The Associate of Applied Science in Construction Technology and Management is a two-year program of study to prepare for entry-level positions in Construction Management with an emphasis on the science and technology of construction. Graduates enter the field ready for positions both in the field and in the office. Entrepreneurship is also explored and graduates are prepared to take the Louisiana State Licensing Board – General Contractors Exam.

**Learning Outcomes:**

Recipients of Associate Applied Science in Construction Technology and Management will demonstrate:

A. understanding and mastery of the important tenants of the construction industry, the career options and the education or training requirements for those careers including safety requirements, legal issues and laws;

B. competence in using information about the properties of construction materials, and material and systems applications to supervise or manage construction projects;

C. proficiency in preparation and interpretation of construction graphics, use of Building Information Modeling (BIM) to prepare construction drawings and project management applications for BIM;
D. skill development in the engineering requirements for construction management; and
E. ability to manage the bid proposal and project delivery process including estimating, planning, procurement, scheduling, and fiscal control.

Specific Degree Information:
Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

This program is accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). In order to be eligible for graduation from this program transfer students must successfully complete a minimum of 12 technical credit hours from Bossier Parish Community College.

This program requires a completion of an off-campus internship.

**REQUIRED COURSES FOR THE ASSOCIATE OF APPLIED SCIENCE IN CONSTRUCTION TECHNOLOGY AND MANAGEMENT:**

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>CONS 100</td>
<td>Introduction to Building Construction</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Computer Concepts</td>
</tr>
<tr>
<td>CONS 140</td>
<td>Construction Safety and the OSHA Standards</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition and Rhetoric I</td>
</tr>
<tr>
<td>MATH 102</td>
<td>College Algebra</td>
</tr>
<tr>
<td>or MATH 111</td>
<td>or PreCalculus Algebra</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>MATH 112</td>
<td>Trigonometry</td>
</tr>
<tr>
<td>CONS 101</td>
<td>Materials and Methods I and Lab</td>
</tr>
<tr>
<td>SPCH 110</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>CONS 150</td>
<td>Construction Contracting and Laws</td>
</tr>
<tr>
<td>CONS 160</td>
<td>Construction Graphics and Specifications and Labs</td>
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<tr>
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<table>
<thead>
<tr>
<th>SOPHOMORE YEAR</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>PHYS 201</td>
<td>General Physics I</td>
</tr>
<tr>
<td>PHYS 201L</td>
<td>General Physics I Lab</td>
</tr>
<tr>
<td>CONS 102</td>
<td>Materials and Methods II and Lab</td>
</tr>
<tr>
<td>CONS 220</td>
<td>Construction Estimating and Laboratory</td>
</tr>
<tr>
<td>TEED 171</td>
<td>Graphics Modeling I</td>
</tr>
<tr>
<td>CONS 210</td>
<td>Construction Surveying with Lab</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>POSC 202</td>
<td>State and Local Government</td>
</tr>
</tbody>
</table>
CONS 200 Sustainable Construction Science

or CONS 205 Mechanical and Plumbing Systems

SPAN 101 Elementary Spanish I

CONS 230 Statics and Strengths of Materials and Lab

CONS 250 Construction Management I and Lab

CONS 280 Construction Management Internship

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CONS 200 Sustainable Construction Science</td>
<td>3</td>
</tr>
<tr>
<td>or CONS 205 Mechanical and Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 101 Elementary Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>CONS 230 Statics and Strengths of Materials and Lab</td>
<td>3</td>
</tr>
<tr>
<td>CONS 250 Construction Management I and Lab</td>
<td>3</td>
</tr>
<tr>
<td>CONS 280 Construction Management Internship</td>
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</tr>
</tbody>
</table>

Total credit hours 63

ASSOCIATE OF APPLIED SCIENCE IN INDUSTRIAL TECHNOLOGY
(ADVANCED MANUFACTURING AND MECHATRONICS CONCENTRATION)

The Associate of Applied Science in Industrial Technology with a Concentration in Advanced Manufacturing and Mechatronics provides the graduate the skills to work within a complex manufacturing system while assessing and analyzing the system as a whole. This degree will prepare technicians for occupations which combine the diverse fields of mechanical, electrical, and programmed automation and prepare students for the new breed of industrial careers where technicians manage, investigate, troubleshoot and repair mechatronic systems.

Learning Outcomes:
Upon completion of the Associate of Applied Science in Industrial Technology with Concentration in Advanced Manufacturing and Mechatronics, the student will be able to:

A. apply the principles of electronics, mechanics, programmable logic controllers (PLCs), industrial sensors and actuators;
B. demonstrate a combination of practical skills and applied theory to design, modify, and troubleshoot complex mechatronic systems that are used to produce a wide variety of products;
C. recognize and apply measurement and inspection methods used in manufacturing systems;
D. perform effectively in manufacturing environments utilizing casting, forming, machining, plastic injection molding, and welding processes;
E. demonstrate use of lean manufacturing techniques, six sigma tools, and quality systems as applied to manufacturing systems; and
F. interact with engineers, programmers, managers, and other technical professionals in the field.

REQUIRED COURSES FOR ASSOCIATE OF APPLIED SCIENCE IN INDUSTRIAL TECHNOLOGY WITH CONCENTRATION IN ADVANCED MANUFACTURING AND MECHATRONICS:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMFG 104: Automation</td>
<td>3</td>
</tr>
<tr>
<td>AMFG 106: Introduction to Fabrication, Process Tech and Machining</td>
<td>3</td>
</tr>
<tr>
<td>TEED 101: Basic Electricity and Lab</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101: Composition and Rhetoric I</td>
<td>3</td>
</tr>
</tbody>
</table>
**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ISAF 210</td>
<td>Industrial Safety and the OSHA Standard</td>
<td>3</td>
</tr>
<tr>
<td>AMFG 110</td>
<td>Manufacturing Materials and Methods</td>
<td>3</td>
</tr>
<tr>
<td>TEED 153</td>
<td>Hydraulics/Fluid Dynamics w/Lab</td>
<td>3</td>
</tr>
<tr>
<td>TEED 260</td>
<td>Mechatronics Level I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 112</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Industrial Technology Technical Elective*</td>
<td>3</td>
</tr>
<tr>
<td>AMFG 202</td>
<td>Introduction to Lean Manufacturing and Six Sigma</td>
<td>3</td>
</tr>
<tr>
<td>TEED 143</td>
<td>Introductory Computer Drafting</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PHSC 105</td>
<td>Elemental Physics</td>
<td>3</td>
</tr>
<tr>
<td>or PHYS 201</td>
<td>General Physics I</td>
<td>3</td>
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</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>TEED 262</td>
<td>Mechatronics Level II</td>
<td>3</td>
</tr>
<tr>
<td>TEED 252</td>
<td>Electric Motor Controls and Lab</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Industrial Technology Technical Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science Elective**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective**</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credit hours**

| Total credit hours | 63 |

Computer Literacy is fulfilled within TEED 143.

*Industrial Technology Technical Electives must be chosen from: OGPT 101, TEED 102, TEED 161, TEED 162, TEED 280

**Approved general education elective courses can be found at
ASSOCIATE OF APPLIED SCIENCE IN INDUSTRIAL TECHNOLOGY  
(AUTOMATION AND CONTROLS CONCENTRATION)

Upon completion of the Associate of Applied Science in Industrial Technology with a concentration in Automation and Controls, the student will be able to:

Learning Outcomes:
The program outcomes for the Associate of Applied Science in Industrial Technology with concentration in Automation and Controls will ensure the students have demonstrated:

A. identify and communicate automation and controls knowledge and techniques used in the industry with a focus on the ever-increasing demands of manufacturing, construction, and engineering;
B. interact with engineers, architects, and other technical professionals in the field;
C. install and program PLC systems and robotic systems;
D. troubleshoot and repair automation and controls systems;
E. solder and repair PC boards; and
F. use electrical test equipment for analyzing circuits.

Specific Degree Information:
Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

This program is accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). In order to be eligible for graduation from this program transfer students must successfully complete a minimum of 12 technical credit hours from Bossier Parish Community College.

REQUIRED COURSES FOR ASSOCIATE OF APPLIED SCIENCE IN INDUSTRIAL TECHNOLOGY WITH CONCENTRATION IN AUTOMATION AND CONTROLS:

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>MATH 102 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>TEED 101 Basic Electricity and Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>OGPT 101 Introduction to the Exploration and Production of Oil and Gas</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 112 Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>TEED 102 Semiconductor Electronics and Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>TEED 143 Introductory Computer Drafting</td>
<td>3</td>
</tr>
<tr>
<td>TEED 201 Basic Digital Electronics</td>
<td>3</td>
</tr>
</tbody>
</table>

228
ASSOCIATE OF APPLIED SCIENCE IN INDUSTRIAL TECHNOLOGY
(ENGINEERING GRAPHICS CONCENTRATION)

The Associate of Applied Science in Industrial Technology with concentration in Engineering Graphics provides the graduate with the skills needed to enter the broad field of engineering graphics. The degree prepares individuals to function as entry level graphics specialists, and includes instruction on types of views, line and dimensioning standards, and spatial relationships of surfaces as typically used in engineering, industry, and architecture. The curriculum emphasizes 2-D and 3-D techniques, as well as computer software programs used in industry.

Learning Outcomes:
Upon completion of the Associate of Applied Science in Industrial Technology with a concentration in Engineering Graphics, the student will be able to:
A. identify and communicate engineering graphics knowledge and techniques typically used in industry;
B. interact with engineers, architects, and other technical professionals in the field;
C. operate various engineering graphics software, such as AutoCAD, SolidWorks, and AutoDesk Revit;
D. construct both 2-D and 3-D engineering graphics projects; and
E. use various output devices such as plotters, and both 2-D and 3-D printers.

Specific Degree Information:
Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

This program is accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). In order to be eligible for graduation from this program transfer students must successfully complete a minimum of 12 technical credit hours from Bossier Parish Community College.

REQUIRED COURSES FOR ASSOCIATE OF APPLIED SCIENCE IN INDUSTRIAL TECHNOLOGY WITH CONCENTRATION IN ENGINEERING GRAPHICS:

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
<th></th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 102</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>TEED 101</td>
<td>Basic Electricity and Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>TEED 140</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>TEED 143</td>
<td>Introductory Computer Drafting</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 112</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>TEED 153</td>
<td>Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td>or TEED 153</td>
<td>Hydraulics/Fluid Dynamics with Lab</td>
<td></td>
</tr>
<tr>
<td>TEED 142</td>
<td>Industrial Graphics</td>
<td>3</td>
</tr>
<tr>
<td>TEED 144</td>
<td>Intermediate Computer Drafting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science Elective**</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>SOPHOMORE YEAR</th>
<th></th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEED 260</td>
<td>Mechatronics Level I</td>
<td>4</td>
</tr>
<tr>
<td>TEED 160</td>
<td>3D Computer Drafting</td>
<td>3</td>
</tr>
<tr>
<td>TEED 161</td>
<td>SolidWorks 3D</td>
<td>3</td>
</tr>
<tr>
<td>TEED 171</td>
<td>Graphics Modeling I</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHSC 105</td>
<td>Elemental Physics</td>
<td>3</td>
</tr>
</tbody>
</table>
or PHYS 201  General Physics I
TEED 158  Computer Drafting Applications and Lab  4
TEED 172  Graphics Modeling II
Industrial Technology Technical Elective*  3
Humanities Elective**  3

Total credit hours  63

*Industrial Technology Technical Electives must be chosen from: AMFG 110, AMFG 202, ISAF 210, OGPT 101, TEED 102, TEED 162, TEED 252, TEED 280

**Approved general education elective courses can be found at www.bpcc.edu/catalog/current/generaldegreereq.html#generaleducationcourses

For a full list of course descriptions with prerequisites see:  /www.bpcc.edu/catalog/current/coursedescriptions

This program is accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). In order to be eligible for graduation from this program transfer, students must successfully complete a minimum of 12 technical credit hours from Bossier Parish Community College.

ASSOCIATE OF APPLIED SCIENCE IN CYBER TECHNOLOGY WITH A CONCENTRATION IN NETWORK SECURITY

The Associate of Applied Science in Cyber Technology with a concentration in Network Security provides students with the skills needed to manage an organization's network security needs. The program prepares individuals to function as entry level network security specialist, and includes instruction on technologies to keep network assets secure, conducting forensic analyses, encryption techniques, and organizational security management.

Learning Outcomes:

Recipients of the Associate of Applied in Cyber Technology with a concentration in Network Security will be able to:

A. read and interpret technical literature and convey technical information through verbal and written communication;
B. analyze critically and solve real-world security issues understanding the legal and ethical concerns;
C. demonstrate security awareness in order to react to new developments in their field;
D. utilize critical thinking skills to collect, analyze and interpret technical data collected through investigation and experimentation; and
E. implement computer networks and firewalls both physically and logically.

Specific Degree Information:

Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

This program is accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). In order to be eligible for graduation from this program transfer students must successfully complete a minimum of 12 technical credit hours from Bossier Parish Community College.

- Students who are in the internship* of the Cyber Technology - Network Security Program must be available for 100 hours of internship.
- Internship students must be prepared to complete internship rotations at an out of town facility.
- Internship students must adhere to internship site requirements which include but may not be limited to background checks, drug screens, and orientation meetings.
- Internship students must provide documentation of achievement of two accredited, approved industry-based certifications by the end of the internship.

*In special circumstances the internship may be substituted with Dean and Program Director approval with a 200 level CIT course and completion of two approved industry-based certifications.

### REQUIRED COURSES FOR ASSOCIATE OF APPLIED SCIENCE IN CYBER TECHNOLOGY WITH A CONCENTRATION IN NETWORK SECURITY:

#### FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 101 Network Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CIT 112 Support of Emerging Technologies (A+)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 114 Microsoft Windows Client</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 102 Problem Solving and Programming Techniques</td>
<td>3</td>
</tr>
<tr>
<td>Physical Science Elective**</td>
<td>3</td>
</tr>
<tr>
<td>CIT 170 Microsoft Windows Servers</td>
<td>3</td>
</tr>
<tr>
<td>Approved CIT Elective***</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101 or MATH 102 Applied Algebra for College Students or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
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</tr>
</tbody>
</table>

#### SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 172 Linux Server</td>
<td>3</td>
</tr>
<tr>
<td>CIT 121 CCNAI or CIT 210 or Advanced Networking Topics</td>
<td>4/3</td>
</tr>
<tr>
<td>SPCH 110 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CIT 279 Information Assurance</td>
<td>3</td>
</tr>
<tr>
<td>Approved CIT Elective ***</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 225 Network Security Design</td>
<td>3</td>
</tr>
<tr>
<td>CIT 280 Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CIT 299 Cyber Internship</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>
Approved CIT Elective ** 3
Behavioral/Social Science Elective* 3

Total credit hours 60

*Behavioral/Social Science Electives and Humanities electives may be selected from
www.bpcc.edu/catalog/current/generaldegreereq.html#generaleducationcourses

**Physical Science Elective: CHEM 101, CHEM 107, PHSC 105, PHSC 106, PHSC 107, PHSC 110, PHSC 111, PHYS 201, SCI 101

***Approved CIT Elective: CIS 100 OR Any CIT 100 level or above

a For transfer to a four-year institution, students are strongly advised to take MATH 102 instead of MATH 101. Students must seek the
assistance of their advisor to determine the appropriate mathematics course.  b May not be sole humanities course.  c May only be
used for AAS degrees

This program is accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). In order to
be eligible for graduation from this program transfer, students must successfully complete a minimum of 12 technical credit
hours from Bossier Parish Community College.

Students must meet prerequisites before taking any given course. Students must earn a minimum grade of C in each course and have
a minimum 2.0 GPA to earn a credential.

All BPCC students are expected to be familiar with College policies, requirements, procedures and regulations. Students must assume
final responsibility for being acquainted with College policies. In no case will a regulation be waived or an exception be granted because
a student pleads ignorance of the regulation.

Students pursuing associate degrees, academic certificates or technical competency areas at BPCC must declare their intent to do so.
Curricular requirements become effective at the date of the declaration of the academic major and do not date from the point of original
enrollment in the College. If the student resigns or does not enroll for one semester, the student would have to meet the requirements
of a new curriculum.

The student is responsible with all the requirements of the degree program and should consult with his/her academic advisor when
necessary. Each student assumes the responsibility for scheduling courses which are applicable to degrees and for taking courses in
proper sequence to ensure the orderly progression of work.

ASSOCIATE OF APPLIED SCIENCE IN CYBER TECHNOLOGY
WITH A CONCENTRATION IN PROGRAMMER ANALYST

The Associate of Applied Science in Cyber Technology with a concentration in Programmer Analyst focuses on
programming techniques for software applications. The program prepares individuals to function as entry level
programmers and work in a team environment, and includes instruction in a variety of programming languages on
programming logic, writing and executing code to create and troubleshoot software applications, data structures and
computer architecture.

Learning Outcomes:

Recipients of the Associate of Applied Science in Cyber Technology with a concentration in Programmer Analyst will be
able to:

A. read critically, interpret, and document technical information accurately;
B. analyze critically and solve real-world end-user problems;
C. implement programs in multiple computer languages;
D. debug and test software;
E. utilize critical thinking skills to collect, analyze and interpret technical data; and
F. describe application web server and programming as well as the ability to program websites and computer
applications.
Specific Degree Information:

Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

This program is accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). In order to be eligible for graduation from this program transfer students must successfully complete a minimum of 12 technical credit hours from Bossier Parish Community College.

- Students who are in the internship* of the Cyber Technology – Programmer Analyst Program must be available for 100 hours of internship.
- Internship students must be prepared to complete internship rotations at an out of town facility.
- Internship students must adhere to internship site requirements which include but may not be limited to background checks, drug screens, and orientation meetings.
- Internship students must complete two approved programming portfolios.

*In special circumstances the internship may be substituted with Dean and Program Director approval with a 200 level CIT course and completion of two approved programming portfolios.

REQUIRED COURSES FOR ASSOCIATE OF APPLIED SCIENCE IN CYBER TECHNOLOGY WITH A CONCENTRATION IN PROGRAMMER ANALYST:

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
<th></th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIT 102</td>
<td>Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>and Programming</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Techniques</td>
<td></td>
</tr>
<tr>
<td>CIT 112</td>
<td>Support of</td>
<td>3</td>
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<td></td>
<td>Emerging</td>
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<tr>
<td></td>
<td>Technologies</td>
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<tr>
<td></td>
<td>(A+)</td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Rhetoric I</td>
<td></td>
</tr>
<tr>
<td>MATH 101</td>
<td>Applied Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 102</td>
<td>for College</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or College</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Algebra</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIT 113</td>
<td>Introduction to</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>C++ Programming</td>
<td></td>
</tr>
<tr>
<td>CIT 213</td>
<td>Advanced C++</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Programming</td>
<td></td>
</tr>
<tr>
<td>CIT 130</td>
<td>HTML5/CSS5</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Behavioral/Social</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOPHOMORE YEAR</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIT 149</td>
<td>Web Scripting I</td>
<td>3</td>
</tr>
<tr>
<td>CIT 150</td>
<td>Introduction to</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Java Programming</td>
<td></td>
</tr>
<tr>
<td>CIT 151</td>
<td>Advanced Java</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Programming</td>
<td></td>
</tr>
<tr>
<td>CIT 250</td>
<td>Programming with</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>C#</td>
<td></td>
</tr>
</tbody>
</table>
ASSOCIATE OF APPLIED SCIENCE IN OIL AND GAS PRODUCTION TECHNOLOGY

The Associate of Applied Science in Oil and Gas Production Technology is a 63-semester hour curriculum to prepare students for field operations careers in the oil and gas industry. The program is an industry-driven response to the oil and gas resource discoveries in Northwest Louisiana since 2008. A plan of study, specifically designed to prepare students with both knowledge and laboratory/field experiences, has been developed in cooperation with industry. This course of study will provide graduates with the foundation for a successful career in the oil and gas industry.

Learning Outcomes:

Recipients of an Associate of Applied Science in Oil and Gas Production Technology will be able to:

A. relate the processes which lead to the geological origins of oil and gas and the process of its accumulation within the earth’s crust;
B. explain the procedures and evaluate the options for fossil fuel exploration, drilling, well completion, production, recovery, and processing;  
C. discuss all subject matter using industry terminology and prepare written summaries of industry issues;  
D. demonstrate competent operational ability for basic electrical equipment, hydraulics, pneumatics, and fluid dynamics equipment; pumps and compressors; oil and gas instrumentation equipment; and oil and gas processing equipment;  
E. understand well analysis processes and procedures, the well decision process, the economics of production and recovery; and  
F. perform work functions within the regulatory, quality, and safety systems established for the industry.

Specific Degree Information:  
Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

This program is accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). In order to be eligible for graduation from this program transfer students must successfully complete a minimum of 12 technical credit hours from Bossier Parish Community College.

REQUIRED COURSES FOR THE ASSOCIATE OF APPLIED SCIENCE IN OIL AND GAS PRODUCTION TECHNOLOGY:

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 102</td>
<td>3</td>
</tr>
<tr>
<td>PHSC 111</td>
<td>3</td>
</tr>
<tr>
<td>ISAF 109</td>
<td>2</td>
</tr>
<tr>
<td>OGPT 101</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 107</td>
<td>3</td>
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<td>14</td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGPT 103</td>
<td>3</td>
</tr>
<tr>
<td>OGPT 131</td>
<td>3</td>
</tr>
<tr>
<td>TEED 101</td>
<td>4</td>
</tr>
<tr>
<td>OGPT 245</td>
<td>2</td>
</tr>
<tr>
<td>TEED 153 or OGPT 153</td>
<td>3</td>
</tr>
<tr>
<td>or OGPT Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGPT 280 or OGPT Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
</tr>
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</table>

SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGPT 203</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
</tr>
</tbody>
</table>
OGPT 207  Production and Recovery I  3
OGPT 217  Production and Recovery II  3
     Humanities Elective  3

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISAF 209</td>
<td>Safety Regulations and Hazwoper 40 Safety Certification</td>
<td>3</td>
</tr>
<tr>
<td>OGPT 150</td>
<td>Regulatory Issues for the Oil and Gas Industry</td>
<td>2</td>
</tr>
<tr>
<td>OGPT 221</td>
<td>Field Processing of Oil and Gas</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Approved Elective</td>
<td>3</td>
</tr>
<tr>
<td>POSC 202</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credit hours**  63

Students entering the program must qualify at minimum for placement in MATH 099 and ENGL 099. Students required by academic policy to remediate in READ 099 and/or EDUC 099 will not be allowed to pursue any OGPT, ISAF, or TEED course until these requirements are completed. Students required by academic policy to remediate in MATH 099 will not be allowed to pursue any required TEED course until these requirements are complete. All program students must successfully complete a mathematics course each semester until mathematics requirements are complete. Computer Literacy will be assessed in OGPT 101. Oral communication, Critical Thinking, and Library Skills requirements will be satisfied by completing OGPT 217. Note that these substitutions are only allowed for students graduating in the Associate of Applied Science Oil and Gas Production Technology.

*OGPT Electives:  OGPT 210, OGPT 260 and OGPT 270
**Approved Electives:  CIS 105, SPCH 110, BADM 217 or OGPT Elective

ASSOCIATE OF SCIENCE IN ENGINEERING

The Associate of Science in Engineering provides the graduate with a knowledge of cutting edge technology, enabling graduates to design and build solutions for the challenges of tomorrow.

**Learning Outcomes:**

Recipients of an Associate of in Engineering will be able to:

A. apply their knowledge of math (calculus and high level algebra), science, and engineering to identify, formulate, and solve engineering problems. Create sketches, diagrams, and graphs to describe and solve physical processes.
B. formulate and perform elementary engineering calculations to aid the selection of the best design for a simple device.
C. demonstrate professional ethical responsibility. Use the techniques, skills, and modern engineering tools necessary for engineering practice.
D. communicate effectively in both oral and written formats and perform on multi-disciplinary teams.
E. formulate a plan of study to obtain a Bachelor’s degree in engineering and describe the processes needed to become an engineer and maintain a license.

**Specific Degree Information:**

Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.
REQUIRED COURSES FOR ASSOCIATE OF SCIENCE IN ENGINEERING:

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 100</td>
<td>Engineering Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MATH 250</td>
<td>Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 101</td>
<td>General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>History Elective</td>
<td></td>
<td>3</td>
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</tbody>
</table>

First Semester: 15 hours

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 201</td>
<td>Engineering Materials</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 220</td>
<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 251</td>
<td>Calculus II</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 211</td>
<td>Physics for Engineering and Science I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Composition and Rhetoric II</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester: 15 hours

SOPHOMORE YEAR

Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 221</td>
<td>Circuits</td>
<td>3</td>
</tr>
<tr>
<td>MATH 252</td>
<td>Calculus III</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 212</td>
<td>Physics for Engineering and Science II</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>English Elective 200-level</td>
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</tbody>
</table>

Third Semester: 15 hours

Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 222</td>
<td>Thermodynamics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 253</td>
<td>Calculus IV</td>
<td>3</td>
</tr>
<tr>
<td>BLGY 105</td>
<td>Elements of Biology</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 299</td>
<td>Engineering Internship</td>
<td>3</td>
</tr>
<tr>
<td>or TEED 161</td>
<td>or Social Science Elective*</td>
<td></td>
</tr>
<tr>
<td>or ENGR 270</td>
<td>or SolidWorks 3D**</td>
<td></td>
</tr>
<tr>
<td>or ENGR 270</td>
<td>or GIS in Engineering</td>
<td></td>
</tr>
<tr>
<td>Fine Arts Appreciation Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Fourth Semester: 15 hours

Total credit hours: 60

*Note since ENGR 299 or TEED 161 or ENGR 270 cannot be counted as a SSE elective, the second SSE is required for the Louisiana Tech transfer agreement [http://www.bpcc.edu/catalog/current/generaldegereq.html#electivesclassification](http://www.bpcc.edu/catalog/current/generaldegereq.html#electivesclassification)
**If you take ENGR 299 or TEED 161 or ENGR 270, you only need to take one Social/Behavioral Science to complete AS degree in Engineering from BPCC.**

Students must demonstrate competency in computer literacy by successfully completing a challenge examination in ENGR 100 or through successful completion of an approved college level course satisfying BPCC’s computer literacy requirement (CIS 105).

Students must also demonstrate competency in oral communication by successfully completing a challenge examination or through successful completion of a college level public speaking course (SPCH 110).

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**CERTIFICATE OF TECHNICAL STUDIES IN ADVANCED MANUFACTURING AND MECHATRONICS**

**Learning Outcomes:**

Recipients of a Certificate of Technical Studies in Advanced Manufacturing and Mechatronics will be able to:

A. perform basic electrical, mechanical, and programmed automation using the principles of electricity and electronics;
B. perform basic troubleshooting and repair using the principles of industrial mechanics and mechanical equipment;
C. perform basic operations, troubleshooting, and repair using the principles of industrial instruments;
D. demonstrate an understanding of the electro-mechanical industry and the basic tenants of how electronics and mechanics work together in an industrial setting; and
E. perform work functions within the regulatory and safety systems established for industry.

**Specific Program Information:**

The Certificate of Technical Studies in Advanced Manufacturing and Mechatronics is a 33-semester hour curriculum to prepare students for support service careers in the advanced manufacturing industry. The program is an industry-driven response to the growing manufacturer demands in the area. A plan of study, specifically designed to prepare students with both knowledge and hands-on training experiences, will provide graduates with a mechatronics-based foundation for a successful career.

Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

**Gainful Employment:**

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation”. The information provided here is the best available to us but represents one year’s data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices.

(www.bpcc.edu/academics/gainfulemployment)

**REQUIRED COURSES FOR THE CERTIFICATE OF TECHNICAL STUDIES IN ADVANCED MANUFACTURING AND MECHATRONICS:**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMFG 104   Automation</td>
<td>3</td>
</tr>
<tr>
<td>AMFG 106   Introduction to Fabrication, Process Tech and Machining</td>
<td>3</td>
</tr>
<tr>
<td>ISAF 210   Industrial Safety and the OSHA Standard</td>
<td>3</td>
</tr>
<tr>
<td>TEED 101   Basic Electricity and Lab</td>
<td>4</td>
</tr>
<tr>
<td>MATH 102   College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

16
### CERTIFICATE OF TECHNICAL STUDIES IN CONSTRUCTION TECHNOLOGY

**Learning Outcomes:**

Recipients of Certificate of Technical studies in Construction Technology will be able to:

A. demonstrate knowledge of the properties of construction materials, and knowledge and skills in the use and application of construction materials, commonly used in residential and commercial construction;

B. master the major components of the construction contract, bid process, laws and regulations governing the construction industry;

C. interpret construction graphics, specifications and other documents used for the construction, modification, and repair of buildings, and to communicate graphically when required;

D. master specialized knowledge in the area of the certificate emphasis; and

E. demonstrate knowledge of personal safety, as well as the OSHA requirements, for safety of all employees on the construction project.

**Gainful Employment:**

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year’s data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices.

(www.bpcc.edu/academics/gainfulemployment)

**Specific Program Information:**

The Certificate of Technical Studies in Construction Technology is a 33-semester hour curriculum emphasizing skills and knowledge essential for employment leading to a construction specialization. The program includes training in the areas of materials and methods of construction, construction safety and OSHA requirements, contracting and laws, construction graphics and specifications, and specialized knowledge in NCCER Construction Tech or Energy Conservation.

Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.
REQUIRED COURSES FOR THE CERTIFICATE OF TECHNICAL STUDIES IN CONSTRUCTION TECHNOLOGY:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 129</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 102</td>
<td></td>
</tr>
<tr>
<td>CIS 105</td>
<td>3</td>
</tr>
<tr>
<td>CONS 100</td>
<td>3</td>
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<tr>
<td>BADM 105</td>
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</table>

**Total Credit Hours**: 12

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONS 141</td>
<td>2</td>
</tr>
<tr>
<td>CONS 150</td>
<td>3</td>
</tr>
<tr>
<td>CONS 160</td>
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<tr>
<td><strong>Specialization Hours</strong></td>
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**Total Credit Hours**: 21

<table>
<thead>
<tr>
<th>Construction Supervisory Specialization</th>
<th>Hours</th>
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<tbody>
<tr>
<td>TEED 101 Basic Electricity and Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>CONS 205 Mechanical and Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>CONS 220 Construction Estimating and Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>OGPT 210 Introduction to Quality Management for Process Technology</td>
<td>2</td>
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</tbody>
</table>

**Total Credit Hours**: 13

Students must meet prerequisites before taking any given course and meet the general competencies for the academic certificate.

Students must take all 13 hours of specialization in one of the areas stated above.

CERTIFICATE OF TECHNICAL STUDIES IN ENERGY SERVICES

Learning Outcomes:

Recipients of a Certificate of Technical Studies in Energy Services will be able to:

A. understand the principles of electricity and electronics, and perform basic electrical and electronics troubleshooting and repair;
B. understand the principles of industrial mechanics and mechanical equipment, and perform basic troubleshooting and repair;
C. understand the principles of industrial instruments and perform basic operations, troubleshooting and repair;
D. demonstrate an understanding of the electro-mechanical industry and the basic tenants of how electronics and mechanics work together in an industrial setting; and
E. perform work functions within the regulatory and safety systems established for industry.
Specific Program Information:
The Certificate of Technical Studies in Energy Services is a 34-semester hour curriculum to prepare students for support service careers in the energy industry. The program is an industry-driven response to the oil and gas resource discoveries in Northwest Louisiana since 2008 and the growing need for energy professionals for both production and energy delivery companies. A plan of study, specifically designed to prepare students with both knowledge and hands-on training experiences, will provide graduates with a mechatronics-based foundation for a successful career with an energy service company.

Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

Gainful Employment:
The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year's data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices. (www.bpcc.edu/academics/gainfulemployment)

**REQUIRED COURSES FOR THE CERTIFICATE OF TECHNICAL STUDIES IN ENERGY SERVICES:**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEED 145 Industrial Mechanical Theory I</td>
<td>3</td>
</tr>
<tr>
<td>TEED 146 Industrial Mechanical Theory II</td>
<td>3</td>
</tr>
<tr>
<td>ISAF 210 Industrial Safety and the OSHA Standard</td>
<td>3</td>
</tr>
<tr>
<td>TEED 101 Basic Electricity with Lab</td>
<td>4</td>
</tr>
<tr>
<td>MATH 129 Applied Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 102 College Algebra</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>34</strong></td>
</tr>
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</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEED 153 Hydraulics and Fluid Dynamics with Lab</td>
</tr>
<tr>
<td>OGPT 245 Pumps and Pump Applications</td>
</tr>
<tr>
<td>TEED 102 Semiconductor Electronics with Lab</td>
</tr>
<tr>
<td>CIT 102 Problem Solving and Programming Techniques</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEED 260 Mechatronics Level 1</td>
</tr>
<tr>
<td>TEED 201 Basic Digital Electronics or Approved Elective*</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
</tr>
</tbody>
</table>

**Approved Elective: OGPT 203 Oil and Gas Instrumentation and Lab, OGPT 221 Field Processing of Natural Gas or TEED 252 Electric Motor Controls and Lab
Students must meet prerequisites before taking any given course.
Students must meet the general competencies for the academic certificate.
CERTIFICATE OF TECHNICAL STUDIES IN HEALTH INFORMATION TECHNOLOGY

Learning Outcomes:
Recipients of the Certificate of Technical Studies in Health Information Technology will be able to:

A. discuss application of management theory to real world and hypothetical situations;
B. utilize innovative technologies in the management of information;
C. investigate, critically analyze, and solve issues relating to the legal and ethical principles of basic healthcare and information technology; and
D. interpret and convey technical and medical information using both written and oral forms of communication.

