UNIVERSITY CATALOG
2006-2008

SOUTHERN UNIVERSITY
AT
SHREVEPORT

An Equal Education Opportunity Institution

Revised 1/14/08

CONTENTS

Chancellor's Message

It is indeed my pleasure to welcome each of you to Southern University at Shreveport. I am truly excited about the ongoing evolution of this great institution and continue to support and trust in our long-standing tradition of providing exceptional educational opportunities and enriching experiences for our students. This year, that tradition continues with a more than capable faculty and staff striving for academic excellence.

You have made a wise choice in deciding to make Southern University at Shreveport the next step in your pursuit of educational accomplishments. Therein, this catalog will serve as a guide in directing you to the many quality programs of study offered by the University and to introducing you to a wide array of courses designed to facilitate admission to four-year senior institutions, upgrade your skills in the latest trends in business and industry through credit and non-credit courses and provide short-range training programs designed for the working professional. Further, the catalog will give you information regarding administrative regulations, admissions, and an overview of support services designed exclusively to ensure your success as a member of the University family. Should you find that this catalog does not answer a particular question or concern, you are encouraged to contact the Office of the Registrar. We are always willing to assist you.

Again, welcome to Southern University at Shreveport. Let's work together to make this a rewarding and productive year!!

With warm regards,

Ray L. Belton, Ph.D.
Chancellor

Campus Map

A - L.C Barnes Administration Bldg.
B - Stone Lecture Hall
C - Fine Arts Building
D - Health & Physical Education
E - Maintenance
F - New Classroom (NCR)
G - Library
H - Collier Hall
I - Vance Student Activity Ctr.
J - University Police
K - Shipping & Receiving

3050 Martin Luther King, Jr. Drive
Shreveport, Louisiana 71107

Academic Calendar

Revised 2/16/06

FALL SEMESTER 2006

[Contact the SUSLA Testing Center or Registrar's Office for American College Test (ACT) and Scholastic Aptitude Test (SAT) requirements and information]

AUGUST

21	(M)	Faculty/Staff Institute (Faculty Reporting Date)
22	(T)	Testing and Registration **(Freshman and First-Time Transfer Students)**
23-25	(W-F)	General Registration **(Alphabetically)**
26	(Sat)	Registration – **All Students (9:00 a.m. – 12:00 Noon)**
28	(M)	Classes Begin
28-Sept 1	(M-F)	Late Registration Period

SEPTEMBER

1	(F)	Last Day for Registration
4	(M)	Labor Day Holiday (7:00 a.m.)
5	(T)	Classes Resume (7:00 a.m.)
8	**(F)**	**Deadline for Graduation Applications (Spring Semester)**
12	(T)	Last Day to Add Courses for Credit
12	(T)	Last Day to Pay Fees
12	(T)	University Fall Convocation
15	**(F)**	**14th Class Day/Purge Any Unpaid Students**

OCTOBER

10	(T)	Last Day for Removal of "I" Grades
12-16	(Th-M)	Mid-Term Examination Period
17	(T)	Mid-Term Grades WEB POSTING by 12:00 Noon) / "I" Grades Due (**Spring 2006 & Summer 2006)** in the Registrar's Office
17	(T)	Online Registration for Spring Semester Begins
19-20	(Th-F)	Fall Break Begins (7:00 a.m.)
23	(M)	Classes Resume (7:00 a.m.)

NOVEMBER

6	(M)	Deadline for Dropping Courses
13	**(M)**	**Deadline for Withdrawing from the University**
22-25	(W-Sat)	Thanksgiving Holiday (Begins 7:00 a.m.)
27	(M)	Classes Resume (7:00 a.m.)
28	(T)	Enhancement Post Testing (9:00 a.m./1:00 p.m./6:00 p.m.)
30	(Th)	Quiet Day

DECEMBER

1-7	(F-Th)	Final Examination Period
7	(Th)	Last Class Day
12	(T)	Final Grades Due (**WEB POSTING and Registrar's Office – 12:00 Noon)**
13	(W)	Fall Semester Ends

SPRING SEMESTER 2007

[Contact the SUSLA Testing Center or Registrar's Office for American College Test (ACT) and Scholastic Aptitude
Test (SAT) requirements and information]

JANUARY

8	(M)	Faculty/Staff Institute (Faculty Reporting Date)
9	(T)	Testing & Registration **(Freshman and First-Time Transfer Students)**
10-12	(W-F)	General Registration **(Alphabetically)**
13	(Sat)	Registration – **All Students (9:00 a.m. – 12:00 Noon)**
15	(M)	Martin Luther King Holiday
16	**(T)**	**Spring Classes Begin**
16-25	(T-Th)	Late Registration Period
25	(Th)	Last Day to Register or Add Courses for Credit
26	(F)	Last Day to Pay Fees

FEBRUARY

5	(M)	**14th Class Day/Purge Any Unpaid Students**
7	(W)	University Spring Convocation
19-20	(M-T)	Mardi Gras Holiday (Begins 7:00 a.m.)
21	(W)	Classes Resume (7:00 a.m.)
21	(W)	Last Day for Graduation Applications

MARCH

8	(Th)	Founders Day Observance
5	(M)	Last Day for Removal of "I" Grades
6-12	(T-M)	Mid-Term Examination Period
15	**(TH)**	**Mid-Term Grades** (**WEB POSTING by 12:00 noon**)/ "I" Grades Due (Fall 2006) in the Registrar's Office
16	(F)	Online Registration for Summer I Session
28	**(W)**	**Deadline for Dropping Courses**

APRIL

2	(M)	Spring Break Begins (7:00 a.m.)
6	(F)	Good Friday
10	(T)	Classes Resume (7:00 a.m.)
23-24	(M-T)	**Final Examination for Graduation Candidates**
25	(W)	**Graduation Candidates Grades Due** **(WEB POSTING and Registrar's Office – 12:00 Noon)**
27	(F)	Deadline for Withdrawing from the University

MAY

4	(F)	Quiet Day
4	**(F)**	**Honors and Awards Convocation**
5-11	(S-F)	Final Examination Period
8	(T)	**UNIVERSITY COMMENCEMENT**
14	(M)	Last Class Day
15	(T)	Final Grades Due **(WEB POSTING and Registrar's Office – 12:00 Noon)**
16	(W)	Spring Semester Ends

SUMMER TERM 2007

Session I - 9 week classes - June 1 - August 3
4 week classes - June 1 - July 5
Session II - 4 week classes - July 6 – August 3
(Final Examinations on the Last Class Day of Each Session)

JUNE

1	(F)	Faculty Reporting Date
1	(F)	Testing and Registration **(Freshman and First-Time Transfers)**
4	(M)	General Registration Session I **(All Students)**
5	(T)	Classes Begin / Late Registration – Session I
7	(Th)	Last Day to Register or Add Courses – Session I (4 weeks)
13	(W)	Last Day to Drop Courses – Session I (4 weeks)
13	(W)	7th Class Day
15	(F)	Last Day to Withdraw from the University – Session I (4 weeks)

JULY

4	(W)	Independence Day Holiday
5	(Th)	Last Day of Classes / Final Examinations – Session I (4 weeks)
5	(Th)	Grades Due **(WEB POSTING by 12:00 Noon)**
6	(F)	General Registration (All Students) Session II (4 weeks)
9	(M)	Classes Begin / Late Registration – Session II
13	(F)	Last Day to Register or Add Courses – Session II
16	(M)	Last Day to Drop Courses – Session I (9 weeks)
17	**(T)**	**Online Registration for Fall Semester Begins**
17	(T)	7th Class Day Session II
19	(Th)	Last Day to Drop Courses – Session II (4 weeks)
20	(F)	Last Day to Withdraw from the University – Session I (9 weeks) and Session II (4 weeks)

AUGUST

2	(Th)	Final Examination Period Session I (9 weeks) and Session II (4 weeks)
3	(F)	Last Day of Classes – Session I (9 weeks) and Session II (4 weeks)
6	(M)	Grades Due **(WEB POSTING by 12:00 Noon)**
7	(T)	Summer Term Ends

FALL SEMESTER 2007

[Contact the SUSLA Testing Center or Registrar's Office for American College Test (ACT) and Scholastic Aptitude Test (SAT) requirements and information]

AUGUST

20	(M)	Faculty/Staff Institute **(Faculty Reporting Date)**
21	(T)	Testing & Registration **(Freshman and First-Time Transfer Students)**
22-24	(W-F)	General Registration Period **(Alphabetically)**
25	(Sat)	Registration – **All Students (9:00 a.m. – 12:00 Noon)**
27	(M)	Classes Begin
27-31	(M-F)	Late Registration Period
31	(F)	Last Day for Registration

SEPTEMBER

3	(M)	Labor Day Holiday (7:00 a.m.)
4	(T)	Classes Resume (7:00 a.m.)
10	**(M)**	**Deadline for Graduation Applications (Spring Semester)**
11	(T)	University Fall Convocation
13	(Th)	Last Day to Add Courses for Credit
13	(Th)	Last Day to Pay Fees
14	**(F)**	**14th Class Day/Purge Any Unpaid Students**

OCTOBER

9-13	(T-Sat)	Mid-Term Examination Period
16	(T)	Mid-Term Grades **(WEB POSTING by 12:00 Noon)** / "I" Grades Due (Spring 2007 & Summer 2007) in the Registrar's Office
18-19	(Th-F)	Fall Break Begins (7:00 a.m.)
22	(M)	Classes Resume (7:00 a.m.)
23	(T)	Online Registration for Spring Semester Begins

NOVEMBER

5	(M)	Deadline for Dropping Courses
12	**(M)**	**Deadline for Withdrawing from the University**
21-24	(W-Sat)	Thanksgiving Holiday (Begins 7:00 a.m.)
26	(M)	Classes Resume (7:00 a.m.)

DECEMBER

6	(Th)	Quiet Day
7-13	(F-Th)	Final Examination Period
13	(Th)	Last Class Day
14	(F)	Final Grades Due **(WEB POSTING and Registrar's Office – 12:00 Noon)**
17	(M)	Fall Semester Ends

SPRING SEMESTER 2008

[Contact the SUSLA Testing Center or Registrar's Office for American College Test (ACT) and Scholastic Aptitude Test (SAT) requirements and information]

JANUARY

7	(M)	Faculty/Staff Institute (Faculty Reporting Date)
8	(T)	Testing & Registration **(Freshman and First-Time Transfer Students)**
9-11	(W-F)	General Registration **(Alphabetically)**
12	(Sat)	Registration – **All Students (9:00 a.m. – 12:00 Noon)**
14	(M)	Spring Classes Begin
14-18	(M-F)	Late Registration Period
21	(M)	Martin Luther King Holiday
31	(Th)	Last Day to Register or Add Courses for Credit
31	(Th)	Last Day to Pay Fees

FEBRUARY

1	(F)	**14th Class Day/Purge Any Unpaid Students**
4-5	(M-T)	Mardi Gras Holiday (Begins 7:00 a.m.)
6	(W)	Classes Resume (7:00 a.m.)
12	(T)	University Spring Convocation
18	(M)	Last Day for Removal of "I" Grades
22	(F)	Last Day for Graduation Applications

MARCH

3-8	(M-Sat)	Mid-Term Examination Period
11	(T)	Founders Day Observance
12	(W)	Mid-Term Grades **(WEB POSTING by 12:00 Noon)**/ "I" Grades Due (Fall 2007) in the Registrar's Office
17-24	(M-M)	Spring Break (Begins 7:00 a.m.)
21	(F)	Good Friday
25	(T)	Classes Resume (7:00 a.m.)
27	(Th)	Deadline for dropping courses
31	(M)	Online Registration for Summer I Session

APRIL

17-18	(Th-F)	**Final Examination for Graduation Candidates**
22	(T)	**Graduation Candidates Grades Due (WEB POSTING and Registrar's Office – 4:00 p.m.)**
23	(W)	Deadline for Withdrawing from the University

MAY

1	(Th)	Quiet Day
1	**(Th)**	**Honors and Awards Convocation**
2-8	(F-Th)	Final Examination Period
6	(T)	**UNIVERSITY COMMENCEMENT**
8	(Th)	Last Class Day
13	(T)	Final Grades Due **(WEB POSTING and Registrar's Office – 12:00 Noon)**
14	(W)	Spring Semester Ends

SUMMER TERM 2008

Session I - 9 week classes - June 2 - August 4
4 week classes - June 2 - July 2
Session II - 4 week classes - July 3 – August 4
(Final Examinations on the Last Class Day of Each Session)

JUNE

2	(M)	Faculty Reporting Date
2	(M)	Testing and Registration **(Freshmen and First-Time Transfers)**
3	(T)	General Registration Session I **(All Students)**
4	(W)	Classes Begin / Late Registration – Session I
6	(F)	Last Day to Register or Add Courses – Session I (4 weeks)
12	(Th)	Last Day to Drop Courses – Session I (4 weeks)
12	(Th)	7th Class Day
13	(F)	Last Day to Withdraw from the University – Session I (4 weeks)

JULY

2	(W)	Last Day of Classes / Final Examinations – Session I (4 weeks)
3	(Th)	General Registration (All Students) Session II (4 weeks)
4	(F)	Independence Day Holiday
7	(M)	Grades Due **(WEB POSTING by 12:00 Noon)**
7	(M)	Classes Begin / Late Registration – Session II
9	(W)	Last Day to Drop Courses – Session II (4 weeks)
11	(F)	Last Day to Register or Add Courses – Session II
14	(M)	Last Day to Drop Courses – Session I (9 weeks)
15	(T)	7th Class Day Session II
17	**(Th)**	**Online Registration for Fall Semester Begins**
25	(F)	Last Day to Withdraw from the University – Session I (9 weeks) and Session II (4 weeks)

AUGUST

4	(M)	Final Examination Period Session I (9 weeks) and Session II (4 weeks)
4	(M)	Last Day of Classes – Session I (9 weeks) and Session II (4 weeks)
5	(T)	Grades Due **(WEB POSTING by 12:00 Noon)**
6	(W)	Summer Term Ends

FALL SEMESTER 2008

[Contact the SUSLA Testing Center or Registrar's Office for American College Test (ACT) and Scholastic Aptitude Test (SAT) requirements and information]

AUGUST
25	(M)	Faculty/Staff Institute **(Faculty Reporting Date)**
26	(T)	Testing & Registration **(Freshman and First-Time Transfer Students)**
27-29	(W-F)	General Registration Period **(Alphabetically)**
30	(Sat)	Registration – **All Students (9:00 a.m. – 12:00 Noon)**

SEPTEMBER
1	(M)	Labor Day Holiday (7:00 a.m.)
2	(T)	Classes Begin
2 -18	(T-Th)	Late Registration Period
9	**(T)**	**Deadline for Graduation Applications (Spring Semester)**
16	(T)	University Fall Convocation
18	(Th)	Last Day to Register and Add Courses for Credit
18	(W)	Last Day to Pay Fees
19	**(F)**	**14th Class Day/Purge Any Unpaid Students**

OCTOBER
3	(M)	Last Day for Removal of "I" Grades
15-18	(W-Sat)	Mid-Term Examination Period
22	(W)	Mid-Term Grades Due **(WEB POSTING by 12:00 Noon) /** "I" Grades Due (Spring 2008 & Summer 2008) in the Registrar's Office
23-25	(Th-Sat)	Fall Break (Begins 7:00 a.m.)
27	(M)	Classes Resume (7:00 a.m.)

NOVEMBER
4	(T)	Deadline for Dropping Courses
10	(M)	Online Registration for Spring Semester Begins
21	**(F)**	**Deadline for Withdrawing from the University**
26-29	(W-Sat)	Thanksgiving Holiday (Begins 7:00 a.m.)

DECEMBER
1	(M)	Classes Resume (7:00 a.m.)
9	(T)	Quiet Day
10-16	(W-Tue)	Final Examination Period
16	(T)	Last Class Day
17	(W)	Final Grades Due **(WEB POSTING and Registrar's Office – 12:00 Noon)**
18	(Th)	Fall Semester Ends

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Campus Telephone Directory

SWITCHBOARD	**(318) 674-3300**
Academic Affairs	(318) 674-3315
Academic Outreach	(318) 674-3466
Admissions	(318) 674-3426
Aerospace Technology	(318) 676-5590
Allied Health Sciences Division	(318) 678-4690
Alumni Affairs	(319) 678-4684
Athletics	(318) 674-3335
Behavioral Sciences/Education Division	(318) 674-3431
Bookstore	(318) 674-3309
Bursar (Cashier)	(318) 674-3305
Business Studies Division	(318) 674-3354
Cisco Networking Academy	(318) 674-3490
Continuing Education	(318) 678-4669
Counseling Center	(318) 674-3473/3474
COWD/Title III	(318) 674-3470
Facilities	(318) 674-3377
Financial Aid & Scholarships	(318) 429-7221
Fiscal Affairs	(318) 674-3302
Foundation	(318) 227-3047
GED Program	(318) 678-4622
Human Resources	(318) 429-7230
Humanities Division	(318) 674-3466
Information Technology Center	(318) 674-3490
Institutional Research & Planning	(318) 674-3434
Library/Learning Resources Center	(318) 674-3392
Metro Center	(318) 678-4684
Police	(318) 674-3349
Public Information	(318) 674-3472
Recruitment	(318) 674-3328
Registrar's Office/Transcripts	(318) 429-7229/429-7223
School of Nursing	(318) 678-4641
Science and Technology Division	(318) 674-3414
Student Activities	(318) 674-3433
Student Affairs	(318) 674-3337
Student Government Association	(318) 674-3456
Student Support Services	(318) 674-3306
Student Activity Center (Johnny L. Vance, Jr. SAC)	(318) 674-3440
SUMAS (Museum)	(318) 678-4631
Trio Programs	(318) 678-4611
Testing and Assessment	(318) 674-3450
Tutorial Lab	(318) 674-3412
Veterans Affairs	(318) 674-3341
Workforce Development	(318) 678-4670
TOLL-FREE	**1-800-458-1472**

On the world wide web at www.susla.edu.   E-mail: admissions@susla.edu.