Specific Degree Information:
The goal of the Certificate of Technical Studies in Health Information Technology allows students to develop the skills and qualities needed to fulfill the multifaceted role of an information technology specialist in the healthcare field. Students will develop the attitudes and principles which will encourage continuing growth in a profession that is rapidly expanding in scope and the healthcare industry. The educational program in Health Information Technology responds to the projected future needs of the profession.

Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

Gainful Employment:
The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year's data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices.
(www.bpcc.edu/academics/gainfulemployment)

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLGY 110 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HCM 201 Introduction to Healthcare Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100 Information Technology Principles</td>
<td>3</td>
</tr>
<tr>
<td>CIT 112 Support of Emerging Technologies (A+)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>12</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MOS 107 Medical Office Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIT 282 Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CIT 101 Network Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CIT 115 Network Defense</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALTH 109 Health Care Systems and Safety</td>
<td>2</td>
</tr>
<tr>
<td>CIT 110 Ethics in Information Technology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>5</strong></td>
</tr>
</tbody>
</table>
CERTIFICATE OF TECHNICAL STUDIES IN PROGRAMMING FOR DIGITAL GAMING

Learning Outcomes:

Recipients of the Certificate of Technical Studies in Programming for Digital Gaming will be able to:

A. analyze and solve real world problems in interactive design and mobile application programming;
B. recognize the legal and ethical concerns in software design;
C. install, configure, and troubleshoot mobile applications and interactive software; and
D. apply software design principles in a hands-on experience.

Specific Degree Information:

The Certificate of Technical Studies in Programming for Digital Gaming focuses on programming techniques for software applications related to interactive and web-based design. The program prepares individuals to function as entry level programmers, and includes instruction in a variety of programming languages on programming logic, writing and executing code to create and troubleshoot software applications.

Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

- Students who are in the internship* of the CTS in Programming for Digital Gaming Program must be available for 100 hours of internship.
- Internship students must be prepared to complete internship rotations at an out of town facility.
- Internship students must adhere to internship site requirements which include but may not be limited to background checks, drug screens, and orientation meetings.
- Internship students must complete two approved programming portfolios.

*In special circumstances the internship may be substituted with Dean and Program Director approval with a 200 level CIT course and completion of two approved programming portfolios.

Gainful Employment:

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year's data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices.

(www.bpcc.edu/academics/gainfulemployment)

REQUIRED COURSES FOR CERTIFICATE OF TECHNICAL STUDIES IN PROGRAMMING FOR DIGITAL GAMING:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100</td>
<td>3</td>
</tr>
<tr>
<td>CIT 102</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours | 32

Students must meet prerequisites before taking any given course.
CIT 110  Ethics in Information Technology  3
CIT 130  HTML5/CSS3  3

<table>
<thead>
<tr>
<th>Second Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 150</td>
<td>Introduction to Programming with Java</td>
</tr>
<tr>
<td>CIT 113</td>
<td>Introduction to C++ Programming</td>
</tr>
<tr>
<td>CIT 213</td>
<td>Advanced C++ Programming</td>
</tr>
<tr>
<td>CIT 250</td>
<td>Programming with C#</td>
</tr>
<tr>
<td></td>
<td><strong>Total credit hours</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 260</td>
<td>Interactive Program Design</td>
</tr>
<tr>
<td>CIT 235</td>
<td>Web Application Development</td>
</tr>
<tr>
<td>CIT 299</td>
<td>Cyber Internship</td>
</tr>
<tr>
<td></td>
<td><strong>Total credit hours</strong></td>
</tr>
</tbody>
</table>

**Total credit hours** 33

*Students must meet prerequisites before taking any given course.*

CERTIFICATE OF TECHNICAL STUDIES
IN INDUSTRIAL CONTROL SYSTEMS

Learning Outcomes:
Upon completion of the Certificate of Technical Studies in Industrial Control Systems, the student will be able to

A. apply basic electrical skills required for entry-level employment as a control system technician;
B. demonstrate basic entry-level skills in pneumatics and electric motor controls;
C. identify basic semiconductor principles, power supplies, AC and DC circuit analysis;
D. recognize and discuss basic digital circuits;
E. recognize instrumentation used for industrial automation and process control; and
F. identify and operate programmable logic controllers (PLCs) covering installation, programming, and maintaining PLC systems.

Specific Degree Information:
Industrial technicians must obtain a broad understanding of basic electricity, DC and AC circuits, semiconductor electronics, digital electronics, microprocessors, electronic instruments, programmable logic controllers, DC and AC motor control, and pneumatics. This program is designed to provide strong foundations in these areas as well as in technical mathematics.

Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

Gainful Employment:
The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". The information provided here is the best available to us but represents one year’s data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices.
(www.bpcc.edu/academics/gainfulemployment)
REQUIRED COURSES FOR THE CERTIFICATE OF TECHNICAL STUDIES IN INDUSTRIAL CONTROL SYSTEMS:

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 102</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>TEED 101</td>
<td>Basic Electricity and Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>TEED 150</td>
<td>Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td>or TEED 153</td>
<td>Hydraulics/Fluid Dynamics with Lab</td>
<td>10</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEED 102</td>
<td>Semiconductors Electronics and Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>TEED 201</td>
<td>Basic Digital Electronics</td>
<td>3</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEED 202</td>
<td>Microprocessors</td>
<td>3</td>
</tr>
<tr>
<td>TEED 210</td>
<td>Robotic Control Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEED 208</td>
<td>Programmable Logic Controllers and Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>TEED 252</td>
<td>Electric Motor Control and Laboratory</td>
<td>4</td>
</tr>
</tbody>
</table>

Total credit hours 32

CERTIFICATE OF TECHNICAL STUDIES IN INFORMATION SYSTEMS SECURITY PROFESSIONALS

Learning Outcomes:

Information Systems Security Professionals will be able to:

A. read and interpret technical literature and convey technical information through verbal and written communication;
B. analyze critically and solve real world security issues understanding the legal and ethical concerns;
C. demonstrate security awareness in order to analyze critically and react to new developments in their field;
D. utilize the critical thinking skills to collect, analyze and interpret technical data collected through investigation and experimentation; and
E. implement simple computer networks and firewalls to gain hands-on experience.

Specific Degree Information:

The goal of the Certificate of Technical Studies in Information Systems Security Professionals credential is to provide students with the skills needed to manage an organization's network security needs. The program prepares individuals to
function as entry-level network security specialists, to keep network assets secure, conduct forensic analyses, practice encryption techniques, and organize security management.

Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

- Students who are in the internship of the CTS – Information Systems Security Professionals Program must be available for 100 hours of internship.
- Internship students must be prepared to complete internship rotations at an out of town facility.
- Internship students must adhere to internship site requirements which include but may not be limited to background checks, drug screens, and orientation meetings.
- Internship students must provide documentation of achievement of two accredited, approved industry-based certifications by the end of the internship.

*In special circumstances the internship may be substituted with Dean and Program Director approval with a 200 level CIT course and completion of two approved industry-based certifications.*

Gainful Employment:

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation”. The information provided here is the best available to us but represents one year's data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices. (www.bpcc.edu/academics/gainfulemployment)

REQUIRED COURSES FOR CERTIFICATE OF TECHNICAL STUDIES IN INFORMATION SYSTEMS SECURITY PROFESSIONALS:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110</td>
<td>3</td>
</tr>
<tr>
<td>CIT 112</td>
<td>3</td>
</tr>
<tr>
<td>CIT 115</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 101</td>
<td>3</td>
</tr>
<tr>
<td>CIT 102</td>
<td>3</td>
</tr>
<tr>
<td>CIT 225</td>
<td>3</td>
</tr>
<tr>
<td>CIT 299</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

**Total credit hours** 24

Due to the requirements of the Committee on National Security Systems, all classes listed above must be taken at Bossier Parish Community College to ensure that all of the Committee concepts have been taught in the class. Therefore, no Prior Learning Matrix substitutions may be used to receive this credential.
CERTIFICATE OF TECHNICAL STUDIES
IN SENIOR SYSTEMS MANAGERS

Learning Outcomes:
Recipients of the Certificate of Technical Studies in Senior Systems Managers program will be able to:

A. read and interpret technical literature and convey technical information through verbal and written communication;
B. analyze critically and solve real world security issues understanding the legal and ethical concerns;
C. demonstrate security awareness in order to analyze critically and react to new developments in their field;
D. utilize the critical thinking skills to collect, analyze and interpret technical data collected through investigation and experimentation; and
E. implement simple computer networks and firewalls to gain hands-on experience.

Specific Degree Information:
The goal of the Certificate of Technical Studies in Senior Systems Managers program is to provide students with the skills needed to manage an organization's network security needs. The program prepares individuals to function as entry level network security specialists, and includes instruction on technologies to keep network assets secure, conducting forensic analyses, encryption techniques, and organizational security management. This CTS is aligned with the CNSS 4011-4016. Therefore, students who complete this CTS will receive a certificate acknowledging their receipt of CNSS 4011-4016.

Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

- Students who are in the internship of the CTS – Senior Systems Managers Program must be available for 100 hours of internship.
- Internship students must be prepared to complete internship rotations at an out of town facility.
- Internship students must adhere to internship site requirements which include but may not be limited to background checks, drug screens, and orientation meetings.
- Internship students must provide documentation of achievement of two accredited, approved industry-based certifications by the end of the internship.

REQUIRED COURSES FOR CERTIFICATE OF TECHNICAL STUDIES IN SENIOR SYSTEMS MANAGERS:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 115 Network Defense</td>
<td>3</td>
</tr>
<tr>
<td>CIT 170 Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CIT 210 Advanced Networking Topics</td>
<td>3</td>
</tr>
<tr>
<td>CIT 220 System Security</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 225 Network Security Design</td>
<td>3</td>
</tr>
<tr>
<td>CIT 279 Information Assurance</td>
<td>3</td>
</tr>
<tr>
<td>CIT 280 Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CIT 299 Cyber Internship</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Total credit hours** 24
Due to the requirements of the Committee on National Security Systems, all classes listed above must be taken at Bossier Parish Community College to ensure that all of the Committee concepts have been taught in the class. Therefore, no Prior Learning Matrix substitutions may be used to receive this credential.

TECHNICAL COMPETENCY AREA
IN ADVANCED MANUFACTURING AND MECHATRONICS

The Advanced Manufacturing and Mechatronics TCA provides an introduction to the automation, manufacturing and process technology. Students completing the Advanced Manufacturing and Mechatronics TCA will obtain technical skills necessary for qualified entrance for introductory careers and the Louisiana States Certification for Manufacturing (C4M).

Specific Degree Information:
Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

REQUIRED COURSES FOR TCA IN ADVANCED MANUFACTURING AND MECHATRONICS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMFG 100</td>
<td>Introduction to Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>AMFG 102</td>
<td>Manufacturing Tools and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>AMFG 104</td>
<td>Automation</td>
<td>3</td>
</tr>
<tr>
<td>AMFG 106</td>
<td>Intro to Fabrication, Process Technology and Machining</td>
<td>3</td>
</tr>
<tr>
<td>Total hours</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Students must meet prerequisites before taking these courses.

TECHNICAL COMPETENCY AREA
IN ADVANCED WELDING

The Advanced Welding TCA is a 14 credit hour, one semester curriculum based on the American Welding Society’s curriculum for Certified Welding Supervisors and Certified Welding Instructors. Students will have an option to complete the TCA with designated courses from either Advanced Manufacturing and Mechatronics or Oil and Gas Production Technology. This certification program will train welders in advanced subjects to include: new welding technology, supervision and management, inspection, testing, and economics of welding and welding materials.

Specific Degree Information:
Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

REQUIRED COURSES FOR TCA IN ADVANCED WELDING:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 104</td>
<td>Advanced Welding I</td>
<td>4</td>
</tr>
<tr>
<td>WELD 106</td>
<td>Advanced Welding II</td>
<td>4</td>
</tr>
<tr>
<td>Core Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMFG 104</td>
<td>Automation</td>
<td>3</td>
</tr>
<tr>
<td>AMFG 106</td>
<td>Intro to Fabrication, Process Technology and Machining</td>
<td>3</td>
</tr>
</tbody>
</table>

OR
Oil and Gas Production Technology concentration:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGPT 101</td>
<td>Intro to Fabrication, Process Technology and Machining</td>
<td>3</td>
</tr>
<tr>
<td>OGPT 103</td>
<td>Drilling Complex Wells</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total hours** 14

Students will have an option to complete the TCA with designated courses from either Advanced Manufacturing and Mechatronics OR Oil and Gas Production Technology.

Students must meet prerequisites before taking these courses.

TECHNICAL COMPETENCY AREA IN CISCO CERTIFIED NETWORK ASSOCIATE

The Technical Competency Area in Cisco Certified Network Associate (CCNA) is a 16-semester hour curriculum; emphasizing the skills and technical knowledge needed to obtain the Cisco Certified Entry Networking Technician (CCENT) and CCNA. These certifications prepare the holder for an intermediate to advanced level career in network administration.

**Specific Degree Information:**

Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

REQUIRED COURSES FOR TCA IN CISCO CERTIFIED NETWORK ASSOCIATE:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 121</td>
<td>CCNA I: Introduction to Networks 4</td>
</tr>
<tr>
<td>CIT 122</td>
<td>CCNA II: Routing and Switching Essentials 4</td>
</tr>
<tr>
<td>CIT 221</td>
<td>CCNA III: Scaling Networks 4</td>
</tr>
<tr>
<td>CIT 222</td>
<td>CCNA IV: Connecting Networks 4</td>
</tr>
</tbody>
</table>

**Total hours** 16

Students must meet prerequisites before taking these courses.

TECHNICAL COMPETENCY AREA IN INFORMATION TECHNOLOGY

The Technical Competency Area in the Technology program will produce skilled employees for the manufacturing industries. Skills taught have been derived from typical business requirements for existing manufacturing employees and those entering the workforce. The Manufacturing Technology program is based on participative learning, which also provides progress checks, unit assessments and skill practice throughout various units. The program is designed to enable participants to:

A. develop an understanding of manufacturing principles
B. increase interpersonal and team effectiveness skills
C. expand quality control and problem solving skills
D. build the manufacturing skills necessary to perform automated and representative production requirements

**Specific Degree Information:**

Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.
REQUIRED COURSES FOR TCA IN INFORMATION TECHNOLOGY:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100</td>
<td>Information Technology Principles</td>
<td>3</td>
</tr>
<tr>
<td>CIT 110</td>
<td>Ethics in Information Technology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Specialization Hours</td>
<td>6</td>
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<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Cyber Specialization:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 112</td>
<td>Support of Emerging Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIT 115</td>
<td>Network Defense</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

Industrial Specialization:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEED 201</td>
<td>Basic Digital Electronics</td>
<td>3</td>
</tr>
<tr>
<td>TEED 202</td>
<td>Microprocessors</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

Gaming Specialization:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 102</td>
<td>Problem Solving and Programming Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CIT 130</td>
<td>HTML5/CSS3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

TECHNICAL COMPETENCY AREA IN SOFTWARE APPLICATIONS

The Software Applications TCA is a job-skills-specific program in the area of commonly used business software applications for students who do not need or wish to complete a two-year curriculum, but who are required to demonstrate proof of knowledge and skills necessary to meet the basic computer needs of the business community.

Specific Degree Information:

Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

REQUIRED COURSES FOR TCA IN SOFTWARE APPLICATIONS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105</td>
<td>Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIS 111</td>
<td>Internet Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 205</td>
<td>Advanced MS Word</td>
<td>3</td>
</tr>
<tr>
<td>CIS 207</td>
<td>Advanced MS Excel</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total hours</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

*Students must meet prerequisites before taking these courses.*
TECHNICAL COMPETENCY AREA IN WEB DESIGN

The Web Design TCA provides a well-rounded selection of courses balanced between general orientation to business/industry and applied technical skills. Students completing the Web Design TCA will obtain technical skills necessary for qualified entrance into Web Design and maintenance-related careers.

Specific Degree Information:
Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this degree.

REQUIRED COURSES FOR TCA IN WEB DESIGN:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 102</td>
<td>Problem Solving and Programming Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CIT 110</td>
<td>Ethics in Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIT 149</td>
<td>Web Scripting I</td>
<td>3</td>
</tr>
<tr>
<td>CIT 130</td>
<td>HTML5/CSS3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total hours</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

*Students must meet prerequisites before taking these courses.*
ACADEMIC COURSE DESCRIPTIONS

Courses offered during the academic year covered by this catalog will be selected principally from those courses described on the following pages. Bossier Parish Community College reserves the right, however, to make revisions in these offerings.

Course Description Key

The course prefix is the first set of letters (see the prefix codes below) at the beginning of each course section. The course number is shown to the left of the title.

The significance of the numbering system is as follows:
- 000-099 Developmental courses for no degree credit
- 100-199 Freshmen level courses
- 200-299 Sophomore level courses

Contact and credit hours of each course are shown in parentheses immediately following the course title. The first figure indicates the total semester hours credit awarded to students for satisfactory completion of the course; the second number indicates the number of contact hours per week in lecture; the third number represents the number of contact hours per week in laboratory.

For example: (3-3-0)
- 3 semester hour credits
- 3 hours lecture per week
- 0 hours lab per week

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. For clarification on any prerequisites or corequisites, students should contact the appropriate dean. Students must make a "C" or higher in all prerequisite courses.

Course Prefix Key

The following are course prefixes and the courses and disciplines for which they stand. Course descriptions follow in alphabetical order.

<table>
<thead>
<tr>
<th>Prefix</th>
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<td>ALHT</td>
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ACCOUNTING (ACCT)

205: Introduction Financial Accounting. (3-3-0)
Introduction to accounting and financial reporting concepts and the significance of financial accounting information in decision-making. Emphasis on the accounting cycle; assets, liabilities, and stockholders' equity; and preparation of financial statements.

206: Introduction Managerial Accounting. (3-3-0)
Prerequisite: ACCT 205.
Introduction to managerial accounting theory, tools and concepts, with emphasis on the techniques used to provide information for internal management decisions.

210: Personal Income Tax. (3-3-0)
Personal income tax preparation: current internal revenue act and its application to the federal income tax for individuals.

212: Computerized Accounting. (3-3-0)
Prerequisite: ACCT 205.
Basic accounting principles using a computerized accounting package.

218: Payroll Accounting. (3-3-0)
Prerequisite: ACCT 205.
Accounting principles and procedures relating to payroll accounting.

231: Intermediate Accounting. (3-3-0)
Prerequisite: ACCT 205 and ACCT 206.
Expand and detail concepts, relationships, and procedures underlying the accounting cycle and financial statements. Emphasis will be placed on current assets including cash, receivables, and inventories. Added emphasis will be placed on the preparation of financial statement in accordance with generally accepted accounting principles as well as ethical and professional standards.

ADVANCED MANUFACTURING AND MECHATRONICS (AMFG):

100: Introduction to Manufacturing (3-2-3)
Prerequisite: MATH 097
An overview of the functional and structural compositions of manufacturing; including processes, plant safety, and quality in the manufacturing environment. Presents the personal and interpersonal skills required to be part of a high performing team in a manufacturing environment. Topics include team building, effective communication skills and ethics in the workplace.
102: Tools and Equipment Used in Manufacturing (3-2-3)
Prerequisite: MATH 097
Provides and introduction to math, measurements, schematics, drawings, and prints used in manufacturing. Facilitates application of these skills to safely and correctly use hand tools, power tools, hydraulic systems, and pneumatic systems.

104: Automation (3-2-3)
Prerequisite: MATH 097
Teaches an introduction to the automation components of manufacturing. Provides hands on experience with electrical circuits, instrumentation, Programmable Logic Controllers (PLC), computers and how to safely use this equipment.

106: Introduction to Fabrication, Process Technology and Machining (3-2-3)
Prerequisite: MATH 097
Presents an introductory knowledge of fabrication, process technology and machining. Offers hands on experience in each area.

110: Manufacturing Materials and Methods (3-2-3)
Prerequisite: MATH 099 and AMFG 106
The course is designed for the manufacturing technologist. Topics include materials of manufacture, manufacturing processes, measurement and part inspection, and manufacturing automation.

202: Introduction to Lean Manufacturing and Six Sigma. (3-2-3)
Prerequisites: MATH 102, AMFG 110
The course is designed for the manufacturing technologist. Topics include lean manufacturing, manufacturing economics, lean six sigma, production control, supply chain management, quality systems.

**ALLIED HEALTH (ALHT)**

102/102L: Introduction to Phlebotomy. (4-3-3)
Instruction in proper collection, transportation, and handling of blood including blood collection equipment, venipuncture, and capillary collection. Instruction also includes collection and transportation of other body fluids. A laboratory component serves to reinforce and enhance the lecture. (This course is offered in the fall and spring semesters. Enrollment in lecture is limited to 30 students per course section. Enrollment in the laboratory course is limited to 15 students per course section).

105: Medical Ethics and Law. (3-3-0)
Introduces students, in allied health fields, to potential legal and ethical issues which may be experienced in the healthcare environment. Students will discuss the legal system as it applies to the patient, healthcare provider, and medical institution; and review medical ethical and bioethical issues.

109: Health Care Systems and Safety. (2-1-1)
Health care delivery systems, cultural diversity, employment skills, workplace and general safety issues, emergency preparedness, infection control; OSHA, HIPAA, and current standards for BLS for healthcare providers.

112/112L: Basic ECG. (4-3-1)
Corequisite: ALHT 109, BLGY 110.
A course designed to provide students with skills related to arrhythmia recognition and monitoring. The laboratory is integrated with the lecture and will provide practicing interpretation with workbook ECGs, actual ECGs from hospital settings, and hands-on application of ECG and telemetry monitoring equipment.

114: Introduction to Medical Coding. (3-3-0)
Prerequisite: BLGY 110 or documented experience in healthcare.
General broad instruction in the latest editions of ICD, CPT and HCPCS systems used in the coding of diagnoses and procedures in health care facilities. Emphasis is on the development of basic skills needed for accurate coding for medical billing purposes. (This course is designed for Medical Assistant students and students wanting general instruction in medical coding. This course does not meet curricular requirements of the Medical Office Specialist program.)

115: Pharmacology for Allied Health Students. (3-3-0)
Prerequisite: BLGY 120 or BLGY 224
Pharmacology as it relates to current drug therapy. The major concepts include drug classification, mechanisms of action, therapeutic effects, clinical indication, methods of administration, adverse reactions, and drug interactions.
116: Pharmaceutical Dosage Calculations and Measurements. (3-3-0)
Prerequisite: Placement into MATH 098 or completion of MATH 097.
Proper calculation of medication dosages. The course includes mathematics review, metric system conversions, dosage measurement equipment, drug orders, drug labels, dosage of drugs, methods to calculate dosages, and IV equipment and drip rate calculations.

201: Medical Supplies and Patient Preparation. (4-3-3)
Prerequisite/Corequisite: ALHT 116.
Prerequisite: Approval of the Medical Assistant Program Director.
Patient care, knowledge and skills utilized by the medical assistant in the clinical ambulatory care setting. Laboratory activities reinforce lecture. (Days only/spring semester only)

203: Specialty Areas for Medical Assistants. (3-0-3)
Prerequisite: Approval of the Medical Assistant Program Director.
Clinical Specialty Ambulatory Care procedures, including, gynecology, obstetrics, pediatrics, neurology, orthopedics, psychiatry, rehabilitation, cardiology, pulmonology, gastroenterology, urology, dermatology, ophthalmology, otolaryngology, endocrinology, oncology, immunology, and allergy. (Days only/fall semester only.)

206: Pathophysiology. (3-3-0)
Prerequisite: BLGY 120 or BLGY 224.
This course focuses on specific disease processes, etiology, signs and symptoms, diagnostic procedures, treatments, prognoses, and prevention. An overview of the disease process, infectious diseases, neoplasms, and congenital diseases is also presented.

207: Advanced Medical Language. (3-3-0)
Prerequisite: BLGY 110.
Pronunciation, spelling, definition and abbreviations associated with advanced medical language.

209/209L: Laboratory Testing. (4-3-3)
Prerequisites: Permission of the department.
Principles and techniques of a variety of laboratory procedures commonly performed in the clinical setting. The course presents urinalysis, hematology, chemistry, immunology, microbiological testing and specimen collection, preparation and transportation. The course includes a laboratory component.

210: Medical Assistant Externship. (4 hrs. credit)
Prerequisite: Approval of the Medical Assistant Program Director.
The medical assistant student will practice in ambulatory care facility or other medical facility to gain work experience in the performance of medical assistant administrative and clinical duties. Minimum of 220 hours of practical experience. This class requires that a student be assigned Monday-Friday, day hours only.

211: Phlebotomy Hospital Clinicals. (7 hrs. credit)
Prerequisite: Acceptance into the Phlebotomy clinical program.
Hands-on phlebotomy experience and classroom instruction in patient preparation, selection and preparation of puncture sites, collection of specimens, maintenance of equipment, effective communication and post-collection client care at a variety of clinical sites.

ANTHROPOLOGY (ANTH)

201: Physical Anthropology. (3-3-0)
Physical anthropology includes the concepts of human diversity in the areas of physical adaptation, emergence of Homo sapiens, origins of language and culture, impact of food production and sedentary culture on the human physical landscape, man on the land, medical evolution of disease in culture, and the human reflection in the archaeological record.

202: Cultural Anthropology. (3-3-0)
Cultural anthropology is the study of living peoples, their beliefs, practices, values, ideas, technologies, economies and more. Through a variety of theoretical approaches and research methods, anthropologists today study the cultures of people in any part of the world--including those of industrial and "post-industrial" societies.

205: Introduction to Archaeology. (3-3-0)
This course provides an introduction to the methods and theories in archaeological research and data collection with emphasis on how these archaeological practices are used to reconstruct ancient cultures, as well as, a basic overview of artifact identification and classification. The student will learn basic artifact identification, standard field methods, and a survey of archaeological history and theories.
ART (ART)

101: 2-D Design. (3-3-0)
Development of design as a basic problem-solving, creative activity. Two dimensional project work, individual criticism, class discussions, and outside research.

102: Design II. (3-3-0)
Prerequisite: ART 101
Continuation of studies in fundamentals of design, emphasizing advanced problems including color theory, product design, and basics of graphic design.

103: Drawing I. (3-3-0)
An introduction to fundamentals of basic drawing. Emphasis on skills, composition, and varied materials.

104: Drawing II. (3-3-0)
Prerequisite: ART 103
Continuation of fundamental drawing with advanced problems and varied materials.

201: Art History I. (3-3-0)
A survey course of the development of the visual arts and civilization from Prehistoric through medieval art.

202: Art History II. (3-3-0)
A continuation of Art History I. A survey course of the development of the visual arts and civilization from the Renaissance to contemporary art.

203: Painting I. (3-3-0)
Introduction to painting principles, composition, and color. Explores the two-dimensional surface with basic problems, lectures, critiques, and visual presentations.

204: Painting II. (3-3-0)
Prerequisite: ART 203
Continuation of Painting I with an emphasis on independent investigation of the two-dimensional surface and materials. Emphasis on problem solving with critiques and lectures.

206: Introduction to Visual Arts. (3-3-0)
An introduction to the principles of art, various art media, processes, and art history in order to provide a basis for the judgment and understanding of art.

231: Art for Elementary Teachers. (3-3-0)
Incorporates knowledge, appreciation, and concepts of art as a learning tool with related hands-on projects. Emphasis on creativity in the classroom with lectures, workshops, and presentations.

246: Ceramics I. (3-3-0)
An introductory course in pottery making. Study and application of total studio process from production to glazing and firing ceramic ware.

247: Ceramics II. (3-3-0)
Prerequisite: ART 246
Continuation of Ceramics I with emphasis on larger scale hand-building, design, production, glazing, and firing ceramic wares.

250: 3-D Design. (3-3-0)
An exploration of varied three-dimensional forms, including addition, subtraction, manipulation, and substitution methods. Includes class activities with individual and group critiques.
BIOLOGY (BLGY)

101: General Biology I. (3-3-0)
Introduction to the principles of biology for the science major. Topics include a history of biology, scientific method, general concepts and principles of biological molecules, cell structure and function, photosynthesis, cell respiration, cell reproduction, genetics, evolution and ecology.

101L: General Biology I Lab. (1-0-3)
Laboratory designed to supplement General Biology I for science majors. Withdrawal from lecture mandates withdrawal from laboratory.

102: General Biology II. (3-3-0)
Prerequisite: BLGY 101
A sequence course, for science majors, to Biology 101. The course topics include general concepts and principles of ecology, evolution and classification, biological diversity (including structure and function), and the anatomy and physiology of plants and animals.

102L: General Biology II Lab (1-0-3)
Prerequisite: BLGY 101
Laboratory designed to supplement General Biology II for science majors. Withdrawal from lecture mandates withdrawal from laboratory.

105: Elements of Biology I. (3-3-0)
A survey of broad biological principles for non-science majors. The course topics include scientific method, biological molecules, cell structure and function, genetics, and evolution.

105L: Elements of Biology I Lab (1-0-3)
Laboratory instruction designed to supplement Biology 105 lecture.

106: Elements of Biology II. (3-3-0)
This course provides a sequence lecture course for Biology 105. A survey of broad biological principles for non-science majors. Topics include evolution and biological diversity including a survey of the basic concepts and principles of the five kingdom classification, including basic knowledge of anatomy and physiology of the human body.

106L: Elements of Biology II Lab (1-0-3)
Laboratory instruction designed to supplement Biology 106 lecture.

107: Environmental Science. (3-3-0)
This course includes an introduction to organism-environment interaction, especially humans and their environment. Exploration of contemporary issues in environmental science with an emphasis on man’s interaction with the Earth’s biological and physical resources. This course is also listed as PHSC 107. Students cannot receive credit for both BLGY 107 and PHSC 107.

110: Medical Terminology. (3-3-0)
Study of the basic structure of medical terms including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling, and definitions. The course introduces students to fundamental concepts in human anatomy and physiology.

113: Consumer Nutrition. (3-3-0)
A nutrition course for the non-science major which introduces the student to the basic nutrients required by the body and how they are utilized. This course includes evaluation of nutrition information.

120: Introductory Human Anatomy and Physiology. (3-3-0)
A survey of the structure and function of the organ systems of the human body preceded by a brief consideration of anatomical terminology, cell structure, and the microscopic structure of tissues.

120L: Introductory Human Anatomy and Physiology Lab. (1-0-3)
Laboratory exercises to reinforce lecture. Withdrawal from lecture mandates withdrawal from laboratory.

202: Microbiology for Nursing and Allied Health. (3-3-0)
Principles of microbiology, with emphasis on health and disease. This course covers topics including microbial cell structure and function, control of microbial growth, immunology, and the impact of microbes on human health.
(Previously offered as MICR 201)
202L: Microbiology Lab for Nursing and Allied Health. (1-0-3)
Laboratory designed to supplement BLGY 202. Current enrollment in BLGY 202 or previous credit. Withdrawal from lecture mandates withdrawal from lab.
(Previously offered as MICR 201L)

203: Basic Nutrition. (3-3-0)
Prerequisite: BLGY 101 or BLGY 110 or BLGY 224
Principles of nutrition for nursing, allied health, and science majors with an emphasis on underlying physiological processes and with application to health through the life cycle.

206: Principles of Microbiology. (3-3-0)
Prerequisite: CHEM 107 or CHEM 101 and one life science course.
Topics covered include microbial diversity, metabolism, structure and function, physiology, genetics, as well as interactions with hosts and their environments. Lecture and laboratory studies emphasize medically important microbes including pathogens, techniques used in their handling and control, immunology, and the role of microbes in disease. Designed for students planning to pursue a four year degree.
(Previously offered as MICR 206)

206L: Principles of Microbiology lab. (1-0-3)
Laboratory activities to accompany BLGY 206 lecture. Emphasis is placed on medically important microbes including pathogens, techniques used in their handling and control.
(Previously listed as MICR 206L)

230: Human Anatomy and Physiology I. (3-3-0)
Prerequisite: Reading competency
The anatomy and physiology of the human body. Topics include cells, tissues, integumentary, skeletal, muscular, and nervous systems.
Students are not required but are encouraged to take BLGY 110 and/or CHEM107 before enrolling in this course.