General Information

HISTORICAL SKETCH OF
SOUTHERN UNIVERSITY AT SHREVEPORT

Southern University at Shreveport, a unit of the Southern University System located at Baton Rouge, Louisiana, was created by Act 42 of the ordinary session of the Louisiana Legislature on May 11, 1964, and designated a two-year commuter college to serve the Shreveport-Bossier City area. Its basic emphasis was to provide the first two years of typical college and university work.

ACT No. 42

AN ACT

To establish, as a branch or extension of Southern University, a two-year junior commuters' college in the Shreveport-Bossier City area and to direct the State Board of Education to determine the location for the college, acquire the necessary land therefore, to erect, equip and furnish necessary buildings for the establishment of the college, and to administer the college.

Be it enacted by the Legislature of Louisiana:

Section 1. There is hereby established, as a branch or extension of Southern University, a two-year junior commuters' college which shall be located in the Shreveport-Bossier City area.

Section 2. The State Board of Education shall determine the location for the college, shall acquire the necessary land therefore and shall construct, equip and furnish the buildings necessary therefore.

Section 3. The State Board of Education shall administer the college.

Section 4. If any provision or item of this Act or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this Act which can be given effect without the invalid provisions, items or application, and to this end the provisions of this Act are hereby declared serverable.

Section 5. All laws or parts of laws in conflict herewith are hereby repealed.

Governor John H. McKeithen signed this Act on June 27, 1964, and the Institution was opened for instruction on September 19, 1967. The definitive designation of Southern University at Shreveport as a "unit" of the Southern University System reflects historical precedence. On October 28, 1974, the Louisiana Coordinating Council for Higher Education (now Board of Regents) granted to the Institution its approval of six associate degree programs in Business, Office Administration, Natural Sciences, Medical Office Assistant, Social Sciences, and Humanities. The Board's approval resolved any conflict of definition in the historical statement of purpose. Therefore, today, applying the terminology of the Southern Association of Colleges and Schools, Southern University at Shreveport is a unit of the Southern University System, rather than a branch or extension of the Baton Rouge campus.

Furthermore, in 1977, the Board of Regents' Master Plan for Higher Education in Louisiana cited, "Southern University should begin immediately to plan programs and services of the type appropriate to a comprehensive community college in order to contribute to the future economic development of the greater Shreveport area." Therein, the Institution was charged to expand its one- and two-year offerings in keeping with the manpower needs of the Shreveport area and to cooperate with nearby vocational-technical schools where possible. The Master Plan defined research activities as "appropriate to further the role of the Institution as a comprehensive community college, with lower level undergraduate instruction and public service receiving top priority."

By April 1978, Southern University at Shreveport was granted approval to begin awarding the Associate Degree in Medical Laboratory Technology. With the thrust toward instruction in paraprofessional or occupational education opportunities, the Institution began exploring the nature of the comprehensive community college.

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In 1981, the Federal Justice Department mandated that the Southern University System enter into a Consent Decree that led to several major changes for the Institution. When the Consent Decree was ordered on September 8, 1981, inconclusive issues remained concerning post-secondary education in the Caddo-Bossier area. As a result, a panel of experts was appointed to study the situation and by March 15, 1982, all parties involved entered into an Addendum to the Consent Decree (Civil Action No. 80-3300, Section "A" of the United States District Court), a move that had tremendous impact on Southern University at Shreveport. Several enhancement procedures were mandated in the addendum by the court, including new administrative positions, the utilization of an assisting agency in developing long-range plans and programs, the creation of a six-year institutional plan, the piloting of off-campus extension sites, and the interchange of students and faculty with Bossier Parish Community College.

For seven years, the Institution participated in this Consent Decree. All activities, as described in the Decree, had to be monitored on a bi-monthly basis through reports submitted to the Louisiana Board of Regents. Southern University at Shreveport complied with every portion of the mandate. The Board of Regents approved fifteen new programs for implementation at the Institution during this time period. Southern University at Shreveport was the only state institution commended for the manner in which its proposals were presented to and defended before the Board of Regents. These new programs helped the Institution to promote its development as a comprehensive community college.

The Consent Decree, in part, involved the acquisition of a satellite campus site, "preferably in an area of the city that was amenable and accessible to the diverse multi-cultures served by the Institution." A downtown location was deemed best, primarily because of the large number of business sites and office workers employed in that area. After conducting assessments of the kinds of educational training needs projected by the downtown employee population, the Institution chose to bid on portions of 610 Texas Street in 1987. The Southern University Board of Supervisors, the State Board of Regents, and the Division of Administration approved the bid by October 1987.

Southern University at Shreveport held its first classes at the downtown site, the Metro Center, in Spring, 1988. Specific educational programs are housed at the Metro Center in order to place them in close proximity to the business community. Sections of general education and computer classes are also taught at the Center.

In 1999 for the first time in the history of higher education in the State of Louisiana, a two-year college board was organized. This board controls all two-year colleges except those under the Southern University and Louisiana State University systems. Because of the unique situation that places Southern University at Shreveport under the Southern University Board of Supervisors, it became necessary to investigate the appropriateness of the assigned name (Southern University at Shreveport-Bossier City). As a result, the Board and other leaders chose to align the name with the pattern of other campus names in the Southern University System. Thus, Southern University thought it feasible to name the Shreveport campus, Southern University at Shreveport, which coincided with Southern University at Baton Rouge and Southern University at New Orleans. This kept the name of the school identifiable in reference to its location, and reinforced when the acronym SUSLA was assigned to the Southern University at Shreveport, Louisiana campus.

Throughout the years, outstanding leadership has guided Southern University at Shreveport. Dr. Walter Austin served as the Institution's first chief executive officer, followed by Dr. Leonard C. Barnes. Upon the recommendation of President G. Leon Netterville to the State Board of Education, Dr. Barnes was appointed to serve as Vice President of the Shreveport Campus in July 1971. The Board of Supervisors for the Southern University System changed the title of Vice President to Chancellor in March 1977; therefore, Dr. Barnes continued to serve the University as Chancellor until July, 1987. Dr. Robert H. Smith served as the University's third executive officer. Under Dr. Smith's leadership, more than 1,000 students were enrolled during the 1988 spring semester, the largest enrollment in the history of the Institution at that time. Dr. Mary L. Wilson was appointed as the Interim Chancellor in June 1993. She was the first woman chief executive of the University. Dr. Jerome G. Greene, Jr., assumed duties as Chancellor in November, 1993. Under his tenure a General Studies degree program was developed, and a groundbreaking ceremony for a new gymnasium and physical education building was held. Mr. S. Albert Gilliam was appointed Interim Chancellor, August 1998. Dr. James C. Brown assumed the role of Chancellor in May, 1999, and in October, 2000, Dr. Press L. Robinson was appointed Interim Chancellor preceding the November, 2000 Southern University Board of Supervisors' decision to name Dr. Ray L. Belton Chancellor effective December, 2000. Under Dr. Belton's leadership, an all-time record enrollment of over 2,500 students was reached. Moreover, high school articulations were formed, academic programs were expanded and off-campus sites established.

The Institution currently occupies eleven (11) buildings on 103 acres of land located at 3050 Martin Luther King, Jr. Drive in Northwest Shreveport.

At present the Southern University at Shreveport Metro Center occupies the 610 Texas Street Office Building, housing computer labs, allied health labs, classrooms, academic and administrative offices, a media productions studio, the Southern University Museum of Art at Shreveport, and a compressed video distance-learning classroom. The building is an example of turn-of-the-century urban commercial architecture and consists of two structures. The six-story red brick building was built in 1919 by the Jacobs family as office space. The adjoining four-story building, known as the Barrett Building, was constructed in 1929 by a Little Rock, Arkansas department store for use as a ladies' specialty fashion store. In 1982 the two buildings were combined and renovated to create the existing structure which now contains approximately 70,000 square feet. In 1992, the building was given the DSU Award for Preservation of Historic Architectural Buildings in Downtown Shreveport, Louisiana.

The Aerospace Technology Center, located at the Shreveport Downtown Airport, 1560 Airport Drive, occupies two aircraft hangars with classroom space in the main terminal building. The Downtown Airport was Shreveport's first commercial airport. Delta Airlines flew its initial routes from Dallas, Texas to the Downtown Shreveport Airport in 1929. The airport was officially inaugurated on July 14, 1931. After Shreveport Regional Airport opened in the early 1950's the Downtown Airport became a general aviation airport serving private pilots, companies and schools based at the airport. The Aerospace Technology Center is housed in the first hangar ever built at the airport.

On June 20, 2002, the Student Activity Center was renamed as the Johnny L. Vance, Jr. Student Activity Center. The building was dedicated to the memory of Johnny Vance (1954 – 2001), an educator and community leader who began his academic career as a SUSLA student and later returned to serve with SUSLA as Counselor, Recruiter, Financial Aid Director, Dean of Students, Student Support Services Director, and Vice Chancellor for Student Affairs. The Johnny L. Vance Jr. Student Activity Center was the first building to be named after an individual who has contributed to the evolution of the Shreveport Campus.

MISSION STATEMENT

Southern University at Shreveport, an institution within the Southern University System, seeks to provide a quality education for its students, while being committed to the total community. This institution prepares students for careers in technical and occupational fields; awards certificates and associate degrees; and, offers courses and programs that are transferable to other colleges and universities. Dedicated to excellence in instruction and community service, this open enrollment institution promotes cultural diversity, provides developmental and continuing education, and seeks partnerships with business and industry.

To fulfill this mission, SUSLA is committed to:

1. Providing university parallel college transfer programs designed to meet the requirements for the lower division of four-year college or university programs,
2. Offering one-and two-year career programs designed to meet the demand for technicians, semi-professional workers, and skilled craftsmen for employment in industry, business, the professions, and government, including associate degrees in art, sciences, applied sciences, as well as certificate programs.
3. Providing developmental education designed to prepare individuals for successful completion of occupational-technical curricula or university parallel college transfer curricula.
4. Conducting continuing education programs carefully designed to meet the lifelong learning needs of the communities served by the University; Continuing education courses are non-credit or for-credit. Non-credit courses can be taken for occupational upgrade, personal satisfaction and enhancement. Credit courses can be used for transfer credit, an associate degree or certificate, occupational upgrade or career change.
5. Operating comprehensive student development services such as counseling and advising designed to facilitate educational, vocational, social and personal growth.
6. Conducting research of the type appropriate to the Institution, especially the development of new and/or enhanced educational programs and offerings based on community needs.
7. Providing specialized community service programs that are designed to improve the quality of life and meet identified cultural and educational needs within the Institution's service area.

ACCREDITATION

Southern University at Shreveport is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award certificate and associate degrees.

The University was granted reaffirmation by SACS in December 2000.

LIBRARY

It is the mission of the University Library to provide the learning resources needed to meet the instructional demands of the Institution in support of a quality educational program. The following are services offered that are geared toward implementing the mission of the library, thereby meeting the specific educational goals and objectives of the Institution:

- On-line Public Access Catalog (OPAC)
- Interlibrary Loan
- Copying Services
- Binding Services
- Typing Room
- Micro-Reader/Printer
- Black Ethnic Archive
- Library Hours for Day and Night Students
- Circulation and Reference Services
- Vertical Files
- Audio Visual Aid Services
- Local and National Newspapers
- Electronic Searching
- Information Literacy Laboratory
- Wireless Access
- Smart/Multimedia Classroom
- Laptop Computers

Status of the Collections - There are 52,240 volumes in the collection and a title count of 34,136. Current subscriptions include 213 periodicals and 21 newspapers at the beginning of the 2006-2007 fiscal year. The collection contains 3,678 bound periodicals and 1,065 books on microforms. The Library also maintains volumes of non-book materials. The non-book materials include 22,874 slides, 434 filmstrips, 59 16mm films, 1,243 pamphlets, 4093 recordings, 872 microfilms, 28,321 microfiche, 1,668 audio cassettes, 289 video cassettes, 12 transparency kits, 8 maps and 567 pictures, and 171 cds.

The Library houses two special collections: the Black Collection, containing resource materials by and about African-Americans, and the Louisiana Collection, focusing on information written by and about Louisianans.

FOUNDATION

The **SOUTHERN UNIVERSITY AT SHREVEPORT FOUNDATION** is designated by the Southern University System and the Board of Supervisors of the Southern University System as the official fundraising agency. The Foundation functions in conjunction with the Southern University System Capital Campaign. It is a non-profit corporation chartered under the laws of the State of Louisiana. The Foundation is empowered to solicit and receive donations, gifts and contributions. It also administers funds and manages assets to enhance the quality of education.

Purposes

The Southern University at Shreveport Foundation is organized exclusively for educational, charitable, religious and scientific purposes. Three major purposes of the foundation are:

- To promote the educational and cultural welfare of Southern University at Shreveport.

- To assist the University in achieving its mission by providing scholarships and other assistance to aid matriculating students with the continuance of their education within the Southern University System and / or to successfully transfer to another institution.
- To provide resources to support research, training, instructional, and enhancement activities; the expansion and improvement of programs and facilities; and all other such benefits that give greater advantages to the University to increase opportunities available to its students, faculty and community, as may be prescribed by testators and/or donors of the Foundation.

Goals

One important goal of the Foundation is to provide strong financial support through fundraising activities, alumni, friends, supporters, organizations, corporations and other foundations. In order to ensure the successful continuity of the Foundation, efforts will be made to establish financial endowments and major gifts that will make Southern University at Shreveport stronger and more capable of meeting the educational needs of its students and the demands of the 21st century.

SOUTHERN UNIVERSITY MUSEUM OF ARTS AT SHREVEPORT (SUMAS)

Mission

The mission of the Southern University Museum of Arts at Shreveport (SUMAS) is to assure that the art, artifacts, and other treasured works of Africans, African-Americans and their descendants are accessible to the community in an organized and cherished collection, in a place of historic significance on the campus of Southern University at Shreveport.

Primary Goal

It is the goal of the SUMAS to provide an array of learning experiences to a variety of audiences and to serve as a resource for diverse communities through the imaginative use of the museum and its collections.

Education

SUMAS is primarily aimed at educating the public about the history of African and African-Americans through the artistic, historical and cultural contributions they have made to the American experience. Also, it is a privilege of SUSLA to offer a glimpse of the culture of Africa via its extensive collection of art and artifacts.

Collection

African Art: SUMAS features African art from the major art-producing regions of Africa including: Mali, Nigeria, the Ivory Coast of West Africa, Cameroon, and the Congo. The African art exhibit is comprised of two major collections: *The former president of the Southern University System, Dr. Leon R. Tarver, II Collection* and the *Dr. William Bertrand Collection*. The two include over 300 artifacts and represent the foundation of the museum's permanent collection of African art. The African art collections include: ceremonial masks, statues, fabric, utensils, and a variety of other functional artifacts. The current exhibit features a "Gbekre Monkey Figure" from the Baoule people of the Ivory Coast, an Ekoi Head Crest with two braided horns, a clay Boli (four-legged buffalo) from the Bamana people of Mali, and jewelry from the Bertrand Collection of artifacts from the Congo. Each artifact is unique and has a functional use in the culture of the country of its origin.

African-American Art: The Museum features African-American art from the permanent collection of the Southern University Museum of Arts in Baton Rouge. The exhibit features a series of prints by master artists Phoebe Beasley, John Biggers and Howard Smith. Each series of prints illustrates poems by critically acclaimed African American poets. John Biggers' lithographic prints illustrate poems "Our Grandmothers" by Maya Angelo. Phoebe Beasley illustrates poems by Langston Hughes, a Harlem Renaissance poet selected by Maya Angelou. SUMAS also features the works of Shreveporters Bernard Swim, Keisha Knoxx, Larry Holston, and other Louisiana artists.

University Admissions

The University offers courses during prospective fall, spring, and summer sessions. Students should apply for admissions at least thirty days prior to the start of a semester. However, an applicant may apply for admission during registration. If applicants apply prior to registration and complete admission records are received in the Office of Admissions before the registration period, the applicant will be notified regarding their eligibility.