230L: Human Anatomy and Physiology Lab I. (1-0-3)
Corequisite: Enrollment in BLGY 230
This course includes laboratory exercises to accompany and reinforce BLGY 230 lecture concepts.

231: Human Anatomy and Physiology II. (3-3-0)
Prerequisite: BLGY 230
The anatomy and physiology of the human body. Topics include endocrine, circulatory, respiratory, lymphatic, digestive, excretory, and reproductive systems.

231L: Human Anatomy and Physiology II Lab. (1-0-3)
Corequisite: Enrollment in BLGY 231
This course includes laboratory exercises to accompany and reinforce BLGY 231 lecture concepts. Withdrawal from lecture mandates withdrawal from lab.

244: Introduction to Human Genetics. (3-3-0)
Prerequisite: BLGY 101, BLGY 225 or BLGY 230
General principles of genetics, to including heredity and genetic analysis. Emphasis is placed on inheritance of human disease.

BUSINESS ADMINISTRATION (BADM)

105: General Business Administration. (3-3-0)
A survey of business, introducing the major operations of a business, including production, marketing, finance, and management. The course also examines the economic, social, and political environment of business and prepares the student for further collegiate education in business.

108: Finance. (3-3-0)
Instruction in budgeting, credit, investment, insurance, real estate, and other areas of money management. A study of the methods of financing, including sources and applications of funds, net worth statement analysis, financial planning, cash flow statement analysis, stocks, bonds, mutual funds, time value of money, and basic risk analysis.

112: Business English. (3-3-0)

113: Business Mathematics. (3-3-0)
Introductory math designed to prepare the student for problems related to business. A review of basic math, to include interest, decimals, percentages, banking records, discounts, installment buying, payroll records, and depreciation.
201: Principles of Macroeconomics. (3-3-0)
An introduction to macroeconomic theory with application of macro principles to problems of unemployment, inflation, economic growth, fiscal policy, and monetary policy.

202: Principles of Microeconomics. (3-3-0)
An introduction to microeconomics, the study of individual market interactions. Concentration on role of customers and producers in markets for particular goods and services. Topics include demand, supply, market equilibrium, international trade, production of goods under pure competition, monopoly, monopolistic competition, and oligopoly.

203: Business Statistics. (3-3-0)
Topics in statistics including analysis of variance, hypothesis testing, multiple regression, multinomial experiments and analysis of contingency tables and non-parametric statistics. Course will include use of statistical data analysis software and group projects.

208: Entrepreneurial Finance. (3-3-0)
Prerequisite: MATH 099.

212: Principles of Management. (3-3-0)
An introduction to management theory and practice that integrates classical and modern concepts with real-world examples. Emphasizes the evolution of management theory, behavioral theory, organizational theory, and managerial techniques.

213: Human Resource Management. (3-3-0)
Principles and techniques of human resource management with emphasis on planning, developing, selecting, compensating, evaluating, and supervising employees.

214: Principles of Marketing. (3-3-0)
A basic course in marketing including the exchange process, marketing analysis, price determinants, and present-day marketing trends. Emphasis is given to the marketing concept and how firms adapt products and services to changes in consumer demand. Designed for both the student who will take only one course in marketing and the student who intends to major in marketing or related fields.

215: Business Law. (3-3-0)
Principles of law relating to legal aspects of business transactions with particular emphasis on contracts. Includes subjects such as bailments, commercial paper, insurance, agency, employment, regulation, property, and consumer protection. Case studies used in class.

216: Small Business Entrepreneurship. (3-3-0)
Small Business Entrepreneurship is designed to provide students with the competencies necessary to prepare them for successful business ownership. This course includes the study of entrepreneurial characteristics, business ethics, basics of financing, marketing fundamentals, product considerations, location and layout concerns, pricing decisions, promotion strategies, and management concepts.

217: Organizational Behavior. (3-3-0)
A study of individual, small group, organizational behavior, and applied treatment of human relations in a business setting; problems of motivation, employee morale, leadership, and communications in goal-oriented activity.

220: Business Communications. (3-3-0)
Prerequisite: CIS 105 and ENGL 102
Develops the student's verbal and nonverbal communication. Emphasis on analyzing critical factors influencing communication effectiveness and writing business letters along with a practical grammar review. Also includes preparation and presentation of a business report and documents relating to the employment process.

221: Business Professional Speaking. (3-3-0)
Develops the student's ability to plan and deliver professional business messages with visual aids. Emphasis is placed on developing public speaking skills, using modern trends in visual aids and presentation software, and working in teams.

229: Business Internship (3-3-0)
This course provides a learning experience that integrates a student's academic background with practical experience in the course are reflections on the internship experience, application of relevant course concepts, and feedback with the internship organization.
CARE AND DEVELOPMENT OF YOUNG CHILDREN (CDYC)

101: Foundations of Early Childhood Development. (3-3-0)
This course provides an overview of Early Childhood, including personal and professional growth and development, ethical standards, learning theories, principles of child development and learning, developmentally appropriate practices, working with families, and current issues and trends in Early Childhood Education.

103: The Learning Environment. (3-3-0)
This course focuses on promoting and maintaining the health and well-being of young children. Topics include: safe and healthy learning environments, recognition and reporting abuse and neglect, current state licensing and health regulations, and resources for creating developmentally appropriate environments for young children.

105: Early Childhood Growth and Development. (3-3-0)
This course focuses on topics of early development theories- ranging from theoretical discussions on development in the prenatal period to the cognitive, emotional, and social growth of newborns, infants and toddlers through 36 months. Current brain development during this “sensitive period” will be emphasized. Infant and toddler caregivers will gain knowledge about current developmentally appropriate practices (DAP) to provide the most effective, and nurturing care. It includes theorists: Erikson, Piaget, Vygotski, Maslow, Bandura, Brazelton, Greenspan, Ainsworth, Gerber, Pikler, Jensen and others.

141: Creative Expression in Early Childhood Development. (3-3-0)
This course is based on developmentally appropriate practices to reflect a creative arts concentration, emphasizing child-directed, as opposed to teacher-directed activities. It acknowledges the philosophy of process-oriented art, instead of product-oriented activity. Also, this course will present an art studio approach; maximizing responsible freedom, decision-making, discovery, creative thinking and expression integrated within the early childhood curriculum.

165: Language and Literacy in Early Childhood. (3-3-0)
This course introduces students to the developmental stages and theories of language and promotes an understanding of individual and cultural differences in language. Actual methods and developmentally appropriate practices are discussed, demonstrated and practiced.

170: Math and Science for Early Childhood EduCarers. (3-3-0)
This course presents an organized, sequential approach to creating developmentally appropriate math and science curricula for young children. It is designed to support children’s construction of concepts and skills essential to a basic understanding of mathematics and science. Three types of learning approaches are emphasized: naturalistic, informal, and structured.

211: Child Guidance. (3-3-0)
Positive guidance, discipline and behavior management techniques are learned skills that create competent, effective early childhood educators. Many educators leave the field because they lack knowledge and skills in positive guidance. This course will not only give students a background in discipline techniques but will also provide limited practical experiences with children and caregivers. This course will also incorporate parenting skills so that educators can effectively present helpful techniques to parents of young children.

213: Planning the Infant and Toddler Curriculum. (3-3-0)
This course presents research based knowledge about developmentally appropriate practices (DAP) in the care and development of infants and toddlers in childcare settings. The approach of this course acknowledges the concept of: “The Three Rs: Respectful, Responsive, and Reciprocal Caregiving.” Focus is placed on accepted and current theories of development and stages and ages of children from conception through thirty-six months. Topics include: health and safety regulations; including diapering and feeding, the environment, brain growth, the importance of play, movement, attachment, observation of infants and toddlers, professionalism, and communication with caregivers and parents.

218: Communicating with Infants, Toddlers and their Families. (3-3-0)
Upon review of current research, students will examine the elements of beginning language and literacy and discuss how families, childcare programs and communities can encourage language and literacy development in infants and toddlers. Students will explore and learn the typical milestones of language development and some of the challenges which caregivers and parents might encounter as language emerges in infants and toddlers. Specific research-based tips on how to talk to children with diverse backgrounds and temperaments and guidelines to foster vocabulary and oral language acquisition at home will be provided.

232: School-age Children in Childcare Settings. (3-3-0)
This course applies research based knowledge about developmentally appropriate practices (DAP) with four, five, six, seven, and eight year olds in childcare settings or before and after school care. The course concentrates on issues and concerns with DAP in early elementary school. Topics in this course include: theories of development and stages and ages of children 4-8 years, the learning environment, health and safety regulations, positive guidance, the importance of play and movement, brain growth and early literacy, communication, professionalism, and other special concerns.
240: Observation and Participation. (3-2-1)
Prerequisite: CDYC 101, CDYC 103, CDYC 141, CDYC 165, CDYC 211, CDYC 273, and permission from program coordinator
This course presents an overview of child development with several varied methods of observing and assessing development in an actual child care setting.

261: Home, School, and Community Relationships. (3-3-0)
This course promotes positive communication and professionalism with families. Topics include: the importance of developing positive relationships with parents, attachment and separation anxiety, daily reporting, reporting child abuse or neglect, positive guidance techniques, posting schedules, procedures, changes, developing a parent handbook to communicate the facility’s policies and regulations, and recognizing, recording, and reporting special concerns to parents.

265: Special Needs in Early Childhood Programs. (3-3-0)
The focus of this course is to provide education about children with special needs. This course covers topics about children (ages birth through 8 years) with physical, cognitive, and social-emotional exceptionalities. Broad areas of study will include programs which provide care for children who are: gifted, talented, hearing or vision impaired, physically challenged, or health impaired and may possess characteristics which indicate learning or behavior disorders, developmental delays, or speech and language deficits. Students will gain knowledge about various developmentally appropriate practices (DAP) strategies and methods, communication techniques with parents, service providers, paraprofessionals, and community resource agencies. Students will learn various state and federal laws concerning children with exceptionalities.

273: Developmentally Appropriate Curriculum and Materials in Early Childhood. (3-3-0)
Planning and implementing developmentally appropriate curriculum and materials for young children; required knowledge and skills in curriculum content area and in developmentally appropriate practice.

280: Administration of Early Childhood Programs. (3-3-0)
Prerequisites: Three (3) years’ experience as a director in a child care setting or CDA credential (or test-out equivalent), and/or permission from the CDYC program coordinator.
This course is designed for directors of childcare centers or students who have plans to become a director in a childcare facility. Topics include: quality programs in childcare, determining the needs of the community, planning the budget, writing a business proposal, childcare licensing and other laws, facility regulations, supplies and equipment, staff issues, marketing, daily program, responsibilities, parenting concerns and other administrative matters.

282: Management and Financial Strategies for the Childcare Business. (3-3-0)
Prerequisites: CDYC 280 plus three (3) years’ experience as a director in a child care setting or CDA credential (or test-out equivalent), and/or permission from the CDYC program coordinator.
This course is designed to teach the childcare director skills necessary to manage human and financial resources, how to plan for a financially stable enterprise, and how to complete business tasks more quickly and accurately.

298: Practicum in Early Childhood Development. (6-1-5)
Prerequisites: all CDYC courses with a grade of “C” or better, a candidate for graduation, and permission from the program coordinator. Supervised work experience in an approved childcare setting.

CHEMISTRY (CHEM)

NOTE: Science majors will schedule the CHEM 101, CHEM 101L, CHEM 102, CHEM 102L sequence. Students pursuing a curriculum in nursing or allied health will schedule the CHEM 107, CHEM 107L, and CHEM 108 sequence.

101: General Chemistry I. (3-3-0)
Prerequisites: ACT Math score of 18 or MATH 102
It is strongly suggested that students should have completed a high school chemistry course or CHEM 107. Fundamental skills and knowledge required for a continued study of chemistry and the related sciences. Topics include nomenclature, atomic and molecular structure, chemical equations, stoichiometry, gas laws, bonding, energy relationships, an introduction to periodicity, solutions and quantitative problem solving.

101L: General Chemistry I Laboratory. (1-0-3)
Prerequisite: Previous credit or current registration in CHEM 101.
Laboratory skills and knowledge required for a continued study of chemistry and related sciences. Content supports topics in Chemistry I (Science majors), including safety and basic laboratory techniques to include data collection and interpretation and introduction to laboratory reporting and record keeping. Withdrawal from lecture mandates withdrawal from laboratory.
102: General Chemistry II. (3-3-0)
Prerequisite: CHEM 101
A continuing study of chemistry concepts by building on topics covered in CHEM 101. Topics include intermolecular forces, thermodynamics, general and heterogeneous equilibrium, kinetics, solutions, acid/base equilibrium and properties, and electrochemistry.

102L: General Chemistry II Laboratory. (1-0-3)
Prerequisite: Previous credit or current registration in CHEM 102
Safety and basic laboratory techniques related to the topics in Chemistry II (science majors). Withdrawal from lecture mandates withdrawal from laboratory

107: Introductory Chemistry I. (3-3-0)
Prerequisite: MATH 098 or Math ACT score of 19 or higher.
An introduction to measurement systems, atomic and molecular structure, ionic and covalent bonding, chemical nomenclature, chemical equations and stoichiometry, gas law relationships, quantitative problem solving, an introductions to thermodynamics and energy relationships, solutions and concentrations and fundamentals of nuclear chemistry.

107L: Introductory Chemistry Laboratory. (1-0-3)
Prerequisite: Previous credit or current enrollment in CHEM 107.
Reinforcing laboratory exercises related to topics in Introductory Chemistry I to include laboratory safety basic laboratory techniques including data collection and interpretation, and an introduction to laboratory reporting/record keeping. Withdrawal from lecture mandates withdrawal from laboratory

250: Organic Chemistry I. (3-3-0)
Prerequisite: CHEM 101 and CHEM 102 or CHEM 108 or permission of the instructor
A course designed for students pursuing a bachelor's degree in science, pre-medicine, clinical laboratory science or other related fields. Topics include nomenclature, chemical reactions, synthesis, functional groups, structure and property relationships, stereochemistry, spectroscopy, and mechanistic theory (pre-professional, science majors).

COMMUNICATION MEDIA (COMM)

102: Live Video Productions. (3-3-0)
This course explores the various aspects of live video productions such as: effective use of video equipment, lighting, continuity, audio production, storyboarding, and field shooting.

103: Communication Practicum. (3-0-0)
Prerequisite: permission of department.
The Communication Practicum provides work experience in a high-tech media environment, which will give practical work experience secured either through an approved apprenticeship, internship, or professional work.

105: Survey of Music Business. (3-3-0)
Students will learn major areas of the music business, with attention given to practical application and theoretical foundations. In addition, an in-depth study of organizations and a general overview of the industry will be considered.

106: Legal Issues in the Entertainment Field. (3-3-0)
This course provides an overview of legal issues that influence the entertainment industry. Topics covered include: the creative process, censorship, intellectual property, artist representation, publicity, and U.S. copyright law.

107: Sound Reinforcement. (3-3-0)
The students will learn equipment, systems concepts, design, and acoustical problems involved in sound reinforcement for live performances and road work as they relate to a professional concert situation.

108: Marketing of Recorded Music. (3-3-0)
Students will learn movement of the recorded and printed product from the studio to the ultimate consumer. Includes market structure and analysis, distribution patterns, promotional strategies, charts, airplay, pricing, and legal aspects. Design advanced level business incubators where students screen and select original songs and artists; produce, manufacture, and market recorded product. Special emphasis is placed on all related contracts, cash flow management, and accounting.

130: Film Pre-Production. (3-3-0)
This course is designed to lay the ground work for production of a video or film. It includes scouting out locations, utilizing a script or storyboard, planning, and preparing a checklist for equipment, props, and actors needed to video/film the project.
160: Photography. (3-3-0)
This is an introductory course in digital photography which approaches the medium as an art form, a unique means of human communication, and a technical skill. The student is introduced to basic mechanical principles of the camera and how photography has influenced human perception and communication. The student is provided with techniques for responding to the content and structure of photographs. An adjustable digital SLR camera is required.

162: Fine-Art Photography. (3-3-0)
Prerequisites: COMM 160 AND COMM 216
This course provides an introduction to the world’s greatest photographers and examines the life experiences that influenced their creative process. Special attention will be given to photographic subject matter and technique and its application to student work. Students will conduct a photographic art exhibit.

163: Techniques of the Masters. (3-3-0)
Prerequisite: COMM 160
This course will introduce the great Masters of Art to the student. The purpose is to identify those qualities and techniques of the Masters and how photographers may become inspired to photograph under their influence. Special attention will be given to the Italian Renaissance, the Baroque period, Impressionism, and two American artists, Andrew Wyeth and Norman Rockwell.

164: Creating Digital Presentations. (3-3-0)
Prerequisite: COMM 216 or permission of instructor
This course will concentrate on the graphic design features in Photoshop which include working with layers, type, paint and pen tools, vector masks, smart objects, and shapes. The objective is to provide the student with the tools to create effective promotional materials for advertising purposes.

170: Introduction to Broadcasting. (3-3-0)
This course covers the principles and practices of media; a historical perspective of radio and television; and an introduction to programming concepts and the technical terminology of the field.

175: Radio and Television Programming. (3-3-0)
Students will learn analysis of program forms used in the electronic media, effective program structure, and consideration of the audience in relation to programming.

201: Video Post-Production. (3-3-0)
This course is designed for the development of post-production skills. It also includes opportunities in developing, directing, and producing video programming.

202: Video Editing. (3-3-0)
This course includes historical editing techniques along with the introduction of Adobe Premier Pro.

203: Lighting for Film and Television. (3-3-0)
Students will learn basic three point lighting to full set lighting design. Included in discussion are types of lighting fixtures, gels, and lighting techniques.

204: Special Effects in Editing. (3-3-0)
Prerequisite: COMM 239 or permission of instructor.
This course covers editing in the digital environment using Adobe Premier and After Effects. Topics include terminology, technologies, Premier and After Effects project workflow, inserting special effects, and advanced sound, video and picture editing skills.

205: Television Directing. (3-3-0)
This course explores the principles of organizing and directing for television. Theory and practice of aesthetic and practical skills will be developed as students analyze and plan a video program. Students will look at the differences in film directing and broadcast directing.

207: Electronic Field Production. (3-3-0)
This course is designed to actively involve the students in mobile television production facilities and techniques. It includes opportunities to develop, direct, and produce live and taped mobile video programming.

209: Scriptwriting for Film and Television. (3-3-0)
This course will focus on writing scripts for television and film.

210: Copywriting for Television and Radio. (3-3-0)
This course provides practice in copywriting for television and radio. Students will sharpen specific copywriting skills using realistic situations.
211: Newswriting. (3-3-0)
Students learn how to start, develop and polish hard news and feature stories. In addition, related styles such as additional column writing are explored along with issues of language use, media ethics and media law. The series and related materials reinforce both traditional and emerging journalism styles in broadcast, public relations writing, and print journalism.

212: Announcing. (3-3-0)
The student will learn the role of the announcer, principles of communication in electronic media, and the application of vocal dynamics to develop proficient, articulate speech in a variety of performance situations.

213: Voice and Diction. (3-3-0)
Voice and Diction is the study of vocal mechanisms, phonetics and related exercises to improve articulation, pronunciation and expressive intonation. The course also covers the International Phonetic Alphabet and its uses in vocal performance.

215: Special Topics. (3-0-0)
Prerequisite: permission of department.
An instructor supervised course that allows an advanced student to explore specific styles, techniques, or production practices in a chosen area of communication. (May be repeated for credit)

216: Adobe Photoshop. (3-3-0)
Adobe Photoshop is explored as a pixel-based editing program by enhancing and combining photographs and graphics.

218: Adobe Illustrator. (3-3-0)
Adobe Illustrator is explored and utilized to create complex 2D vector graphics for use in graphic design.

219: 2D Graphics. (3-3-0)
Prerequisite: COMM 218 or permission of instructor.
Students will explore and apply the theories behind graphic design using professional processes. The class will explore advanced techniques and prepare the student for working with clients.

220: Photoshop Compositing. (3-3-0)
Prerequisite: COMM 216 or permission of instructor
Students will learn how to effectively use the advanced features in Photoshop to include: actions, channels, selection tools, and layers.

221: Photoshop Retouch and Restoration. (3-3-0)
Prerequisite: COMM 216 or instructor permission.
Students will study those features of Photoshop that are most intimidating, such as channels, masking, and file management. Careful attention will be given to coping with image problems and restoring old or damaged photographs.

222: Film Directing (3-3-0)
This course explores the many elements involved in directing a short film from conception to completion. Students will plan and execute short projects, analyze script structure, and experiment with different filmmaking techniques made famous by other film directors.

223: Publication Design. (3-3-0)
Prerequisite: COMM 218 or permission of the instructor
Students will explore the attributes of type and create various layouts from print and digital publications.

225: Audio Production in Media. (3-3-0)
This course will provide the student with a broad introduction to audio principles and operation. Topics included are: acoustics, system wiring, and various types of analog and digital equipment.

236: Autodesk Maya I. (3-3-0)
The students will be introduced to the Autodesk Maya interface students will be educated in various aspects and applications of this software, including animation, modeling with polygons, surfacing, and rigging through activities discussed.

239: Adobe After Effects. (3-3-0)
Using Adobe After Effects, the students will generate and combine elements into animated or video composition that will be rendered to video files.

240: American Cinema. (3-3-0)
This course develops an appreciation of American film from the silent era to the present day and is designed to enhance the student’s ability to think, speak, and write critically in an increasingly visual and technological culture.

246: 2D Animation (3-3-0)
This course is designed to introduce students to 2D digital animation techniques, aesthetics, and history. Students will create short animated pieces using paperless animation software and digital drawing tablet
250: Remote News Reporting. (3-3-0) 
**Prerequisite:** COMM 202 or permission of instructor. 
This course is a comprehensive study in methods of gathering both news and sports stories. In addition, the student will develop skills in news/sports writing, video editing basics, directing, announcing and producing video/audio content for new packages. Additional emphasis will be placed on production values, laws and regulations, marketing, and the role of current technology as it relates to remote news and sports gathering.

251: Autodesk Maya II. (3-3-0) 
**Prerequisite:** COMM 236. 
Students advance their knowledge of Autodesk Maya by exploring advanced modeling techniques, procedural animation, character animation, lighting, and rendering.

256: Introduction to Multimedia Reporting. (3-3-0) 
Techniques of writing, reporting, camera work, packaging, and presentation of news. This class will introduce multimedia reporting concepts, including integration of internet components to on-air news product.

257: Live Performance for the Media. (3-3-0) 
The student develops techniques and skills in live performance for television and film. Dramatic techniques for various types of script formats are applied.

258: Media Portfolio. (3-3-0) 
**Prerequisite:** COMM 170 and permission of department 
This course will cover the necessary tools and knowledge needed to find, apply, and interview for work. Preparation for job interviews, procedures on how to complete job applications, and personal presentation techniques are addressed. Students will explore and reflect upon careers in their chosen discipline. A career portfolio is created.

259: Media Ethics. (3-3-0) 
This course gives students a firm foundation in ethical principles as they apply to reporting, confirming the proper use of sources, confirming the validity of information, and the business of news. Students also develop their own personal guidelines for what is acceptable behavior for someone employed as a journalist.

260: Wedding Photography. (3-3-0) 
**Prerequisite:** COMM 160 or permission of instructor. 
This course will introduce students to wedding photography. The student will be immersed in both static and dynamic situations in order to prepare them for real life situations.

262: The Photographic Artist. (3-3-0) 
**Prerequisite:** COMM 216 
Students will explore artists who paint with computers as well as with a brush. Students will explore the possibilities of digital painting using Corel Painter software. Painting styles explored include water color, pastels, and oils.

267: Portrait Photography. (3-3-0) 
**Prerequisite:** COMM 160 or permission of instructor. 
This course covers portrait lighting, posing, and camera techniques. The student is required to produce portraits of various subjects using interior and exterior situations.

272: Advanced Portrait Photography. (3-3-0) 
**Prerequisite:** COMM 267 or permission of instructor. 
This course will encompass all elements of visual perception (design, composition, lighting and subject features) necessary to create a pleasing and flattering portrait.

280: Film Production and Design. (3-3-0) 
The theory and practice of designing a film or video production; including script analysis, budgeting, equipment deployment and other logistics for preparing a well-coordinated production shoot.

281: Documentary Filmmaking. (3-3-0) 
This course explores techniques necessary to direct and produce a documentary film. The main focus is on directing, producing, preproduction, and interviews for documentary production. Students will also examine different philosophies of ethics and research as it pertains to the preproduction and production of a non-fiction feature.

282: Applied Film Production. (3-3-0) 
This course provides curriculum credit for practical work experience secured through participation in the BPCC summer film.

290: Pro Tools. (3-3-0) 
This course provides an overview of digital audio technology and the conceptual design of analog to digital and digital to analog converters. Students examine the editing and constructing of digital sound samples from live sources. The use of the computer and
digital recording and editing software as well as the basic elements of MIDI are covered. Students receive hands-on experience in a digital audio workstation environment.

292: Pro Tools II. (3-3-0)
Prerequisite: COMM 290 or permission of instructor
This course develops an understanding of the techniques and technology involved in modern multi-track recording and mixing. Hands-on projects include: recording techniques for music, speech and sound effects; operation of sound mixing consoles; multi-track recording; use of effects processors; mixing; and mastering.

294: Studio Production. (3-3-0)
This course covers music recording techniques and business skills needed to become an independent producer of contemporary commercial recordings. Students will be presented with an overview of multi-channel audio technology and the history and development of multi-channel audio systems both for film and music production. Current trends in multi-channel digital audio technology are examined.

295: Post-Production Techniques for Music. (3-3-0)
Prerequisite: COMM 294
This course is an advanced study of recording techniques which involve environmental studies of acoustics. Advanced techniques are presented as related to recorded sound. The course also provides a follow-up experience of mixing and mastering a recorded project.

298: Advanced Sound Reinforcement. (3-3-0)
Prerequisite: COMM 107
Theory and practical experience in the use of professional sound systems. This advanced level course is designed to provide the student with the knowledge necessary to connect and fully operate professional sound systems in a live environment. Emphasis is placed on consoles, outboard equipment, wireless systems, and cables and connections.

299: Sound Design for Film and Video. (3-3-0)
Students will study theory and apply practical experience in sound for film and video. This course will explore the technical and aesthetic aspects of sound as it relates to the moving image. Midi, SMPTE, sync, Foley, sound effects recording, ADR, looping, and music for video will all be covered.

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**COMPUTER INFORMATION SYSTEMS (CIS)**

099: Keyboarding. (3-3-0)
Development of keyboarding techniques on a microcomputer; introduction to basic computer skills and word processing; designed for students with no formal computer training.

100: Information Technology Principles (3-3-0)
Overview of computing fundamentals (hardware and operating systems), application software (Word, Excel, PowerPoint, Access), and the Internet (Web, e-mail).

105: Computer Concepts. (3-3-0)
The course covers an introduction to word processing, electronic spreadsheet, database, and presentation software.

106: Introduction to Management Information Systems. (3-3-0)
Prerequisite: CIS 100
An introduction to the fundamentals underlying the design, implementation, control, evaluation, and strategic use of modern, computer-based information systems for business data processing, office automation, information reporting, and decision making.

107: Skills for IT Principles. (3-3-0)
This course is designed to help students examine and develop employability skills that are essential for success in the Information Technology (IT) field. Students will explore topics such as communication, listening, teamwork, professional presence, personal responsibility, problem-solving, decision-making, and career planning.

111: Internet Technology I. (3-3-0)
This course provides the framework for accessing the Internet and using it for communication and research. This course introduces computer networks, Internet protocols, and Internet security threats and solutions. It also introduces basic HTML coding for Web pages.

114: Microsoft Windows Client. (3-3-0)
An introduction on how to install, configure, maintain, and troubleshoot client operating systems. The class is conducted in a laboratory setting where hands-on learning is emphasized. The Microsoft Windows Configuration certification exam is optional at the conclusion of the course.
115: Software Applications. (3-3-0)  
Prerequisite: CIS 100 or CIS 105  
Continuation of personal computer software applications. The course covers intermediate techniques in integrated software applications including word processing, electronic spreadsheet, database, and presentation software.

118: Help Desk Operations. (3-3-0)  
Prerequisite: CIS 100 and CIS 114  
This course focuses on key information and skills to prepare the student to assist non-technical people with computer-related problems in the workplace. Topics include troubleshooting and problem solving computer systems, determining a client's specific needs, and successful communication with clients.

140: Social Media  
Prerequisite: CIS 100 or CIS 105  
This course will equip students with knowledge and practical skills to use social media to meet today’s challenges of online communication and collaboration by emphasizing the daily use of common social media tools.

141: Social Media Marketing  
Prerequisite: CIS 100 or CIS 105  
This course covers the basics of social media and techniques to create a thorough social media marketing plan. A combination of theory, case studies, and real-world examples will be used to teach this course.

205: Advanced MS Word. (3-3-0)  
Prerequisite: CIS 105 or CIS 100  
An in-depth exposure to Microsoft Word. The course includes how to plan, define, create, and modify documents. Practical applications of integration of other documents will also be explored in depth. The Microsoft Office Word 2013 certification exam is optional at the conclusion of the course.

207: Advanced MS Excel. (3-3-0)  
Prerequisite: CIS 105 or CIS 100  
An in-depth exposure to spreadsheet design using Microsoft Excel. The course includes how to plan, define, create, and modify spreadsheets. Practical applications of integration of other documents will also be explored in depth. The Microsoft Office Excel 2013 certification exam is optional at the conclusion of the course.

209: Advanced MS Access. (3-3-0)  
Prerequisite: CIS 105 or CIS 100  
An in-depth exposure to database design using Microsoft Access. The course includes how to plan, define, create, and modify databases. Practical applications of integration of other documents will also be explored in depth. The Microsoft Office Access 2013 certification exam is optional at the conclusion of the course.

210: Advanced MS PowerPoint. (3-3-0)  
Prerequisite: CIS 105 or CIS 100  
An in-depth exposure to presentation design using Microsoft PowerPoint. The course includes how to plan, define, create, and modify presentations. Practical applications of integration of other documents will also be explored in depth. The Microsoft Office PowerPoint 2013 certification exam is optional at the conclusion of the course.

227: Computer System Design. (3-3-0)  
Prerequisite: 15 CIS/CIT hours earned  
An in-depth study of information systems with an emphasis on “real world” situations.

250: Introduction to Cloud Computing. (3-3-0)  
Prerequisite: CIS 106  
This course introduces students to an overview of cloud computing. The course addresses cloud computing from a business perspective and from a technical perspective. Exam tips and practice questions will be provided to prepare for the CompTIA Cloud Essentials certification.

260: Internet Protocol (IP) Telephony. (3-3-0)  
Prerequisite: CIS 111  
This course is an introduction to voice and data communications as used in modern business environments. Topics covered in this course include cabling, network and internet technologies, telephony, and implementation considerations.

298: CIS Internship. (3-3-0)  
Prerequisite: CIS 107 and 15 CIS/CIT hours earned or Permission of the Instructor  
Real world experience at companies which employ individuals in the areas of Computer Information Systems.
CONSTRUCTION (CONS)

100: Introduction to Building Construction. (3-3-0)
An overview of the practice of building construction which incorporates first year experience methodology with an introduction to the college major and future professions. Principles of self-discovery include a self-directed learning plan, strengths assessment, and relation of personal characteristics to career success. A strong hands-on component in critical thinking and a research project for professional ethics are also included.

101: Materials and Methods I and Laboratory. (3-2-3)
Prerequisite: CONS 100 and MATH 102
The properties of most common construction materials are covered along with calculation methods for determining the suitability of materials for given applications. Properties covered include loads and load resistance; thermal; air and water vapor flow; fire-related; acoustical; expansion and contraction; and sustainable construction. A general overview of the construction process is also provided. Lab provides opportunities for hands-on practice of learned methods.

102: Materials and Methods II and Laboratory. (3-2-3)
Prerequisite: CONS 101 and MATH 112
Corequisite: PHYS 201 and PHYS 201L
Detailed coverage of common methods of commercial and residential construction is provided including: site layout and preparation, foundation, structural, exterior finishes (walls, openings, and roofs), interior systems (insulation, finishes, and lighting) and engineered systems (mechanical, electrical, plumbing, fire suppression, and sustainability). Special emphasis is placed on safety, modern tools and equipment. Lab provides opportunities for hands-on practice of learned methods.

140: Construction Safety and the OSHA Standards. (3-3-0)
Corequisite or Prerequisite: CONS 100
A presentation of material focusing on the theories and principles of construction safety and health. Special emphasis is placed on the needs of modern construction professionals and on the construction requirement set forth by OSHA and other regulatory agencies. The OSHA 30 Hr. Construction Safety certification exam is required.