If applicants apply during registration and do not bring a complete registration package, they may be denied admission or granted provisional admission (see steps below). An application may be obtained from and returned to the Office of Admissions, 3050 Martin Luther King, Jr., Drive, Shreveport LA 71107. Prospective students may also apply online by visiting our website at
www.susla.edu.

ADMISSION PROCEDURES

I. **GENERAL ADMISSION GUIDELINES:**

A. **Applicants must submit a complete application package including the following items:**
- An application for admission
- Official transcripts from all previous schools (including evidence of obtaining a high school diploma) or
- Evidence of successful completion of the Test of General Educational Development (GED) in the form of an official report of test scores, mailed directly from the Department of Education or the official GED Testing Center, to the Office of Admissions.
- For students born after 1956, proof of immunization or immunity to measles, mumps and rubella must be provided to the Office of Admissions prior to registration. This policy applies to all students entering Southern University at Shreveport for the first time and all students returning after an absence of one semester or more. Proof of tetanus/diphtheria immunization is also required. A student may claim exemption from the immunization requirement for medical or personal reasons; however, the University will require the student to leave the campus and be excluded from class in the event of an outbreak of measles, mumps or rubella. Students claiming exemption will not be permitted to return to campus or class until the outbreak is over or until proof of adequate immunization has been submitted to the Office of Admissions.
- A non-refundable five-dollar money order to cover application

B. **Records submitted become the property of the University and will not be returned.**

C. **Falsification of any information when applying for admission may result in the denial of admission to or dismissal from the University.**

D. **Provisional admission of thirty days may be granted pending receipt of required data. The registration of any student whose admission records are still incomplete thirty days after the first day of classes may be automatically canceled with no refund of fees. Students admitted provisionally are not eligible to receive federal financial aid.**

E. **Submit American College Test (ACT) or Scholastic Aptitude Test (SAT) scores. Applicants who have not taken the ACT battery, or if the score is not available, must take the National ACT on one of the five national test dates or the Residual ACT on one of the test dates set by the SUSLA Testing Center. All students who are seeking admission in an associate degree and/or certificate programs are required to take the ACT. Contact the SUSLA Testing Center at the University address or call 318-674-3450 for testing dates.**

F. Application priority deadline dates for admission are:
- July 1 for Fall Semester
- April 1 for Summer Session
- November 1 for Spring Semester

G. Orientation
- All first-time freshmen must participate in the orientation program.
- Transfer students are encouraged to participate in the orientation program.
- This program includes placement testing, affords the student an opportunity to meet with a faculty advisor, and is a part of the registration process for the fall and spring semesters.

II. HIGH SCHOOL STUDENTS – EARLY AND CONCURRENT ENROLLMENT

Qualified juniors and seniors are allowed to enroll in selected regular freshmen courses and receive deferred credit at SUSLA upon completion of the course and completion of high school. Deferred credit becomes a part of the University's permanent records when the student graduates from high school, officially enrolls at SUSLA, and completes 12 semester credit hours at SUSLA.

A. EARLY ADMISSION

Special Program for Qualified Seniors

Qualified seniors who have not completed all the requirements for a high school diploma may apply for early admission at SUSLA, though such admission does not constitute the awarding of a high school diploma. Early admission requirements are:
- must be a high school senior
- possess cumulative GPA of 3.0 (on 4.0 scale)
- have a composite score of at least 19 on the ACT or 820 on the SAT
- have written recommendation from the high school principal or counselor
- present letter of consent from parent/guardian
- must file for admission as described under "General Admission Guidelines"
- complete the form "Recommendation for Early Admission of the High Ability Student"

B. CONCURRENT ENROLLMENT

Concurrent enrollment allows qualified high school seniors to enroll in a maximum of two college courses simultaneously with their high school courses during the regular semester or three college courses (nine hours only) in a summer term. Students are allowed to earn a maximum of nine (9) credit hours at the University through concurrent enrollment.

High school students admitted under this program must:
- complete the admission process as outlined in the "General Admission Guidelines"
- be a high school senior
- have a cumulative GPA of 3.0 (on a 4.0 scale)
- have a composite ACT score of 19 or SAT of 820
- have a written recommendation from high school principal or counselor
- have a letter of consent from parent/guardian

C. CONCURRENT ENROLLMENT FOR DEVELOPMENTAL STUDENTS

High school seniors may attend SUSLA for developmental courses **only** while concurrently enrolled in high school. Developmental courses earn no degree credit and must be scheduled in accordance with the University's testing and/or placement regulations. Student must meet the following guidelines:
- be a high school senior
- have a cumulative GPA of 2.0 (on a 4.0 scale)
- not enroll for more than six credit hours per semester
- provide written consent from high school principal or counselor
- provide written consent from parent/guardian
- complete applicable admission steps per "General Admissions Guidelines"

D. TECHNICAL PREPARATION PROGRAM

The Technical Preparation Program (Tech Prep) is an agreement between Southern University at Shreveport and the Caddo Parish School System. The program allows 11th and 12th grade students of the Caddo Parish School System to earn college credit for certain courses taken in high school.

To take advantage of this opportunity and earn college credit, students must enroll in the Tech Prep Program at their high school to earn college credit. Also, the student must successfully complete an examination given by the department in which the course is taught.

Credit is granted upon enrollment in the University as a full-time student

III. FRESHMEN

A. TRADITIONAL

- high school graduate with a diploma entering college for the first time within four years of high school graduation or students with a high school equivalence diploma (GED)
- students with less than 12 semester credit hours earned at another accredited college/university

If either of the above criteria is met, the applicant must complete the admission process as outlined in the "General Admission Guidelines", Section I-A.

B. NON-TRADITIONAL

- graduate of a non-accredited high school
- 19 years of age or older students without a high school diploma or GED and whose high school class has graduated
- Students who graduated from high school more than four years prior to applying for admission to SUSLA

If any of the above criteria is met applicant must:

- complete the admission process as outlined in Section I-A
- take the ACT and University's placement tests (if required) and demonstrate satisfactory evidence of academic ability for college work. Satisfactory evidence is either a composite score of 18 on the ACT or a satisfactory score on another national examination such as the SAT together with proof of relevant education, training, and experience
- have high school transcript (even if incomplete) submitted to the Office of Admissions

IV. TRANSFER STUDENT

A. ENROLLMENT

A student who has earned 12 semester credit hours at another accredited college/university will be admitted as a transfer student. (Students with less than 12 college semester credit hours are admitted as beginning freshmen students.) The following steps are required:

- Complete the admission process as outlined in Section I-A. Transfer applicants must acknowledge attendance at each college or university, whether or not credit was earned or is desired at SUSLA. Failure to acknowledge attendance at each school in which he or she has been enrolled is subject to dismissal from the University. **Determination of eligibility for admission can not be rendered until the completed application and all official transcripts from each college and/or university attended have been received. (If less than 12 hours of college credit has been earned, applicant must also submit official high school transcripts with the date of graduation.)**
- Transfer students suspended for academic or disciplinary reasons may be admitted to the University on academic probation, provided the period of suspension has been completed. Applicants on suspension for an indefinite period of time may be considered for admission only after such intervals of time would have expired had the suspension been incurred at SUSLA.

B. PROVISIONAL ADMISSION FOR TRANSFER STUDENTS

- Provisional admission may be granted based on incomplete or unofficial transcripts, if the other required documents are received, such as letter of good standing, ACT/SAT scores, and immunization records. Official transcripts should be received within thirty (30) days following the beginning of the semester in which the student was admitted provisionally. Failure to comply within 30 days subjects the student to administrative withdrawal from the University or the student may not be permitted to attend the subsequent semesters.
- Students on probation at other Louisiana institutions will be granted probationary admission. To remove probation, the student must achieve at least a 2.0 grade point average during the first semester at Southern University at Shreveport.
- Applicants who are non-residents of Louisiana must have an average of at least 2.0 on total college semester credit hours attempted at the previous institution
- Students granted provisional admission are not eligible for financial aid.

C. ACCEPTANCE OF TRANSFER SEMESTER CREDIT HOURS

- Semester credit hours earned from colleges and universities accredited by a regional accrediting association may be accepted by the University. The Registrar's Office will review the course description, prerequisites and transfer hours acceptable prior to the end of the first academic semester in which the student is enrolled.
- Transfer semester credit hours accepted by the Registrar's Office are subject to final review and determination of the extent to which semester credit hours will be applied toward a degree by the Division Chair of the College offering the degree/certificate.
- Transfer credit will be allowed for those courses in which a grade of "C or better is achieved. No credit is accepted for a letter grade of "D" or for "remedial or developmental courses".
- All applicants will be informed of the amount of credit that will be accepted in transfer semester credit hours prior to the end of their first semester of enrollment. Evaluation of transcripts for credit will not be performed prior to the receipt of a completed application, with fee, and official transcripts from each college and/or university attended and immunization record, if applicable.
- Allowable semester credit hours for degree programs are outlined below:

Required Degree Credit Hours	Acceptable Transfer Credit Hours
60 to 64	up to 31
65 to 68	up to 36
69 to 72	up to 40

- Transfer credit will be allowed for those courses in which a grade of C or better is achieved.
- All transfer students will be informed by the Registrar's Office of the number of credit hours that will be accepted prior to the end of their first semester of enrollment.

D. TRANSFER CREDIT APPEAL

Applicants who wish to appeal a transfer credit decision must apply to the Vice Chancellor for Academic Affairs within 30 days after notification of acceptance of transfer semester credit hours. No transfer credit will be accepted past the established 30-day provisional period.

V.

V. INTERNATIONAL STUDENTS

In applying for admission to Southern University at Shreveport, international students must submit the following material before eligibility for admission can be determined:

- Complete an application package and pay $15.00 application fee.
- Submit an official transcript of high school and college credits.
- Provide Certification of Financial Resources, certified by a bank or government official stating ability to meet all expenses.
- Submit an official copy of the Test of English as a Foreign Language (TOEFL) scores for all whose native language is not English.
- Submit official scores on the American College Test (ACT) or take the Residual ACT at the time of registration.

Once the University has accepted the student, it will issue the Form, I-20 A-B, certifying that the student is eligible for enrollment in an academic program consisting of a full course of study.

The Division of Student Affairs is available to assist students with their problems and to assist them in adjusting to the Southern University at Shreveport community.

VI. SUMMER-TERM-ONLY APPLICANT

- Complete the admission process as outlined in Section I-A.
- Submit a letter of good standing to continue at the other institution in lieu of college records. This letter must include the total credit hours previously earned.
- Provisional admission may be granted when it is impossible to receive these records prior to scheduled registration date. The admission may be canceled if records are not received within 30 days from the first day of classes or if when received, it is determined that applicant does not qualify for admission.
- Admission will terminate at the end of the summer term.
- Student assumes full responsibility for the selection of courses to be accepted at the institution in which he/she is pursuing a degree. Student is advised to seek guidance from that institution.
- Students who wish to return during the fall semester must complete a re-admit application for admission and follow the admission guidelines outlined in Section I and/or Section IV.

VII. CREDIT BY EXAMINATION AND OTHER NON-UNIVERSITY SOURCES

SUSLA recognizes competence attained through military experience and credit by examination. A student with superior ability and preparation or a student who has already obtained a fundamental knowledge of subjects offered at the University and demonstrates competence through a series of tests or experience may be granted credit for basic and/or advanced courses. These experiences and/or examinations are recorded on the permanent academic record as "credit by examination or experience" with a grade of "P." Grades of "P" are not used in computing grade point averages.

In order to recognize competence attained through educational experiences other than University instruction, the student must adhere to the following guidelines:

- Students must have been admitted to SUSLA and must be in "good standing."
- Credit is awarded only in areas that fall within SUSLA's regular curricular offerings and that are appropriately related to the student's educational goals.
- To initiate credit, the student must submit official records of completion of courses to the Office of Admissions after earning 15 semester credit hours at Southern University at Shreveport. The student's Division Chair will determine the extent to which the credit is applicable toward the degree.
- Credit is limited to one-fourth of the number of hours required for the associate degree. Students enrolled in non-degree-seeking status are not eligible for credit by experience or examination.
- Southern University at Shreveport uses the following examinations and experiences for determining credit:

A. The American College Testing Program (ACT)

All first-time, full-time freshmen are required to have taken the American College Test (ACT) and submit score reports to the Registrar's Office. Students who have not taken the ACT may do so at the campus. A Scholastic Aptitude Test (SAT) score report may be used in lieu of an ACT score report. The SUSLA Testing Center schedules the on-campus ACT administrations. A student who scores below 19 in the English, mathematics, or reading components of the ACT will be required to take placement tests in those specific components to determine the student's strengths and weaknesses. However, students with scores below 19 can apply for admission to Southern University at Shreveport and do not need to retake the ACT. Basically, the ACT scores are used only for course placement.

B. Credit by Examination

A Southern University at Shreveport student who believes he or she is qualified by experience or previous training may request credit by examination. This opportunity is open to students with superior ability who have acquired excellent preparation in high school, intensive reading in a particular field, on-the-job experience, correspondence courses, or other means of formal or informal preparation. Southern University at Shreveport recognizes superior attainment and permits students to demonstrate academic competence through examinations. [The College-Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (DANTES) examinations will be available upon request.] Students who earn acceptable scores on these examinations are allowed to receive credit based upon the following regulations:

- The student must have been admitted to SUSLA and must be in "good standing." If the examinations are taken while the student is not enrolled at SUSLA, credit will be considered after registration for resident study. Students enrolled in non-degree-seeking status are not eligible for credit examinations.
- A non-refundable fee is charged prior to administration of the examination.
- Credit is awarded only in areas that fall within SUSLA's regular curricular offerings and that are appropriately related to the student's educational goals.
- To initiate the examination, permission must be obtained from the appropriate head of the division offering the course. After such permission is granted, the Registrar's Office will issue an official permit.
- Credit by examination is limited to one-fourth of the number of hours required for the associate degree.
- Administration of credit examinations must be completed by mid-term.
- The permit to take the examination is forwarded to the Testing and Assessment Center for ordering and scheduling purposes.
- Specific course credit will be awarded by the Registrar to students who score at or above the 50th percentile and after consultation with the appropriate Division Chair concerning minimum required scores and the acceptance of credit.
- A student may take a credit examination in a particular course only once.
- Credit earned through credit examinations will be used in computing the student's grade-point-average when appropriate.
- Students are not permitted to schedule credit examinations in courses they have audited, earned unsatisfactory grades, received credit for a higher course in a series of sequential courses, or in courses they have dropped and received a "W."
- Credit examinations are given during Fall and Spring semesters only.

C. Academic Proficiency Testing

The College Assessment of Academic Proficiency (CAAP) test is required of all students with at least 45 credit hours who wish to graduate or transfer to another institution. Criteria for CAAP test eligibility are six (6) hours of English, six (6) hours of mathematics, as well as a total of at least 45 hours of instruction. This test has sections on writing, mathematics, reading comprehension, science, and critical thinking. Roughly four hours are needed to complete the test. Those students eligible to take the CAAP test are notified by the SUSLA Testing Center. The CAAP is scheduled annually and dates are published in the credit schedule and on the University website. Students are strongly encouraged to take the CAAP on the designated test date. Students who must reschedule the CAAP are charged a $36.00 fee, which includes the cost of additional assessment materials, shipping and handling fees.

VIII. **PERSONS OVER AGE FIFTY-FIVE**

Any person age fifty-five years or over who registers for one or more courses of instruction at the University and who is a resident of Louisiana shall be exempt from the payment of tuition. The tuition exemption shall be provided only if and to the extent that there are sufficient funds appropriated by the legislature to reimburse the University granting it.

IX. **READMISSION**

A former student who was not enrolled on the SUSLA campus for the preceding regular semester must file a formal application for readmission. A student who has been enrolled at another institution since enrollment at SUSLA must submit transcripts from all institutions enrolled in, regardless of whether credit was earned. Provisional admission may be granted pending receipt of complete and official academic records. When it is impossible to obtain complete and official academic records, provisional admission may be granted until such records are received. Failure to receive required records within 30 days from the first day of classes or it is determined, upon receipt of records that the applicant does not qualify for admission, may result in cancellation of classes and/or denial of admission for the next semester. Students admitted provisionally are not eligible to receive financial aid funds.

If a former student has been suspended for academic or other reasons, it may be necessary to appeal for readmission to the Vice Chancellor for Academic Affairs. If readmission is approved, the student is subject to the academic requirements and regulations in effect at the time of readmission. A former student must complete an application and return it to the Office of Admissions with a non-refundable $5.00 money order or cashier's check.

X. **CREDITS OVER 10 YEARS**

Credits which are over 10 years (only with the approval of the Division Head or Dean) may or may not be applied toward degree requirements.

XI. **HOME-SCHOOLED STUDENTS**

Home-schooled students are defined as those who have been educated in their homes. Home-schooled students possessing a GED must submit their GED scores to the University. The students should also submit ACT or SAT scores and their immunization records, if applicable.

REQUIREMENTS FOR OFFICIAL REGISTRATION

A student is not officially enrolled until all steps prescribed by the Institution are completed. Registration procedures are made available to students at the beginning of each registration period and are published in the semester class bulletin. If a student fails to complete registration within a designated period, a late fee may be charged. No credit is allowed for courses taken in which the student is not officially enrolled. A student is not officially enrolled until all fees have been paid.

CROSS ENROLLMENT PROGRAM WITH LSU-S

With appropriate approval, a full-time student at SUSLA may register for one course at Louisiana State University at Shreveport without the payment of additional fees. The combination of cross-enrolled hours plus on-campus hours may not exceed 21 semester credit hours. Additional information may be obtained from the Registrar's Office.

ACADEMIC ADVISORY SYSTEM

An academic advisory system has been established at SUSLA whereby students are given information and guidance about their academic programs throughout the entire period of attendance at the Institution. At the beginning of, and/or during, early, regular, and late registration periods, students are required to consult with their advisor to develop course schedules.

ADDING AND DROPPING COURSES

A student may add or drop courses or change from one section of a course to another with the approval of his/her advisor as per established deadlines. All transactions must be completed and filed in the Registrar's Office.

Students will be held responsible for all courses appearing on their schedules unless changes are official and in accordance with University regulations. A student may not add courses for credit after the date specified in the official academic calendar. If a course is dropped after the add/drop period but before the deadline for dropping a course, a "W" (withdrew) is recorded. A student may not drop a course after the date specified in the official academic calendar (unless approved by the appropriate University Officials).

DEFINITION OF A FULL-TIME STUDENT

The minimum number of semester credit hours for which a student may enroll and be considered as a full-time student is fifteen (15). For financial aid purposes, a full-time student is one who is enrolled for at least twelve (12) semester credit hours. No student will be allowed to enroll in more than eighteen semester credit hours without permission of the Dean and the Vice Chancellor for Academic Affairs. Students enrolled in nine (9) or more credit hours during any summer term are considered to have full-time status.

DEFINITION OF A PART-TIME STUDENT

Any student pursuing fewer than twelve (12) semester credit hours in a regular semester or fewer than six (6) hours in a summer session is a part-time student.

MAXIMUM COURSE LOAD

No student will be allowed to enroll in more than 18 semester credit hours during the Spring or Fall Semester without permission of the Division Chair, Dean, and the Vice Chancellor for Academic Affairs. The maximum number of credit hours that will be allowed is 21. During the Summer Sessions, the maximum course load will be nine (9) credit hours for Summer I but ten (10) if a lab is included and six (6) credit hours for either Summer I or Summer II. Fifteen (15) credit hours maximum may be earned in any combination of sessions.

WITHDRAWAL

A student who finds it necessary to withdraw from the University should begin the process by securing the proper forms from the University Counselor's Office. Please note the refund policy and deadline date as listed in the Academic Calendar. A student is not officially withdrawn from the University until the request is approved by the Vice Chancellor for Academic Affairs.

Administrative Regulations

ACADEMIC STANDING

Students of Southern University at Shreveport are governed by the following Southern University System approved regulations regarding scholarship standards:

PROBATION, SUSPENSION, AND READMISSION REGULATIONS

- A full-time or part-time student who earns a semester average below 1.5 on all hours during a semester will be placed on probation.
- A student on probation will be given one semester to earn a C average (2.0). This will remove him/her from probation; if the student does not earn a C average (2.0), he/she will be suspended for one semester.
- After the lapse of one semester or if approval of an appeal is granted, a student may re-enter on probationary status, but he/she must earn at least a C average (2.0)or they will be suspended with a second suspension.
- A student suspended at the end of the spring semester may attend the summer term unless other restrictions apply. Grades earned will not change the probationary or suspension status of a student during summer term.
- A student suspended for scholastic deficiencies may re-enroll after the expiration of one semester until a fourth suspension, which dismisses the student permanently.
- Appeals must be made to the committee appointed/established to execute the rules.

DEFINITION OF HOURS PURSUED

"Hours pursued" will be defined as all courses attempted. In the event that a student repeats a course, grades assigned to courses pursued shall be used in computing the grade-point-average. This regulation also refers to students applying for graduation.

SYSTEM OF GRADING

The University uses a letter system of grading as follows: A, Excellent; B, Above Average; C, Average Quality; D, Below Average; F, Failure; I, Incomplete; W, Withdrawal; AU, Audit; NC, No Credit; CR, Credit; P, Pass.

Credit for any course in which a student has received a grade of F can be obtained only by repeating and passing the course.

DEFINITION OF GRADE POINT AVERAGE

Semester Average

The semester grade-point-average is the total number of quality points earned divided by the total number of semester credit hours attempted by the student. The grades of A, B, C, D and F are included in the computation of the semester grade point average. Grades of AU, NC, I and W are disregarded in the computation of the semester grade-point-average.

Cumulative Average

The cumulative average is determined by dividing the total cumulative quality points earned by the total cumulative hours pursued. A student is allowed to retake a course in which he/she has previously enrolled at SUSLA but the last grade received becomes the final grade for the course and is computed in the grade point average. The

previous grade(s) will not be computed in the GPA. A "W" grade does not delete a prior grade. The grades of A, B, C, D, and F are included in the computation of the cumulative average. All courses pursued and grades earned at Southern University at Shreveport remain a part of the permanent record.

A student's cumulative average is used in determining eligibility for holding campus office or graduating with honors. It is computed by dividing the total quality points earned by the total semester credit hours attempted exclusive of grades of AU, NC, I, CR and W.

QUALITY POINT SYSTEM

Institutions under the jurisdiction of the Southern University Board of Supervisors adhere to the quality point allotment of four points for an A, three points for a B, two points for a C, one point for a D, and 0 points for an F; for example, 2.0 denotes a C average.

AUDITING A COURSE

To audit courses, applicants must be eligible to enter the University as regular, visiting, or special students. They must obtain permission of the instructor, the director of the program in which the course is taught, and the chairman of the division in which they are enrolled. Students may not audit a laboratory-type or activity course. Tuition fees will be assessed for courses audited, but credit will not be given. An audit may not be changed to credit after completing the course. The semester course load is inclusive of audited courses.

HONORS

A student who completes a semester with at least fifteen (15) semester credit hours (excluding remedial courses) and a grade-point-average of 3.75 or above, without grades of D, F or I, will be placed on the Chancellor's List. These requirements apply only to the semester for which the student is being considered for inclusion in the Chancellor's List.

A student who completes a semester with at least fifteen (15) semester credit hours (excluding remedial courses) and a grade-point-average of 3.00 to 3.74, without grades of D, F or I, will be placed on the Honor Roll. These requirements apply only to the semester for which the student is being considered for inclusion in the Honor Roll.

CLASSIFICATION OF STUDENTS

Freshman - earned less than 32 semester credit hours.
Sophomore - earned 32 or more semester credit hours.
Special - student who has accumulated 60 or more semester credit hours.

INCOMPLETE GRADES

A faculty member, at his/her discretion, should give an "I" grade only when documented circumstances beyond the student's control warrants such action. The completed form for this action must be attached to an instructor's final grade roster.

Incomplete grades must by removed by the end of the first six weeks of the following semester in which the student is in residence or within one year if the student is not in residence. Otherwise, the grade will automatically default to F.

REPEAT-DELETE POLICY

A student is allowed to retake a course in which he or she has previously enrolled at SUSLA. The last grade received becomes the final grade for the course and is computed in the grade point average. The previous grade(s) will not be computed in the grade point average. A "W" grade does not delete a prior grade.

SATISFACTORY COMPLETION OF COURSES

A standard letter grade of "C" or better in a major area course constitutes satisfactory completion. A standard letter grade of "D" or better in a general education core curricular course constitutes satisfactory completion. The grade of "D" in a general education core curricular course, but not in a major area course, is acceptable where such a course is a prerequisite for another course. However a letter grade of "D" in a general education core curricular course is not transferable. A prerequisite is a course that must be completed BEFORE enrolling in some courses and requires satisfactory completion before the student will be allowed to enroll in that course.

ACADEMIC APPEALS GUIDELINES

A. Appeal of Academic Standing

A student may appeal a suspension only if the suspension is the first one for the student and the student can provide written verification of having been seriously ill during the semester prior to the suspension (a physician's affidavit is required) or that the death of a member of the immediate family occurred (parent or guardian, sibling, or family member residing in the student's home), or that some event of a similar disruptive proportion occurred. While on suspension, a student may enroll in developmental courses only.

A student who has been suspended two or more times because of poor grades and who fails to achieve at least a 2.0 semester grade-point average (on a 4.0 scale) during the first period of enrollment following the second suspension shall not be eligible for appeal under any circumstances.

A fourth academic suspension shall result in permanent expulsion from the University. Permanent expulsion is not subject to appeal.

B. Appeal of Final Grade

A student may only appeal a final grade. In order to be considered for a grade appeal, a student must be able to demonstrate that the grade awarded was inaccurate or inappropriate. Final grades may be challenged until the end of the regular semester immediately following the semester in which the grade was received. The general procedures for grade appeals must be adhered to in the following order:

1. The student discusses the matter with the instructor and attempts to resolve it informally. If not resolved, the student meets with the Chair and Dean of the Division in which the course is taught to seek assistance in resolving the matter.
2. If there is no satisfaction informally, the student should write a letter of appeal to the Vice Chancellor for Academic Affairs with an explanation as to why he/she feels the grade was awarded inaccurately or inappropriately. The Vice Chancellor will convene an ad hoc academic appeals committee, and will appoint a chairperson. The committee will forward a recommendation to the Vice Chancellor.
3. If a student disagrees with the recommendation of the appeals committee, he/she may appeal directly to the Vice Chancellor for Academic Affairs.
4. If a student so desires, a final appeal may be sought by submitting a letter to the Chancellor.

ACADEMIC AMNESTY

Any student who has not been enrolled at a college or university for three consecutive years may elect **only once** to deny all work attempted at a college or university prior to the three-year period. The three-year period does not need to immediately precede the exercise of the option. The forgiven academic record will appear on the student's permanent record but will not be used in computing the student's grade point average at SUSLA.

The student must apply for academic amnesty or forgiveness of credit courses in the Office of Academic Affairs at the time of application for admission or readmission to SUSLA or within one calendar year from the first date of enrollment or readmission. **The declaration must be completed prior to the deadline for resigning from the University in the semester in which it is made. A decision to declare academic amnesty is final and irreversible.**

For enrolled students who plan to matriculate into professional academic degree programs (i.e. Allied Health and Nursing) at SUSLA, an exception of the 3-year requirement (only) may be waived with the appropriate approvals. For such a waiver, a student must forward a request to his/her program director for consideration. If approved, the request must be forwarded to the Division Chairman, Dean and Vice Chancellor for Academic Affairs for consideration. However, final approval of the waiver must be granted by the Chancellor. All other requirements to declare academic amnesty cannot be waived.

Your forgiven academic record will appear on your transcript, but it will not be used when computing your grade point average. The only exceptions are to determine honors for graduation and eligibility for financial aid and/or scholarships.

CLASS ATTENDANCE REGULATIONS

- Class attendance is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so will jeopardize a student's academic standing and may lead to immediate suspension from the University.
- Each instructor shall check the roll at each class meeting, keep a permanent attendance record for each class and shall report student absences to appropriate University officials.
- A student shall submit excuses for all absences to the instructors within three (3) days after returning to classes. The only excuses that will be accepted by the University are those signed by doctors, parents (if student is under 18 years of age) and appropriate University authorities.
- It is the instructor's prerogative to define "excused" absences. Tardiness may be treated as an absence. **Faculty members are required to state in course syllabi and to explain to the students their expectations in regard to class attendance**.

STUDENT CONDUCT

Administrative regulations governing the conduct of students enrolled at SUSLA are contained in *The Student Handbook*. Included in this publication are rules and regulations governing students' rights and responsibilities, disciplinary sanctions, penalties, violations, and types of offenses. A copy *of The Student Handboo*k may be obtained from the Division of Student Affairs.

ACADEMIC GRIEVANCES

If a student has a grievance that cannot be settled in the course of immediate post-class discussion, the following procedures are suggested:

- A special conference between the faculty member and the student should be arranged;
- Discussion before the faculty member's department or program director;
- Grievance presented in writing to the faculty member's Division Chair;
- Discussion before the faculty member's Division Chair;
- As a final option, the matter should be brought to the Office of Vice Chancellor for Academic Affairs in writing.

ACADEMIC DISHONESTY

The University defines academic dishonesty in two categories – premeditated and non-premeditated fraudulent behavior. Premeditated fraud is defined as conscious, pre-planned deliberate cheating with materials prepared in advance. It may consist of the following:

- collaborating during an exam without authority;
- stealing, buying, or otherwise obtaining all or part of an examination;
- using specially prepared materials;
- selling or giving away all or part of an examination or examination information;
- bribing another person to obtain an examination or information;
- substituting for another student, or permitting another person to substitute for oneself to take an examination;

- submitting as one's own any work prepared totally or in part by another;
- selling, giving, or otherwise supplying materials to another student for use in fulfilling academic requirements (e.g., term paper, course project, etc.);
- breaking and/or entering a building or office for the purpose of obtaining examinations (administered or unadministered);
- changing, or being an accessory to the changing, of grades in a grade book, on an examination paper, or on other work for which a grade is given, on a "drop slip" or other official academic records of the University which involve grades;
- proposing and/or entering into an arrangement with an instructor or receiving a reduced grade in a course, on an examination or any other assigned work in lieu of being charged with academic dishonesty;
- committing plagiarism – failing to identify sources, published or unpublished, copyrighted or uncopyrighted, from which information was taken;
- acquiring answers for any assigned work or examination from an unauthorized source;
- falsifying references;
- listing sources in a bibliography not used in the academic assignment;
- inventing data or source information for research or other academic endeavors;
- forging the signature of a faculty member or any academic officer on an academic document;
- altering or being an accessory to altering the contents of an academic document (i.e. registration forms, pre-registration forms, add/drop forms, transcripts, fee exemption forms, registration card, etc.);
- using computers in any act of academic dishonesty; or
- submitting falsified or altered transcripts.

Unpremeditated fraud is defined as cheating without the benefit of materials prepared in advance. It may consist of:

- copying from another student's examination paper
- allowing another student to copy from an examination paper
- using textbook(s) or materials brought to class but not authorized for use during an examination.

Sanctions and the appeals process may be found in The Student Handbook.

ACCESS TO AND UTILIZATION OF STUDENT RECORDS
(PRIVACY ACT)

SUSLA's policy on the release of information on students is based on the premise that a student's record is confidential and must be protected from those who would use it for other than legitimate purposes. At the same time, the policy must be flexible enough so as not to hamper the student or the University in the pursuit of legitimate endeavors.

Release of information on any student ordinarily will be made only on the written request or authorization of that student. This policy also applies to the issuance of transcripts. Telephone requests for transcripts will not be honored nor will requests for transcripts made by the parent, spouse or prospective employer of an adult student except on the authorization from the student. The parent of a student under 18 years of age may be provided a copy of that student's transcript for personal use on written request. Transcripts may be issued on written requests to institutions from which a student has graduated or transferred, institutions to which a student transfers, or to organizations that sponsor a student, provided the student concurs in the request.

Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the Institution will permit access only to that part of the record which pertains to the inquiring student.

The only information ordinarily released concerning students will be that considered "Directory Information". SUSLA defines this as name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of

attendance; degrees, awards, and honors received, including naming to honor rolls and the previous educational agency or institution attended.

During the first fourteen class days of a regular semester or the first five class days of a summer term, a student who has enrolled can request that directory information be withheld by completing the appropriate form available in the Registrar's Office.

SUSLA maintains only those student records necessary for conducting of business. Information in student records will be released to outside investigating agencies only with the written consent of the student involved. Once consent has been received by the University, information requested from academic records of students, students' permanent folders (containing admission credentials, transcripts, etc.), and students' personnel records may be released to properly identified investigators through authorized staff personnel in the Office of the Registrar. The University is obliged to provide information on students pursuant to court orders or subpoenas.

Records of disciplinary actions taken by the University against students are maintained for intramural purposes, and information relating thereto will be released to inquirers only with written authorization of students concerned. Notices of suspension for non-academic reasons are not a part of the academic transcript, but are maintained by the Office of the Chancellor, and will be governed by the same release-authorization requirements as a transcript.

Faculty members may review the academic records of their students to the extent that such reviews serve legitimate educational interests. Each regular semester SUSLA will publish in the Class Bulletin for that semester, the fact that certain records are kept on students, that these records are available to students, and that students have the right to challenge the contents of these records. The types of educational records kept on students at SUSLA are as follows:

- INSTRUCTORS: A record is maintained on each student by the instructor. Such items as attendance, test grades, reports, etc., are noted by the instructor. The instructor treats this information in a confidential manner, and a student's grades in the class can be divulged only to him/her.

- ACADEMIC ADVISORS: Upon matriculation at the University, each student is assigned an academic advisor who maintains a record of his/her academic progress. If the student changes majors, this record is transferred to the new advisor. The material in this record is of an academic nature, indicating the past and present matriculation record, current academic status, and curriculum. Only the academic advisor has access to this record, and it can be reviewed by the student in the academic advisor's office. These records are unofficial and are placed in an inactive status if the student's education is interrupted.