150: Construction Contracting and Laws. (3-3-0)
Prerequisite: CONS 100.
Contractual obligations for construction project delivery, contract hierarchies, and contract types will be examined. Bid systems will be covered. Common case law holdings and industry customs are reviewed. Regulatory issues--such as codes, code compliance, zoning and inspections--are explained. Red flag issues are explored.

160: Construction Graphics and Specifications and Laboratory. (3-2-3)
Corequisite or Prerequisite: CONS 101.
Practice in light commercial and residential construction graphics interpretation is presented. Construction graphics describing common construction materials and methods are covered in detail. Interpretation of topographic, engineering, structural, plumbing, electrical, and mechanical graphics is practice in lab. Emphasis is placed on residential and commercial building code requirements and Americans with Disabilities Act (ADA) requirements.

200: Sustainable Construction Science. (3-3-0)
Prerequisites: CONS 101 and CONS 102.
Introduction to the technologies of sustainable construction focusing on energy efficiency, sustainable materials, environmental impact and indoor air quality. Impacts of sustainable construction studied will include changes to the building process, verification and reporting, and meeting the needs of present generations without compromising the abilities of future generations.

201: BPI Energy Analyst Certification Prep Class. (1-1-0)
Prerequisites: CONS 103, CONS 107, CONS 109, CONS 111, and CONS 180.
This course covers the material needed to prepare students to take the written and performance test required to be awarded the Building Performance Institutes Building Analyst Certification.

205: Mechanical, Electrical and Plumbing Systems. (3-3-0)
Prerequisite: CONS 101 and CONS 102
An overview of the mechanical, electrical and plumbing systems commonly used in multi-story commercial buildings. Presents the fundamentals of air conditioning, heating, plumbing, and lighting, along with electrical/communications wiring and equipment. Specialty equipment for energy-efficient construction is introduced.
210: Construction Surveying and Laboratory. (3-2-3)
Prerequisite: CONS 102 and CONS 160
The course includes accurate measuring of distance, theory and practice of leveling, angles and theodolites, basic operations of total stations, traverse surveys and computations, branches of geomatics, global positioning systems, and control surveys. Both horizontal and vertical construction elements are discussed.

220: Construction Estimating and Laboratory (4-3-3)
Prerequisite: CIS 105, CONS 102, and CONS 160
Instruction in material quantity calculation techniques based upon contract documents, specifications, and working drawings. Quantity Take-Off (QTO) for labor, materials, and equipment costs are calculated. Profit and overhead are estimated. Manual and computer based estimating are practiced in lab, and a complete estimate is prepared and evaluated.

230: Statics and Strengths of Materials and Lab. (3-2-3)
Prerequisites: CONS 102, CONS 160
Resolution of forces, equilibrium, application of statics for simple structures, centroids, moments of inertia; materials in tension, compression, bending; shear and moment diagrams; design of simple structures using materials with varying structural properties. Lab provides opportunities for hands-on practice of the learned calculations.

250: Construction Management I and Laboratory. (3-2-3)
Prerequisite: CONS 102, CONS 150, CONS 160, and CONS 220
This course covers the responsibilities and duties of the project manager, field superintendent, and building contractor. Management decisions and documentation related to organization, synchronization, and cost/schedule control of construction activities are practiced. Lab provides management “situational” practice and Building Information Modeling (BIM) constructions application practice.

280: Construction Management Internship. (1-1-0)
Prerequisite or Corequisite: CONS 250.
Designed as a shadowing experience, students will work under the direct supervision of a Construction Manager learning first-hand the day-to-day challenges of managing a construction project both in the field and in the office. Students will prepare and annotate a Construction Log of the activities of the project, and success in the course will be based upon the annotated Log and the supervising manager's evaluation.

CORRECTIONS (CORR)

102: Introduction to Corrections. (3-3-0)
Focuses on societal responses to the offender. Traces the evolution of practices based on philosophies of retribution, deterrence, and rehabilitation. Reviews contemporary correctional activities and their relationships to other aspects of the criminal justice system.

201: Correctional Law. (3-3-0)
Studies the legal rights and obligations of the convict-probationer, inmate, and parolee. Surveys methods of enforcing both rights and obligations and the responsibilities of corrections agencies and personnel under correction law (constitutional, statutory, and regulatory provisions).

210: Local and Adult Detention Facilities. (3-3-0)
Studies security procedures in adult detention facilities, the criteria for effective supervision of inmates, the correctional aspects of inmate discipline, and the handling of Aspecial@ inmates. Presents concepts, programs, and planning considerations for jail management and the operation of adult detention facilities.

230: Probation, Parole, and Treatment. (3-3-0)
Surveys the philosophy, history, organization, personnel, and functioning of traditional and innovative probation and parole programs; considers major treatment models for clients.

250: Management of Correctional Facilities. (3-3-0)

CRIMINAL JUSTICE (CJUS)

101: Introduction to Criminal Justice. (3-3-0)
A historical and contemporary survey of the criminal justice system including law enforcement, courts, corrections, and release agencies as applied to deviant behavior and society.
201: Criminal Law. (3-3-0)
Fundamentals and principles of common law and its relation to the Louisiana Code of Criminal Procedure. Louisiana Criminal Code and other elements of laws as they are related to law enforcement. The elements of crimes and penalties.

202: Criminal Investigation. (3-3-0)
Aspects of detective work, psychology in detective service, identification of individuals, sketching and photography, crime scenes, latent finger prints, footprints, tool markings, burglary investigation, robbery investigation, arson, sabotage, and collection and preservation of evidence.

203: Civil Disturbances. (3-3-0)
Police role in riot and public disorder; barricaded persons and hostage release; growing terrorist activities including methods of response. Other specialized investigative areas discussed will include family disturbances, child abuse, satanical crime, gang violence, and suicide.

204: Accident Investigation. (3-3-0)
The investigation of traffic accidents, law, advanced investigation procedures, traffic fatality investigations, collection and preservation of physical evidence. Special emphasis placed on the handling of traffic accidents on crowded thoroughfares and expressways, techniques of traffic control, and duties and responsibilities of the traffic officer.

205: Contemporary Issues in Criminal Justice. (3-3-0)
Rights and responsibilities of law enforcement personnel as well as citizens. Professional, ethical, and legal issues encountered in criminal justice. New trends, laws, technology, court decisions, and current police practices.

232: Police Supervision. (3-3-0)
A study of the duties and responsibilities of command-level personnel and other supervisors in administering police programs in law enforcement. To include management principles and techniques required in directing a municipal or local police department.

240: Narcotics and Dangerous Drugs. (3-3-0)
Surveys the historical and current usage of narcotics and dangerous drugs. Teaches the identification and classification of such drugs and emphasizes the symptoms and effects on their users. Examines investigative methods and procedures utilized in law enforcement efforts against illicit drug use.

250: Police Procedures. (3-3-0)
Introduction to the techniques needed concerning patrol and observation, crime in progress, defensive driving, arrest procedures, field interviews, disorderly conduct and domestic complaints, crisis intervention, and courtroom demeanor and testimony.

290: Homeland Security. (3 hrs. credit)
This course is a study of concepts, organization and the responsibilities involved in homeland security. It includes a historical review of terrorist threats and intelligence involving counterterrorism.

291: Criminal Evidence and Procedure. (3-3-0)
Introduction to the rules governing the admissibility of evidence, criminal procedure in various courts, search warrants, techniques of search and seizure, and chain of custody for evidence collection and preservation.

292: Police Procedures. (3-3-0)
A study of the duties and responsibilities of command-level personnel and other supervisors in administering police programs in law enforcement. To include management principles and techniques required in directing a municipal or local police department.

293: Ethics in Criminal Justice (3-3-0)
This course describes the basic aspects of expected, ethical, and professional conduct within the criminal justice system which applies to all members of the law enforcement, corrections and the judiciary community. Central topics of discussion include, but are not limited to, morality, ethics and human behavior, police role in discretion, corruption, and misconduct in society, discretion and dilemmas in the legal profession, and the ethics of punishment and misconduct in corrections, and finally, making ethical choices.

294: Medicolegal Death Investigation. (3-Internet)
Provides information to conduct a scientific, systematic, and thorough death scene investigation. Content includes information regarding the investigation of natural and unnatural causes of death such as asphyxial deaths, toxicological deaths, childhood deaths, firearm deaths, deaths due to blunt and sharp force injury, as well as deaths from the natural disease processes.

295: Criminalistics. (3-3-0)
A study of those fields of basic and applied science which have been specifically adapted to legal proof. Emphasis placed on the procedures used to examine both persons and physical evidence and the rules of admissibility applicable to the results of such procedures.
296: Introduction to Jurisprudence. (3-3-0)
Provides an overview of the American legal system. This course covers the components of the judicial process and reviews various types of legal actions. Included will be a review of the evolution of law, constitutional law, contracts, property issues, torts, civil procedure, and juvenile proceedings.

299: Juvenile Justice. (3-3-0)
The history, organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles and case dispositions: juvenile statutes and court procedures.

CULINARY ARTS (CULA)

100: Sanitation. (3-3-0)
Students will develop an understanding of the basic principles of sanitation and safety, explore the fundamentals of microbiology and the application to food and environmental sanitation. Students will be able to describe the origins of food-borne disease and the importance of utilizing proper sanitation and safety procedures. Course includes lecture, demonstration, and food preparation. Students receive a food safety certificate.

110: Nutrition. (3-3-0)
This course provides an introduction to the fundamentals of nutrition and analysis of the relationship between nutrient intake and health throughout the life cycle. Students will explore the role of nutrients in the metabolic processes of the cell and the human body. Students will develop an in-depth personal nutrient analysis.

115: Mathematics of Culinary Arts. (2-2-0)
Fundamentals of mathematics including review of basic mathematic and algebraic skills as related to the culinary arts profession. Students will learn to use mathematics in preparing price lists, requisitions, purchase orders, invoicing, weight and measurement conversions, costing, and yield calculations.

120: Food Preparation Principles. (9-0-25)
This course will enable the students to develop skills in knife, tool and equipment handling and apply principles of food preparation to produce a variety of food products. Students will demonstrate the ability to operate equipment correctly and safely. The students will be able to demonstrate knowledge of the effects of heat on foods, heat transfer and cooking times, as well as skills in grilling, frying, broiling, sautéing, steaming, poaching, recipe conversion, and salad preparation. Students focus on stocks, soups, the five basic sauces, thickening agents, reductions, and glazes.

125: Basic Skills Development (2-2-0)
A lecture course that provides an overview of the culinary industry and within all aspects of the entire hospitality industry. Students are introduced to historical, social, and cultural forces that have affected and shaped the industry as well as current industry trends. Job qualifications, professional standards, communication skills, and attitudes that are essential to be successful in the industry will be discussed. Students will develop a professional portfolio to use during their educational experience and into their career to demonstrate and showcase their skills and abilities. Attendance and participation is mandatory and will be reflected in the final grade for the class.

130: The Hospitality Industry. (1-1-0)
Students will develop an understanding of the hospitality industry and career opportunities in the field. Students will also investigate trade publications and professional organizations appropriate for continuing education. Students will also become familiar with the organizational structure and basic functions of departments within hospitality and food service establishments.

140: Food Preparation Fundamentals. (7-0-25)
Students will learn fundamentals of baking science, production of rolls, folded dough, pies, cookies, breads, cakes, icing, creams, tortes, and merengues. Emphasis is placed on the principles of baking, chemistry, formulas, the use of weights and measures, and identification, use and care of equipment normally found in the bakeshop. Students will apply the knowledge of laws and regulations relating to safety and sanitation in the kitchen. Whole dessert presentations and creative plate presentations are also emphasized. Students will also become familiar with varieties of alcoholic and non-alcoholic beverages in order to develop an appreciation for wine and food affinity. The students will also be able to explain laws and procedures related to responsible alcohol service.

150: Menu Planning. (3-3-0)
This course includes the explanation of menu planning for every type of service and facility. Students will create an example of a menu layout, including selection, development, price structure, and restaurant style. It will also include food service design concept including the menu, the location, and the type of clientele expected. Students will be exposed to purchasing procedures, including specifications of product as well as proper handling and storage of foods. The course includes lecture, demonstration and food preparation.

160: Dining Room Service. (1-1-1)
Students are introduced to front-of-the-house procedures from guest relations to basic dining room skills and table service. The students will perform dining room service functions using a variety of types of service. The course includes lecture, demonstration and food preparation.
170: Supervisory Management. (3-3-0)
The course will prepare the student for the transition from employee to supervisor. The students will be able to conduct an analysis and explanation of basic supervisory management skills, management styles, motivation and emphasis on human relations, delegation, training, evaluation, and communication. This course also covers employee termination procedures. The course includes lecture, demonstration and food preparation.

180: Culinary Arts Externship. (2 hrs. credit)
The externship is scheduled at the end of the final semester (spring) of the Culinary Arts program. The externship involves on-the-job training in the performance of all food service duties. This course requires a minimum of 100 hours in an assigned food service facility.

235: Purchasing and Cost Control
An in-depth study of the management of systems and techniques utilized to control food, beverage, and labor costs in the hospitality industry.

CYBER INFORMATION TECHNOLOGY (CIT)

099: TEM Student Success. (3-3-0)
This course is designed to help students utilize college sources to achieve success in academic coursework in the various TEM pathways while exploring personal preferences in relation to career interest and life choices.

101: Network Essentials. (3-3-0)
Develop fundamental networking skills including an understanding of network hardware, installation, security and troubleshooting in a corporate environment. Through classroom and hands-on activities, learn how computers exchange information and how the Internet functions. In addition, this class will help students gain the skills required for the nationally recognized CompTIA Network+ certification exam.

102: Problem Solving and Programming Techniques. (3-3-0)
This course is an introduction to program development using various problem solving techniques. Emphasis is placed on creating programs based on algorithms and pseudo codes. Various control structures used in computer programming are also discussed.

110: Ethics in Information Technology. (3-3-0)
Ethics in Information Technology is designed to educate existing and future IT professionals on the impact ethical issues play in the use of information technology in the modern world. The course discusses the ethical responsibilities of IT professionals. Students will gain a foundation in ethical decision making for current and future IT professionals.

112: Support of Emerging Technologies. (3-3-0)
This course covers fundamentals of Computer Technology, installation and configuration of PCs, laptops and related hardware and networking basics. Skills will be covered in installation and configuration of PC operating systems as well as configuring common features (e.g. network connectivity) for mobile OS Android and Apple OS. In addition, this class will help students gain the skills required for the nationally recognized CompTIA A+ certification exam.

113: Introduction to C++ Programming. (3-3-0)
Prerequisite: CIT 102
This course introduces computer programming using the C++ programming language. Topics include input/output operations, decision, and looping statements. Upon completion, students should be able to design, code, debug, test and document programs using techniques of good programming style.

115: Network Defense. (3-3-0)
This course provides students with a foundation in network security fundamentals. The course focuses on how to develop effective security strategies, including basic principles of encryption. This course is required toward the CNSS 4011-4016 certifications.

121: CCNA I. (4-4-0)
Prerequisite: CIT 101
The student will explore the OSI model, basic principles of networking and network topology, and the process of routing information across networks. The class will focus on preparation for the ICND1 exam, the first part of the CCNA certification.

122: CCNA II. (4-4-0)
Prerequisite: CIT 121
Develop networking skills based on the Cisco Certified Network Associate (CCNA) curriculum by introducing students to the Cisco Networking Academy Program, architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Analyze, configure, verify and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems.
130: Website Design I (3-3-0)
Prerequisite: none
HTML5 is changing the way web pages are developed. In this course, we will look at how using HTML5 semantic tags make it easier to develop web pages and format them with CSS3. These tags work to improve user accessibility and allow greater search engine returns.

149: Web Scripting I. (3-3-0)
Prerequisite: CIT 130.
This course has been designed to teach students how to use the features of the JavaScript language to design client-side, platform-independent interactivity on Web pages. Students will understand and use the most popular applications of JavaScript to communicate with users, modify the Document Object Model (DOM), validate forms, animate images, create cookies, change HTML on the fly, and communicate with databases. In addition, this class will help students gain the skills required for the internationally recognized CIW JavaScript Specialist certification exam. This certificate is one of the certificates required to earn the advanced CIW Web Development Professional certification and is optional at the conclusion of the course.

150: Introduction to Programming with JAVA. (3-3-0)
Prerequisite: CIT 102
This course is an introduction to programming using the Java language. Students will learn the basics of Java and use Integrated Development Environment to compile and run Java programs. Design concepts and programming tools will be integrated with an emphasis on practical business solutions.

151: Advanced Java Programming. (3-3-0)
Prerequisite: CIT 150
This course is a continuation of CIT150. The course begins with a review of CIT150 and progresses to discuss advanced object-oriented programming concepts using Java. In this course students learn about arrays, implementing classes and class members, class relationships, and GUI Programming. The SCJA Java certification exam is optional at the conclusion of the course.

170: Microsoft Windows Servers. (3-3-0)
Prerequisite: CIS 114
An introduction to the fundamentals of Windows Server. Students will work on multiple topics to include, but not limited to: Implementing, Managing and Monitoring DHCP, Implementing Name Resolution, Managing and Monitoring DNS, Network Security, Securing Network traffic with IPSec, Implementing and Managing updates, Configuring Routing and Remote Access, and Maintaining Network Infrastructure. This course is required toward the CNSS 4011-4016 certifications.

172: Linux Server. (3-3-0)
Prerequisite: CIT 101 or CIT 112
Topics in Linux, including the Linux file system, directories, utilities, the shell and command line operations, the kernel, and applications of Linux to network Security. Students will implement and use Linux to build and maintain an operating system. This course will prepare students to take the Linux+ Certification.

210: Advanced Network Topics. (3-3-0)
Prerequisite: CIT 101
This course will provide the student with information on current trends and topics in technology. These include but are not limited to cell phones, networking, social networking, RFID, and countermeasures. This course is required toward the CNSS 4011-4016 certifications.

211: Data Storage Administration. (3-3-0)
Prerequisites: CIT 170 and CIT 172
This course provides the student an introduction to the concepts, terms, technologies, and role of today's storage industry to meet business requirements. The course examines the major components of a storage system, common storage architectures, and the various means of connecting storage elements. Learners are presented Hitachi Data Systems hardware and software products as practical illustrations of the concepts taught with emphasis on basic administration and operation of the Hitachi Adaptable Modular Storage product.

213: Advanced C++ Programming. (3-3-0) -
Prerequisite: CIT 113
This course continues to build computer programming concepts using the C++ programming language. Topics include arrays, functions, file I/O, and manipulation of strings. Upon completion, students should be able to design, code, debug, test and document programs using advance features.

220: Information System Security I. (3-3-0)
Prerequisite: CIT 101
This course is the first of a two semester curriculum that provides a comprehensive overview of all of the aspects of information system security related to the (ISC)2 CISSP certification. This course primarily focuses on the technical aspects of information system security. This course is required toward the CNSS 4011-4016 certifications.
221: CCNA III. (4-4-0)
Prerequisite: CIT 122
The student will explore LAN Design, Basic switch concepts and configuration, VLANs, VTP, STP, Inter-VLAN routing and basic wireless concepts and configuration. The class will focus on preparation for the ICND1 exam, the first part of the CCNA certification.

222: CCNA IV. (4-4-0)
Prerequisite: CIT 221
The student will explore networking, protocols, network standards, advanced network design projects, advanced network management projects, wide area network (WAN) theory and design, WAN technology, Frame Relay, integrated system digital network (ISDN), and network troubleshooting. The class will focus on preparation for the ICND2 exam, the second part of the CCNA certification.

224: Information System Security II. (3-3-0)
Prerequisites: CIT 101
This course is the second of a two semester curriculum that provides a comprehensive overview of all of the aspects of information system security related to the (ISC)2 CISSP certification. This course primarily focuses on the business and physical aspects of information system security.

225: Network Security Design. (3-3-0)
Prerequisites: CIT 101
An introduction to fundamentals on designing, planning, and executing vulnerability analysis of networks. Students will work on multiple topics to include, but not limited to: System Security, Network Infrastructure, Access Control, Assessments and Audits, Cryptography, and organizational Security. This course is mapped to the CompTIA Security+ Exam. This course is a required course for earning CNSS 4011-4016 certifications.

230: HTML5/CSS3 (3-3-0)
Prerequisite: none
HTML5 is changing the way web pages are developed. In this course, we will look at how using HTML5 semantic tags make it easier to develop web pages and format them with CSS3. These tags work to improve user accessibility and allow greater search engine returns.

235: Web Application Development. (3-3-0)
Prerequisite: CIT 102
This course covers the basics of developing dynamic web applications for mobile devices. By the end of this course, students will be able to design, code, test and debug mobile applications.

242: Computer Organization. (3-3-0)
Prerequisite: CIT 102
This class provides students with a clear and concise introduction to the inner workings of the computer and their many levels and functions. Through introducing real instruction sets and writing real assembly language programs, students will become acquainted with the basics of computer architecture.

243: Data Structures. (3-3-0)
Prerequisite: CIT 150
This course focuses on the definition, representation, and manipulation of basic data structures such as arrays, stacks, queues, trees, and graphs, with an emphasis on practical applications.

250: Programming with C#. (3-3-0)
Prerequisite: CIT 102
This course is intended to introduce students to C#.NET, which is an object-oriented, event-driven programming language. It reinforces skills developed in CIT 102. Specific techniques that will be discussed include programming style, graphical user interface design, coding, debugging, and documentation skills.

259: Modern Web Application Development. (3-3-0)
Prerequisite: CIT 102 and CIT 149 and CIT 230
Students will learn the fundamentals of web development, such as Relational Database Management Systems (RDBMS like MySQL, PostgreSQL, etc.) and modern web programming patterns primarily focusing on the Model View Controller pattern. Other fundamentals such as working in a distributed team environment using modern source control, deployment mechanisms, and an overview of cloud computing will also be taught. Because of the web-based nature of the course, JavaScript will also be covered for creating interactive web views.

260: Interactive Program Design. (3-3-0)
Prerequisite: CIT 150
This course is an introduction to the design of programs that involve real-time user interaction with an emphasis graphical computer game design. Topics in the course will include displaying graphics, event management, program timing, maintaining program state, and game design strategy. There will also be a focus on the use of the standard Java graphical user interface (GUI) libraries.
270: Relational Database Coding. (3-3-0)
Prerequisite: CIT 113 or CIT 150
This course covers the fundamentals of database management systems, in particular relational database systems. The course also teaches students how to use SQL to create, maintain, store, retrieve, and manipulate data.

272: Advanced Topics in Linux. (3-3-0)
Prerequisite: CIT 172
Advanced topics in Linux, including the Linux file system, directories, utilities, the shell and command line operations, the kernel, and applications of Linux to network security. This class prepares students to take the Linux+ certification exam.

279: Information Assurance. (3-3-0)
This course is an introduction to the field of Information Assurance (Security). Various kinds of threats that might be faced by an information system and the security techniques used to fight them are covered. Hacker methods, viruses, worms, bombs, and system vulnerabilities are described with respect to the actions that must be taken by a Network Manager to thwart them. Existing and planned protection methods and defenses are mapped to the information system threats and attacks. This course provides the background for those individuals who seek skills in the areas of Network and Data Security. This course also is part of the courses required to get CNSS 4011 - 4016 certifications.

280: Computer Forensics. (3-3-0)
Prerequisite: CIT 279
This course provides an overview of computer forensics and investigation tools and techniques. Operating system architectures and disk structures will be discussed, as well as what computer forensic hardware and software tools are available. Other topics include the importance of digital evidence controls, how to process crime and incident scenes, the details of data acquisition, computer forensic analysis, email investigations, image file recovery, investigative report writing, and expert witness requirements. The course provides a range of laboratory and hands on assignments that teach about theory as well as the practical application of computer forensic investigation. This course also is a required course for earning CNSS 4011 - 4016 certifications.

282: IT Project Management. (3-3-0)
Prerequisite: 18 CIS/CIT hours earned
This course introduces students to an overview of the many concepts, skills, tools, and techniques involved in information technology project management. This course also addresses the critical skills needed for success in the ever-expanding field of project management. Exam tips and practice questions will be provided to prepare for the CompTIA Project+ exam.

285: Health Informatics for IT Professionals (3-3-0)
Prerequisite: Consent of Instructor.
Health Informatics for IT Professionals strengthens student competency by integrating information from all courses within the program curriculum with emphasis on objectives aligning to the CompTIA Health Care Technician exam (HIT-001). Course also prepares student for practice in a clinical setting and certification exam success.

299: Cyber Internship. (3-3-0)
Prerequisite: Instructor Permission.
Students are placed with pre-qualified businesses that offer a broad range of cyber information technology experiences to augment didactic preparation. This capstone course also requires students to achieve a minimum of two instructor approved industry-based certifications OR to complete a programming portfolio utilizing a minimum of two instructor approved programming languages. This course is required toward the CNSS 4011-4016 certifications.

EDUCATION (EDUC)

099: College Success Skills. (3-3-0)
Prerequisite: Required of students who place in more than one developmental education discipline (mathematics, English, or reading).
This course is designed to help students utilize college resources to achieve success in academic coursework while exploring personal preferences in relation to career interest and life choices.
NOTE: This course may be taken for enrichment by any BPCC student. However, this course may not be used to satisfy elective or degree requirements in any curriculum at BPCC.

201: Teaching and Learning in Diverse Settings I. (3-3-0)
This course will introduce pre-service teachers to major issues faced by educators, effective teaching, educational reform and legal issues of education and professionalism to include self-assessment of desirable dispositions. Theories of human development and learning significant to the classroom teacher will be explored in class sessions and field experiences. Pre-service teachers will explore community services available to students and teachers.

202: Introduction to Educational Technology. (3-3-0)
This course will introduce pre-service teachers to the uses of technology in support of learning and teaching. Students will learn how to develop and implement a technology-rich curriculum through evaluating and integrating technologies across content areas.
250: Teaching and Learning in Diverse Settings II. (3-3-0)
This course will introduce students to issues of diversity in the classroom to include learning styles, multiple intelligences, exceptionalities and cultural diversity. Students will explore ways to assist children of all needs, backgrounds and abilities succeed in the classroom. Assessment methods of and instruments will be introduced and students will understand basic terms and uses of assessment. Field experiences will be required.

EMERGENCY MEDICAL TECHNICIAN: PARAMEDIC (EMTP)

100: Emergency Medical Technician. (8-8-0)
Prerequisites: ACT of 16 in reading sub-area or appropriate BPCC placement test. High school diploma or Louisiana High School Equivalency. Must be 18 years of age by the last day of class.
This course is designed to instruct students to the level of Emergency Medical Technician. The course includes skills necessary to provide emergency care at a basic life support level in the pre-hospital environment. Integrated lecture, lab and field training.

100L: EMT Lab. (1-0-2.5)
Prerequisites: ACT of 16 in reading sub-area or appropriate BPCC placement test. High school diploma or Louisiana High School Equivalency. Must be 18 years of age by the last day of class.
This course is designed to prepare the student to function competently as an Emergency Medical Technician. The course also prepares the student to sit for the National Registry practical examinations which is required to become an EMT in the State of Louisiana. The student will learn how to assess and treat patients with a variety of injuries or illnesses in the out-of-hospital environment.

In order to register for EMTP 201-212, students must have been selected for the program.

201: Introduction to Paramedic. (4-3-3)
Roles and responsibilities of a paramedic within the EMS system, application of basic concepts of development, pathophysiology, pharmacology, administration of medication, and patient communication. Integrated lecture and laboratory instruction.

202: Airway Management and Ventilation. (2-2-2)
Establishment and maintenance of patient airway, oxygenation and ventilation, with integration of the pathophysiological principles of the respiratory system with assessment findings to formulate a field impression and implement a treatment plan for the respiratory patient.

203: Patient Assessment. (2-2-2)
Theory and technique of patient history and comprehensive physical examination for the purpose of patient assessment. Integrated lecture and laboratory instruction.

204: Treatment of the Trauma Patient. (3-2-3)
Integration of physiological principles and assessment findings to formulate a field impression and implement the treatment plan for the trauma patient. Integrated lecture and laboratory instruction.

205: Treatment of the Medical Patient I. (5-4-3)
Integration of the pathophysiological principles of the cardiovascular system with assessment findings to formulate a field impression and implement a treatment plan for the cardiac patient. Integrated lecture and laboratory instruction.

206: Special Considerations and Assessment Based Management. (3-2-3)
Special considerations in EMS including neonatology, pediatrics, geriatrics, abuse and neglect and others. Integrated lecture and laboratory instruction.

207: Operations. (1-1-1)
Operations of EMS systems, including management of personnel, budgeting and finance, and management of the accident scene including incident command, rescue and hazardous materials, and crime scene awareness. Integrated lecture and laboratory.

208: Treatment of the Medical Patient II. (4-3-3)
Integration of the pathophysiological principles of the respiratory, nervous, endocrine, digestive, urinary, hematological, and reproductive systems with appropriate assessment and management. Toxicology, environmental conditions, infectious disease and behavioral and psychiatric disorders are also discussed. Integrated lecture and laboratory instruction.

209: Applied Practice. (3 credit hours)
An introduction to clinical and field practicum at approved hospital departments and paramedic ambulance services designed to provide the student with introductory patient care experience, under the supervision of a preceptor. Clinical and field instruction.
211: Paramedic Clinical Experience. (3 credit hours)
Clinical practicum at approved hospital departments designed to provide the student with prescribed patient care experience, under the supervision of a preceptor. Clinical instruction.

212: Paramedic Assessment and Review. (2 credit hours)
This course is a comprehensive review of paramedic skill, knowledge and competencies; integrated lecture and laboratory instruction.

213: Field Experience (1 Credit Hour)
This course is the first and second phase of the paramedic field internship. The student will function as a member of the team in providing out-of-hospital emergency care on an ambulance while being supervised by a paramedic preceptor.

214: Field Internship I (2 Credit Hours)
This course is the third phase of the paramedic field internship. The student will begin to take a leadership role in providing out-of-hospital emergency care on an ambulance while being supervised by a paramedic preceptor.

215 Field Internship II (2 Credit Hours)
This course is the fourth phase of the paramedic field internship. The student will demonstrate a leadership role in providing out-of-hospital emergency care on an ambulance while being supervised by a paramedic preceptor.

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ENGINEERING (ENGR)

100: Engineering Fundamentals. (3-3-0)
Corequisite: MATH 250
A foundation course which outlines the basic principles of engineering, emphasizes problem solving, computer applications. (satisfies Oral Communications requirement) (satisfies Computer Literacy requirement)

201: Engineering Materials. (3-3-0)
Prerequisites: ENGR 100 and ENGR 220
A study of the basic principles which include the stress-strain properties of engineering materials, analysis and design of mechanical members subject to axial loading, torsion, bending, shear and combined loading, pressure vessels, Mohr’s circle and deflection in beams.

220: Statics. (3-3-0)
Prerequisites: ENGR 100 and MATH 250
Prerequisite or corequisite: MATH 251
Resultants and equilibrium of force systems, stress and strain, truss and frame analysis, torsion, bending.

221: Circuits. (3-3-0)
Prerequisites: ENGR 100 and MATH 250
Prerequisite or corequisite: MATH 251
A fundamental course covering concepts including, units and laws, network theorems, network simplification, phasors, and AC solution of circuits, power and electronic applications.

222: Thermodynamics. (3-3-0)
Prerequisites: ENGR 100, MATH 25,0 and MATH 251
Fundamental concepts, properties of pure substance, work, heat, first and second laws of thermodynamics, entropy, cycle analysis.

270 GIS in Engineering (3-3-0)
GIS in engineering is an introductory geographic information system (GIS) course. This course will provide professional training with a computer-based solution involving the collection, synthesis, analysis and communication of spatially related information within an area. Students will learn its widespread usage in local, state and federal governments. Students will also learn how to add intelligence to the computer-aided drawing (CAD) maps. This course will expose students to various planning and engineering tasks, including site analysis, water quality analysis, and underground services and soil analysis.

280: Introduction to Engineering Drawings and CAD (3-3-0)
Prerequisite: Instructor permission
Introduction to Engineering Drawings and CAD is an engineering elective that provides students with knowledge of reading, interpreting all engineering drawings, design procedures, basic technical drawing skills, and the ability to prepare the engineering drawings using computer aided drafting (CAD) software. It provides students with many opportunities related to design and technical drawing skills, and teach students how to communicate design ideas using a CAD software and drawings.
299 Engineering Internship (3-3-0)
Prerequisite: Instructor permission
ENGR 299 internships are practical work experience related to various fields of engineering. It provides students with knowledge of what engineers do, career opportunities, and how one might better prepare to be a successful professional engineer. In collaboration with local companies, BPCC students will expand upon the theory and concepts taught in engineering courses and learn the real world problem solving skills.

ENGLISH (ENGL)

098: Fundamentals of Grammar. (3-3-0)
Prerequisite: Placement based on test results achieved on appropriate diagnostic instruments.
A refresher course including drills and practice in the fundamentals of grammar, punctuation, spelling, and writing skills. NOTE: May not be used to satisfy the English or elective requirement in any curriculum at BPCC.

099: Fundamentals of Composition. (3-3-0)
Prerequisite: Placement based on test results achieved on appropriate diagnostic instruments.
Introduces students to the writing process and gives extended practice in developing expository methods, especially emphasizing revising and editing. Concentrates on multi-paragraph essays. Emphasizes grammar and mechanics to reinforce writing. NOTE: May not be used to satisfy the English or elective requirement in any curriculum at BPCC.

100: English for Speakers of Other Languages. (3-3-0)
Prerequisite: Placement based on test results achieved on appropriate diagnostic instruments or permission of instructor
Development of grammar, conversation, reading, and writing skills in English for speakers of other languages through the study of and practice of language skills in standard, English dialect at an intermediate or advanced level.
NOTE: May not be used to satisfy the English requirement in any curriculum at BPCC.

101: Composition and Rhetoric I. (3-3-0)
Prerequisite: Placement test, ACT score of 18 or higher, or a grade of C or better in ENGL 099 or equivalent course.
Introductory course in writing including study of selected readings; emphasis on basic rhetorical methods. CLEP credit accepted.

102: Composition and Rhetoric II. (3-3-0)
Prerequisite: ENGL 101, grade of "C" or better.
Introductory course in college writing including study of selected readings in literature with emphasis on developing critical essays and research skills. No CLEP accepted.

103: Foundations of Professional Writing. (3-3-0)
Prerequisite: ENGL 101 and CIS 105, grade of "C" or better.
An introduction to professional writing, which includes technical writing, business writing, editing, and basic rhetorical forms. No CLEP accepted.

201: Major British Writers. (3-3-0)
Prerequisite: ENGL 102, grade of "C" or better.
A study of works by significant writers in English literature.

202: Major American Writers. (3-3-0)
Prerequisite: ENGL 102, grade of "C" or better.
A study of works by significant writers in American literature.

250: Introduction to Women’s Literature. (3-3-0)
Prerequisite: ENGL 102, grade of "C" or better
An introduction to literary works written by or about women which focuses on the influences that shaped the works and writers.

251: Introduction to World Literature. (3-3-0)
Prerequisite: ENGL 102, grade of "C" or better
This course focuses on works written by significant world writers. It includes a literary analysis of the works, reflecting literary, historical, religious, cultural, and political influences that shaped the works and the writers.

252: Introduction to Folklore and Mythology. (3-3-0)
Prerequisite: ENGL 102, grade "C" or better
This course includes a critical analysis of folklore and myth within the context of literary and storytelling genres as well as a study of their religious, traditional, and indigenous cultural backgrounds.
255: Introduction to Fiction. (3-3-0)
*Prerequisite: ENGL 102, grade of "C" or better.*
An introduction to the short story and the novel with emphasis on appreciation, analysis, and evaluation.

256: Introduction to Poetry and Drama. (3-3-0)
*Prerequisite: ENGL 102, grade of "C" or better.*
An introduction to the study and appreciation of plays and poems from the times of the ancient Greeks to the present.

257: Introduction to African American Literature (3-3-0)
*Prerequisite: ENGL 102, grade of "C" or better*
Introduction to African American literature that includes critical analysis and writing about literature. Students will read, analyze, discuss, and write about literary works by African American writers during the periods of Reconstruction, the rise of the “New Negro,” the Harlem Renaissance, black realism, modernism, and post modernism.

290: Creative Writing. (3-3-0)
*Prerequisite: ENGL 102, grade of "C" or better.*
A course in writing short stories, short drama, poetry, and non-fiction with emphasis on stimulation of ideas for writing and criticism.

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**FRENCH (FREN)**

101: Elementary French I. (3-3-0)
This beginning course is for students who have no preparation in French. It is a study of the fundamentals of French grammar, with special emphasis given to aural-oral practice in the language as well as a glimpse into French culture. Grammar, conversation, aural comprehension, and elementary reading selections will be studied.

102: Elementary French II. (3-3-0)
*Prerequisite: FREN 101 or permission of instructor.*
This second semester course is focused on creating sentences in present, past, future, conditional and other tenses, learning how to translate and how to formulate questions and answers. Students will also continue to study French culture.

201: Intermediate French. (3-3-0)
*Prerequisite: FREN 102 or permission of instructor.*
This third semester course is focused on creating sentences in the subjunctive mode, learning how to translate and how to formulate questions and answers. Students will also continue to study French culture.

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**GEOGRAPHY (GPHY)**

101: Physical Geography. (3-3-0)
Earth and the solar system, elements of physical geography and basis of natural regionalism, weather and climate, landforms, hydrography, vegetation, soils and minerals.

102: Cultural Geography. (3-3-0)
Earth and man, elements of cultural geography, population distribution, settlement types and patterns, the regional concept, and economic and political regions.

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**HEALTH AND PHYSICAL EDUCATION (HLPE)**

All physical education courses are designed for both men and women.

103: Bowling. (1-3-0)
Instruction in the fundamentals, techniques, rules and etiquette of bowling with provision of practical application. Lane fee required.

106: Fitness for Life. (1-3-0)
The primary objective of the course is to improve cardiovascular endurance, muscular strength, flexibility, and body composition through a variety of exercise training programs.

107: Aerobics. (1-3-0)
The course consists of exercises and aerobic routines designed to develop a higher level of physical fitness and to improve cardiovascular endurance and muscle tone.
108: Yoga. (1-3-0)
Introduction to beginning classic yoga postures, breathing exercises and relaxation. Develops muscle tone, strength and endurance as well as balance, agility and flexibility. Increases concentration and ability to relax and focus.

109: Volleyball I. (1-3-0)
This course is designed to provide students with entry-level knowledge of volleyball.

110: Basketball I. (1-3-0)
This course is designed to provide students with entry-level knowledge of basketball.

113: Fundamental Weight Training (Men). (1-3-0)
Fundamental weight training and strength development techniques.

114: Fundamental Weight Training (Women). (1-3-0)
Fundamental weight training and strength development techniques.

115: Intermediate Weight Training (Men). (1-3-0)
Prerequisite: HLPE 113
Intermediate weight training and strength development techniques.

116: Intermediate Weight Training (Women). (1-3-0)
Prerequisite: HLPE 114.
Intermediate weight training and strength development techniques.

145: Fundamentals of Coaching. (3-3-0)
This course is a fundamental approach to coaching, such as, but not limited to, organizational skill and techniques into the individual’s personal style of coaching. Additionally, the business aspects of coaching, such as accepting donations and fund raising, will be incorporated in this course.

205: Personal Health for College Students. (3-3-0)
Information regarding the working of the body in regard to personal health in everyday living.

221: First Aid. (3-3-0)
Lectures, discussion, and practical demonstrations of first aid.

HEALTH CARE MANAGEMENT (HCM)

201: Introduction to Healthcare Management. (3-3-0)
This course provides students with an overview of the healthcare delivery system, including the roles of healthcare professionals and healthcare organization. Through the use of didactic and experiential techniques, the students will explore issues regarding healthcare insurance, people who are uninsured and underserved, managed care, and changes in the healthcare marketplace. It also discusses the role of health promotion, disease prevention, and the uses of alternative and complementary medicines.

202: Healthcare Informatics. (3-3-0).
This course provides an overview of the role of information systems in healthcare organizations. Emphasis is placed on understanding how evidence-based research is integrated into clinical decision-making and recognizing how information systems influence health outcomes.

203: Supervision. (3-3-0)
Consideration of the supervisor and relations with subordinates, colleagues, superiors, unions, and society. Managerial aspects of the first level supervisory position regardless of technical specialties, business or non-business, are emphasized.

205: Risk and Insurance. (3-3-0)
A study of pure risk and risk bearing, including insurance and non-insurance methods of handling risks; introduction to life, disability, property, marine, and liability insurance.

226: Perspectives on Aging. (3-3-0)
An orientation from practitioners in the community and from an academic interdisciplinary perspective to programs, services, issues, and problems in working with older persons.

250: Small Business Management. (3-3-0)
Introduction to the initial market research, financing, location and management of a small business firm. Emphasis will be placed on methods and procedures used in the successful establishment and operation of franchised or non-franchised firms.
290: Healthcare Law. (3-3-0)
This course examines healthcare law and the legal system, and the interplay between law and ethics. The course will examine federal mandates and other aspects of patient confidentiality. Students will probe legal issues pertaining to healthcare topics such as modes and institutions for providing medical care, liability of selected providers and review of applicable laws, rules, and regulations.

299: Internship in Healthcare Management. (3-3-0)
This is a practicum performed in the student's sophomore year. Under supervision in an approved agency, the student will have the opportunity for on-the-job experiences. The practicum is project-based in that the student is expected to produce tangible output for the host organization. It is expected that the student will select a practicum site which is consistent with career interests and objectives.

HISTORY (HIST)

101: Western Civilization I. (3-3-0)
A survey of European civilization from pre-historic man to the 1500s.

102: Western Civilization II. (3-3-0)
A survey of European civilization from the 1500s to the present.

103: World Civilization I. (3-3-0)
A survey of civilizations from prehistoric man to the 17th Century.

104: World Civilization II. (3-3-0)
A survey of European Civilization from 1600 to the present.

201: American History I. (3-3-0)
Discovery and exploration by European powers, colonial foundations, movement for independence, early years of the Republic, national growth and expansion, sectionalism and the Civil War.

202: American History II. (3-3-0)
Reconstruction, industrial expansion and related problems, imperialism, World War I and aftermath, Depression and New Deal, World War II, and the development of the United States since World War II.

203: Louisiana History. (3-3-0)
A study of the history of Louisiana emphasizing exploration, settlement, development, European domination, and political characteristics up to the present.

HUMANITIES (HMAN)

201: Humanities I. (3-3-0)
Prerequisite: ENGL 101, grade “C” or higher
An interdisciplinary course including a study of the art, music, history, and literature of the world from the beginning to the Renaissance.

202: Humanities II. (3-3-0)
Prerequisite: ENGL 101, grade “C” or higher
An interdisciplinary course including a study of the art, music, history, and literature of the world from the Renaissance to the present.

203: Film and Culture. (3-3-0)
An introductory course in understanding the appreciation of film aesthetically, as an art form, and culturally, as a reflection of social values. Knowledge of film and of literature will be enhanced by the readings which accompany the presentation of each film.

INDUSTRIAL SAFETY (ISAF)

109: Basic Field Safety Orientation. (2-2-0)
Prerequisite or corequisite: MATH 99 or MATH 102.
The basics of the requirements, regulations, processes and practices of basic safety currently in place in the oil and gas industry; applicable regulations; hazard identification and assessments; specialized work procedures; typical field equipment and their inspections; accident and incident reporting, recording, and investigation requirements; contractor safety evaluations and approval criteria. The Safeland certification will be available upon completion of the course and certification test.
209: Safety Regulations and Hazwoper 40 Safety Certification. (3-3-0)
Prerequisite: OGPT 207
This course presents all of the requirements of OSHA’s Hazardous Waste Operations and Emergency Response standard, 29 CFR 1910.120. It covers all of the requirements of the applicable regulatory agencies (OSHA, EPA, and DOT) to ensure awareness and promote safety among employees who may be exposed to chemical hazards in the work site. The objective is to ensure that employees operate in the safest possible manner in situations where contact with potentially hazardous materials is likely. The OSHA 40Hr. Hazwoper certification will be available upon completion of the course and certification exam.

210: Industrial Safety and OSHA Standards. (3-3-0)
A straightforward presentation of material which makes the theories and principles of industrial safety practical and useful in real-world settings is covered in this course. Special emphasis is placed on the innovation and technology in the workplace. Various safety tools and apparatus are examined and training is provided in their use. The complete text of the 30-hour (Occupational Safety and Health Act) OSHA Industrial Certification is presented and students are offered an option to complete the testing for the certification during the course.

**INTERPRETING (INTR)**

101: Introduction to Interpreting. (3-3-0)
Role, ethics, and etiquette of interpreters with emphasis on history, terminology, skills, settings, and special communication techniques.

102: Professional Ethics and Interpreting. (3-3-0)
Role and scope of interpretation in various community settings. Explores the code of ethics of the National Registry of Interpreters for the deaf, legal issues, American with Disabilities Act, and the Louisiana Interpreter Law.

103: American Sign Language I. (3-3-0)
An elementary course in American Sign Language (ASL) using a natural language approach to introduce culturally appropriate signed concepts related to the immediate environment. Common communicative events and interactions are utilized to acquire a basic working vocabulary and grammar, including development of appropriate linguistic/cultural behaviors and awareness of respect for deaf culture. Receptive and expressive skills are fostered through interactive ASL lessons without voice.

104: American Sign Language II. (3-3-0)
Prerequisite: A grade of C or better in INTR 103 or equivalent course.
Development of expressive and receptive skills. Emphasis upon whole word and phrase recognition and reading of fingerspelling and numbering embedded in signed sentences.

105: Fingerspelling and Numbers. (3-3-0)
Prerequisite: A grade of C or better in INTR 103 or equivalent course.
Development of expressive and receptive skills. Emphasis upon whole word and phrase recognition and reading of fingerspelling and numbering embedded in signed sentences.

106: Psycho-Social Aspects of Deafness. (3-3-0)
An interdisciplinary study of American Deaf Culture and the factors that contribute to defining the deaf community as a cultural minority, focusing on awareness and understanding of cultural diversity and preservation of language. The course covers the cultural identity, group norms, and rules of social interaction, values, and traditions held by members who are deaf. Societal attitudes regarding deafness and issues such as cultural oppression and language power by the majority, and works of art made by the Deaf community will be explored. The impact of modern technology, emerging issues, and trends will also be explored.

201: Interpreting I. (3-3-0)
Prerequisite: A grade of C or better in INTR 103 and INTR 104
Overview of various manually coded English systems and American Sign Language as they relate to client choice and settings.

202: Interpreting II. (3-3-0)
Prerequisite: A grade of C or better in INTR 201
Sign to voice interpreting with emphasis on analyzing American Sign Language texts for voiced interpretation into English.

**JOURNALISM (JRNL)**

101: Newspaper Staff I. (1-3-0)
Prerequisite: A grade of C or better in ENGL 101 or equivalent course.
This course will involve newspaper reporting, development of story ideas, opportunities for editorial writing, and distribution of the monthly newspaper around campus. First year, first semester.
102: **Newspaper Staff I.** (1-3-0)
Prerequisite: A grade of C or better in JRNL 101 or equivalent course.
Same as JRNL 101. First year, second semester.

211: **Newspaper Staff II.** (1-3-0)
Prerequisite: A grade of C or better in JRNL 102 or equivalent course.
Same as JRNL 101. Second year, first semester.

212: **Newspaper Staff II.** (1-3-0)
Prerequisite: A grade of C or better in JRNL 211 or equivalent course.
Same as JRNL 101. Second year, second semester.

**LEADERSHIP (LEAD)**

101: **Leadership Development I** (3-3-0)
Introduction to the traits and skills necessary for effective leadership in a variety of environments, including business/industry. With a focus on producing successful leaders, the course will include topics such as change leadership, assembling and leading effective teams, leading with integrity, and advocacy, among others.

**LEGAL ASSISTANT (LSEC)**

101: **Legal Office Concepts I** (3-3-0)
The first course in legal office concepts introduces students to the legal office environment and the task and duties performed by a legal assistant. Emphasis is placed on legal terminology, office procedures, and formatting legal documents.

150: **Legal Ethics and Professionalism.** (3-3-0)
Introductory course in the ethics, professionalism, and confidentiality requirements of the legal assistant position. Emphasis is placed on attorney/client and secretary/client relationships.

201: **Legal Concepts II** (3-3-0)
The second course in legal concepts introduces students to legal action types, legal descriptions and classifications, real estate, successions, and debt collections.

250: **Litigation Documentation.** (3-3-0)
Emphasis in this course is placed on the preparation of correspondence and legal documents in the areas of civil litigation actions, torts, trial proceedings, appeals, discovery documents, pleadings, and post-trial documents and correspondence.

**MATHEMATICS (MATH)**

097: **Basic Mathematics.** (3-3-0)
Prerequisite: No ACT scores or appropriate placement test score.
Review of basic mathematics skills. Includes the fundamental numeral operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals; ratios and proportion, percent, systems of measurement, and an introduction to geometry.
NOTE: May not be used to satisfy the mathematics or elective requirement in any curriculum at BPCC.

098: **Beginning Algebra I.** (3-3-0)
Prerequisite: Appropriate placement test score or a grade of "C" or higher in MATH 097.
A beginning algebra course that includes performing fundamental operations on real numbers; exponents; solving linear equations and inequalities; applications; functions; graphing linear equations; slope; systems of linear equations.
NOTE: May not be used to satisfy the mathematics or elective requirement in any curriculum at BPCC.

099: **Beginning Algebra II.** (3-3-0)
Prerequisite: Appropriate placement test score or a grade of "C" or higher in MATH 098.
A continuation of Beginning Algebra I including exponents and polynomials; factoring polynomials; rational expressions and equations; solving quadratic equations; graphing quadratic functions; roots and radicals.
NOTE: May not be used to satisfy the mathematics or elective requirement in any curriculum at BPCC.
101: Applied Algebra for College Students. (3-3-0)
Prerequisite: ACT score of 19 or higher, Math placement score, or grade of "C" or higher in MATH 099.
This course is designed only for students who need ONE 3-credit math course to fulfill their BPCC graduation requirement in eligible associate degree programs. Topics from algebra involving real numbers and their properties, operations of polynomials, solving linear equations and inequalities, solving absolute value equations and inequalities, understanding of radical expressions, operations of complex numbers, solving quadratic equations, solving systems of equations, rectangular coordinate system and graphs, introduction to functions, graph linear equations and inequalities, graph quadratic equations, graph exponential and logarithm functions, and graphing systems of equations and inequalities.

102: College Algebra. (3-3-0)
Prerequisite: ACT score of 19 or higher, appropriate placement test score, or a grade of "C" or higher in MATH 099.
Topics from algebra including complex numbers; radical and rational equations; linear and quadratic equations and inequalities; absolute value equations and inequalities; lines and slope; graphs; inverse, exponential, and logarithmic functions; systems of equations and inequalities; conics; applications.

111: Precalculus Algebra (3-3-0)
Prerequisite: ACT score of 19 or higher, appropriate placement test score, or a grade of "C" or higher in MATH 099.
A course in precalculus algebra using the graphing calculator. Topics include graphs and functions, quadratic equations and inequalities, theorems about zeroes of polynomial functions, rational functions, inverse functions, exponential and logarithmic functions, systems of equations and inequalities, conics, sequences, series.

112: Trigonometry. (3-3-0)
Prerequisite: ACT score of 25 or higher, appropriate placement test score, or a grade of "C" or higher in MATH 102.
Methods and theory of trigonometry including trigonometric functions, solution of right triangles, identities and trigonometric equations, graphs, inverse trigonometric functions, solution of oblique triangles, and complex numbers.

114: Finite Math. (3-3-0)
Prerequisite: A grade of "C" or higher in MATH 102.
A course that contains a wide variety of realistic applications for students majoring in the liberal arts, the social sciences, and business. Topics include the following: linear, quadratic, exponential, and logarithmic functions with applications; mathematics of finance; sets and probability; permutations, combinations and counting; linear programming; and statistics.

117: Elementary Number Structure. (3-3-0)
Prerequisite: A grade of "C" or higher in MATH 102.
This course is designed for elementary education majors. The emphasis of the course is teaching number sense and problem solving. Topics include problem-solving strategies, number patterns, numeration system of base ten, conceptual understanding of addition, subtraction, multiplication and division of whole numbers, algorithms for operations of whole numbers, estimation and mental math skills, factors, multiples, prime and composite numbers, prime factorization, meaning of fractions, equivalent fractions, mixed numbers and comparison of fractions, algorithms for operations of fractions, meaning of decimals, converting decimals to fractions, algorithms for operations of decimals, meaning of ratio and proportions and proportional reasoning, meaning of percents and converting between percents, decimals and fraction equivalency.

124: Mathematical Concepts. (3-3-0)
Prerequisite: A grade of "C" or higher in MATH 102.
A course for the liberal art and education student stressing thinking critically, putting numbers in perspective in the real world, statistical reasoning, putting statistics to work, living with probability and odds, and mathematics in politics and business.

129: Applied Technical Mathematics. (3-3-0)
Prerequisite: ACT score of 18 or higher, or grade of "C" or higher in MATH 099
This course covers a practical application of basic math/algebra skills to typical industrial applications and problems. There is an emphasis on units of measure, algebraic expressions, reading tools of measurement, perimeter/area/volume analysis using plane and solid geometry, simultaneous equations, polynomial roots, radicals, trigonometry (right and oblique triangles), graphical analysis and engineering units/notation.

131: Elementary Applied Calculus. (3-3-0)
Prerequisite: A grade of "C" or higher in MATH 102
An intuitive approach to calculus: functions, graphing, limits, continuity, differentiation, integration, applications to problems from the fields of business, biological science, social science, and behavioral science.

210: Basic Statistics. (3-3-0)
Prerequisite: A grade of "C" or higher in MATH 102
A first course in statistics including: descriptive statistics; histograms and frequency distributions; measure of central tendency; probability; binomial and normal distribution; sampling distribution; estimation; hypothesis testing; regression and correlation.
217: Elementary Geometry. (3-3-0)
Prerequisite: A grade of “C” or higher in MATH 117.
This course is designed for elementary education majors. The emphasis of the course is measurement and geometry. Topics include what is measurement, measurements on labels, measurement of length, more about circumference, measurement of weight, measurement of area, measurement of temperature, straightness, flatness, dimension, angles and parallels, sum of measures of angles of a triangle, polygons, centers and lines of symmetry, congruent figures, similarity, area of triangles, area of other figures, the Pythagorean Theorem, surface area, and volume.

218: Elementary Statistics. (3-3-0)
Prerequisite: A grade of “C” or higher in MATH 117 and MATH 217.
This course is designed for elementary education majors. The emphasis of the course is data collection, probability, and number systems. Topics include collecting a set of data, methods of organizing data, the “center of data,” the “speed” of data, standardized scores, sampling, probability, theoretical vs. experimental probability, conditional probability, counting techniques, counting different groups, geometric probability, normal distribution, natural numbers and whole numbers, the set of integers; and rational numbers.

250: Calculus I. (3-3-0)
Prerequisite: ACT score of 28 or higher, appropriate placement test score or a grade of “C” or higher in MATH 102 and or MATH 111 and MATH 112.
Topics include functions; limits and continuity; differentiation; applications of derivatives.

251: Calculus II. (3-3-0)
Prerequisite: Student must receive a grade of “C” or higher in MATH 250.
Topics include integration; applications of definite integrals; integrals and transcendental functions; and techniques of integration.

252: Calculus III. (3-3-0)
Prerequisite: Student must receive a grade of “C” or higher in MATH 251.
Topics include first-order differential equations; infinite sequences and series; parametric equations and polar coordinates; vectors and the geometry of space; and vector-valued functions and motion in space.

253: Calculus IV. (3-3-0)
Prerequisite: Student must receive a grade of “C” or higher in MATH 252.
Topics include partial derivatives; multiple integrals; integration in vector fields; and second-order differential equations.

254: Differential Equations. (3-3-0)
Prerequisite: Student must receive a grade of “C” or higher in MATH 253.
Topics include separable differential equations, linear constant coefficient differential equations (homogenous and nonhomogeneous), Laplace Transforms, series solutions, linear systems, Euler’s methods.

MEDICAL OFFICE SPECIALIST (MOS)

107: Medical Office Administration (3-2-1)
Prerequisite: CIS 105
A course of instruction in the knowledge, skill and application necessary to efficiently practice the concepts of multiple duties including electronic medical records and practice management in a medical office.

109: Survey of Medical Coding. (4-3-3)
Prerequisite: BLGY 110, BLGY 120, CIS 105, and permission of the Division.
Overview and basic coding with the latest edition of CPT and HCPCS coding systems used in the coding of procedures in healthcare. Emphasis is on the development of basic skills needed for accurate coding for medical procedures and supplies. This course includes a basic review of anatomy, physiology and medical terminology. (Medical Office Specialist majors must take this class concurrently with MOS 110). This is an integrated lecture and lab course.

110/110L: Medical Coding I / Laboratory. (4-3-3)
Corequisite: MOS 109 and permission of the Division.
Utilization of the latest edition of ICD coding and classification systems to assign valid diagnostic codes. The laboratory serves to reinforce lecture material and provides practical application and practice in coding. This course includes a review of medical terminology. (Medical Office Specialist majors must take this class concurrently with MOS 109).

111/111L: Medical Coding II/Laboratory. (4 credit hours)
Prerequisite: MOS 110, and acceptance into the Medical Office Specialist Clinical program.
Understanding and use of the latest edition of ICD, CPT and HCPCS coding and classification systems in the assignment of diagnostic and procedure codes. This course is a continuation of MOS 109 and MOS 110. The laboratory component reinforces lecture material and includes practice in coding medical records.
113: Reimbursement Methodology. (3-3-0)
Corequisite: MOS 109 or ALHT 114.
The use of coded data and health information in reimbursement and payment systems utilized in health care settings and managed care. The course will review prospective payment systems, third party payers, billing and insurance procedures, explanation of benefits statements, peer review organizations, managed care, and compliance issues.

116: MOS Practicum. (2 hrs. credit)
Corequisite or prerequisite: MOS 111 or MOS 118.
Supervised on-the-job experience performing medical coding and other related medical office duties in a health care facility. A minimum of 100 hours of practical experience will be required. This class will require students to be available for assignments in health care facilities Monday through Thursday for up to 8 hours per day.

118: Advanced Reimbursement Methodology. (3-3-0)
The student will master common medical billing practices, the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission, and payment processing and the follow up process.

220: Coding Practice. (3-3-0)
A course designed to provide a review of medical coding and increased proficiency for individuals having completed course work in medical coding, or those with significant experience in the field. The course includes a review of assignment of medical codes, coding regulations including compliance and reimbursement and a review of anatomy, physiology and medical terminology necessary to correctly code provider diagnoses and services.

221: ICD-10-CM Coding. (1-1-0)
This course provides instruction in the latest edition of ICD-10-CM coding and classification systems for outpatient facilities and physician services to assign valid diagnostic codes. The course provides practical applications and practice in coding and utilization of the ICD-10-CM coding system. The course is based on current proficiency in ICD-9.

MILITARY SCIENCE (MILS)

101: Introduction to Leadership I. (3-3-0)
Examines the unique duties and responsibilities of military leaders. Includes an introduction to the organization and roles of the military in American society. Students discuss basic leadership traits, attributes, and skills, including principles of interpersonal communication and team building. Students also analyze military values and ethical leadership.
This is an academic course in leadership which is not affiliated with any Reserve Officers Training Corps of the US Army, Navy, or Air Force, and is not offered in conjunction with the US Department of Defense or any subordinate agency thereof.

102: Introduction to Leadership II. (3-3-0)
Presents fundamental military concepts and doctrine. Includes an introduction to the history and development of military doctrine. Students learn effective problem-solving skills, including the Military Decision Making Process as well as active listening and feedback skills. Students also examine factors that influence leader and group effectiveness.
This is an academic course in leadership which is not affiliated with any Reserve Officers Training Corps of the US Army, Navy, or Air Force, and is not offered in conjunction with the US Department of Defense or any subordinate agency thereof.

MUSIC (MUSC)

100: Music Fundamentals. (3-0-0)
An introduction to the fundamentals of music theory including pitch and rhythmic notation, terminology, key signatures, intervals, scales, and sol feggio, incorporating skills of basic musicianship and ear training through analysis and critical study. This course is designed as an introductory course to the basic study of music theory.

101: Class Voice. (1-0-1)
Elementary group lessons in voice. Basic vocal and music reading skills are addressed in addition to posture, breath control, tone production, and diction. This course includes both group and individual singing of simple vocalises and songs in English.

105: Class Guitar. (1-0-1)
Elementary group lessons in guitar/electric bass. Basic instrument technique and music reading skills are addressed.

110: Class Piano I. (1-0-3)
Elementary group lessons in piano for the beginner. Basic piano theory and keyboard skills are addressed.
111: Class Piano II. (1-0-3)
Prerequisite: MUSC 110.
Post-elementary group piano lessons. This course is a continuation of MUSC 110. Scales, cadences, harmonization, sight reading skills, and repertoire are emphasized.

112: Ear Training/Sight Singing I. (1-3-0)
Prerequisite: Music majors are required to take a music theory placement exam prior to enrolling in MUSC 112.
Corequisite: MUSC 122.
An elementary study and application of aural musical skills. Course includes study of melodic and harmonic dictation, rhythmic reading, and rhythmic dictation. Sight singing drills are conducted. Solfeggio is introduced and developed. Computer-based music applications for ear-training drill will be introduced and utilized. Tests include melodic, harmonic, rhythmic, and error dictation.

113: Ear Training/Sight Singing II (1-3-0)
Prerequisite: MUSC 112 and MUSC 122.
Corequisite: MUSC 113.
A continuation of the study and application of aural musical skills. Course includes study of melodic and harmonic dictation, rhythmic reading and rhythmic dictation. Sight singing drills are conducted. Solfeggio is developed. Computer-based music applications for ear-training drill are used. Tests include melodic, harmonic, rhythmic, and error dictation.

120: Music Appreciation. (3-3-0)
A cultural course for the general college student with emphasis on basic elements of music, music periods and styles, listening to recorded instrumental and vocal music and live concerts. Course is designed to develop an understanding and enjoyment of music.

121: Jazz Appreciation. (3-3-0)
A survey of jazz focusing on an understanding of its essential musical elements, musical characteristics, historical evolution, and societal significance. Stylistic differences and standard forms will be addressed. In and out of class listening experiences required.

122: Music Theory I. (3-3-0)
Prerequisite: Students are required to take a music theory placement exam prior to enrolling in MUSC 122.
Corequisite: MUSC 112.
A study of fundamentals of pitch and rhythmic notation, terminology, scales, and chords, incorporating skills of basic musicianship through analysis and critical study. Course includes primary triads and some four part writing.

123: Music Theory II. (3-3-0)
Prerequisite: MUSC 122 and MUSC 112.
Corequisite: MUSC 113.
A study of chord structure and chord progressions from the period of common harmonic practice. Proper voice leading, three or four part writing is emphasized, along with analysis and composition studies in major and minor keys. Course includes non-chord tones, diatonic sevenths, and dominant sevenths.

140: Concert Band. (1-0-3)
A diverse variety of band repertoire will be rehearsed and performed each term. Works to be studied will include, but not be limited to, orchestral transcriptions, original band and wind ensemble works, solos with band accompaniment, and section features. Instruction will also include coaching toward proper ensemble/individual performance techniques, sight reading, and rhythmic reading skills. Open to all students who have high school experience playing a traditional band instrument. (May be repeated for credit.)

144: Jazz Ensemble. (1-0-3)
A diverse variety of jazz-related repertoire will be rehearsed and performed each term. Works to be studied will include, but not limited to, transcriptions, original jazz and big band ensemble works, solos with band accompaniment, and section features. Instruction will also include coaching toward proper ensemble/individual performance techniques, sight reading, and rhythmic reading skills. Open to students who have high school experience playing a traditional jazz ensemble instrument. Admittance is based on available seats in the ensemble and permission of the instructor. (May be repeated for credit.)

148: Concert Choir. (1-0-3)
A diverse variety of choir repertoire will be rehearsed and performed each term. Instruction will also include coaching toward proper ensemble/individual performance techniques, sight reading, and rhythmic reading skills. Open to all students. (May be repeated for credit.)

149: Chamber Singers. (1-0-3)
Prerequisite: MUSC 148 and Audition
An advanced choral ensemble of approximately sixteen voices specializing in the performance of chamber choral music from all historical periods. Open to all students by audition. On and off campus performances required as needed for public relations functions and semester concerts. (May be repeated for credit.)
150: Opera Workshop. (1-0-3)  
Prerequisite: Audition and Departmental Permission  
A diverse variety of opera and operetta repertoire will be rehearsed and performed each term. Students will be assigned one or more primary or secondary roles in selected scenes from an opera or operetta by the Musical Director/Stage Director. Instruction will include experiential training in singing on the stage, musical preparation skills, acting, stage movement, working with period costumes and props, and may include make-up application, and dance. Enrollment is by audition or departmental permission. (May be repeated for credit.)