- REGISTRAR: The Registrar is the keeper of the official academic record of the student. The student's application for admission to the University and other materials of an academic nature are kept in this office. The academic records in the Registrar's Office are permanent and can be reviewed by the student. This includes records on all veterans receiving assistance from the Veterans Administration.

- FINANCIAL AID OFFICE: All students who are receiving scholarships, loans from state and federal sources, or who are student workers and receive some financial assistance through the University have records in this office. The student can review all of his or her records.

- SUSLA TESTING CENTER: The SUSLA Testing Center maintains a record of test scores submitted to the University. These records are available to the student, faculty, advisor, and other authorized University personnel concerned with the student. Scores are not released to anyone other than authorized University personnel except on a request by the student.

APPEAL

SUSLA shall provide each student an opportunity for a hearing to challenge the contents of his/her educational records in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of privacy or other rights of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein. The University will attempt to settle disputes with students regarding the content of their educational records through informal meetings and discussions. When these

informal means are not satisfactory to the student or the University, more formal proceedings will be conducted. On the written request of students to the University concerning the inaccuracy of material contained in their records, a board composed of the Registrar, a representative of the Faculty Senate, the Vice Chancellor for Academic Affairs, a representative of the heads of academic divisions and a representative of the Student Government Association will hear the complaints and make a recommendation to the Chancellor. Hearings shall be conducted within five working days following receipt of the request for the hearing. If any member of the hearing board is involved in the case in question, the Chancellor will select an individual who does not have a direct interest in the outcome of the hearing. The student or the University is to be afforded a full and fair opportunity to present evidence relevant to the issue raised. The recommendation shall be rendered in writing to the Chancellor for his consideration, and his recommendation will be communicated to the parties involved within ten working days after conclusion of the hearing. If the recommendations are unsatisfactory to the student, the student may place, with the education records, statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as part of the

student's records, and released whenever the records in question are disclosed.

POLICIES AND PROCEDURES

For important information regarding policies on sexual harassment, Student Right-To-Know and Campus Security Act, Americans With Disabilities Act of 1990, Acquired Immune Deficiency Syndrome (AIDS), and other infectious diseases, Drug Abuse and Testing, and Student Alcohol Use, please consult the SUSLA Student Handbook.

REQUIREMENTS FOR GRADUATION

- All students must complete the academic requirements for their degree or certificate program prior to graduation.
- All financial and other obligations to the University must have been met.
- If a student is eligible for graduation and plans to commence during the spring semester and completes all coursework prior to that semester, the student is not required to take classes during any other semester prior to that commencing period. Any classes taken prior to commencing period are at the student's discretion.
- All students expecting to receive degrees should acquire and complete the Application for Graduation from the Registrar's Office at least one semester prior to their graduating semester, including the summer term. However, only one commencement exercise will be held each school year, during the spring semester. All who qualify during the year are encouraged to participate.
- A fee is required to cover costs of caps, gowns and diplomas.
- All students must have a minimum of sixty-two (62) semester credit hours and a cumulative 2.0 average on all hours pursued. The sixty-two hours exclude all developmental courses.
- All students must have a minimum of an overall C (2.0) in all courses pursued in the major area, with no grade lower than C.
- All students expecting to receive degrees must take the CAAP Test (College Assessment of Academic Proficiency) after acquiring at least 45 hours of college credit. This exam is given only in the fall and spring semesters.
- All graduates must complete a checkout form before receiving diploma.

CONCURRENT DEGREES/DUAL DEGREES

To qualify for a second degree or certificate, regardless of whether the first was granted by Southern University at Shreveport or another institution, the student must earn an additional 15 credit hours for a second associate degree and 9 credit hours in a certificate program. These credits must be presented for approval by the appropriate Division Chair. These additional credit hours will not include any semester hours counted in fulfilling any previous degree requirements or courses that have already been taken. The student must also fulfill all academic major requirements. General education requirements are the only courses that can be used again toward fulfilling the second degree. In degree programs where there are several possible concentrations, a different concentration is not considered a second degree. For example, more than one general studies degree will not be awarded even when a different area of concentration has been completed; nor will more than one certificate be awarded even though courses from a second option are completed. The 15 or 9 hours of an approved curriculum for a second degree must be taken in residence at Southern University at Shreveport in five years of the time of graduation.

AWARDING OF A DEGREE POSTHUMOUSLY

SUSLA will award the Associate degree posthumously to a student who has completed all graduation requirements or to a student who meets all of the following requirements:

1. The student must be registered for classes at the time of death.
2. Enrolled courses must be those which, if completed, would have fulfilled graduation requirements.
3. The student must have a grade point average at the time of death which meets SUSLA's graduation requirements.

RESIDENT CREDIT REQUIREMENTS

The University requires that each student seeking an associate degree or a certificate must earn at least thirty (30) hours of credit as a resident attending Southern University at Shreveport during the spring or fall semester. Further, the University requires that this minimum credit of courses be taught by the Division which will award the associate degree or certificate unless otherwise approved. Since the number of residency credit hours may be different for certain academic programs, students are required to consult with their academic advisors to develop a degree plan during the first semester of enrollment.

Student Fees and Expenses

FEES AND EXPENSES
(Subject to Change – Revised 2006)

Application Fees

There is a non-refundable $5.00 fee for new admission applications. There is a non-refundable $15.00 application fee for international students.

Louisiana Resident Students

A general registration fee of $1,126.00 per regular semester and $350.00 for the summer session is charged to all full-time Louisiana resident students.

Out-of-State Residents

An out-of-state resident fee of $565.00 per regular semester and $276.00 for the summer session in addition to the general registration fee will be charged for all non-resident students.

Add/Drop Courses

There is a $2.00 fee for each add or drop course transaction.

Transcript Request

A fee of $3.00 will be charged for each transcript requested from the University. Fee payment must be in the form of cash, cashier's check or money order **ONLY**.

Technology Fee

A state-mandated technology fee is included in the Fee Schedule. The purpose of this fee is to meet the growing technological needs of the students. The amount of the fee is based on the number of credit hours pursued.

Summary of Fees and Expenses

Included in the $1,126.00 full-time (12 hour) tuition and fees per regular semester are (1) general registration, (2) technology fees, and (3) student assessments: student activities, lyceum, insurance, class dues, ID card, student publications, athletics, social activities, student government, etc.

Late Registration Fee

A late registration charge of $6.00 is imposed on students on or after the date classes begin in any semester.

E – Courses Fee

A fee of $30.00/course will be charged for each student taking all E-courses like online, web enhanced, telecourses, telecasts, etc. The purpose of this mandated fee is to meet the standards of growing E-courses according to the recommendations of US Department of Education and Louisiana State Board of Regents.

FEE SCHEDULE
(Subject to Change – Revised 2004)
Summer Term – All Sessions

Credit Hours	Fee
0 (audit) …………………………..……………………..………..	$102
1 ……………………………………………………….………..	$185
2 ……………………………………………………….………..	$190
3 ……………………………………………………….………..	$195
4 ……………………………………………………….………..	$325
5 ……………………………………………………….………..	$330
6 ……………………………………………………….………..	$335
7 ……………………………………………………….………..	$340
8 ……………………………………………………….………..	$345
9 or more credit hours ……………………………………..	$350

Fall and Spring Semesters

Part-Time

0 (audit) …………………………………………..…...…….	$443
1 ……………………………………………………..……….	$550
2 ……………………………………………………..……….	$568
3 ……………………………………………………..……….	$587
4 ……………………………………………………..……….	$605
5 ……………………………………………………..……….	$624
6 ……………………………………………………..……….	$774
7 ……………………………………………………..……….	$801
8 ……………………………………………………..……….	$819
9 ……………………………………………………..………...	$999
10 ……………………………………………………………….	$1,011
11 ……………………………….…………………..……………	$1,024

Full-Time

12 or more credit hours ……………………………..…….…	$1,126

REFUND POLICY

The general fee, which includes student assessed fees and non-resident fees, is refundable on the following basis for students who register, pay fees, and resign from the University:

Fall and Spring Semesters

Before classes begin ………………………….………....	90%
First day of class through the seventeenth day of class ………	75%
Eighteenth day of class through the twenty-fourth day …….…	50%

From the twenty-fifth day of class to the end of the semester, no refund will be made.

Summer Term

Before classes begin ………………………….………....	90%
First day of class through the seventh day of class ….....………	75%
Eighth day of class through the twelfth day …………..……	50%

From the thirteenth day of class to the end of the term, no refund will be made.

STUDENT PHOTO IDs

Student ID cards are to be issued or reactivated during the registration process. You <u>must</u> have a valid SUSLA photo ID in order to receive financial aid checks, buy books at the bookstore with financial aid, check out materials from the University Library, use campus computer centers or attend University functions such as athletic events. If you are a new student you will need to have your stamped fee sheet and at least one form of photo identification. If you are a returning student, you will need to have your student ID from a prior semester and your stamped fee sheet. **Students who do not take a photo or reactivate their Student ID prior to the 14th day of classes for the Fall or Spring Semesters, (or the 7th day of classes for the Summer Term) will be charged a $10 late fee for new IDs. A replacement fee of $10 will be charged for a lost, stolen or damaged card.**

REGULATIONS REGARDING RESIDENT CLASSIFICATION

For purposes of assigning tuition and fees at public institutions of higher education, a Louisiana resident shall be defined as an individual who has abandoned all prior domiciles and who has been domiciled in the State of Louisiana continuously for a period, herein called the domiciliary period, of at least one calendar year immediately preceding the first day of classes for which resident classification is sought. The individual's physical presence within this State solely for education purposes without substantial evidence of the intent to remain in Louisiana will not be sufficient for resident classification regardless of length of time within the State.

A person herein termed as a bona fide Louisiana resident is an individual who qualifies as a resident in accordance with the regulations prescribed in this section. An individual who is recognized under one of the mandated criteria as a bona fide Louisiana resident by any other of the System's institutions shall so be recognized by every institution within the System provided the individual's category has not changed.

A non-resident is herein defined as an individual who cannot provide proof of eligibility for assignment of resident status under the regulations prescribed in this section.

Criteria for Assigning Resident Status

1. System institutions shall classify as residents, persons who in accordance with the one-year domiciliary requirement, resided in Louisiana for purposes other than to attend a Louisiana institution of higher education. Resident status so acquired in one public institution of higher education shall be transferable to any other such institution.

2. System institutions shall accord resident status to individuals in the following categories, and transfer to any other institution within the System shall not alter resident status so acquired.

   a. Members of the armed forces who are currently stationed in Louisiana on active duty
   b. Dependents who reside with a bona fide Louisiana resident
   c. Spouses who reside with a bona fide Louisiana resident

3. System institutions shall permit the following categories of individuals residing out-of-state to retain resident status, and transfer to any institution within the System shall not alter status.

   a. Sons or daughters whose legal and/or natural parent is a graduate
   b. Dependents or spouses who live with persons residing in Louisiana and who provide appropriate documentary evidence substantiating that they have abandoned all prior domiciles and intend to remain in Louisiana
   c. Persons who have not and are not registered for more than the equivalent of six credit hours per semester and who have resided in Louisiana in accordance with the one-year domiciliary requirement

Residence Appeals Committee

The Chancellor appoints a Residence Regulations Appeals Committee. Any student classified as a non-resident may appeal the classification to this committee.

Office of Student Affairs

The Office of Student Affairs at Southern University at Shreveport is a fundamental part of the total educational process designed to assist students both individually and collectively. The role of Student Affairs in fulfilling the University's mission is to keep the student central in all decisions and actions; enhance student growth and development; and assist in developing an institutional atmosphere, which promotes strong citizenship, diversity and equal opportunity.

Specifically, the mission of Student Affairs is to:

- **Facilitate access** to University programs and services by maintaining a student-centered philosophy;
- **Support and enhance** the learning process, student success and life planning through varied student experiences; and
- **Assist** in the total development of the student, which includes intellectually, emotionally, spiritually, socially and ethically.

Together with the University, the Student Affairs Office is committed to the principle of integrating Student Affairs programs and services into the student's total learning environment, in and out of the classroom, and fostering within each student respect and responsibility for self and members of the greater community.

Delivery of programs and services will be influenced by an ongoing assessment of student needs, the campus climate and established outcomes. It will be guided by:

- The mission of the institution;
- The scholastic achievements of our students;
- The nature of our campus;
- The staff/faculty-to-student ratio of our departments;
- Our admissions, which draw students from around the parish and surrounding parishes; and
- The learn-by-doing focus of our curricular and co-curricular activities.

The mission will be carried out through teaching and personal instruction, advisement and counseling, community service learning, internship education, organized programming and services.

Vision

The Office of Student Affairs is committed to institutional effectiveness and will be a model organization for providing programs, services, and partnerships to enhance the total learning environment of the university community through the following nine themes:

THEME 1
Engaging Students in Integrated Learning:
In Support of the Southern University at Shreveport Learn-by-Doing Philosophy

Student Affairs will provide students with opportunities for experimentation, application, involvement, and reflection through a range of programs and functions focused on engaging students in various lifelong learning experiences, both in and out of class. Learn-by-doing includes experiential learning, collective decision-making on educational issues, field-based learning, community service learning, peer instruction, and similar forms of engaging students in shared educational experiences that advance their knowledge, development, or critical thinking.

THEME 2
Building Coherent Values and Ethical Standards:
To Instill Good Citizenship and a Sense of Community Responsibility

Student Affairs recognizes that within a primarily community college learning environment, there are unique needs of students who are beginning to form a sense of autonomy, are making a transition into adulthood, and are establishing

a lifelong value and belief system. Student Affairs will enrich learning by providing opportunities for students, faculty, staff, and others to share, and act on, the values and commitments that define a global learning community. Student Affairs acknowledges that knowledge of psychosocial and cognitive development of students, and an understanding of the power and influences of the peer environment are fundamental to building systems and structures necessary to instill in students a strong and coherent system of ethics and values consistent with educated citizenship.

THEME 3
Recognizing the Demands of a Southern University Campus:
To Set High Expectations for Students by Providing Programs and Services that Lead to Their Success

Student Affairs will work with the institution as it continues to set high standards for student performance and achievement. Southern University at Shreveport has high expectations of its students. These expectations encompass a range of student experiences and competencies, including academic performance, individual and community responsibility, responsible use of time, and successful strategies to further intellectual and psychosocial development. Student Affairs is dedicated to assisting students to achieve their goals.

THEME 4
Building Supportive and Caring Communities:
To Create Responsible Citizens

Student Affairs will create safe and caring communities that value diversity, promote and expect social responsibility, recognize accomplishments, provide extensive opportunities for active learning, and foster a sense of belonging. Student Affairs will offer a comprehensive array of services to address the unique needs of the campus such as housing, health services, and psychological services. Student Affairs will enhance partnerships with departments on campus, which also support the life of the campus including public safety, emergency and risk management and campus food services.

THEME 5
Systematically Assessing Student and Institutional Performance:
Towards the Improvement of Program and Service Delivery

Student Affairs will engage in rigorous assessment and evaluation of students, educators, and institutional learning environments to achieve desired learning outcomes. This will include knowledge of research about students and their learning, skill in using assessment methods to enhance institutional and student achievement, and the ability to critically analyze, understand, and use varied sources of information about students.

THEME 6
Providing Quality Services for Students:
To Assist in Students' Success

Student Affairs will provide high-quality, efficient, and effective services for students. These will include managing human and financial resources, assessing program quality and student needs, and responding to institutional priorities and needs.

THEME 7
Dedicating Leadership and Resources:
To Define and Support the Southern University at Shreveport and Learn-by-Doing Philosophy of the University

Student Affairs will utilize financial, material, and human resources responsibly to facilitate student learning and personal development and to perform administrative functions necessary for operation of the institution.

THEME 8
Forming Institutional and Community Partnerships:
To Advance Office and University Mission and Goals

To support Southern University and the learn-by-doing philosophy of the Office and University, Student Affairs will engage in collaborative decision-making and strong working relationships to demonstrate a healthy institutional

approach to learning by fostering inclusiveness, using multiple perspectives, and affirming shared educational values. These partnerships will be with students, faculty, staff, and administration, and other constituent groups inside and outside the institution to advance student learning and meet student needs.

THEME 9
Managing the Use of Technology:
To Effectively Respond to the Changing Environment

Student Affairs will prepare for the changing technological environment by creating an integrated management plan. This plan will incorporate the needs of staff and students. Through a planned approach, the Office will allocate resources to ensure that its services and programs operate efficiently and effectively in a changing technological environment.

Student Resources

Counseling Center
Department of Enrollment Management
        Office of Admissions
        Office of Financial Aid and Scholarships
        Office of Recruitment
        Office of Student Retention Services
        Service Learning Center
Office of Student Activities and Services
Office of Testing and Assessment
Office of Student Support Services
Office of Educational Talent Search
Office of the Educational Opportunity Centers
Office of Upward Bound
        Upward Bound North
        Upward Bound South
        Upward Bound in Desoto Parish
        Upward Bound in Sabine Parish
Office of Athletics and Intramural Sports
        Women's Basketball
        Men's Basketball

COUNSELING CENTER

The Counseling Center provides services to all students at Southern University at Shreveport, Louisiana (SUSLA). The Counseling Center is a unit of the Office of Student Affairs. The Counseling Center complements and supports the University's academic mission, by providing services outside the classroom. Its purpose is to continually enhance student welfare by providing services to help students achieve a greater measure of success during their stay at Southern University.

Many students encounter a variety of personal, social, career, and academic issues that call for assistance. The Counseling Center provides confidential counseling to students in a warm, caring, and atmospheric office. Its professionally trained staff seeks to assist and treat students with sensitivity and dignity.

A variety of seminars and workshops are planned throughout the academic year to help students develop their overall academic plan. The center offers advising assistance for International Students, freshman, new transfer students, continuing students, and students transferring from Southern University to another university.

The Counseling Center offers a Health Fair during the spring semester. The Health Fair is designed to provide information to better help students and the community to understand preventing illness and promoting good health.

It offers a variety of services to students with learning, physical, and psychological disabilities. The Center acts as a liaison between students and faculty, as well as with community agencies. The Center advises SUSLA's faculty and staff on policies and procedures relevant to students with disabilities and provides general information and referral services on issues concerning disabled students.

The Counseling Center provides comprehensive one-on-one assessment and training using a web based career exploration tool for freshman and students uncertain about their major or career direction. The Center maintains job listings from local employers and updates the listings on a weekly basis to help students find employment. The Counseling Center sponsors two career fair per year to support students in their career development and pursuit of career aspirations. Career fairs occur during Fall and Spring Semesters

OFFICE OF TESTING & ASSESSMENT

The Office of Testing and Assessment Services provide students and prospective students with testing, assessment, and advisement opportunities. This department's activities are directed towards the improvement of instruction and institutional effectiveness. The Office of Testing and Assessment administers a minimum of two (2) standardized tests. The ACT Assessment (Residual) is administered to the general public before the beginning of each semester and periodically throughout registration. The Collegiate Assessment of Academic Proficiency (CAAP) Test, is an academic test that measures general education skills typically attained in the first two (2) years of college, is administered each fall semester to students with at least forty-five (45) credit hours excluding developmental education courses.

The Residual ACT assessment is used to evaluate a student's preparedness for college work and is a possible prelude to whether the student should take placement exams for continued academic advisement. It also allows students who have not tested nationally the opportunity to test and to have scores available in a timely manner at registration time. Students anticipating enrollment at Southern University at Shreveport, first-time or beginning freshman are required to take this test. The residual scores are only valid at SUSLA. The University's residual testing is supervised by the Office of Testing and Assessment Services. Students wishing to take the test should contact the Office of Testing and Assessment Services for testing fee amounts and to sign up.

The taking of the CAAP is required of all transfer students and those who have applied for graduation. The Office of Testing and Assessment Services notifies students of the test dates. The CAAP is scheduled annually and dates are published in the credit schedule and on the University website. Students are strongly encouraged to take the CAAP on the designated test date. Students who must reschedule the CAAP are charged a $36.00 fee (subject to change without advance notice), which includes the cost of additional assessment materials, shipping and handling fees.

OFFICE OF STUDENT ACTIVITIES AND SERVICES

The Southern University at Shreveport Office of Student Activities and Services is a viable and integral part of the University's student life. It provides the general student body, faculty and staff, and surrounding communities an opportunity to experience a unique facet of academic pursuit by providing cultural, social, and educational activities. These services are conducive to the learning, social interaction, and experiences of the student while matriculating at Southern University at Shreveport. The Office of Student Activities and Services includes cultural and student life, student government, clubs and organizations and student publications. The Office of Student Activities and Services is housed on the second floor of the Johnny L. Vance, Jr. Student Activity Center.

Student Organizations and Leadership Services
Southern University at Shreveport is home to a highly diverse population of student groups. There is almost certainly a club to fit your tastes, interests, and background. If not, you may start a new organization by following the steps listed in the Registering New Student Organization section of this catalog. Contact the Office of Student Activities and Services for more information about registered student organizations. All student clubs and organizations on campus are open and accessible to all students except where specific policies of exclusion are set as an appropriate part of the function of the organization. Faculty, staff, and administrators serve as sponsors and advisors for campus clubs and organizations. The student clubs and organizations include, but are not limited to, the following:

- Afro-American Society
- Biology Club
- Business Club
- Campus Newspaper
- Campus Yearbook
- Community Education for Life Transition (C.E.L.T.)
- Cheerleading Squad
- Dental Hygienic Club
- Drama Troupe
- Early Childhood Education Club
- Electronics Technology Club
- Elite Club
- Engineering Club
- Health Information Technology Association
- Hospitality Club
- International Club
- Jazzy Jags Danceline
- Library Club
- Medical Laboratory Technician & Phlebotomy Club
- Phi Theta Kappa
- Radiologic Technology Club
- Student Government Association
- University Ambassadors

Registering a New Student Organization

Any SUSLA student is eligible to register a new student organization. The following is required for registration:

- Completed application with signatures, available in the Office of Student Activities and Services
- Full-time faculty or staff member of SUSLA to serve as the organization's advisor
- Constitution and By-Laws for the organization
- Minimum of one officer (President)

Once these requirements are met, call the Office of Student Activities and Services to schedule a meeting to review your application materials for approval.

Student Government

There are two (2) governing bodies on the Southern University at Shreveport campus that serve and represent the student body. They are the Student Government Association (SGA) and the Student Activity Center Board (SCB). The Director of Student Activities and Services serves as advisor and liaison to these organizations. Students interested in the Student Government Association and the Student Activity Center Board should contact the Director of Student Activities and Services. These offices are located on the second floor of the Johnny L. Vance, Jr. Student Activity Center.

Student Government Association - The SGA represents all students enrolled at Southern University at Shreveport. This association provides a method of communication between the administration and the student body. It coordinates and sponsors along with the Office of Student Activities and Services and the SCB, a series of social, cultural and educational events. The SGA sponsors student elections that are held during the April Spring Fest of each year and the month of September each year for the Freshman Class. In these elections, officers of the Student Government Association are elected, along with Miss Southern University at Shreveport, Miss Sophomore, Miss Freshman and the Freshman and Sophomore Class officers.

The Student Activity Center Board - The SCB is an integral and vital part of the educational process, sharing the University's goal of intellectual and personal growth. It encourages self-directed activities under the supervision of the Office of Student Activities and Services. The SCB's continuing goal is the creation of an environment that fosters self-expression, debate of issues, exchanges of and exposure to new ideas, and a concern for man and his environment. It, too, coordinates and sponsors, along with the Office of Student

Activities and Services and the SGA, a series of social, cultural and educational events. Membership on the SCB is by election and appointments.

STUDENT PUBLICATIONS

The student newspaper, *The Jaguar Speaks*, is published periodically. *LaCumba*, the student yearbook, is published biannually. A committee composed of the incumbent editors, SGA officers and class officers nominates the newspaper editor and the yearbook editor to their positions. Students interested in these positions should contact the Director of Student Activities and Services. The advisors or sponsors for these organizations are chosen by the Vice Chancellor for Student Affairs and the Director of Student Activities and Services.

ATHLETICS AND INTRAMURAL SPORTS

The Southern University at Shreveport Athletic Department provides intercollegiate sports for students with the goal of providing them with the opportunity to compete with other students at the intercollegiate level. At present, intercollegiate basketball for men and women as well as golf is offered to students through the Louisiana Athletic Association of Community Colleges Conference [LAACC]. The men and women basketball teams compete in Division I basketball and are sanctioned by the National Junior College Athletic Association (NJCAA) through region #23. The Athletic Department provides an athletic environment that enhances physical, mental, psychological and social growth and development through encouraging students to compete at their full potential with proper regard given to sportsmanship and fair play.

In keeping with the city's rich heritage in pro and amateur golf, Southern University at Shreveport's newest athletic department is golf. The Region 23 Golf Team, which is the only two-year golf program Northwest Louisiana, competes in conference play against teams from Louisiana and Mississippi. Supported by funding from the Southern University Shreveport Foundation, the department recruits golfers from high schools and colleges throughout the region. For more information on the golf program, interested persons should contact the Athletics Department.

Intramural sports activities include, but are not limited to; flag football, volleyball, card game tournaments, and 3 on 3 basketball. Students interested in these activities should contact the Athletics Department.

TRIO PROGRAM

The Federal TRIO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRIO includes two outreach and support programs targeted to serve and assist low-income, first-generation college, and disabled students to progress through the academic pipeline from middle school to baccalaureate programs.

STUDENT SUPPORT SERVICES

The Student Support Services Program, which has been in operation since 1978, provides a comprehensive advisement program to meet the academic, personal, social and career planning needs of 250 participants.

The Program also sponsors:
- A National Certified Peer & Professional Tutorial Program
- Supplemental Instruction (SI)
- Transfer/Graduation Services
- Cultural Enrichment
- Educational/Motivational Seminars
- College Survival Workshop
- Computer and Software Technology Assistance Program (TAP)
- Laptop & Graphing Calculators check-out Program
- Supplemental Grant Aid Award
- Elite Club
- I.O.T.A. (Interactive Online Tutoring Access)

Emphasis is placed on assessing the abilities of students, determining their academic and psychological needs, and developing a core of services to meet their established individual needs.

Advisement - Students receive in-depth personal, career and academic advisement in individual and group sessions.

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Cultural Enrichment - Project participants are exposed to events that build or increase their cultural knowledge and enhance their educational and personal growth.

Tutorial Services/Supplemental Instruction (SI) - The Student Support Services Program provides Tutorial Services and Supplemental Instruction (SI) to assist students with special needs. The tutors and the SI leader provide assistance to Student Support Services participants, volunteers, and students who may be channeled to them by other means.

> **Tutorial Services** are offered in the core academic areas: English, Study Skills, Mathematics, Reading, Biology, Accounting and specified subjects when requested.

> **Supplemental Instruction (SI)** targets a historically difficult course such as Math 124. A SI leader attends classes, takes notes and holds group tutoring sessions for that class. The goal is to increase enrolled students' performance by improving grades.

Transfer/Graduation Services - Student Support Services provides specific and individual assistance with completing the steps necessary to successfully graduate and/or transfer to a four-year institution. Some of them are:

- Evaluation/compatibility of curricula for this institution and selected four-year institutions.
- Visitations to selected institutions
- Decision-making in career choices
- Investigation of job opportunities in fields of choices
- Workshops in developing College Survival Skills
- Applying for financial assistance (scholarships and grants)

Educational/Motivational Seminars - Seminars are held throughout the year. General objectives for these seminars are:

- To provide students with motivational information necessary for reaching their academic, social, personal and career goals.
- To give students an opportunity to meet successful individuals in the community with the intent of inspiring and motivating them to succeed in setting and reaching their goals.

Computer and Software Technology Assistance Program (TAP) - Students receive computer-aided tutorials with technological assistance and are exposed to the use of appropriate software and the Internet. Also, SSS students can checkout a laptop computer or graphing calculator to assist with homework after one (1) semester in the SSS program

Interactive Online Tutoring Access (I.O.T.A.) - I.O.T.A. provides flexible online access to academic tutoring, to a technologically assisted learning environment and responsive technology support services. Also, I.O.T.A.:

- Provides student- oriented, user friendly, and timely academic assistance
- Promotes self-sufficiency by providing access to other online information services and study aids
- Provides alternate method of tutoring for different learning styles
- Allows greater flexibility in accessibility to assistance, and
- Accessibility is available 24 hours a day

Supplemental Grant Aid - Student Support Services provides financial assistance awards to students who have demonstrated a financial need to help increase retention and academic performance.

Elite Club – The purpose of the Elite Club is to expose students to events and activities beyond the classroom and/or enhance skills that are necessary to be "totally" successful in today's society.

EDUCATIONAL OPPORTUNITY CENTERS
The purpose of the Educational Opportunity Centers Program is to provide information with respect to financial and academic assistance available for individuals ages 19 and above, desiring to pursue a program of postsecondary education, and provide assistance to such persons in applying for admission to institutions at which a program of postsecondary education is offered, including preparing necessary applications for use by admissions and financial aid officers**.**

TALENT SEARCH

The purpose of the Talent Search Program is to identify qualified youths grades 7th- 12th with potential for education at the postsecondary level and encourage them to complete secondary school and undertake a program of postsecondary education. Talent Search projects also publicized the availability of student financial assistance for persons who seek to pursue postsecondary education and encourage persons who have not completed programs at the secondary or postsecondary level to re-enter these programs.

UPWARD BOUND

The regular Upward Bound projects are designed to generate in participants grades 9th-12th the skills and motivation necessary for success in education beyond secondary school.

DEPARTMENT OF ENROLLMENT MANAGEMENT

The purpose of the Department of Enrollment Management is to develop strategies and programs which provide opportunities and services to enhance marketing, recruitment, retention and graduation rates for all students planning to attend or currently attending Southern University at Shreveport.

Office of Admissions

The Office of Admissions, located in room A-42 of the Leonard C. Barnes Administration Building, has administrative responsibility for administering the admissions policies of the University. The staff assists prospective students in completing the admissions process. Additionally, the staff assists former SUSLA students who seek readmission to the University. Students interested in applying for admission or readmission to the University should contact the Office of Admissions.

The Office of Recruitment

Provides information about SUSLA to prospective students, parents, guidance counselors and others. The staff assists students in the admission process and informs other educational institutions and agencies about SUSLA programs, policies, and procedures.

Each year, the Office of Recruitment sponsors "College Awareness Day" on the campus. Area high school students are invited to tour the campus. High school students are also allowed to interact with college students by participating in events sponsored by the Student Activities and Services Office. Students interested in enrollment at Southern University at Shreveport should contact the Office of Recruitment.

The Office of Student Retention Services

Southern University at Shreveport is committed not only to recruiting quality students, but also to providing the services and support they need while on campus. The Office of Student Retention Services is involved in activities from recruitment to graduation to connect students to campus resources to help them reach their educational goals.

The Office of Financial Aid and Scholarships

The mission of the Office of Financial Aid and Scholarships is to assist students in obtaining funds to achieve their educational potential.   The University provides assistance to students through three basic sources: grants, employment and scholarships. The primary purpose of financial aid is to provide assistance to students who, without such aid would find it difficult or impossible to attend college. Our primary source of funding is from federally funded programs. To determine eligibility, students must complete a Free Application for Student Aid (FAFSA), which takes into consideration all factors that affect a family's financial status. The FAFSA must be completed each year you plan to attend school. Students may begin the process on January 1st of each year. The FAFSA may be completed online at <u>http://www.fasfa.ed.gov</u>. SUSLA's Title IV code of 007686 must be included to ensure that the results are accessible to the financial aid staff. In addition to completing the FAFSA, students must meet the following requirements:

- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Be a U. S. citizen or eligible non-citizen
- Have a valid social security number
- Submit an official high school transcript or General Education Development (GED) certificate to the Admissions Office, if a beginning freshman

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- Certify that all federal/state student aid awarded will be used for educational purposes only by signing a Statement of Educational Purpose; which is located on the FAFSA
- Must not be in default on a federal student loan or owe a refund on a federal grant
- If male and aged 18 through 25, register with the Selective Service. Students may give Selective Service permission to register them by checking a box on the FAFSA or via the Internet at http://www.sss.gov
- Must not have earned an Associate Degree or Bachelor's Degree
- Must maintain satisfactory academic progress

A select number of students who apply for federal financial aid must verify the information submitted on the FAFSA application. Therefore, students must be prepared to submit income documents to the Financial Aid Office. All requested documents must be submitted in a timely fashion to ensure the prompt processing of financial aid requests.

Students who transfer to Southern University at Shreveport from any other college/university or vocational/technical schools must take the necessary steps to ensure that they will be eligible for financial aid as it does not automatically transfer. Official academic transcripts from all schools previously attended must be submitted. As soon as possible, transfer applicants should contact the Financial Aid Office to find out what steps should be taken to ensure receipt of aid at Southern University at Shreveport.

The law suspends aid eligibility for students convicted under federal or state law of sale or possession of drugs. Students who have been convicted of drug possession are ineligible for one year from the date of a first conviction, two years after a second conviction and indefinitely after a third conviction. Students convicted of selling drugs, are ineligible for two years from the date of a first conviction and indefinitely, after a second conviction. If eligibility is lost, a student may regain eligibility early by successfully completing an acceptable drug rehabilitation program. For more information, contact the Financial Aid Office.

Summer Eligibility
Only eligible continuing students and beginning freshmen, are considered for financial aid for Summer Sessions. Scholarships and loans are not available for summer-only enrollees.

Satisfactory Academic Progress
The U.S. Department of Education requires colleges and universities to adopt specific guidelines to monitor the academic progress of students receiving federal or state financial assistance. The regulations require the Institution to monitor student grades and number of hours attempted/earned to determine whether students are eligible to receive financial assistance. Any student that does not maintain satisfactory academic progress has the right to initiate a financial aid appeal. In such cases, students shall not be paid retroactively for terms where eligibility is lost. Additional information can be obtained in the Financial Aid Office.