199: Diction for Singers (0-0-1)  
Corequisite: MUSC 231.  
Aural and written skills of the International Phonetic Alphabet are introduced. Applications of this phonetic transcription method to English, Italian, French, and German diction relative to solo song literature are addressed. (May be repeated as determined by advisor.)

212: Ear Training/Sightsinging III. (1-3-0)  
Prerequisite: MUSC 113 and MUSC 123.  
Corequisite: MUSC 222.  
A continuation of the study and application of aural musical skills. Continued development of sight singing and dictation skills through the use of more complex and demanding examples of music. Sight singing drills are conducted. Solfeggio is developed. Principles of chromatic elements are introduced and developed. Computer-based music applications for ear training drill are used. Tests include melodic, harmonic, rhythmic, and error dictation.

213: Ear Training/Sightsinging IV. (1-3-0)  
Prerequisite: MUSC 212 and MUSC 222.  
Corequisite: MUSC 223.  
A continuation of the study of aural musical skills. Continued development of sight-singing and dictation skills through the use of more complex and demanding examples of music. Sight singing drills are conducted. Solfeggio is developed. Principles of chromatic elements are developed. Computer-based music applications for ear training drill are used. Tests include melodic, harmonic, rhythmic, and error dictation.

215: Introduction to Music Technology. (2-2-0)  
Prerequisite: Permission of instructor.  
Introduction in computer-based music applications and basic MIDI (synthesizer) technology. Course covers concepts, techniques, and terminology of computing through music applications. Course includes experience with current hardware and software for music notation and sequencing.

216: Basic Conducting. (3-3-0)  
Prerequisites: MUSC 113 and MUSC 123.  
A study of conducting and rehearsal techniques applicable to both instrumental and choral performance with the goal of shaping a well-rounded conductor. Content will include, but not be limited to, basic patterns, advanced patterns, use of the left hand, body language and coordination, score study and interpretation, and virtuoso techniques. Students will work with ensembles.

220: Historical Survey. (3-3-0)  
Prerequisites: MUSC 120 or Permission of instructor.  
An in-depth survey of Western art music beginning with the Medieval/Ancient times and progressing through the Baroque, Classical, Romantic, and Contemporary periods.

222: Music Theory III. (3-3-0)  
Prerequisite: MUSC 113 and MUSC 123.  
Corequisite: MUSC 212.  
A study of chromatic harmony; including, secondary dominant and diminished 7th chords, borrowed chords, Neapolitan triad, augmented 6th chords, pedal point, and modulation. Structures of these chords and traditional uses, voice leading, and resolution are emphasized as well as writing individual exercises using these chords. Aural and visual analysis of musical excerpts which use these chords are also included.

223: Music Theory IV. (3-3-0)  
Prerequisite: MUSC 212 and MUSC 222.  
Corequisite: MUSC 213.  
A study of upper tertian chords, modal and nonfunctional harmony, artificial scales, non-tertian harmony, 12-tone serialism, and set theory. Students will compose short pieces in various styles and will aurally and visually analyze musical excerpts which incorporate those devices.

225: Introduction to Church Music. (3-3-0)  
Prerequisite: MUSC 113 and MUSC 123.  
This course provides an overview of church music as a career choice. Topics include an introduction to conducting and rehearsal techniques, administrative skills, budgetary planning, congregational singing, traditional church literature, and may include observations and a supervised practicum field experience.
230-244: Applied Studio Lessons
A weekly private one-on-one lesson. Students will study proper performance techniques for their specific instrument or voice. Lessons may include, but are not limited to, traditional repertoire, scales, etudes, orchestral excerpts, solos, chamber music, sight-reading, and other skills unique to the instrument or voice. A minimum of 14 lessons per term are required.

230: Applied Piano. (2-1-0)
231: Applied Voice. (2-1-0)
232: Applied Flute. (2-1-0)
233: Applied Oboe. (2-1-0)
234: Applied Clarinet. (2-1-0)
235: Applied Bassoon. (2-1-0)
236: Applied Saxophone. (2-1-0)
237: Applied Trumpet. (2-1-0)
238: Applied Horn. (2-1-0)
239: Applied Trombone. (2-1-0)
240: Applied Tuba/Euphonium. (2-1-0)
241: Applied Percussion. (2-1-0)
242: Applied Classical Guitar. (2-1-0)
243: Applied Electric Bass. (2-1-0)
244: Applied Orchestral Strings. (2-1-0)

299: Piano Proficiency. (0-0-0)
Prerequisite: MUSC 230 or Permission of instructor.
A capstone experience and barrier examination required for the partial fulfillment of the Associate of Arts in Music degree. Taken in conjunction with the private one-on-one piano lesson, requiring students to perform all major scales, harmonic, melodic, and natural minor scales two octaves, hands together; prepare two memorized pieces in contrasting style; harmonize folk songs; transpose simple melodies to any given key; and sight read. (Piano majors will perform scales four octaves.) Music majors must pass with a grade of Satisfactory (S).

NURSING (NURS)

Enrollment in the 200 level Nursing (NURS) courses is limited to those students who have been selected and admitted to the program. Program courses are sequenced by semester and must be taken as a group each semester per program requirements and policies.

200: Fundamentals of Nursing. (6-6-0)
Corequisites: NURS 201 and NURS 205
This course introduces students to the basic concepts and skills that are essential to the foundation of professional nursing practice, including communication, QSEN competencies, the Nurse Practice Act, quality improvement, patient-centered care with regard to cultural and lifespan diversity, evidence-based practice, and the nursing process. Students learn how to meet basic human needs, including physical assessment, medication administration, nutrition, elimination, and hygiene, while promoting safety among patient and staff.

201: Adult Nursing I. (4-4-0)
Corequisites: NURS 200, NURS 202, and NURS 205
In this course, students build on knowledge of the nursing process and basic skills learned in the fundamentals course. Course content focuses on health assessment and physical examination of patients from diverse backgrounds throughout the lifespan. In this course the student begins to prioritize evidence-based, diverse patient-centered care of stable, acute, and chronic health problems which commonly occur among adults in a variety of health care settings. The role of the nurse related to application and the nursing process
and documentation of nursing care is introduced with an emphasis on safety, quality improvement, therapeutic communication, teamwork and collaboration.

202: Nursing Practicum I. (2 credit hours, 45 contact hours of laboratory instruction, and 45 contact hours of geriatric clinical experience.)

Prerequisites: NURS 200
Corequisites: NURS 201 and NURS 205
This clinical course allows students opportunities to apply fundamental and adult health concepts to care of patients with common, stable health problems in the laboratory and hospital setting. Emphasis is placed on therapeutic communication, teamwork and collaboration, quality improvement, and use of informatics. Students will gain experience in providing diverse patient-centered care, organizing care, managing time, meeting basic human needs, using physical assessment, evidence-based practice, and the Nursing Process as a basis for care. Interventions for promoting and maintaining patient and staff safety will be emphasized. (45 hours of laboratory instruction and 45 hours of clinical instruction)

204: LPN to RN Transition. (2-2-0)

Prerequisites: Admission to the LPN to RN Transition Program
This course provides coverage of key RN roles, including professional behaviors and lifelong learning for quality improvement and safety. Legal and ethical responsibilities are discussed in relation to diverse patient-centered care, delegation, and leadership. An explanation of how the RN’s role differs from that of an LPN is included. Theoretical knowledge concerning the nursing process and the importance of evidence-based practice, the nurse’s role as communicator and teacher, the Computer Adaptive Test (CAT) for licensure and the relationship of theory to practice will be emphasized.

205: Pharmacology I. (1-1-0)

Corequisites: NURS 200, NURS 201, and NURS 202
This course begins by introducing the first-semester nursing student to pharmacotherapeutics in the nursing field. The process of pharmacodynamics and pharmacokinetics is explored, including the effect of drugs on pediatric, pregnant, and elderly patients. Safe medication administration principles are taught with regard to cultural and life-span diversity and best current evidence. Measurement requirements, system conversions, oral and parenteral dosage calculations, intravenous fluid therapy, and intravenous fluid flow rates are covered in detail. Nursing implications for drug administration and the use of technology in documentation are emphasized in every unit including an overview of drug label interpretation. Dosage calculation emphasizes the importance of collaboration among team members to effectively, accurately and safely calculate dosages of medications. It includes reading, interpreting and solving calculation problems encountered in the preparation of medication.

210: Pediatric Nursing. (3-3-0)

Prerequisites: NURS 200, NURS 201, NURS 202, and NURS 205
Corequisites: NURS 211, NURS 212, NURS 213, and NURS 204
In this course, the student will study the unique health and developmental needs of neonates, infants, children and adolescents. This course is designed to develop perspectives on wellness and illness in children emphasizing family and diverse patient-centered care that incorporates screening, teaching, and health counseling. Content focuses on beginning to prioritize evidence-based care of children with stable, acute and chronic health problems. This course assists students to integrate evidence-based knowledge to achieve safe, competent care of pediatric patients and their families who are experiencing normal development and alterations in body systems. Emphasis is also placed on therapeutic communication.

211: Adult Nursing II. (4-4-0)

Prerequisites: NURS 200, NURS 201, NURS 202, and NURS 205
Corequisites: NURS 210, NURS 212, NURS 213, and NURS 214
This course is a continuation of concepts presented in Adult Nursing I. An explanation of the nurse’s role in health and illness within evolving practice environments and across the spectrum of health and illness is provided. The nursing process will be utilized to addresses nursing care issues from a physiological, pathophysiological and psychosocial context. Presentation of current evidenced-based practice provides students opportunities to think critically, creatively, and compassionately. Focus is placed on nursing care of adults with commonly occurring health problems and incorporates teaching strategies used to enhance diverse, safe patient-centered care.

212: Adult Practicum II. (3 credit hours, 135 contact hours of clinical experience.)

Prerequisites: NURS 200, NURS 201, NURS 202, and NURS 205
Corequisites: NURS 210, NURS 211, NURS 212, and NURS 214
This clinical course allows the student to apply evidenced-based knowledge in the clinical setting. Opportunities to apply new clinical skills with regard to cultural and life-span diversity using hands-on and simulation technology are provided. Students will perform higher level critical decision-making and demonstrate professional behaviors including delegation, therapeutic communication, and leadership skills. Practicum hours focus on communication, disease processes, critical thinking, clinical skills, safety in the clinical environment, and utilization of the nursing process with an interdisciplinary team approach to manage care of adults in a medical surgical setting.

213: Pediatric Practicum. (1 credit hour, 45 hours of clinical experience)

Prerequisites: NURS 200, NURS 201, NURS 202, and NURS 205
Corequisites: NURS 210, NURS 211, NURS 212, and NURS 214
This clinical course provides the student with the opportunity to apply evidence based nursing practice in the provision of safe, diverse,
quality patient-centered care for pediatric patients with health care problems. Opportunities to apply clinical skills in the hospital and simulation lab are provided. Students will gain experience in organizing care, managing time and utilizing the steps of the nursing process. Emphasis will be placed on the professional nurse’s role in communication, health education, growth and development, critical thinking, safety, and accountability. The importance of fostering a collaborative approach in managing the care of the pediatric patient will be stressed. Literature searches utilizing technology will be conducted. (90 contact hours of clinical experience)

214: Pharmacology II. (1-1-0)
Prerequisites: NURS 200, NURS 201, NURS 202, and NURS 205
Corequisites: NURS 210, NURS 211, NURS 212, and NURS 213
This course includes an overview of therapeutic actions, indications, pharmacokinetics, contraindications, common adverse reactions, and interactions of medications commonly used in treating diverse Medical-Surgical and Pediatric nursing populations. The student will learn to apply these factors when providing safe, patient-centered care utilizing evidence-based practice, the nursing process, and current ethical and legal standards of practice.

220: Women’s Health Nursing. (2-2-0)
Prerequisites: NURS 200, NURS 201, NURS 202, NURS 205, NURS 210, NURS 211, NURS 212, NURS 213, and NURS 214
Corequisites: NURS 221, NURS 222, NURS 223, NURS 224, NURS 225, and NURS 226.
This course builds upon the skills, knowledge, and behaviors needed to care for clients in the area of Women’s Health. Utilizing an integrated approach, the student will develop an understanding of family planning, reproduction, pregnancy, labor and delivery, postpartum, and care of the newborn. The student will apply this new knowledge to the provision of safe, patient-centered care with regard to cultural and life-span diversity, utilizing evidence-based practice, the nursing process, and current ethical and legal standards of practice.

221: Adult Nursing III. (3-3-0)
Prerequisites: NURS 200, NURS 201, NURS 202, NURS 205, NURS 210, NURS 211, NURS 212, NURS 213, and NURS 214
Corequisites: NURS 220, NURS 221, NURS 222, NURS 223, NURS 224, and NURS 225.
This course is a continuation of concepts presented in Adult Nursing I and Adult Nursing II. Focus is on the nurse’s role in health and illness utilizing the nursing process to provide patient-centered care within evolving practice environments and across the spectrum of health and illness. This course addresses nursing care issues from a physiological, pathophysiological and psychosocial context. Presentation of evidenced-based, best practice standards provides opportunities to think critically, creatively, and compassionately. Course focuses on nursing care of adults experiencing complex illnesses and therapeutic communication that incorporate teaching strategies used to enhance nursing care with regard to cultural and life-span diversity and promote, maintain, and restore optimal health.

222: Adult Practicum III. (3 credit hours, 135 contact hours of clinical experience.)
Prerequisites: NURS 200, NURS 201, NURS 202, NURS 205, NURS 210, NURS 211, NURS 212, NURS 213, and NURS 214
Corequisites: NURS 220, NURS 221, NURS 222, NURS 223, NURS 224, and NURS 225 and NURS 226.
This practicum builds upon previously learned knowledge and provides the student with opportunities to synthesize new knowledge, skills, and behaviors acquired in prerequisite and co-requisite courses. Opportunities to apply new clinical skills to a diverse population using hands-on skills, simulation technology, and informatics are provided. Students will perform higher level clinical decision-making with focus on safety and quality improvement, and will demonstrate delegation and leadership skills. Practicum hours focus on therapeutic communication, critical thinking, clinical skills and utilization of the nursing process in conjunction with collaboration and interdisciplinary teamwork to manage care of adults with complex illnesses as well as their families. (135 contact hours of clinical experience)

223: Mental Health Nursing. (2-2-0)
Prerequisites: NURS 200, NURS 201, NURS 202, NURS 203, 205 NURS 210, NURS 211, NURS 212, NURS 213, and NURS 214
Corequisites: NURS 220, NURS 221, NURS 222, NURS 224, NURS 225, and NURS 226.
In this course students are introduced to the theoretical foundations of mental health nursing. Course content focuses on commonly diagnosed mental disorders, treatment modalities, pharmacological interventions, and therapeutic communication skills. The role of the professional nurse in the provision of diverse, culturally sensitive, age appropriate and evidenced based care while utilizing the nursing process will be stressed.

224: Women’s Health Practicum. (1 credit hour, 45 contact hours of clinical experience.)
Prerequisites: NURS 200, NURS 201, NURS 202, NURS 205, NURS 210, NURS 211, NURS 212, NURS 213, and NURS 214
Corequisites: NURS 220, NURS 221, NURS 222, NURS 223, NURS 224, NURS 225, and NURS 226.
Students will perform higher-level clinical decision-making and demonstrate delegation and leadership skills. Practicum hours focus on communication and collaboration, promotion of safety, critical thinking, clinical skills and utilization of current evidence as well as the nursing process to improve quality of care for a diverse population of women and infants, as well as their families. Students will utilize technology to assess and evaluate patient conditions and document care. (45 contact hours of clinical experience)

225: Mental Health Practicum. (1 credit hour, 45 contact hours of clinical experience.)
Prerequisites: NURS 200, NURS 201, NURS 202, NURS 205, NURS 210, NURS 211, NURS 212, NURS 213, and NURS 214
Corequisites: NURS 220, NURS 221, NURS 222, NURS 223, NURS 224, and NURS 226.
This practicum builds upon previously learned knowledge and provides the student with opportunities to integrate new knowledge with information, skills, and behaviors acquired in prerequisite and co-requisite courses. Clinical opportunities are provided for the
application of clinical skills focusing on therapeutic communication and nurse-client relationships, evidence based nursing interventions, critical thinking, and utilization of the nursing process. Emphasis is placed on the development of therapeutic nurse-client relationships with a collaborative approach to the management of a diverse population of adults with mental illness.

226: Pharmacology III (1-1-0)
Prerequisites: NURS 200, NURS 201, NURS 202, NURS 205, NURS 210, NURS 211, NURS 212, NURS 213, and NURS 214
Corequisites: NURS 220, NURS 221, NURS 222, NURS 223, NURS 224, NURS 225, and NURS 226
This course builds upon knowledge obtained in Pharmacology I and II and integrates medications commonly used in areas of increased acuity as well as Psychiatric and Women’s Health diverse nursing populations. The course focus is on clinical uses, mechanism of action, drug interactions, contraindications and nursing interventions associated with each drug. The course information will be presented as a basis for clinical judgment and management of patients.

OCCUPATIONAL THERAPY ASSISTANT (OCTA)

Enrollment in the OCTA program courses is limited to those students who have been selected and admitted to the professional phase of the program. Program courses are sequenced by semester and must be taken as a group each semester per program requirements and policies.

200: Introduction to Occupational Therapy. (2-2-0)
This course will introduce the historical development, theory, principles, values, roles and responsibilities in Occupational Therapy. Topics include the OT Practice Act, professional behaviors, core values and attitudes, code of ethics, emerging trends, practice framework, models of practice and frames of reference. The basic tenets of Occupational Therapy will also be discussed.

201: Functional Anatomy for OTA. (2-1-3)
This course includes the study of human musculoskeletal anatomy with emphasis on major bones, bony landmarks, joint anatomy, and origin/insertion/action/innervation of selected muscles. Lab activities include palpation of selected bony and soft tissue landmarks and basic analyses of human movement.

203: Physical Challenges to Occupation. (3-2-3)
Prerequisite: OCTA 200 and OCTA 201
This course will provide knowledge of occupational therapy assessments and strategies for the OTA to use along with the OTR in gathering data and in assessing individuals with various major medical diagnoses that have altered the individual’s performance in areas of occupation (ADL, IADL, education, play, work, leisure, and social participation). Topics include evaluation and assessment of client factors, intervention principles, and performance areas of occupation.

204: Mental Challenges to Occupation. (3-2-3)
This course will introduce the history and theories, contexts, and interactions with individuals with psychosocial issues that alter an individual’s performance in areas of occupation (ADL, IADL, education, play, work, leisure, and social participation). It will explore treatment approaches and techniques for the client with psychosocial dysfunction to be performed by the OTA. Topics include role of the OTA, practice models, behavioral and life span issues, major DSM-IV-TR diagnoses, contexts of intervention, symptoms, therapeutic use of self, safety, professional behaviors, communication skills (oral and written), group techniques and planning strategies for group intervention and group activities. Introduction of cultural diversities will be discussed. The evaluation process and appropriate assessments will be introduced.

205: Developmental Challenges to Occupation. (3-2-3)
This course will provide knowledge on pediatric health conditions. Topics include normal pediatric and adolescent development, development of occupational performance skills and areas of occupation, intellectual disabilities, and other pediatric disorders that interfere with an individual’s performance in areas of occupation (ADL, IADL, education, play, work, leisure, and social participation). The evaluation process and appropriate assessments will be introduced.

206: Therapeutic Interventions I. (2-1-3)
This course will provide knowledge in patient care, body mechanics, therapeutic modalities and orthotics that will be used to increase the individual’s participation in areas of occupation across the life span. Topics include emphasis on vital signs, patient equipment management, transfers and positioning, range of motion, manual muscle testing, assistive technology, functional ambulation and splinting. Skills such as observation, activity analysis, modalities and their therapeutic value will be introduced.

208: Clinical Documentation I (2-2-0)
This course will provide knowledge of the documentation process for occupational therapy assistants including electronic documentation. Topics also include clinical reasoning skills, professional behaviors, use of language, and ethical and legal considerations.
210: OTA Seminar. (2-2-0)
This course will be a review of skills and principles of the occupational therapy assistant to develop competency as an entry level COTA. Topics include field work practicum expectations and behaviors, professional development, resume writing and interview skills, reimbursement and management skills, preparation of the national certification examination and preparation for state licensure.

212: OT Strategies and Interventions for the Elderly. (2-2-0)
This course will provide knowledge about issues related to aging trends, concepts and theories, health and well-being, cultural diversities and ethical aspects related to elders. Topics include emphasis on occupational therapy interventions with the elderly population including working with families and caregivers, mobility and other common medical and psychosocial issues.

213: OT Strategies and Intervention to Physical Challenges. (3-2-3)
This course will provide knowledge of occupational therapy strategies and interventions in conditions that alter an individual's performance in areas of occupation (ADL, IADL, education, play, work, leisure, and social participation). Topics include common diagnoses, treatment environments, and treatment for areas of occupation. Lab activities will concentrate on performance patterns, context, activity demands, and client factors. The evaluation process and appropriate assessments will be expanded upon.

215: OT Strategies and Interventions to Pediatrics. (3-2-3)
This course will provide knowledge in occupational therapy strategies and intervention techniques for individuals ranging in age from birth to age 22 that have limitations that affect their performance in areas of occupation (ADL, IADL, education, play, work, leisure, and social participation). Topics include common diagnoses, assessments, treatment environments, and treatment interventions for areas of occupation. Lab activities will concentrate on performance skills, performance patterns, context, activity demands and client factors.

216: Therapeutic Interventions II. (1-0-3)
This course will provide knowledge of a variety of media and functional activities that will be used to increase the individual’s participation in areas of occupation across the life span. Topics include an emphasis on recognizing and choosing appropriate activities based on a person’s needs, abilities and goals; and adapting, altering or designing equipment and environments that support participation and independence in all areas of performance. Observation skills, activity/task grading and analysis, media and ADL activities, and equipment and their therapeutic value will be expanded upon.

217: Fieldwork 1-B with Documentation. (2 credit hours)
This course will provide experience in physical disability, pediatric, and psychosocial clinical settings to increase knowledge and performance in clinical reasoning and documentation skills. Students will be assigned to 2 different settings, 60 clinical practice hours, under the supervision of a licensed practitioner.

218: Clinical Documentation II (1-1-0)
This course will provide opportunities to increase documentation skills throughout the OT process and expand upon clinical reasoning skills.

220: Fieldwork Level II-A. (6 credit hours)
Student will be assigned full-time placement (40 hrs/week) at an affiliation site for a total of 320 clinical hours for 8 weeks of fieldwork. Students will practice and apply skills learned during the academic component of the OTA program. Students will be under the supervision of a licensed OT practitioner.

221: Fieldwork Level II-B. (6 credit hours)
Student will be assigned full-time placement (40 hrs/week) at an affiliation site for a total of 320 clinical hours. Students will practice and apply skills learned during the academic component of the OTA program. Students will be under the supervision of a licensed OT practitioner.

OIL AND GAS PRODUCTION TECHNOLOGY (OGPT)

101: Introduction to the Exploration and Production of Oil and Gas. (3-3-0)
Prerequisite: MATH 99, MATH 101, or MATH 102.
This course is an introduction to the various aspects of the oil and gas industry, including equipment, systems, instrumentation, operations, and the related scientific principles. The origins of oil and gas, exploration, leasing, drilling, testing and completing wells, stimulating reservoirs, reservoir production, lifting, recovering, and separation are also included. This course also meets the computer literacy requirement.

103: Drilling Complex Wells. (3-3-0)
Prerequisites: OGPT 101. Prerequisite or Corequisite: MATH 102 and OGPT 153 or TEED 153
This course is a study of practices and procedures involved in complex drilling operations. The course is also an introduction to the fracturing process, including its mechanics and evaluation of success. Practice is provided in volume calculations, hydrostatic pressures, formations pressures, and analyzing problems in downhole drilling operations.
131: Well Completions and Workovers. (3-3-0)  
Prerequisite: OGPT 103 Prerequisite or Corequisite: TEED 245  
Topics covered include: completion design process; reservoir parameters and hydrostatics; well performance; service rig; wellbore and completion equipment; artificial lift equipment; completion and work over fluids; well testing; stimulation; primary and remedial cementing; sand scale and hydrates; wireline; and coiled tubing. Students to estimate production and completion data and develop a personal plan of action for completing and working over a well.

150: Regulatory Issues for the Oil and Gas Industry. (2-2-0)  
Prerequisite: OGPT 101. Prerequisite or corequisite: POSC 202.  
Topics covered include fundamental law concepts; federal, state, and local rules and regulations regarding human, health, and environment related to the energy sector; air and water quality; solid and hazardous waste and materials; inactive and abandoned sites; underground storage tanks; environmental safety; roles of federal, state, and local regulatory agencies; regulatory compliance and enforcement related to the energy sector.

153: Hydraulic/Pneumatic Applications for the Oil and Gas Industry with Lab. (3-2-2)  
Prerequisite: MATH 102  
Major topics include pressure units applicable to hydraulics systems, Pascal's Law, transmission of energy in hydraulic systems, mechanical advantage, flow measurement, pumps, motors, accumulators, cylinders, pipe networks, open channels, dams, reservoirs and flow measurement devices. Students will learn to calculate properties of fluids such as velocity, pressure, density and temperature, and calculating and evaluating the characteristics of the flowing and static fluids in various tubular and annular systems. Curriculum presents a study of the functions and properties of the fluids used in drilling an oil or gas well, such as the various types of mud systems for different formations. Students will learn to perform and internet basic calculations and tests that are performed on these fluids. Additional topics include maintenance, safety, preventive maintenance, and troubleshooting. Course materials and instruction is referenced to common oil and gas industry applications and practices.

203: Oil and Gas Instrumentation and Lab. (4-3-3)  
Prerequisite: OGPT 131.  
A study of the selection, application, calibration, and usage of modern measurement and instrument systems, terminology, process variables, and control loops as used in an oil and gas environment. Measurement and transducer types, signal conditioning, recording, and analysis are also covered.

207: Production and Recovery I. (3-3-0)  
Prerequisites: MATH102 and OGPT 131. Prerequisite or Corequisite: ENGL 101  
The course encompasses well production operations from exploration until the well is abandoned. Primary focus is on reservoirs, well completions, workovers, and stimulation, which are key and critical to producing operations.

210: Introduction to Quality Management for Process Technology. (3-3-0)  
Overview of Total Quality Management (TQM) and how the application of TQM techniques achieves customer satisfaction, continuous improvement, and employee involvement. Topics covered include quality planning, human resource development and training, process management, quality and operations metrics, factors contributing to successful/unsuccessful implementation of TQM programs. Lean organizing, enterprise resource planning, forecasting, inventory management, value stream mapping, and continuous improvement curriculum is also included.

217: Production and Recovery II. (3-3-0)  
Prerequisite: OGPT 207.  
A continuation of OGPT 207. This course applies content related to well production operations from exploration until the well is abandoned. Primary focus is on reservoirs, well completions, workovers, and stimulation, which are key and critical to producing operations. This course satisfies the oral communication requirement.

221: Field Processing of Oil and Gas. (4-3-3)  
Prerequisite or Corequisite: OGPT 203.  
Study and practice of oil and natural gas field processing operations. The fundamentals of oil and gas processing; the scientific principles and how they apply; oil and gas plant processing equipment; and procedures from raw material to the refined product are also studied. Students demonstrate competency in use of the basic components of processing equipment and demonstrate various oil and gas plant operational procedures.

245: Pumps and Pump Applications. (2-1-3)  
Prerequisite: MATH 102 and OGPT 131 and TEED 153.  
Study of types of pumps, compressors, and drivers and their common applications and range of operations; evaluation and selection of pumps and compressors and their drivers for long-term efficient operations; unit and station configuration including multiple trains in series and/or parallel operations; integration with upstream and downstream process equipment, local and remote control systems, and facilities utilities; key auxiliary systems including monitoring equipment, heat exchangers, lube and seal systems, and fuel/power systems; and major design, installation, operating, troubleshooting, and maintenance considerations.
260: Computer Applications for the Oil and Gas Industry. (3-3-0)
**Prerequisite:** OGPT 131
Practice in the use of common computer applications, including Microsoft OS, Microsoft Office, and electronic media etiquette. Emphasis on the use of oil and gas industry specific applications. This course meets the division’s computer literacy requirements.

270: Student Seminar. (3-3-0) (8 Weeks)
**Prerequisite:** OGPT 131, TEED 245, ISAF 109 and permission of instructor
A detailed study of an area of oil and gas industry to include trends, special topics, or advanced topics. This course examines connections between other disciplines, such as business or economics, or other technical and geographical dimensions.

280: Internship. (3-0-0) (8 weeks)
**Prerequisite:** OGPL 131, TEED 245, ISAF 109 and permission of instructor. (150 internship hours)
The course provides in situ work experience for students nearing graduation, professional development, and discussion of opportunities within the oil and gas industry.

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PHARMACY TECHNICIAN (PHAR)

101: Introduction to Pharmacy Practice. (1-1-0)
**Prerequisite:** CIS 099 or documentation of typing proficiency; enrollment or completion of ALHT 116. **Corequisite:** PHAR 102, PHAR 102 L and PHAR 104.
This course for the pharmacy technician student includes an introduction to the history of pharmacy, laws including the Pharmacy Practice Act and scope of practice for pharmacy technicians and candidates, certification, accreditation, core values, ethics and professional attitudes, emerging trends, orientation to professional pharmacy organizations, responsibilities and roles within various pharmacy settings, and workplace readiness skills.

102: Pharmacy Practice. (3-3-0)
**Prerequisite:** CIS 099 or documentation of typing proficiency; enrollment in or completion of ALHT 116. **Corequisite:** PHAR 101, PHAR 102, PHAR 102 L.
Instruction in the laws, dosage forms, billing, inventory, extemporaneous compounding, pharmaceutical calculations, written and oral communications, and medication safety. Laboratory to support the lecture required concurrently.

102L: Pharmacy Practice Lab. (1-0-3)
**Corequisite:** PHAR 102 lecture. Laboratory instruction complements the lecture with hands-on experience in medication preparation, dispensing, calculations and business applications.

104: Pharmacology for Pharmacy Technicians. (5-5-0)
**Prerequisite:** Concurrent enrollment in or credit for BLGY 120 or BLGY 224. **Corequisite:** PHAR 101 and PHAR 102, PHAR 102 L.
Basic pharmacology with emphasis on drug therapy. Course content includes drug laws, terminology, therapeutic classes of drugs, indications, side effects, contraindications, generic and trade names and calculations.

*Enrollment in PHAR 110, PHAR 110 L, PHAR 120, and PHAR 151 is limited to those students who have been admitted to the second semester PTEC program phase of the program. All second PHAR courses (PHAR 110, PHAR 110 L, PHAR 120, and PHAR 151) must be taken concurrently.*

110: Sterile Products. (2-2-0)
**Corequisite:** PHAR 120 and PHAR 110 L.
An introduction to aseptic techniques, admixture preparation, incompatibility and stability, irrigation solutions, calculations for intravenous solutions, total parenteral nutrition and chemotherapy.

110L: Sterile Products Lab. (1-0-1)
**Corequisite:** PHAR 110 lecture and PHAR 120.
Activities or laboratory exercises to support the PHAR 110 lecture course occur in this class. NPTA National Sterile Products Certification will be offered during this course.

120: Professional Practice Seminar. (2-2-0)
**Corequisite:** PHAR 110 and PHAR 110 L.
An overview and review of pharmacy practice to prepare the student to take the national PTCB exam. Emphasis is placed on review of pharmacy law, calculations, compounding, pharmacology and pharmacy operations.

151: Pharmacy Clinical Practice. (7 hrs. credit)
**Prerequisite:** Students must have successfully completed, with a “C” or higher, all PHAR courses, qualification coursework and meet any other program specific requirements.
This course is designed for the PTEC clinical student who has successfully completed the didactic/lab/certification portion of the PTEC program. Students are assigned to at least two types of experiential training sites and work under the supervision of a registered...
pharmacist for approximately 400 hours. Emphasis is placed on assisting the pharmacist in serving patients, medication distribution, and inventory control, and pharmacy operations.

**PHYSICAL SCIENCE (PHSC)**

**105: Elemental Physics. (3-3-0)**
*Prerequisite: MATH 098 or ACT math score of 18 or higher.*
Survey of concepts in physics, which includes basic concepts in motion, gravitation, energy transformation, heat, waves, sound and electricity. Graphic and algebraic solutions in problem solving are emphasized.

**105L: Elemental Physics Laboratory. (1-0-3)**
*Prerequisite: Previous credit or current enrollment in PHSC 105.*
Laboratory exercises that support and reinforce concepts taught in PHSC 105.

**106: Elemental Chemistry. (3-3-0)**
*Prerequisite: MATH 098 or ACT math score of 16 or higher.*
A one semester “terminal” survey of general chemistry concepts and principles for teacher education programs and non-science majors. Foundations of chemistry are presented and applied to real-world issues concerning the environment, energy, and public health. This course will also focus on improving the student’s ability to understand and communicate scientific topics as an informed citizen.