Scholarships
The Southern University Board of Supervisors makes scholarships available to qualified students. Scholarships are awarded by the University Scholarship Committee and administered by the Financial Aid Office. The following University, state and private scholarships are available:

The Academic Scholarship - This scholarship is awarded to those who have demonstrated academic excellence. Recipients are selected on the basis of high school cumulative averages of 3.0 or better, ACT test scores, and/or selected recommendations. The recipient must complete at least 15 hours of college level courses each semester. Developmental courses are not accepted.

The Thelma Fisher Patterson Memorial Scholarship - This scholarship is awarded to selected students with a high school cumulative average of 2.5 or better and selected recommendations. All other recipients must maintain a grade point average of 3.0 or better by the end of the first academic year. The recipient must complete at least 15 semester hours of college level courses each semester. Developmental courses are not accepted.

Private Scholarships - Private Scholarships are often awarded by various organizations such as churches, fraternities, sororities, casinos, and Masonic and civic organizations. Not all of these are recurring awards; nor are they always made through the Institution. The most frequent awards are:

- Shreveport Rotary Club
- Kappa Alpha Psi Fraternity, Inc.
- Delta Sigma Theta Sorority, Inc.
- Alpha Kappa Alpha Sorority, Inc.
- Zeta Phi Beta Sorority, Inc.
- Alpha Phi Beta Sorority, Inc.
- Order of the Eastern Star
- National Association of University Women
- Phi Beta Sigma Fraternity, Inc.
- Louisiana Tuition Opportunity Program for Students (TOPS)
- Holiday-in-Dixie
- Annie Lowe Stiles (Community Foundation of Shreveport-Bossier)
- Omega Psi Phi Fraternity, Inc.
- Links, Inc.
- Southern University Alumni Federation - Shreveport Chapter

Grants

There are several types of grants a student may obtain at Southern University at Shreveport. They are as follows: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Leveraging Educational Assistance Partnerships, Veterans' Benefits, Vocational Rehabilitation, Armed Forces Reserve, and National Guard. For information on military-related stipends, contact the Registrar's Office.

Federal Pell Grant - The Federal Educational Amendment of 1972 established a program that entitles all eligible students to receive Federal Pell Grant awards. These awards range from $200-$4,000 for an academic year, depending on the student's eligibility as determined by the U.S. Department of Education, his/her enrollment status and the Institution's cost of education.

Federal Supplemental Educational Opportunity Grant - Southern University at Shreveport, in cooperation with the federal government, has limited funds to provide grants to eligible students. The amount of the grant is based on the individual student's financial need and the availability of funds.

Leveraging Educational Assistance Partnerships - Southern University at Shreveport, in cooperation with the Louisiana Office of Student Financial Assistance, has limited funds with which to provide grants to qualifying students. Based on a recommendation from the Financial Aid Office, students meeting the relevant eligibility requirements and demonstrating substantial financial need as determined in accordance with the state's criteria may be eligible to receive an award ranging from $100-$400. Interested students should inquire in the Financial Aid Office.

Loans

Southern University at Shreveport currently provides loans to students through the Federal Family Education Loan Program (FFELP). The FFLEP program is backed by the government and is administered by the financial aid staff to help students meet their educational goals. Repayment of the loan does not begin until the student has left school or does not enroll at least half-time, and the grace period has expired. Loans are disbursed in two installments per semester**.**

To be eligible for Federal Stafford Loans, students must submit a FAFSA. The financial aid staff will use information from the FAFSA to determine eligibility for a Subsidized FFELP loan. The federal government pays the interest that accrues on the loan while the student is in school.

The Unsubsidized Stafford Loan is not based on need and the student is responsible for paying the interest that accrues on the loan. Interest begins accruing immediately after disbursement. However, students may choose to pay the interest while in school or defer payment until repayment begins. Interest that is deferred will continue to accrue and is added to the loan principal, which is called capitalization. Capitalization increases the balance of a student's loan. As such, it is strongly suggested that students make interest payments while in school.

Student Employment

Using funds from the federal government, Southern University at Shreveport provides jobs for students who need financial assistance. Through the Federal Work-Study Program, the Office of Financial Aid arranges jobs for students' on- and off-campus with private non-profit agencies. Students are paid at least the hourly minimum wage. Interested students should apply in the Financial Aid Office.

Veterans' Benefits
Each veteran or child of a deceased or disabled veteran should apply to his nearest Veterans' Administration Office for a Certificate of Eligibility. Application should be made prior to registration. Certificates of Eligibility are sent directly to students. Students must mail the Certificate of Eligibility to the Registrar's Office for authenticating and processing.

Vocational Rehabilitation
A student who has a physical disability may obtain assistance for tuition and books through the Louisiana Department of Education (Division of Vocational Rehabilitation). Students who feel they may qualify should apply for assistance to the nearest rehabilitation office.

Service Learning
Consistent with our commitment to the total community and our mission of partnering with business and industry, the Service Learning Program at SUSLA was established in Spring 2004. Service Learning reinforces and expands student learning outside of the academic setting and places students in community agencies such as local and state government agencies, non-profits, schools and health care facilities. In addition to fostering civic engagement, students are afforded the opportunity to enhance critical thinking techniques, social interactive, business networking and many other life-long skills and abilities through meaningful, real life experiences. Effective fall 2006, all graduates receiving the Associates Degree must complete a minimum of 20 clock hours of volunteer service at an approved Service Learning partner as a requirement of graduation. In order to satisfy this requirement, students must enroll in the Service Learning course after completing 35 hours at SUSLA or in the case of transfer students with 35 accepted credit hours after their first semester of enrollment at SUSLA. Students applying to or enrolled in Allied Health Programs must enroll the SL program after completing 12 credit hours at SUSLA. In addition to the 20 clock hour requirements, students must attend three classroom meetings. The initial classroom meeting is an orientation session with professionals from the community and faculty and staff providing information on such topics as work ethics, job-seeking information, resume and cover letter writing, business ethics and others. The final meeting is a reflective meeting, which will focus on the emotional and learning experiences gained from the volunteer experience and submit the required two page essay. For more details, students should contact the Service Learning Coordinator. Students who have completed internships/clinical practicum will not be required to take the service learning project.

OTHER SERVICES

STUDENT INSURANCE
Accident and health insurance is provided to students enrolled at the University. An insurance plan is designed specifically for students of the Southern University System. All students are automatically enrolled in the insurance plan at registration and the premium for coverage is included in their tuition fees. The policy is designed to supplement any other coverage a student or his family may have. Contact the Office of the Vice Chancellor for Student Affairs or the Counseling Center for more information and to obtain an insurance brochure.

LOST AND FOUND
Articles that are lost should be turned in to the University Police. Lost articles or items may be claimed upon providing a proper description of it. Articles not claimed after sixty (60) days will be given to charity. Cash found and not claimed after thirty (30) days will be given to the person who found it. Announcements about lost items may be posted on campus bulletin boards with prior approval from the Director of Student Activities and Services.

ADA/504 COMPLIANCE
Southern University at Shreveport is in compliance with the regulations of the Americans with Disabilities Act. The Counseling Center coordinates compliance. Anyone with special needs should contact the Counseling Center and/or the Office of Human Resources.

CODE OF STUDENT CONDUCT
(Refer to Student Handbook)

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Division of Community and Workforce Development

(CWD)

The Division of Community and Workforce Development **(CWD)** provides a program of continuing education, workforce training, community-based initiatives and supportive services to respond to training and life long learning needs of our service area. In support of Southern University at Shreveport mission, the division contributes leadership and resources to increase the skills, knowledge and career opportunities of Louisianans in the area of non-credit education.

Several grant initiatives are administered through the Division of Community and Workforce Development to support a wide range of programs such as Adult Literacy, Small Business Development, Youth Services, Non-Profit Development and Workforce Skills training.

Additionally, the Office of Grants and Sponsored Programs (OGSP) reside in the division. Through which this unit provides pre/post grant services for the entire university community to include compliance. The Title III Part B-Strengthening Historically Black Colleges and Universities (HBCUs), Carl D. Perkins Vocational & Technical Education Programs and Workforce Investment Act (WIA) programs are administered through the Office of Grants and Sponsored Programs.

Mission Statement:
> The Division of Community and Workforce Development will affect positive change in the lives of youth, adults, parents, caregivers and senior citizens by addressing life long training and educational needs through integrity, dedication, service and quality programs.

Vision Statement:
> To empower people and communities through education and training that will affect positive change.

The CWD Divisional Objectives are as follows:

1. To develop and expand progressive, customized, demand-driven non-credit curriculum and training for skilled occupations in local businesses and industries;
2. To strengthen partnerships with community, state and federal agencies to meet the workforce and life-long training needs of our service area;
3. To provide capacity building assistance and services to non-profit and faith-based agencies in an effort to enhance community development;
4. To partner with university departments and academic programs in the delivery of services;
5. To provide life-long learning opportunities for the community;
6. To provide programs and services in adult basic education and workplace literacy instruction;
7. To provide youth education, career exploration and training programs;
8. To provide support services to ensure student enrollment, retention, completion and goals attainment;
9. To offer small business development opportunities as well as guidance/counseling for new/expanding business and industries;
10. To identify and implement best practices and seek regional, state and national preeminence in the delivery of programs and services.

The Division of Community and Workforce Development (CWD) is comprised of the following units:
- Department of Community Education Programs
- Department of Workforce Training Programs
- Department of Incumbent Worker Training Programs
- Department of Community Development Programs
- Department of Intake Assistance and Supportive Services

Additional units include the following:
- Office of Grants and Sponsored Programs
    - University Grant Services (Pre/Post and Compliance Services)
    - Carl D. Perkins Vocational & Technical Education Programs
    - Title III Part B, Strengthening Historically Black Colleges and Universities Program
    - Workforce Investment Act (WIA) Program

DEPARTMENT OF COMMUNITY EDUCATION PROGRAMS (CONTINUING EDUCATION)

Southern University at Shreveport Department of Community Outreach Programs offers lifelong learning opportunities for the community and individuals interested in enhancing their quality of life through professional, cultural and other leisure learning enrichment opportunities which allow for personal growth and enjoyment. Programs and/or classes support learning opportunities for the citizens of our service area.

Community Outreach Programs

- Non-Credit Continuing Education Classes
- Adult Basic Education Training/Literacy Training (GED)
- Youth Programs

Non-Credit Continuing Education Classes

Community Education provides quality training programs through non-credit courses and workshops to meet both personal and professional development needs. Continuing Education Units (CEU's) are awarded to individuals who participate in approved, non-credit activities administered by the University. A CEU is equal to ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. In no instance should the award of CEU's be equated with college credit applicable toward a degree.

Day and evening classes are available and will be provided when a reasonable number of students are enrolled. Non-credit classes are open to interested individuals without regard to the eligibility standard for admission to regular college-credit programs. The following is a partial listing of class offerings: Notary Public, Computer training, Grant Writing, Video Production, First Aid, Conversational Spanish, Swing Dance, Medical Terminology/ICD9 & CPT Coding, Standardized test preparation classes, Workplace Violence, On-line Food Safety Certification, and Microsoft Office Specialist training. Schedules are available on request and include detailed class information.

Adult Basic Education Training/Literacy Training (GED)

SUSLA offers classes that prepare individuals to take the GED test to qualify for a state-issued High School Diploma Equivalency or to enhance basic literacy skills. The department also offers Workplace Literacy for individuals seeking Workplace Literacy Certificates.

Youth Programs

Community Education offers a variety of after school and summer programs designed to address the interest and needs of the youth in our community. ***Technical Preparation (Tech Prep) Programs*** create linkages between high schools and post secondary institutions. The objective of Tech Prep is to merge the last two years of high school with postsecondary education into a comprehensive educational experience.

High school juniors and seniors may take articulated courses in chosen career pathways/program of study at their school that meet high school graduation requirements and prepare them to transfer to SUSLA. Successful students make a seamless transition from high school to college with advanced skills, credit for work completed in high school, scholarship opportunities and a sense of career direction. The program typically culminates with the awarding of an associate degree, certificate or credentials needed to enter the workforce.

The *Youth Entrepreneurial Program – BIZCAMP* provides inner city middle and high school students with comprehensive training in all aspects of operating a business. BizCamp also exposes students to high technology through the internet via BizTech, an interactive business education tool designed by Microsoft especially for BizCamp students, and on-line wholesale ordering and purchasing of products from distribution warehouses. Upon graduation from the camp, students will have experienced life on a college campus, toured several businesses, completed in a business plan competition, and presented their business ventures to local business owners. BIZCAMP is a partnership between program founder and organizer, Inner City Entrepreneurial (ICE) Institute, SUSLA and Caddo Parish Schools.

The *Youth NetWORK Initiative ™ (YNI)* provides varied preparatory services for youth in designated communities. The YNI program is a collaborative effort between local agencies and Southern University. The program serves youth between the ages of 14 and 21 to train in basic skills, career exploration, leadership development, occupational training and promotion of school completion/GED.

Proposed additions to Community Education Programs at the University include the following:
- Senior Citizens Academy
- Kidz Kollege
- Conference and Seminar Planning
- Family Development Institute

DEPARTMENT OF WORKFORCE TRAINING PROGRAMS

Workforce Development offers employability skills training to students seeking workplace skills and professional development. The program also provides services to companies and organizations that need assistance in career/skill assessments for their employees. Certification programs, short-term workforce training programs, and other customized programs that provide a seamless transition from school to career are available. The department also provides various supportive services and training for small business development initiatives. Being aware and responsive to the changing needs of the labor market is a crucial requirement of the department for Workforce Training Programs. New programs will come online as needs are clearly demonstrated and funding is available to train. The department will partner with secondary schools and post-secondary programs (credit programs) to establish seamless approaches to student career development as they matriculate to and through the Workforce Training programs.

Workforce Training Programs
- Small Business Development Initiatives
- Brownfields Worker Training Program
- Construction Trades Training Program
- Other Workforce Training Initiatives

Small Business Development Initiatives

Workforce Development provides support for small business development. SUSLA has a micro-business enterprise incubator program - *Small, Women and Minority Owned Business Incubator Program*. This program provides a full range of business assistance for new and expanding businesses. It provides an environment in which an agency can learn effective business practices while actually engaging in business operations. Specialized services are provided to assist small businesses with services such as office management and financial planning, marketing and technology/technical assistance. Seminars and other training programs are also provided. SUSLA is in the process of building a new incubator facility entitled the *Martin Luther King Business Development Center* that will offer small business development services and other support service programs for nonprofits.

SUSLA participates in the *Small and Emerging Business Development (SEBD)* program. The SEBD is a partnership between SUSLA and the Department of Louisiana Economic Development. The SEBD program is provided to increase the viability and competitiveness of Louisiana's small and emerging businesses by providing business and technical training and assistance.

SUSLA offers small business development training in partnership through the *Business and Entrepreneurial Skills Training (BEST)* program. BEST is a partnership between Southern University at Shreveport, Louisiana State University at Shreveport (LSUS) Small Business Development Center, City of Shreveport Department of Community Development, Greater Shreveport Chamber of Commerce and Bossier Chamber of Commerce. The BEST program targets those who are seriously considering starting or have recently started a small business. The program provides

training in the following areas: business plan development, record keeping, marketing, cash flow projection, risk management, business tax requirements, and financing. BEST is a twelve week training program.

The division of Community and Workforce development recently instituted the ***Business Opportunity Grant (BOG)*** program in partnership with the City of Shreveport. The Business Opportunity Grant Program is an initiative funding by the City of Shreveport that aims to encourage businesses to improve the appearance of their facilities as well as improve their capacity through the purchase of equipment. The program also is designed to promote neighborhood revitalization through the rehabilitation of exteriors, facades, and landscapes. This program will benefit the community by removing blight, expanding the tax base, and increasing the economic vitality of distressed neighborhoods.

Brownfields Worker Training Program
The SUSLA Brownfields Worker Training Program is designed to provide training to individuals over the age of 18 who live in areas that are impacted by environmental problems. Upon completion of the program, participants receive certification in one or more of the following areas:

- Asbestos Training
- Lead Abatement
- Bio Remediation
- Hazardous Materials
- Mold Remediation
- First Aid/CPR

Participants receive training in two components: Basic Skills and Technical Training. This program provides students an opportunity to revitalize neighborhoods that are impacted by environmental problems.

Construction Training
The Construction training program provides training in the following areas: General Construction, First Aid/CPR, Job Readiness, Life Skills and Workplace Safety. On the job training is provided through partnerships with local contractors.