**107: Environmental Science. (3-3-0)**
This course includes an introduction to organism-environment interaction, especially humans and their environment. Exploration of contemporary issues in environmental science with an emphasis on man’s interaction with the Earth’s biological and physical resources. This course is also listed as BLGY 107. Students cannot receive credit for both PHSC 107 and BLGY 107.

**110: Astronomy. (3-3-0)**
A non-mathematical, descriptive introduction to astronomy, with emphasis on the solar system and related topics.

**111: Physical Geology. (3-3-0)**
A descriptive, non-mathematical introduction to physical geology. Concepts covered include the dynamic and physical nature of the Earth’s processes, as well as such topics as minerals, the rock cycle, weathering and erosion, volcanoes, earthquakes, plate tectonics, rivers and availability and extraction of earth’s natural resources.

**PHYSICAL THERAPIST ASSISTANT (PTAP)**

*Enrollment in the Physical Therapist Assistant Program (PTAP) courses is limited to those students who have been selected and admitted to the program. Program courses are sequenced by semester and must be taken as a group each semester per program requirements and policies.*

**200: Functional Anatomy. (2-1-2)**
Study of human musculoskeletal anatomy with emphasis on major bones, bony landmarks, joint anatomy, and origin/insertion/action/innervation of selected muscles. Lab activities include palpation of selected bony and soft tissue landmarks and basic analyses of human movement.

**201: Introduction to Physical Therapy. (1-1-0)**
Introduction to the physical therapy profession for the PTA student. Topics include history and trends, licensure, standards of practice, orientation to professional organizations, professional literature review, and development of documentation skills.

**202: Clinical Kinesiology. (4-2-6)**
Application of physics principles, musculoskeletal anatomy, and muscle physiology to the biomechanics of human motion (on a regional basis). Laboratory component includes instruction in joint ROM measurement (goniometry), and muscle strength assessment (manual muscle testing) and selected PT interventions (exercise).

**203: Orthopedic Conditions. (3-2-3)**
Pathophysiology, etiology, clinical signs and symptoms, medical management and physical therapy management of selected orthopedic and soft-tissue-related injuries or pathologies commonly treated in physical therapy. Laboratory activities using integrated patient case studies.
204: Physical Therapy Procedures. (3-2-3)
Lecture and laboratory activities to facilitate student skill development and competency with the application of physical therapy procedures related to patient care. Patient case studies are used to promote student-centered problem solving.

205: Therapeutic Modalities. (3-2-3)
Lecture and laboratory activities on the principles of physics applied in physical therapy. Discussion includes indications, contraindications, clinical decision making and application of physical agents for the physical therapist assistant student.

206: Clinical Practice I. (3 hrs. credit)
Introduction to and review of the PTA MACS. Students will be assigned to a clinical affiliation site during the semester for 150 clinical practice hours under the direct supervision of a clinical instructor.

212: Clinical Neuroanatomy. (2-2-0)
Correlates the structure and function of the CNS, ANS, and PNS with the functional aspects of human motion and normal posture. Introduction to neurological pathways and their influences on sensation, reflexes, muscle tone, coordination, and balance.

213: Neurological Conditions. (3-2-3)
Exploration of the impact of selected neurological conditions on normal life span, motor development and motor control with emphasis on pathophysiology and physical therapy management of these conditions.

214: Therapeutic Exercise. (3-2-3)
Principles and techniques of therapeutic exercise in the management of patients with selected neurological, cardiovascular, metabolic and chronic disease problems. Emphasis on the application of selected exercise interventions and patient/family education to improve functional outcomes.

215: Special Areas of Practice. (2-1-3)
Exploration of special practice areas in physical therapy through guest lectures, field trips and small group research/presentations. Course may include but is not limited to such topics as pediatrics, amputees, geriatrics, burn care, functional assessment, cultural competency, posture/gait assessment, Medicare/Medicaid considerations, and selected orthotic/prosthetic devices.

216: Clinical Practice II. (4 hrs. credit)
Students will be assigned to a clinical affiliation site for 200 clinical practice hours under the direct supervision of a clinical instructor.

217: Comprehensive Interventions for the Physical Therapist Assistant. (1-0-3)
Laboratory-based course that utilizes case studies, presentations, and group activities to strengthen student competency in integrating information from all courses within the program curriculum with emphasis on use of The Guide to Physical Therapist Practice. Also designed to prepare students for clinical practice and licensure examination success.

226: Clinical Practice III. (7 hrs. credit)
Full-time assignment to two different affiliation sites during the semester for a total of 350 clinical practice hours. Students will be assigned to clinical affiliation sites for 40 hours per week under the direct supervision of a clinical instructor.

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**PHYSICS (PHY)**

201: General Physics I. (3-3-0)
*Prerequisite:* MATH 112 or MATH 129; high school physics or PHSC 105 or PHYS 101 recommended but not required.
The introductory semester of a two-semester problem-centered study in general physics. Designed for science and pre-medical majors requiring algebraic- and trigonometric-based solutions. Includes a study of vectors, kinematics, Newton’s Laws, momentum, work and energy, rotations, oscillations and waves, elasticity and equilibrium, and thermodynamics. Not intended for engineering majors.

201L: General Physics I Laboratory. (1-0-3)
*Prerequisite:* Previous credit or current registration in PHYS 201.
Laboratory experiments in mechanics to accompany PHYS 201. Not intended for engineering majors. Withdrawal from lecture mandates withdrawal from laboratory.

202: General Physics II. (3-3-0)
*Prerequisite:* PHYS 201.
A continuation of Physics 201, this course includes the study of gravitational fields, waves, electrostatics, circuits, magnetism, induction, optics and light and modern physics. Not intended for engineering majors.

202L: General Physics II Laboratory. (1-0-3)
*Prerequisite:* Previous credit or current enrollment in PHYS 202.
Laboratory exercises in electricity, magnetism, and light that support and reinforce PHYS 202 lecture. Withdrawal from lecture mandates withdrawal from laboratory.
211: Physics for Engineering and Science I. (3-3-0)
*Prerequisite: MATH 250.*
A calculus-based treatment of fundamental principles and their application; including vectors, kinematics, Newton’s Laws, momentum, work and energy, rotations, oscillations, elasticity and equilibrium. This course intended for engineering and physical science majors.

212: Physics for Engineering and Science II. (3-3-0)
*Prerequisite: PHYS 211.*
A continuation of Physics 211, this course places emphasis on gravitational fields, waves.

**POLITICAL SCIENCE (POSC)**

201: National Government in the United States. (3-3-0)
Principles, structure, and function of the national government of the United States.

202: State and Local Government. (3-3-0)
Principles of state and municipal organizations and administration with emphasis on government of Louisiana.

**PRENURSING (PNUR)**

101: Nursing as a Career. (1-1-0)
*Prerequisite: Previous credit for or concurrent enrollment in all qualification courses in the Nursing Program.*
The purpose of this course is to facilitate the transition from student to professional nurse. The focus is on the nonclinical aspects of professional nursing, primarily the role of the nurse within the current U.S. healthcare environment. Specific topics include evolution of the professional nurse role; accreditation and funding of healthcare resources; ethical and legal implications of delivery of care; nurse role as a leader, manager, and advocate; teamwork and collaboration challenges within the workplace; impact of technology on healthcare delivery; and the importance of evidence-based practice.

**PSYCHOLOGY (PSYC)**

201: Introduction to Psychology. (3-3-0)
An examination of the nature of psychology, its history, techniques, learning theory, human adjustment, personality, state of consciousness, development, statistics, social, abnormal, and psychological topics.

202: Practical Psychology for Health Professionals. (3-3-0)
The study and application of psychological concepts as they relate to health care workers and quality patient care. Emphasis is placed on personal growth, self-concept, stress reduction, and communication skills in order to enhance the patient-clinician relationship.

205: Child Psychology. (3-3-0)
A study of the development of human behavior from conception through age twelve with emphasis on the physical cognitive and social-emotional development of the child.

206: Adolescent Psychology. (3-3-0)
A study of the physical, mental, emotional, and social development of adolescents during the transition from childhood to adulthood. Consideration of adolescent behavior and social problems.

210: Educational Psychology. (3-3-0)
Principles of learning, motivation, development, and evaluation as related to the classroom teacher.

215: Psychology of Religion. (3-3-0)
This course is to introduce psychology of religion and its focus on understanding religious experiences from psychological perspectives. The nature of the interdisciplinary relationship between psychology and religion will be explored. The course will examine the relationship between psychology, religion with health care issues, coping, drug use in religious ceremonies, and impacts of meditation.

220: Developmental Psychology. (3-3-0)
Consideration of the physical, intellectual, emotional, and social process of development of the individual from conception though the entire life span.

225: Loss and Death. (3-3-0)
An intense, personal journey into the world of loss and death. Students will hear guest speakers and go on site visits. Topics on the subject of loss and death will vary from semester and will always include a visit to a funeral home and possibly to the coroner’s office.
Students are required to attend each class and asked to share their own experiences. Topics may include, but not limited to, loss through incest, the loss of a child, aging, loss through a fireman's eyes, and loss through criminal attack.

230: Military Stress and Health. (3-3-0)
An examination of the nature of stress and health related to United States combat veterans. The primary focus will be on the psychosocial factors of war on the veteran. Additionally, this course will transmit knowledge that can be used to assist the veteran in making a positive transition from military to civilian life including success in relationships, employment and the college setting. Please Note: Psychology courses are not and cannot be considered as a form of therapy or taken for therapeutic gain. Knowledge acquired may broaden horizons and expand mind-sets.

299: Abnormal Psychology. (3-3-0)
This course is an introduction to theories and research concerning abnormal behavior (psychopathology). Additionally, it will address such topics as the incidence of abnormal behavior of various types; how abnormal behaviors are classified into various diagnostic categories; the causes of psychological disorders; and the variety of methods employed in the treatment of abnormal behavior.

READING (READ)

099: Developmental Reading. (3-3-0)
Prerequisite: Required based on test results achieved on appropriate diagnostic instruments.
Intense instruction in comprehension, vocabulary, word recognition, structural analysis, phonetic analysis, perceptual accuracy, visual efficiency, and reading rates.
NOTE: May not be used to satisfy elective or degree requirements in any curriculum at BPCC. For a detailed description of the READ 099 policy, see the General Admission Requirements section of the catalog.

RELIGION (RLGN)

201: New Testament Survey I: Interbiblical Period, Four Gospels. (3-3-0)
A study of the history, literature, and developing concepts and institutions of the interbiblical period as a background to the study of the history, contents, and major teachings of the four gospels.

202: New Testament Survey II: Acts to Revelations. (3-3-0)
Survey of the expansion of Christianity as it is reflected in the study of these New Testament books. Emphasis on the historical background and the major teaching of each book.

203: World Religions. (3-3-0)
Survey of the major religions throughout world history. Emphasis on the texts, leaders, and traditions of each religion.

RESPIRATORY THERAPY (RSTH)

Enrollment in Respiratory Therapy courses is limited to students who have applied, have been interviewed and have been selected for the Respiratory Therapy Program.

202: Fundamentals of Respiratory Therapy. (4-3-3)
Lecture/laboratory course covering the basic principles of respiratory therapy and equipment utilized in therapeutic and diagnostic procedures. Content includes gas therapy, medical gas delivery systems, medication delivery, chest physiotherapy, arterial blood gas analysis, hyperinflation techniques, airway management, and patient assessment.

203: Cardiopulmonary Physiology I. (3-3-0)
Cardiopulmonary physiology with emphasis on structure and function. Clinical implications are introduced to enhance the understanding of the normal cardiopulmonary system.

204: Cardiopulmonary Pharmacology. (3-3-0)
An introduction to the pharmacokinetics and pharmacodynamics of the pharmacologic agents used in the care of patients with cardiopulmonary diseases, cardiopulmonary disorders, and critically ill patients.

210: Clinical Applications and Procedures I. (2 hrs. credit)
Prerequisite: RSTH 202.
Clinical instruction in respiratory care procedures with emphasis on routine floor care, including such modalities as ambient oxygen therapy, use of aerosol, humidity devices, and chest physical therapy. Lab according to need. Hospital practicum.
220: Pulmonary Disease. (3-3-0)
Etiology, pathophysiology, clinical manifestations, diagnostic and management procedures of pulmonary diseases. This course will also provide the student with the knowledge to interpret diagnostic x-rays seen in the respiratory clinical setting.

221: Critical Care Concepts. (4-3-3)
Lecture/laboratory course continuing with principles of respiratory therapeutics and equipment utilized in the intensive care units. Content includes adult mechanical ventilators, ventilation techniques, critical care monitoring and assessment/care of the critically ill patient.

225: Clinical Applications and Procedure II. (2 hrs. credit)
*Prerequisite: RSTH 221.*
Clinical instruction in an adult critical care area with emphasis on patient assessment, ICU monitoring, mechanical ventilators, ventilation techniques and advanced airway management. Hospital practicum.

226: Respiratory Care Seminar I. (2-3-0)
This course explores the effects of certain body states on cardiopulmonary physiology, explores hemodynamics, and prepares the student to analyze various clinically significant ECGs for rhythm disturbances.

235: Cardiopulmonary Case Studies and Ethical Issues. (1-1.5-0)
Use patient history, physical exam, and advanced diagnostic, including advanced cardiac life support and fluids and electrolytes, in evaluation, diagnosis, treatment, management, of patients with cardiopulmonary diseases and disorders and ethical consideration of case studies. An abridged approach to review for the Certified Respiratory Therapy (CRT) exam to include sample mock board exam assessments.

265: Clinical Applications and Procedures III. (2 hrs. credit)
*Prerequisite: RSTH 270 and RSTH 275.*
A two part clinical practice course designed for continuation of RSTH 270 and RSTH 275. Emphasis on neonatal/pediatric critical care, cardiopulmonary diagnostic procedures, and other pertinent specialty or sub-specialty respiratory care areas of practice.

270: Neonatology/Pediatric Respiratory Care. (3-3-1)
Fetal and neonatal development, cardiopulmonary problems commonly seen in the neonatal and pediatric population, and management of critically ill neonate and pediatric patients.

275: Cardiopulmonary Diagnostics. (2-2-1)
This course is designed to familiarize the student with techniques used to clinically assess a patient both subjectively and objectively. It also introduces the student to invasive monitoring systems used in critical care environments such as PA catheters, CVP and arterial lines, intracranial pressure monitoring devices, and various other appliances used in the acute care environment.

285: Advanced Practitioners Review. (1-1.5-0)
Review course designed to prepare the respiratory therapy student for the NBRC Entry level practitioner exam (CRT) and the written and clinical simulations of the NBRC Advanced Practitioner Exam (RRT). Course emphasis is on successful completion of NBRC Self-Assessment Exams.

291: Cardiopulmonary Rehabilitation. (2-1-1)
Lecture/laboratory course designed to provide the respiratory therapy student an introduction to the cardiopulmonary rehabilitation and home care of patients with chronic cardiopulmonary diseases.

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**RETAIL MANAGEMENT (RMGT)**

201: Customer Service Skills. (3-3-0)
An introduction to customer service including analysis of personal and group service skills; components of good customer service; focus on customer retention and matching customer needs with business features; dealing effectively with dissatisfied customers through listening and communication skills.

202: Principles of Purchasing. (3-3-0)
An introductory course that covers the skills and knowledge needed to become purchasing manager.

211: Retail Management (3-3-0)
Introduction to the retailing environment, types of retailers, current trends, retailing strategy, merchandise and store management. Students will solve realistic problems and analyze case studies.
SCIENCE (SCI)

101: Foundations in Science I. (3-3-0)
A survey course in physics and the physical sciences for non-science majors.

102: Foundations in Science II. (3-3-0)
A continuation of the survey of physical sciences for non-science majors including topics in chemistry and geology. A sequence to Science 101

SERVICE LEARNING/INTERDISCIPLINARY STUDIES (SLIS)

100: Service Learning/Interdisciplinary Studies. (3-3-0)
This course examines learning and career exploration in the context of service and community involvement. Students will have the opportunity to gain an understanding of service for the “common good,” analyze the setting in which service takes place, and actively participate in a community service setting for a minimum of two hours a week. Students will gain hands-on knowledge, skills, and civic responsibility in a community setting. The purpose of this course is to prepare students for a lifetime of engaged, responsible and active community involvement and leadership.

SOCIOLOGY (SLGY)

201: Introduction to Sociology. (3-3-0)
An examination of cultural origins, the social process, and group behavior in relation to the individual and institutions.

202: Social Problems. (3-3-0)
Social problems of modern life with particular attention to crime and delinquency, substance abuse, family issues, health issues, and social reform.

203: Marriage and Family Living. (3-3-0)
Significant factors for dating, successful marriage, martial adjustment, and family living.

204: Sociology of Deviance. (3-3-0)
This course introduces students to the vocabulary and logical paradigms, criminologists, and other scholars used to evaluate the social world, with a particular focus on behaviors, attitudes, and beliefs that fall outside of the mainstream in American society. Topics include sociological theories of crime and criminalization, essentialism and constructionism in defining deviance, formal and informal social control, poverty and stigma, white collar crime, drug use, sexuality, paranormal beliefs, mental disorders, disability and Islamaphobia, and anti-Semitism.

207: Race, Class and Ethnicity. (3-3-0)
The study of subcultural differences between males and females and between various racial and ethnic groups, of the transmission of cultural differences from generation to generation, and of the perpetuation of class, gender, and racial differences.

SPANISH (SPAN)

101: Elementary Spanish I. (3-3-0)
This beginning course is for students who have no preparation in Spanish. It is a study of the fundamentals of Spanish grammar, with special emphasis given to aural-oral practice in the language, as well as a glimpse into Spanish culture. Grammar, conversation, aural comprehension, and elementary reading selections will be studied.

102: Elementary Spanish II. (3-3-0)
Prerequisite: SPAN 101 or permission of instructor.
This second semester course is focused on creating sentences in present, past, future, conditional and other tenses, learning how to translate and how to formulate questions and answers. Students will also continue to study Spanish culture.

105: Spanish for the Medical Profession. (3-3-0)
This beginning course is for students who have no preparation in Spanish. A study of conversational Spanish to prepare medical personnel to conduct conversations. Special emphasis on Spanish terminology associated with doctors, dentists, and hospitals.
106: Spanish for Law Enforcement Personnel. (3-3-0)
This beginning course is for students who have no preparation in Spanish. A study of conversational Spanish to prepare law enforcement personnel to conduct conversations. Special emphasis on Spanish terminology associated with traffic situations, criminal violations, and law enforcement situations.

201: Intermediate Spanish. (3-3-0)
Prerequisite: SPAN 102 or permission of instructor.
This third semester course is focused on creating sentences in the subjunctive mode, learning how to translate and how to formulate questions and answers. Students will also continue to study Spanish culture.

SPEECH (SPCH)

110: Public Speaking. (3-3-0)
The study and application of principles of public communication with emphasis on designing and delivering effective oral presentations.

115: Interpersonal Communication. (3-3-0)
The study of the communication process in one-to-one relationships with emphasis on conflict management, listening, nonverbal communication, gender, and culture.

233: Argumentation and Debate. (3-3-0)
Principles of argumentation and debate; analysis, briefing, evidence, reasoning and refutation; debating on vital questions.

SURGICAL TECHNOLOGY (STEC)

Enrollment in the Surgical Technology Program courses is limited to those students who have been selected and admitted to the program. Program courses are sequenced by semester and must be taken as a group each semester per program requirements and policies.

101: Orientation to Surgical Technology. (1-1-0)
This is the initial orientation to the field of Surgical Technology. It introduces the student to the role of the surgical technologist, the OR environment, and proper communication and teamwork.

102/102L: Introduction to Surgical Techniques. (4-3-3)
This is the second course in the STEC program, building on STEC 101. It continues educating the student on the equipment and furniture commonly found in the OR and on workplace safety. This also introduces the student to asepsis and sterile technique and the role of each member of the surgical team, as well as basic instrumentation, scrubbing, gowning, gloving, positioning, prepping, draping and proper sponge, sharps, and instrument counts.

110: Surgical Procedures I. (3-3-0)
This course covers five surgical procedures. In each procedure, methods and principles are taught which include care of supplies and equipment, principles of patient safety, skin preparation, patient positioning, and draping the operative site. Additionally, students will set up basic and case-specific instruments and equipment and utilize them in mock surgical procedures.

111: Clinical Specialties. (3-3-0)
This course continues from STEC 102 by building on previous learning and providing the student with additional technical knowledge and skills utilized by surgical technologists including patient transport, transfer and positioning, suture selection and preparation, operating room safety and environmental hazards, and receiving medications to the sterile field.

112: Surgical Practicum I. (6 hrs. credit)
Students participate as a member of the surgical team with one-to-one, hands-on instruction from a surgical technician preceptor.

120: Surgical Procedures II. (3-3-0)
This course covers the last five of ten surgical procedures. In each procedure, methods and principles are taught which include care of supplies and equipment, principles of patient safety, skin preps, patient positioning, and draping of the operative site. Selected mock surgeries will be performed in the mock OR lab.

121: Surgical Specialties and Review. (3-3-0)
This course introduces the student to laser and endoscopic surgeries, as well as the basic principles of computers, electricity, physics, and robotics, as applied in the surgical field. There will be an overall review of the curriculum in preparation for taking the national certification exam.
122: Surgical Practicum II. (6 hrs. credit)
Students participate as a member of the surgical team with one-to-one, hands-on instruction from a surgical technician preceptor.

TEACHING AND LEARNING (TEAC)

201: Teaching and Learning in Diverse Settings I. (3-2-2)
Course Prerequisite: Admission into the AST program
This course, the first of a two course sequence, 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.

203: Teaching and Learning in Diverse Settings II. (3 credit hours)
Prerequisite: TEAC 201
This course, the second of a two course sequence, focuses on the diverse needs of students and the role of educators in recognizing and addressing learners' needs. Two primary topics will be addressed within the course: Diverse Ways of Knowing and Learning and Professional Issues of Diversity in Education. The course will involve a combination of lecture, group learning, reflection and site-based experiences within schools.

TECHNICAL EDUCATION (TEED)

101: Basic Electricity and Lab. (4-3-3)
Prerequisite or corequisite: MATH 099 or MATH 101 or MATH 102 or MATH 129 or ACT Score of 18 or higher
Lecture and Lab in electron theory, basic circuits, cells and batteries, resistance networks, Ohm’s law, Kirchoff’s law, electromagnetism, alternating current, impedance, phase relationships, resonance, transformer, time constant principles and use of measuring instruments.

102: Semiconductor Electronics and Lab. (4-3-3)
Prerequisite: TEED 101.
Semiconductor principles, power supplies, audio amplifiers, oscillators, and use of related electronic test equipment.

140: Engineering Graphics. (3-3-0)
Prerequisite: ACT Composite of 15
An introductory course into the study of the graphic images required to fully and clearly define the requirements for engineered items. Provides heavy emphasis on view interpretation and the relationships between views, edges, surfaces, and dimensions. Topics covered include lettering, sketching, orthographic projection, sectioning, primary auxiliaries, and pictorial views. Also includes introduction to basic AutoCAD computer commands required to complete assignments.

142: Industrial Graphics. (3-3-0)
Prerequisite: ACT score of 18 or higher, or grade of "C" or higher in MATH 098, or consent of instructor.
A course for industrial trade apprentices and drafters who need expertise in interpreting industrial blueprints, the ‘graphic language’ of industry. Emphasis is placed on blueprints as related to an industrial setting, symbolism, terminology, notes, material specifications and requirements, and sketching.

143: Introductory Computer Drafting. (3-1-2)
Prerequisite: MATH 102 or MATH 129 or TEED 140 or consent of instructor.
A fundamental course in the use of computer systems to assist in the creation, modification, analysis, or optimization of an engineering design. Major topics include starting AutoCAD, working with drawing files, and creating and editing multiview drawings with AutoCAD software.

144: Intermediate Computer Drafting. (3-1-2)
Prerequisite: TEED 143.
A continuation of TEED 143, including multi-view, dimensioning, tolerances, parametric drafting, sections, blocks, attributes, dynamic blocks, and external references.

145: Industrial Mechanical Theory I. (3-3-0)
A course designed for industrial skilled trades apprentices. Content includes machinery and equipment installation, mechanical power transmission belt, gear, and chain drives, couplings, pack and seals, bearings, mechanical fasteners, pipe fittings, and valves.

146: Industrial Mechanical Theory II. (3-3-0)
A continuation of TEED 145, including screw threads, wood fastenings, rigging, pumps, and air compressors.
150: Pneumatics. (3-3-0)
*Prerequisite or corequisite:* MATH 101 or MATH 102 or MATH 129.
A course designed for the industrial skilled trades apprentices requiring a knowledge of air circuitry. Major topics include pressure units, behavior of gases, production mechanics, distribution mechanics, and the preparation, control, and use of air circuits. Emphasis is especially placed on symbolism and design of air circuit systems.

153: Hydraulics/Fluid Dynamics with Lab. (3-2-2)
*Prerequisite:* MATH 102 and TEED 101.
A course designed for the industrial skilled trades apprentices. Major topics include pressure units applicable to hydraulics systems, Pascal’s Law, transmission of energy in hydraulic systems, mechanical advantage, pumps, motors, accumulators, cylinders, maintenance, safety, preventive maintenance, and troubleshooting.

156: Customizing AutoCAD. (3-1-2)
*Prerequisite:* TEED 144.
An advanced course dealing with the following topics: external commands, scripts, slides, and customizing menus. Also, an introduction to AutoLISP program is included.

158: Computer Drafting Applications and Laboratory. (4-3-3)
*Prerequisite: TEED 144. Prerequisite or Corequisite: TEED 160 or TEED 161 or TEED 162.*
A continuation of TEED 143 and TEED 144, including multi-view drawings and dimensioning, on a more advanced level. Major emphasis is on project work, with lab experience, and producing complete sets of working drawings in one or more of the following drafting areas: architectural, structural, electronic, manufacturing, civil/mapping, or piping.

160: 3D Computer Drafting. (3-1-2)
*Prerequisite or corequisite:* TEED 144.
An advanced course dealing with solid modeling. This course covers 3D drafting concepts and coordinate systems. Other topics include viewing, editing, dimensioning, and rendering objects.

161: Solid Works 3D. (3-3-0)
An advanced engineering graphics course dealing with solid modeling techniques using SolidWorks software.

162: Inventor. (3-3-0)
An advanced engineering and graphics course dealing with solid modeling techniques using Inventor software. Emphasis is on creating computer generated 3-D solid models which can be used for rapid prototyping.

171: Graphics Modeling I. (3-1-2)
This course is an introduction to Building Information Modeling concepts and BIM editing tools using BIM software, with other applications, to prepare construction documents, to integrate annotations into the model, to use worksets, and to collaborate with design professionals.

172: Graphics Modeling II. (3-1-2)
*Prerequisite: TEED 171.*
This course is a continuation of course TEED 171, Building Information Modeling I. The course is an overview of advanced BIM concepts, advanced BIM editing tools and using BIM software with other applications to prepare construction documents, to integrate annotations into the model, to use worksets, and to collaborate with design professionals.

201: Basic Digital Electronics. (3-2-1)
*Prerequisite: TEED 101.*
A course in basic digital circuits with emphasis on logic gates, truth tables, counters, binary code, hexadecimal code, decoder/driver, three-state logic, multivibrators, RAM, ROM, and registers.

202: Microprocessors. (3-3-0)
*Prerequisite: TEED 102 and TEED 201*
An introduction to where students build and program with PBASIC. Each student will build and program their own basil stamp microcontroller to follow light with photo resistors, use “whiskers” and infrared.

206: Electronics Equipment and Repair. (3-1-2)
*Prerequisite: TEED 102.*
The use and calibration of electronic test equipment such as analog and digital meters, function generators, oscilloscopes, semiconductor testers, frequency counters, and other test equipment. General troubleshooting techniques from soldering to repair of printed circuit boards.

208: Programmable Logic Controllers and Lab (PLCs). (4-3-3)
*Prerequisite: TEED 201*
An introduction to programmable logic controllers (PLCs) covering topics such as installing, programming, and maintaining PLC systems. Lab activities using Allen-Bradley RS Logic 5000 to provide practical experience with PLCs.
210: Robotic Control Systems (4-3-3)
Prerequisite: TEED 201
This course is an introduction course in industrial robotics which includes programming and operation. Programming with software as well as teach pendant will be used. Through the curriculum and hands-on experience gained in working with the robot in lab, students learn to create automated work cells.

252: Electric Motor Controls and Laboratory. (4-3-3)
Prerequisite: TEED 101.
Basic theory of operation of electric motors with emphasis placed on tools safety symbolism and line diagrams. AC manual contactors and starters, magnetic solenoids, magnetic motor starters, installation of control devices and maintenance procedures.

260: Mechatronics Level I (4-3-3)
Prerequisite: MATH 102 or MATH 129, TEED 150 or TEED 153 and TEED 101
This course covers the fundamentals of digital logic and an introduction to programmable logic controllers (PLCs) in a complex mechatronic system with a focus on the automation system SIMATIC S7-1200 and the appropriate programming software STEP7. Using computer simulation, students will learn the role PLCs play within a mechatronic system or subsystem. They will also learn basic elements of PLC functions by writing small programs and testing these programs on an actual system. Students will learn to identify malfunctioning PLCs, as well as to apply troubleshooting strategies to identify and localize problems caused by PLC hardware. (Siemens Mechatronic Systems Certification Program Outline)

262: Mechatronics Level II (3-2-3)
Prerequisites: TEED 260
The course is designed for the mechatronics system technician. Successful completion will prepare the student to sit for the Siemens Mechatronic System Certification Program Level II. Topics include process control, Siemens Totally Integrated Automation, automation systems, motor control, mechanics and machine elements, and manufacturing processes.

280: Industrial Technology Internship. (3-0-0)
Prerequisite: Completion of 30 hours of program specific coursework and Instructor Approval
Industrial technology internships are practical work experiences related to various aspects of industrial technology. Students are placed with pre-qualified companies that offer a broad range of industrial technology experiences to augment in class preparation. The internship provides students with knowledge of what industrial technicians do, career opportunities, and how one can prepare to be a better technician. BPCC students will expand upon theory and concepts taught in industrial technology courses and learn real-world problem solving skills.

THEATRE (THTR)

101: Introduction to Theatre. (3-3-0)
A survey of the components, the basic elements, and the participating artists in the live theatrical experience to enhance the viewer’s appreciation.

105: Theatre Lab Production. (1-0-2)
This course is designed to give practical experience in all areas of the art form to students interested in theatre production. Instruction is through the master/apprentice method. (May be repeated for credit.)

112: Stagecraft. (3-3-0)
A course designed to present the basic information needed to construct, paint, and shift scenery for the stage.

113: Stage Lighting Fundamentals. (3-3-0)
Practical and theoretical experience in stage lighting and equipment and their uses in both the professional and non-professional stage.

114: Drawing for the Theatre. (3-3-0)
A study of line, texture, mass, composition, and color; and applying these elements to the design of scenery, costumes and other theatre design arts using multiple artistic media, techniques, and practices.

116: Stage Management. (3-3-0)
This course is a study of the responsibilities, organization, and methods used in the operations of the theatre stage manager.

120: Makeup for Stage. (3-3-0)
A study and application of research, design, and techniques employed in creating makeup for the stage.

131: Elements of Theatre. (3-3-0)
A study of play analysis, concept creation, and application in the performing and technical areas of theatre for theatre artists.
153: Acting I. (3-3-0)
The study and application of basic acting theories and principles for the beginning actor.

154: Acting II. (3-3-0)
An advanced study of the application of acting theories and principles with an emphasis on stage and film techniques.

156: Voice for the Stage. (3-3-0)
Principles of vocal production applied to development of characterization for the stage.

157: Fundamentals of Stage Movement. (3-3-0)
A performance class that introduces traditional techniques of movement styles for the stage (including dance).

158: Introduction to Stage Combat. (3-3-0)
A performance class that introduces safe and effective fighting techniques for stage application. Emphasis is placed on strength, flexibility, and endurance building for the student.

211: Theatre Arts Apprenticeship. (3-0-0)
This course provides curriculum credit for practical work experience secured either through an approved apprenticeship or professional work.

212: Props Creation and Special Effects for the Stage. (3-3-0)
An advanced study and application of the skills required to design, create, and execute stage properties and special effects for the theatre.

213: Special Problems in Stage Lighting. (3-3-0)
Applying the basic principles of lights for the stage with an emphasis in design and utilizing computer technology.

214: Scene Design. (3-3-0)
Designing of scenery for the theatre by the building of models and use of color rendering techniques with an emphasis in utilizing computer technology.

215: Scene Painting. (3-3-0)
A study and application of the techniques necessary for creating stage textures and scene illusions.

216: Technical Direction/Stage Technology. (3-3-0)
A study and application of the principles involved in coordinating and supervising the execution of all technical theatre activities.

220: Costume Construction Techniques. (3-3-0)
A study and application of the construction techniques employed in creating costumes for the stage.

221: Costume Design. (3-3-0)
A study and application of the research and design techniques employed in the creation of costumes for the stage.

232: Theatre Management. (3-3-0)
A study of the application of the management principles required to administer successfully the operations of a theatre arts organization, including planning, funding, budgeting, promotions, business operations, and management.

255: Directing Fundamentals. (3-3-0)
The director’s introduction to play production: staging, actor coaching, scenery, lighting, backstage organization, makeup, and costuming.

256: Directing Styles. (3-3-0)
The director’s continued study of play production: staging, actor coaching, scenery, lighting, backstage organization, make-up, and costuming; introducing historical directing styles, significant directors, and alternative spaces.

257: Dance for the Theatre. (3-3-0)
Study in the techniques of movement and dance for the stage.

260: Special Projects. (3-3-0)
An instructor supervised course that allows an advanced student to explore specific styles, designs, techniques and production practices in a chosen area of theatre. (May be repeated for credit.)

VARSIY ATHLETICS (VTAH)

111: Varsity Athletics I. (1-12-0)
Activity course for first year, first semester individuals participating in cheerleading, danceline, or interscholastic athletics. (Students may enroll in the course twice maximum.) Fall.
112: Varsity Athletics I. (1-12-0)
Prerequisite: HLPE 111
Activity course for first year, second semester individuals participating in cheerleading, danceline, or varsity athletics. (Students may enroll in the course twice maximum.) Spring.

217: Varsity Athletics II. (1-12-0)
Second year, first semester. Fall.

218: Varsity Athletics II. (1-12-0)
Prerequisite: HLPE 217
Second year, second semester. Spring.

WELDING (WELD)

100: Intermediate Welding I (4-3-3)
This course covers the knowledge, skills, and abilities required of an AWS Certified Level I Intermediate Welder including welding safety, equipment, proper measurement for layout tool procedures, welding symbols interpretation, thermal cutting processes and welding principles for gas metal arc welding. (Aligned with AWS Certified Level I Welder)

102: Intermediate Welding II (4-3-3)
This course is a continuation of WELD 100 and covers the knowledge, skills, and abilities required of an AWS Certified Level I Intermediate Welder including welding safety, industrial math, and welding principles for flux cored arc welding, and gas tungsten arc welding. (Aligned with AWS Certified Level I Welder)

104: Advanced Welding I. (4-3-3)
Prerequisite: READ 099; MATH 097; Prior welding experience and/or education is required; Instructor Permission required
This course covers the knowledge, skills, and abilities required of an AWS Certified Level II Advanced Welder including welding safety, equipment, proper measurement for layout tool procedures, welding codes and standards for inspection, welding metallurgy, and welding principles for shielded metal arc welding, gas metal arc welding, flux cored arc welding, and gas tungsten arc welding.

106: Advanced Welding II. (4-3-3)
Prerequisite: READ 099; MATH 097; Prior welding experience and/or education is required; Instructor Permission required
This course covers the knowledge, skills, and abilities required of an AWS Certified Level III Expert Welder including welding safety, supervision and management principles, welding codes and standards for inspection, metal fabrication methods, welding metallurgy, and welding principles for shielded metal arc welding, gas metal arc welding, flux cored arc welding, and gas tungsten arc welding.
GLOSSARY OF ACADEMIC TERMS

A

Academic Calendar: The official listing of important dates relative to semester/term start and end dates, deadlines and holidays.

Academic Load: The total number of semester hours for which a student is registered in one semester or summer term.

Academic Record: A history of all of the courses and other equivalent activities a student has taken and the grades he or she has received. See also "Transcript."

Academic Year: The period composed of fall and spring semesters.

Accreditation: The process of evaluating the academic qualifications or standards of an institution or program of study in accordance with pre-established criteria. Such accreditation is provided by one of the regional accrediting commissions of the various associations of schools and colleges for the institution or by an appropriate national association for a specific area.

Advisor: A member of the College faculty charged with the responsibility of interpreting academic requirements; developing course schedules; providing personal, academic, or career information; and monitoring adjustment to college and academic progress.

Approved Elective: Course selected by the student and approved by his or her dean or designated advisor for the student’s degree program; frequently from a restricted list of options.

Articulation Agreement: Document that identifies courses that should be taken at one institution for degree completion at another institution.

Audit: To enroll in a course without the intention of receiving academic credit.

Auditor: A student who is officially enrolled in one or more courses for no credits.

B

Bulletin: A publication coordinated by the Public Relations Office that includes a list of courses and sections for a specific semester/term, information about registration, the final examination schedule, and the academic calendar.

Class Schedule: See “Bulletin.”

Classification: A means of identifying the student by year of study and by course load. See “Freshman,” “Sophomore,” “Full-time Student,” “Part-time Student,” “Auditor.”

Core Requirements: See “General Education Requirements.”

Corequisite: A course that must be taken during the same semester/term as another course.

Course: A prescribed unit of study or instruction (credit or non-credit) that is normally presented through a series of scheduled meetings of a class.

Course Load: The number of semester hours a student schedules in a given term.

Credit: The unit of measure awarded for the successful completion of coursework.

Credit hours: The quantitative measure given to a course as stated in semester hours. See “Semester Hour.”

Cumulative Grade Point Average: A student’s grade point average for all college work based on the total number of quality points earned and the total number of semester hours attempted. See “Grade Point Average.”

Curriculum: A program of courses comprising the formal requirements for a degree in a particular field of study.

Curriculum Sheet: A check sheet used by advisors to track the student’s progress toward completion of a degree program.

D

Degree Plan: An evaluation by the student and advisor of academic work completed and courses required for graduation.

Division of Continuing Education: An administrative unit that offers noncredit courses on campus.
Drop: Official withdrawal from a course while the student is still enrolled in other courses. A student’s failure to attend class does not of itself constitute dropping that course.

E Elective: Course chosen by the student, or by the student and designated advisor, as opposed to a required course.

F Freshman: A student with fewer than 30 semester hours of credit earned.

Full-time Student: Student enrolled for 12 or more hours of resident credit in a regular semester or 6 or more hours of resident credit in a summer term.

G General Education Requirements: Courses and other requirements which must be met by all candidates for any degree.

Good Standing: A status assumed or stated that a student is eligible to continue at or return to an institution unless noted otherwise.

Grade Point Average (GPA): A mathematical measurement of academic performance, computed by multiplying quality points by credit hours for courses in a semester, a major, or a total program: adding them; and dividing the sum by semester hours attempted.

Grade Points: See “Quality Points.”

I Independent Study: A method of instruction in which studies by individual students are carried on with a minimum of external guidance.

M Major: Primary field of study.

Matriculation: The state of being registered for coursework.

N No Preference: The state of being registered for credit and working toward a degree but undecided yet as to a major.

P Part-time Student: A student enrolled for fewer than 12 hours of resident credit in a regular semester or fewer than 6 hours of resident credit in a summer term.

Prerequisite: Requirement to be met before a certain course may be taken. May be in the form of specific coursework or approval of the dean in instances where “consent of dean” is required.

Probation (academic or disciplinary): A status assigned because of unsatisfactory grades or conduct.

Q Quality Points: Numerical value assigned to each letter grade when given as the final grade in a course, which provides a basis for determination of a grade point average.

R Resignation: The official process by which a student withdraws from all courses during a semester or summer term. The withdrawal is usually initiated by the student, but may be done in certain instances by college personnel. See also “Drop.”

Registration: The process by which a duly admitted student, upon payment of required fees, is enrolled in classes.

S Section: Specific designation (beyond the course number) of each course offering that distinguishes room location, meeting time, and instructor.

Selected Topics Course: A course which subject matter may vary from semester to semester; it may include current or special topics. The instruction may be by seminar, lecture, or some other method.

Semester Hour: The unit by which coursework is measured. The number of semester hours assigned to a lecture course usually is determined by the number of hours the class meets per week.

Sophomore: A student with at least 30 semester hours of credit earned.

Special Topics: A term describing possible subject matter in selected topic courses or in other course types.
Student Schedule: The sections of courses in which a student is enrolled.

Suspension (academic or disciplinary): A college-assigned status that prohibits students from registering for courses for a specified time period. See also “Probation.”

T
Transcript: The continuous, formal, and official record of a student's academic work at a college. See also “Academic Record.”

Transfer Student: A student who terminates enrollment in another college or university and subsequently enrolls in BPCC.

Trial Schedule: A form used to indicate a student’s preliminary schedule that is developed as a result of a meeting between the student and his or her academic advisor.

W
Withdrawal: See “Registration.”
FACULTY

This list reflects full-time faculty only. The BPCC website was used to verify this list and was correct at the time of publication.

A
Adams, Jamie (2011) Assistant Professor, Science, Nursing, and Allied Health. M.S., Kansas State.
Anderson, Jeff (2007) Instructor/ Director, Paramedic Program. NRP; B.S., Louisiana Tech University.

B
Boston, Kay (1991) Professor of Sociology. M.A., University of Arkansas; M.A., Louisiana Tech University.
Brandon, Kelly (2009) Occupational Therapy Assistant Program Director/ Assistant Professor, Science, Nursing, and Allied Health. LOTR, M.S., Northwestern State University.
Bryant, Laura (1996) Physical Therapist Assistant Program Director/ Professor, Science, Nursing, and Allied Health. PT, M.Ed., Louisiana State University-Shreveport.

C
Conley, Frances (2011) Assistant Professor, Liberal Arts. M.A., Louisiana Tech University; Ed.D, Grambling State University.

D
Dickson, Addie (2013) Instructor; Science, Nursing, and Allied Health. Ph.D., University of Texas Southwestern Medical Center.

E

F
Fontenot, Charles K (2013) Instructor; Liberal Arts, B.A., Louisiana College; M.A., University of Louisiana at Lafayette.
French, Tony "Rocky" (2012) Instructor, Behavioral-Social Sciences and College Transition Programs, M.Ed, Northwestern State University.
G
Gaines, Raymond (2000) Professor, Business. M.B.A., Louisiana State University-Shreveport; J.D., Oklahoma City University School of Law.
Gilmore, Timothy (2012) Program Director/ Assistant Professor, Respiratory Therapy/Joint Faculty BPCC and LSUHSC-Shreveport. M.H.S., LSU Health Science Center.
Grant, Michelle (1997) Professor, Business. M.B.A., Louisiana Tech University. CPA.

H
Hammel, Mary Catherine (1997) Associate Professor, English. M.A., Louisiana Tech University.
Hardy, Deanna (2006) Assistant Professor, Mathematics. M.S., Louisiana State University-Shreveport.
Harmon, Debra (1997) Assistant Professor/System Librarian, Library/Learning Resources. M.L.S., Texas Woman’s University.
Harris, Jennifer (2014) Instructor, Liberal Arts. M.A., Louisiana Tech University.
Harris, Michelle (2012) Program Director/Instructor, Medical Office Specialist Program., Science, Nursing, and Allied Health. B.G.S. Louisiana State University-Shreveport. CPC, CPB, CPC-I.
Hinze, Wesley (2013) Instructor, Behavioral and Social Science. PhD, Baylor University.
Hitchcock, Miles (2006) Assistant Professor, Mathematics. Sc.D., Nova Southeastern University; M.S., Louisiana Tech University.
Hoston, Danny (1999) Assistant Professor, Chemistry. M.S., Northeast Louisiana University.

I
Igo, Jennifer (2014) Interim Instructor, Technology, Engineering, and Mathematics. M.Ed, Louisiana State University-Shreveport

J
Jusselin, Mark (2016) Instructor/Program Director, Technology, Engineering, and Mathematics

K

L
Lackman, Lamont (2013) Instructor/Program Director, Technology, Engineering, and Mathematics. M.S., Louisiana Tech University.

M
McMichael, Jacqueline (2013) Instructor-Social Sciences, Midde College, Behavioral-Social Sciences and College Transition Programs
Milstead, Pam (2005) Associate Professor/Program Director, Technology, Engineering, and Mathematics. M.S., Louisiana Tech University.

N
Naron, Mark (2016) Instructor, Technology, Engineering, and Mathematics
Nutt, Allison (2015) Instructor, Clinical Coordinator, Science, Nursing, and Allied Health
O
Oftutt, Jonathon (2013) Instructor, Communication and Performing Arts, B.A. University of Alabama; M.F.A, University of Minnesota.

P

R

S
Schneider, June (2012) Instructor/Program Director, Technology, Engineering, and Mathematics, M.S., Louisiana State University; PhD, University of Minnesota.
Small, Lindsay (2013) Instructor, Technology, Engineering, and Mathematics.
Starrett, Mark (2015) Instructor of Culinary Arts, Business

T
Thompson, Lily (2015) Instructor, Liberal Arts. M.A., NSU.

V
Valcho, George (2013) Instructor, Business. BS, Youngstown State University; MBA, Southern Methodist University.
Vaughn, Gwendolyn (2014) Adult Education Instructor, Middle College, Behavioral-Social Sciences and College Transition Programs

W
Ware, Charlotte (2004) Instructor, Science, Nursing, and Allied Health. B.S., Louisiana Tech University, RHIA, CPC, CCS, CPB, CPC-I, RN.
Wilson, Rachel (2015) Adult Education Instructor, Middle College, Behavioral-Social Sciences and College Transition Programs
Winter, Constance (1999) Program Director/Professor, Medical Assistant Program. M.P.H., RN, Idaho State University.

Y
# STAFF

This list reflects full-time employees only. The BPCC website was used to verify this list and was correct at the time of publication.

### A
- Abraham, Raymond: Associate Vice Chancellor for Finance
- Adams, Cieltia: Academic Planning Director, Academic Planning
- Adams, Cynthia: Administrative Coordinator III, Science, Nursing, and Allied Health

### B
- Bailey, Lathenia: Administrative Coordinator II, Financial Aid
- Baker, Veronica: Administrative Assistant III, Economic and Workforce Development
- Baldwin, Gail: Project Advisor/Content Knowledge Lead; Institutional Research and Assessment, Academic Affairs
- Bales, Angela: Program Coordinator, Behavioral-Social Sciences and College Transition Programs
- Bange, Wesley: Sr. Systems Analyst Mainframe, Computer Services
- Barger, Jo Ann: Administrative Coordinator III, Financial Aid
- Barnes, Jennifer: Administrative Coordinator IV, Admissions
- Barth, Tina: Administrative Coordinator IV, BPCC at LSUS
- Basco, Rachel: Training Coordinator, Educational Technology
- Bashara, Tierney: Director, Human Resources
- Bateman, Dr. Rick: Chancellor, Administration
- Bates, Carol: Comptroller, Finance
- Battlefield, Petra: Administrative Assistant III, Career Services
- Belcher, Paul: Program Coordinator, Communication and Performing Arts
- Belk, Martha: Assistant Director of Athletics, Athletics
- Benzinger, Abby: Recruiting Coordinator, Innovative Learning
- Black, Anita: Custodian II, Physical Plant
- Bonnett, Kendra: Manager, Tutoring Center
- Brantley, Brenda: Dean, Professor, Learning Resources/Library
- Brantly, Lisa: Administrative Assistant III, Public Relations
- Brooks, Suzanne: Administrative Coordinator I, Computer Services
- Brown, Audrea: Administrative Coordinator III, Finance
- Brown, Bobbie: Specialist Job Coach, Program for Successful Employment, Economic and Workforce Development
- Brown, Emma: Custodian II, Physical Plant
- Brown, Joey: Bursar, Finance
- Brown, Lynn: Director, Testing Center
- Brown, Savannah: Administrative Coordinator III, Institutional Advancement
- Brown, Toni: Administrative Assistant III, Academic Advising
- Bruce, Keith: Media Coordinator, Communication and Performing Arts
- Burcham, Robin: Lecturer/Instructor, Program for Successful Employment, Economic and Workforce Development
- Burroughs, Carolyn: Dean, Science, Nursing, and Allied Health
- Bury, Debbie: Project Director, Innovative Learning
- Busch, Kathy: Administrative Coordinator IV, Career Services

### C
- Cameron, Charles: Dean, Educational Technology
- Cannon, Rhonda: Administrative Coordinator III, Business Office, Finance
- Cao, Qi "Angie": Student Support Specialist, Student Services
- Carley, Sherry: Custodian II, Physical Plant
- Carroll-Jeter, Penny: Assessment Specialist, Institutional Research and Assessment, Academic Affairs
- Carter, Djuana: Custodian II, Physical Plant
- Carter, Rachael: Coordinator, Academic Planning
- Case, Randy: Senior Systems Analyst, Computer Services
- Clark, Larris: Custodial Supervisor II, Physical Plant
- Clary, Christi: Administrative Coordinator IV, Financial Aid
- Cockrum, Richard: Registrar, Admissions
- Coco, Tracy: Administrative Coordinator II, Workforce Development
- Cole, Mandy: Administrative Coordinator III, Human Resources
- Collier, Ginger: Communication Coordinator, Public Relations
- Cox, Stephanie: Library Coordinator, Learning Resources
- Crawford, Dr. Ray Scott: Dean, Communication and Performing Arts
Crews, James
  Mobile Equipment Operator Light, Physical Plant
Crowder, Eric
  Resource Coordinator, Communication and Performing Arts
Culpepper, Sarah
  Manager, Career Services/Disability Services Advisor

D
Darby, Dr. Cindy
  Coordinator, Diversity and Multicultural Relations
Dennis, Vicki
  Dean, Instructor, Liberal Arts
Dickson, Lynda
  Administrative Coordinator III, Physical Plant
Doucet, Gayle
  Director, Purchasing
Downing, Sean
  Business Development Representative, Economic and Workforce Development
Drozd, Anita
  Accounting Tech, Finance
Dykes, Geneva
  Custodian II, Physical Plant

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Ekstrom, Alexandra
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Elliott, Deana
  Student Success Coordinator, Science, Nursing, and Allied Health
Emerson, Rebecca
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  Custodian Supervisor I, Physical Plant
English, Leo
  Custodial Supervisor I, Physical Plant
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  Compliance Officer, Administration
Epps, Stormy
  Administrative Coordinator II, Administration

F
Fincher, Lisa
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Flores, Jessica
  Telephone and Computer Support Technician, Computer Services
Flowers, Gayle
  Vice Chancellor for Economic and Workforce Development
Fomby, Linda
  Administrative Coordinator III, Liberal Arts
Ford, Elizabeth
  Academic Advisor, Academic Advising Center
Frazier, Beonica
  Grant Director, TAACCCT4, Technology, Engineering, and Mathematics
French-Hart, Dr. Holly
  Associate Vice Chancellor for Institutional Effectiveness, Strategic Planning and Assessment
Fuller, Peggy
  Dean, Student Success, Student Services; Interim Dean, Assistant Professor, Business

G
Garrison, Chloe
  Administrative Coordinator IV, Admissions
Gongre, Leslie "Les"
  Administrative Coordinator IV, Purchasing
Graham, Shelly
  Mobile Equipment Operator I, Physical Plant
Guy, Sandra "Tootie"
  Administrative Assistant III, Institutional Research and Assessment, Academic Affairs

H
Hall, Shaletha
  Administrative Coordinator II, Communication and Performing Arts
Hamilton, Lakisha
  Promotional Coordinator, Communication and Performing Arts
Harper, Marjoree
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Harris, Elizabeth
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Harris, Gregory
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Harvill, Casey
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Heim, Mary Ann
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Hollatz, Gary
  Chief Information Officer, Computer Services
Horton, Jasmine
  Project Coordinator, Economic and Workforce Development
Hughes, Christina
  HR Analyst A, Human Resources
Huntsberger, Emily
  Editor, Communication and Performing Arts
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J
Jackson, Stephanie
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Jenkins, Wardena
  Specialist-Job Developer, Program for Successful Employment, Economic and Workforce Development
Johnson, Cynthia
  Academic Planning Specialist, Academic Planning
Johnson, Roxie
  Library Assistant, Library
Johnson, Russell
  Support Technician, Educational Technology
Johnston, Chad
  Purchasing Agent, Purchasing
Jones, David
  Director of Environmental Health and Safety, Physical Plant
<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Jones, Shannon</td>
<td>Assistant Director (Classified), Human Resources</td>
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<td>Joseph, Alice</td>
<td>Administrative Coordinator III, Financial Aid</td>
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<td>Joyner, Eleanor</td>
<td>Assistant Manager, Tutoring Center</td>
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<td>Kennedy, Tammy</td>
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<td>Lackman, Lamont</td>
<td>Coordinator, Technology, Engineering, and Mathematics</td>
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<td>Langley, Sabrina</td>
<td>Director, Program for Successful Employment, Economic and Workforce Development</td>
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<td>Lazarus, Jenny</td>
<td>Assistant Director, Public Relations</td>
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<td>Lawrence, Jennifer</td>
<td>Interim Director of Grants, Institutional Research and Assessment, Academic Affairs</td>
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<td>Leach, Shelby</td>
<td>Coordinator, Athletics</td>
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<td>Ledet, Erica</td>
<td>Career Coach, TAACCT3, Technology, Engineering, and Mathematics</td>
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<td>Lewis, Tamekia</td>
<td>Administrative Coordinator III, Financial Aid</td>
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<td>Administrative Coordinator III, Student Life</td>
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<td>Langley, Sabrina</td>
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<td>Lyle, Lynn</td>
<td>Budget and Reporting Officer, Finance</td>
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<td>Lyle, Mary</td>
<td>Administrative Assistant III, Communication and Performing Arts</td>
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<td>Marrs, Robert</td>
<td>Grant Accountant, TAACCT4, Technology, Engineering, and Mathematics</td>
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<tr>
<td>Martin, Allison</td>
<td>Director, Institutional Effectiveness Initiatives, Administration</td>
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<tr>
<td>Martin, Megan</td>
<td>Assistant Dean, Technology, Engineering, and Mathematics</td>
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<tr>
<td>May, Mike</td>
<td>Director, Campus Security</td>
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<tr>
<td>McClain, Karen</td>
<td>Lab Assistant, Science, Nursing, and Allied Health</td>
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<td>McClain, David</td>
<td>Laborer, Physical Plant</td>
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<tr>
<td>McConathy, Connie</td>
<td>Program Director, BPCC at NSU</td>
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<tr>
<td>McCoy, Lynne</td>
<td>Retention and Transition Advisor, Innovative Learning</td>
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<td>McCoy, Niesha</td>
<td>Workforce Board Recruiter, Technology, Engineering, and Mathematics</td>
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<td>McCoy, Tiyonda</td>
<td>Project Coordinator, Behavioral-Social Sciences and College Transition Programs</td>
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<td>McDowell, Susie</td>
<td>Administrative Assistant III, Library</td>
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<td>McGill, Tracy</td>
<td>Director, Public Relations</td>
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<td>McGinty, Juanita</td>
<td>Programmer/Analyst, Computer Services</td>
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<td>McQueen, David</td>
<td>Mobile Equipment Operator I, Physical Plant</td>
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<td>Miles, Quintina</td>
<td>Associate Director, Financial Aid</td>
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<tr>
<td>Mitchell, Michelle D. &quot;Dee Dee&quot;</td>
<td>Dean, Behavioral-Social Sciences and College Transition Programs</td>
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<tr>
<td>Moore, Christy</td>
<td>Executive Assistant to the Chancellor, Administration</td>
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<tr>
<td>Morgan, Denise</td>
<td>Coordinator, Student Services</td>
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<td>Morgan, Michael</td>
<td>Programmer/Analyst, Computer Services</td>
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<tr>
<td>Morris, Valarie</td>
<td>Custodian II, Physical Plant</td>
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<td>Murray, Wanda</td>
<td>Custodian II, Physical Plant</td>
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<td>Myers, Mary J.</td>
<td>Assistant Director, Financial Aid</td>
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<td>Nanze, Veloria</td>
<td>Grant Account, TAACCT/AMMQC, Technology, Engineering, and Mathematics</td>
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<tr>
<td>Nordberg, Amanda</td>
<td>Head Softball Coach, Athletics</td>
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<tr>
<td>O'Connor, Cecilia</td>
<td>Administrative Coordinator II, Admissions</td>
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<tr>
<td>Opperman, Daniel</td>
<td>Landscape and Grounds Manager, Physical Plant</td>
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<tr>
<td>Parish, Jennifer</td>
<td>Program Coordinator, Technology, Engineering, and Mathematics</td>
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<tr>
<td>Partain, Sandra</td>
<td>Dean, Technology, Engineering, and Mathematics</td>
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<tr>
<td>Pearce, Sierra</td>
<td>Administrative Coordinator III, Behavioral Science</td>
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<tr>
<td>Perdue, Mandy</td>
<td>Program Coordinator for Early Childhood Education, Behavioral-Social Sciences and College Transition Programs</td>
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<tr>
<td>Peters, Martha</td>
<td>Administrative Assistant III, Purchasing</td>
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<tr>
<td>Phillips, Staci</td>
<td>Interim Director of Institutional Research and Assessment, Academic Affairs</td>
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<td>Poole, Christina</td>
<td>Consortium Grants Accountant, Institutional Research and Assessment, Academic Affairs</td>
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<td>Priest, April</td>
<td>Administrative Coordinator II, Financial Aid</td>
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<td>Recchia, Karen</td>
<td>Vice Chancellor for Student Services, Student Services</td>
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<tr>
<td>Reed, Fannie</td>
<td>Custodian II, Physical Plant</td>
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<tr>
<td>Reese, Amanda</td>
<td>Program Assistant, Behavioral-Social Sciences and College Transition Programs</td>
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<tr>
<td>Remble, Lessie</td>
<td>Custodian II, Physical Plant</td>
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</tbody>
</table>
Rennie, John                     Athletic Director, Athletics  
Robins, Richard                 Academic Advisor, Advising    
Rogers, Stephanie               Director, Alumni and Development 
Roy, Tammy                      Administrative Assistant III, Educational Technology 
Rush, Leigh                     Administrative Assistant III, BPCC/NSU 
Russell, Amy                    Administrative Coordinator III, Technology, Engineering, and Mathematics 
Ryan, Renee                     Administrative Assistant III, Campus Security 

S
Sandifer, Linda                 Workplace Literacy Instructor, Behavioral-Social Sciences and College Transition Programs 
Sandifer, Tiffany               Program Coordinator, Student Life 
Sharp, Tonia                    Administrative Coordinator III, Science, Nursing, and Allied Health 
Shaw, Kenneth                   Mobile Equipment Operator - Light, Physical Plant 
Silva, Martha                   Human Resources Analyst A, Human Resources 
Smith, Dradalaus (D.J.)         Telephone and Computer Support Technician, Computer Services 
Smith, Eddy                     Website Manager, Computer Services 
Smith, Jean                     Administrative Coordinator III, Technology, Engineering, and Mathematics 
Smith, Jennifer                 Academic Advisor, Academic Advising Center 
Smith, Torri                    Grant Accountant, Institutional Effectiveness Initiatives 
Spivey, Paul                    Project Director, CRSA/LED, Technology, Engineering, and Mathematics 
Sproles, Katrina                Administrative Assistant IV, Academic Affairs 
St. Andre, Joe                  Director, Physical Plant 
Stakes, Susan                   Program Coordinator, Innovative Learning 
Stark, Linda                    Administrative Assistant III, Science, Nursing, and Allied Health 

T
Taylor-Dupree, Lesa             Vice Chancellor for Academic Affairs 
Temple, Vicki                   Director, Financial Aid 
Terry, Regina                   Assistant Director, Student Life 
Tillman, Dianne                 Custodian II, Physical Plant 
Tison, Justin                   Assistant Director of College Transition Programs, Behavioral-Social Sciences and College Transition Programs 
Toland, Margaret               Administrative Coordinator I, Technology, Engineering, and Mathematics 
Triplet, Michelle               Media Specialist, Student Life 
Turley, Sharon                  Nursing Program Administrator, Science, Nursing, and Allied Health 

U
Ulrich, Shelli                  Director of College Transition Programs, Behavioral-Social Sciences and College Transition Programs 

V
Velasquez, Melissa             Administrative Coordinator II, Financial Aid 
Vercher, Kathleen               Dean of Enrollment Management, Admissions 
Villemarette, Wayne             Property Control and Receiving Manager, Purchasing 
Viskozki, Ron                   Collections Manager, Finance 

W
Wade, Tiffany                   Administrative Coordinator I, Computer Services 
Wallace, Donna                  Academic Advisor, Advising 
Wallace, Miranda                Custodian II, Physical Plant 
Ward, Karen                     Administrative Coordinator III, Economic and Workforce Development 
Ware, Christopher              Specialist Open Campus Software Applications Administrator, Institutional Effectiveness Initiatives 
Ware, Gary                      Instructional Technology Specialist, (myBPCC Administrator) Educational Technology 
Ware, Jennifer                  Administrative Coordinator II, Admissions 
Wargo, Lisa                     Dean, Workforce Development and Continuing Education, Economic and Workforce Development 
Washington, DeLeCia            Project Coordinator, Institutional Advancement 
Washington, Jerona              Recruiter; Recruiting 
Washington, Lavar              Assistant Lab Coordinator, Science, Nursing, and Allied Health 
Watkins, Deana                  Grant Director, TAACCCT3, Technology, Engineering, and Mathematics 
Watson, Cindy                   Administrative Assistant III, Computer Services 
White, David                    Technical Coordinator, Communication and Performing Arts 
Wieser, Cheryl                  Testing Coordinator, Economic and Workforce Development 
Wilkerson, Sherry               Accounting Supervisor, Finance
<table>
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<tr>
<th>Wilkes, Margaret</th>
<th>Non-Academic Instructor, Program for Successful Employment, Economic and Workforce Development</th>
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<tr>
<td>Williams, Brenda</td>
<td>Program Coordinator, Behavioral-Social Sciences and College Transition Programs</td>
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<tr>
<td>Williams, Louis</td>
<td>Project Coordinator, Communication and Performing Arts</td>
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<td>Williams, Patricia</td>
<td>Administrative Coordinator III, Academic Advising</td>
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<tr>
<td>Williams, Thomas</td>
<td>Executive Vice Chancellor for Administration</td>
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<tr>
<td>Williams, Tiesha</td>
<td>Administrative Coordinator III, Admissions</td>
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<tr>
<td>Winham, Cynthia</td>
<td>Administrative Assistant IV, Finance</td>
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<tr>
<td>Womack, Donna</td>
<td>Associate Vice Chancellor for Innovative Learning</td>
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<td>Womack, Katlin</td>
<td>Administrative Coordinator III, Admissions</td>
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<tr>
<td>Young, Jonnie</td>
<td>Planning and Research Coordinator, Institutional Research and Assessment, Academic Affairs</td>
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<tr>
<td>Zator, Frank</td>
<td>Mobile Equipment Operator Light, Physical Plant</td>
</tr>
</tbody>
</table>
Building A
Administration; Division of Innovative Learning; Learning Center; Library; Recruiting; Human Resources; Institutional Research and Assessment; Grants and External Funding; Public Relations

Building B
Division of Science, Nursing, and Allied Health

Building C
Performing Arts Theatre; Division of Communication and Performing Arts

Building D
Division of Communication and Performing Arts; Educational Technology; Science, Nursing, and Allied Health; Division of Economic and Workforce Development; Continuing Education; BPCC Testing Center; Program for Successful Employment; College Transition Programs

Building E
Division of Behavioral-Social Sciences and College Transition Programs; College Life Possible; Division of Technology, Engineering, and Mathematics

Building F
*Emmett E. Cope Student Services Building* - Academic Advising Center, Admissions, Bookstore, Business Office, Career Services Center, Disability Services Center, Financial Aid, Security, Student Life, Culinary Arts, Subway Restaurant

Building G
Division of Business; Division of Technology, Engineering, and Mathematics; Division of Liberal Arts; Computer Services

Building I
Health and Physical Education Complex

Building J
Plant Maintenance; Purchasing

Building L
Center for Advanced Manufacturing and Engineering Technologies
Directions to Campus
Bossier Parish Community College is located at 6220 East Texas Street in Bossier City, Louisiana. For out-of-town visitors, East Texas Street is also known as U.S. Highway 80. The campus is on the south side of the highway just 1.5 miles west of Louisiana Downs and 2 miles east of Pierre Bossier Mall.

Travelers coming westbound on Interstate 20 can take the I-220 exit (exit 26) and follow the signs for the Highway 80 West/Racetrack exit. Turn west (right when coming off the exit ramp) on Highway 80 west. BPCC will be on your left.

If you are traveling east on Interstate 20, take the Industrial Drive exit (exit 23), turn north on Industrial Drive under the interstate, then right on Highway 80 east. BPCC will be on your right