Other Workforce Training Initiative
The Department of Workforce Training programs develop *noncredit* training solutions based on the demonstrated needs of the community. Presently the department has recently developed and trained students in the following:

- Pre-Employment Skills
- Child Development Associate (CDA)
- A+ Certification
- Office Occupations

Some of the projected training industries for the next two to three years include:

- Retail
- Medical
  - Certified Nursing Assistant (CNA)
  - Medical Assistant
- Computer Technology
- Hospitality/Customer Service
- Entrepreneurship

DEPARTMENT OF INCUMBENT WORKER TRAINING PROGRAMS (IWTP)
The Department of Incumbent Worker Training Programs (IWTP) was formed to assist business and industry in addressing the training needs of its workforce. With frequent changes in technology and skill and educational requirements in the workforce -- from "right" sizing to out-sourcing -- it is imperative that businesses – small and large -- secure and maintain a talented management team and workforce to maintain a competitive edge in their specific industry. It is also the goal of the IWTP department to collaborate with business and industry to develop training curriculums geared toward current and future needs of their company, as well as, our state's diverse workforce. By assisting business and industry in making provisions for ongoing training for its employees, this strategy helps to ensure that the employees will remain knowledgeable, proficient and competent in their job skills,

thereby creating a more productive and profitable economy. The training site location is based on the needs of the company. Grant-assisted programs are available.

Incumbent Worker Training Program (IWTP)
The Incumbent Worker Training Program (IWTP) was created by the Louisiana Department of Labor (LDOL) to assist business and industry in developing/upgrading the skills of their existing

employees. The IWTP is a partnership comprised of the LDOL, employers and training providers. As a training provider, Southern University at Shreveport (SUSLA) collaborates with Louisiana employers by assisting them in the completion of their application for funding, developing training curriculums, overseeing the training process and disbursement of funds after the employer's application has been approved. It is the expectation that the training will result in the creation of new jobs, the retention of jobs that otherwise may have been eliminated, and an increase in wages for the trained workers.

To be eligible for participation in the IWTP, businesses must have operated in Louisiana and contributed to the state's Unemployment Insurance System for at least three years. Additionally, an employer or consortium of employers with similar needs must have a minimum of 15 employees to be trained. It is imperative that employers seeking an IWTP grant make a long-range commitment to employee training.

Small Business Employee Training (SBET) Program
The IWTP Small Business Employee Training Program (SBET) is designed to benefit business and industry by assisting in the skill development of existing employees through individual, standardized (off-the shelf) training.

Employers are reimbursed for tuition and required textbooks and manuals once the training has been completed and proper documentation has been submitted to the Louisiana Department of Labor (LDOL). Training costs cannot exceed $3,000 per trainee per state fiscal year (July 1 – June 30).

Training can consist of:
1. Classes, either non-credit or credit, at an educational institution under the policy or direct management authority of the LA Board of Regents. Training providers must be domiciled in Louisiana, contribute data to LOIS Scorecard, and show a demonstrated history of successful training in the area of instruction to be provided;
2. Training from a manufacturer or their representative within one year of the purchase of equipment valued at more than $3,000 where the training is not otherwise incorporated into the purchase price of the equipment;
3. Training from a manufacturer or their representative to upgrade computer skills; or
4. Training from a national, regional, or state trade association that offers an independently certified training curricula and testing, which can demonstrate a successful training history of at least five years.

DEPARTMENT OF COMMUNITY DEVELOPMENT PROGRAMS
The Department of Community Development Programs mission is to partner with people and communities with a primary focus on homeownership initiatives, nonprofit/faith-based capacity building and community planning. The unit works to unite and empower community residents, business leaders and governmental entities to develop and revitalize the community through the planning and implementation of programs that promote social, economic, and civic improvements for its businesses, residents, and social institutions. Presently the unit supports the following programs:

- Homebuyer Education
- Housing Assistance (IDA)
- Faith Based Services
- Non-Profit Services

DEPARTMENT OF INTAKE ASSISTANCE AND SUPPORTIVE SERVICES

The Department of Intake Assistance and Supportive Services provides a combination of highly individualized career exploration, assessment, and planning to potential Southern University at Shreveport students and trainees. The IAC maintains a records management program for accurate tracking of training conducted through the division of Community and Workforce Development.

The Center serves as a key contact point for the community and potential employers, offering up-to-date information on internships and training programs. Students are also provided with support services necessary for success in the workplace. The services include:

- Recruitment Services
- Career Assessments and Exploration
- Counseling
- Program Enrollment
- Records Maintenance
- Job Placement
- Social Service Referrals
- Information Center

THE OFFICE OF GRANTS AND SPONSORED PROGRAMS (OGSP)

The mission of the Office of Grants and Sponsored Programs (OGSP) is to provide a wide range of services to assist faculty and staff with obtaining funding for sponsored projects from a variety of sources, including state and federal agencies and corporations. The Office serves as the clearinghouse for the submission of proposals, performance reports, and the overall management of grants.

Guidelines for Basic Proposal Development

Funding agencies' application guidelines usually provide the framework for the sequence and content of the proposal. While the format will vary from one agency to another, a sponsor usually requests certain basic components. These basic components include: (1) project summary; (2) project narrative; (3) introduction/review of literature; (4) needs statement/statement of problem; (5) objectives; (6) plan of action/methodology; (7) personnel; (8) facilities and resources; (9) time-frame; (10) evaluation; (11) publication/dissemination; (12) appendices; (13) budget; (14) vitae/bibliographical references; and (15) letters of endorsement.

Review and Submission of Proposals

To ensure compliance with policies and procedures of sponsoring agencies as well as those of the institution, all proposals for extramurally funded projects must be submitted for review to the Office of Grants and Sponsored Programs. Faculty and staff are urged to submit completed proposals at least ten (10) working days before the deadline date; especially, federally-sponsored applications because these require the preparation of extensive assurances, as well as, statewide clearinghouse review. OGSP will use the following criteria to review proposals for recommendation of approval by the Chancellor of Southern University at Shreveport Louisiana:

- Clarity and succinctness;
- Relevance of documentation to support need/problem addressed;
- Benefits/anticipated results of the project;
- Consistency of the proposal format with guidelines, such as page limitations, type size, criteria to be addressed, etc.
- Salaries: Whether proposed salaries are in line with current salaries. Are fringe benefits calculated properly and are salary increases calculated for multi-year grants, or for proposed grant periods which overlap the University's fiscal year? *(Fiscal Affairs)*
- For all federal proposals, evidence of compliance with Office of Management and Budget (OMB) Circular A-21, the cost principles governing use of federal funds.

NOTIFICATION OF FUNDING

A written notification of award is transmitted to the Office of Grants and Sponsored Programs (OGSP) by the funding agency. The award notification will set forth all terms and conditions of the grant or contract. The terms and conditions should include the following information:

- Agency Award Number
- Award period
- Award amount

- Principal Investigator
- Terms of acceptance
- Other applicable information whether listed or incorporated by reference
- Authorized signature of the awarding agency

Award documents should be transmitted to the OGSP by the funding agency. In the event that the award document is received by the PI/PD, it should be transmitted to the OGSP immediately. Upon receipt of the award notification, the OGSP will review the award to ensure that it complies with the original proposal. The Office will then confer with the principal investigator and other administrators to discuss and resolve any discrepancies.

CARL D. PERKINS PROGRAM

The Office of Carl D. Perkins Programs at Southern University at Shreveport is funded through the Carl D. Perkins Vocational and Technical Education Act of 1998. Administered by the Louisiana Community and Technical College System, the Carl D. Perkins Vocation and Technical Education Act is a source of federal funding to support the continuous improvement in vocational, career and technical education. This funding is allocated yearly to eligible post-secondary institutions with approved organized programs offering a coherent sequence of courses that are directly related to preparing individuals with skills necessary for successful employment in current or emerging occupations requiring other than a four-year degree.

Additional information about Perkins is available through the United States Department Education.

TITLE III PART B, STRENGTHEN HISTORICALLY BLACK COLLEGES AND UNIVERSITIES PROGRAM

This program provides financial assistance to HBCUs and HBGIs to establish or strengthen their physical plants, financial management, academic resources, and endowment-building capacity. Activities may include student services, educational equipment acquisition, facility construction, and faculty and staff development.

Types of Projects

Funds may be used for the purchase, rental, or lease of scientific or laboratory equipment. Also supported are the construction, maintenance, renovation, and improvement of instruction facilities. Funds support faculty exchanges and the development of academic instruction in disciplines in which black Americans are underrepresented. Projects may support the purchase of library materials as well as tutoring, counseling, and student service programs. Also supported are: funds and administrative management; joint use of facilities; establishment or improvement of development offices; establishment or enhancement of programs of teacher education; and establishment of outreach programs.

WORKFORCE INVESTMENT ACT (WIA) FUNDING OPPORTUNITIES

WIA is designed to enhance customer choice through a system of Individual Training Account (ITA) vouchers, while assuring program quality through a provider certification system. SUSLA is a state approved training provider through the provider certification system. The intent of WIA is to empower individuals by allowing them to choose the program of training or education they need, giving them the information to make informed decisions, and increasing accountability and quality among providers. The WIA funding is available for individuals to fund short-term training programs that have been approved by the local workforce investment board (WIB). To qualify for the funding to attend the training programs, applicants must meet specific requirements such as being low income. WIA funding is an excellent means to accomplish workforce training.

Enhancement and Freshman Studies

The Department of Enhancement and Freshman Studies is the academic unit responsible for the educational experiences and personal growth of beginning freshmen during the period of transition from high school to college. The Department provides academic support for all students who have not demonstrated proficiency in basic skills required to successfully complete college-level courses.

The academic unit offers the various support services to freshmen, including enhancement courses (reading, English, mathematics), Freshman seminars, study/survival skills, mentoring programs, tutorial programs, and outreach programs. The general goal of this Department is to prepare students for successful matriculation at the University.

Systematic instruction is provided in reading, English, and mathematics. Additional computer-assisted instruction is provided to meet the specific needs of students. The systematic practice and reinforcement experiences are provided to allow students opportunities to raise their achievement levels so that they can make a successful transition into college-level courses in the shortest time possible.

ACT & Placement Test Criteria:

The University requires all first-time, full-time freshmen to take the ACT (American College Test). Students who score 18 and above are assigned to college-level courses. Additionally, the University administers other placement examinations to students who score below 18 on the ACT in the subject areas of English, Reading, and Mathematics. Students who perform below a specified level on these tests are required to enroll in enhancement courses designed to improve skills and maximize success in college. Students remain in these courses until they reach the required level to exit. The requirements for **placement** in enhancement courses are as follows:

Reading 093	Placement Score of 8.5 or below
Reading 094	Placement Score of 8.6 – 9.9
Math 091	Placement Score (Computation) of 28 or below
Math 092	Placement Score (Elementary Algebra) of 24 or below
English 089	Written Essay (Judged by the English Department)
English 090	Written Essay (Judged by the English Department)

Upon enrollment into the enhancement courses, students must maintain an overall Grade Point Average (G.P.A.) of 2.00 or better. At the end of each semester, students are administered a Post-Test in each subject area. The required G.P.A. and/or the Post-Test score criteria to **exit** the enhancement courses are as follows:

Reading 093	Post-Test Score of 10.0 or above **and** an overall G.P.A. of 2.00 or Better. (Those students who score between 8.6 – 9.9 **and** have a 2.00 or better G.P.A. are required to enroll in Reading 094.)
Reading 094	Post-Test Score of 10.0 or above **and** an overall G.P.A. of 2.00 or Better
Math 091	Post-Test Score (Computation) above 28 **and** a 2.00 or better G.P.A. **(ALL students who enroll in Math 091 are required to enroll in Math 092.)**
Math 092	Post-Test Score (Elementary Algebra) of 24 or above **and** a 2.00 or better G.P.A.
English 089	Passing Recommendation on written Essay (Judged by the English Department) **and** a 2.00 or better G.P.A.
English 090	Passing Recommendation on written Essay (Judged by the English Department) **and** a 2.00 or better G.P.A.

Freshman Seminar Courses

FROR 110   Freshman Seminar - This course is required of all freshmen. It is designed to familiarize the student with the history and purpose of the school, administrative systems, regulations, important habits of daily living, the use of the library, study problems and vocational and educational information.

FROR 111   Freshman Seminar and Laboratory - This course is designed to increase students' success in college by helping them learn pertinent information and develop survival skills. Topics include time planning, college orientation, test-taking, study techniques, career planning motivation, library use and personal issues. In addition, general and program specific assemblies and group activities are implemented to enhance career development and planning, intrapersonal and interpersonal interests, communication and cultural experiences. Emphasis is focused on student accountability.   This course is required of students taking two or more developmental education courses and may be taken in place of FROR 110 Freshman Seminar.

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Suggested Courses of Study

Southern University at Shreveport offers associate degrees and certificate programs. A student who plans to obtain a bachelor's degree from a senior college or university should arrange his/her program at SUSLA to meet the requirements of the particular senior college to which he/she plans to transfer. Academic Advisors have copies of the General Education Articulation Matrix for public institutions of higher learning in the State of Louisiana.

The academic advisors are available to discuss academic programs with any student. The following pages of this catalog contain courses of study that either meet the first two years of the degree requirement of representative senior colleges and universities or provide necessary preparation for a terminal associate degree.

Students are strongly encouraged to consult with their academic advisors, especially if adjustments in the suggested courses of study are necessary as a means of complying with the specific requirements at another institution of higher learning. Students not planning to pursue a degree program may take any course or courses at their discretion as long as prerequisites are met. However, every student is encouraged to graduate from Southern University at Shreveport with an associate degree or certificate.

For simplicity of presentation, courses of study at Southern University at Shreveport have been divided into five areas: Allied Health Sciences, Behavioral Sciences/Education, Business Studies, Humanities, Science, Technology and Nursing.

DEGREES AND CERTIFICATES OFFERED

Southern University at Shreveport offers courses of study leading to the following degrees and certificates:

ASSOCIATE OF APPLIED SCIENCE
- **Aviation Maintenance Technology**
- **Criminal Justice Administration**
- **Dental Hygiene**
- **Electronics Technology**
- **Funeral Services Administration**
- **Health Information Technology**
- **Radiologic Technology**
- **Respiratory Therapy**

ASSOCIATE OF SCIENCE
- **Accounting**
- **Biology**
- **Business Management**
- **Chemistry**
- **Computer Science**
- **Early Childhood Education**
- **Human Services**
- **Mathematics**
- **Medical Laboratory Technician**
- **Nursing**
- **Surgical Technology**

ASSOCIATE OF GENERAL STUDIES
- **General Studies**

CERTIFICATE OF TECHNICAL STUDIES
- **Airframe/Powerplant Maintenance Technology**
- **Child Development**
- **Computer Information Systems**
- **Computer Network Technology**
- **Day Care Administration**
- **Dialysis Technician**
- **Emergency Medical Technician – Basic**
- **Food and Beverage Management**
- **Hospitality Operations**
- **Music Technology**
- **Paralegal Studies**
- **Phlebotomy**
- **Polysomnography**
- **Web Development**

Core Curriculum Requirements

The Core Curriculum/General Education Requirements allow the student a wide choice of courses to complete matriculation at the University. The courses provide a common base of knowledge, values, and skills essential to the education of each student. The goals of these general education requirements are that program completers shall attain appropriate competencies such as to communicate effectively in oral and written English; to read with comprehension; to reason abstractly and think critically; to understand numerical data and statistics; to understand the scientific method; to be familiar with key technological and informational applications; to learn independently; to recognize and appreciate cultural diversity; to understand the nature and value of the fine and performing arts; to develop a personal value system while retaining a tolerance for others; and to understand the American political and economic system.

To obtain an Associate Degree from Southern University, a student must complete the following:

CTS – Certificate of Technical Studies – No General Education Requirements

CAS - Certificate of Applied Science

English (Composition)	3 semester credit hours
Mathematics	3 semester credit hours
Natural Sciences	0 semester credit hour
Humanities	3 semester credit hours
Fine Arts	3 semester credit hours
Social/Behavioral Sciences	3 semester credit hours
Computer Literacy	3 semester credit hours
Freshman Studies	1 semester credit hour
	19 credit hours

AAS – Associate of Applied Science

English (Composition)	3 semester credit hours
Mathematics	3 semester credit hours
Natural Sciences	3 semester credit hours
Humanities	3 semester credit hours
Fine Arts	0 semester credit hour
Social/Behavioral Sciences	3 semester credit hours
Computer Literacy	3 semester credit hours
Freshman Studies	1 semester credit hour
	19 credit hours

AS – Associate of Science

English (Composition)	6 semester credit hours
Mathematics	6 semester credit hours
Natural Sciences	6 semester credit hours
Humanities	3 semester credit hours
Fine Arts	3 semester credit hours
Social/Behavioral Sciences	3 semester credit hours
Computer Literacy	3 semester credit hours
Freshman Studies	1 semester credit hour
	31 credit hours

AA – Associate of Arts

English (Composition)	6 semester credit hours
Mathematics	6 semester credit hours
Natural Sciences	6 semester credit hours
Humanities	3 semester credit hours
Fine Arts	3 semester credit hours
Social/Behavioral Sciences	6 semester credit hours
Computer Literacy	3 semester credit hours
Freshman Studies	1 semester credit hour
	34 credit hours

A – Associate (non-designated)

English (Composition)	6 semester credit hours
Mathematics	3 semester credit hours
Natural Sciences	6 semester credit hours
Humanities	3 semester credit hours
Fine Arts	3 semester credit hours
Social/Behavioral Sciences	6 semester credit hours
Computer Literacy	3 semester credit hours
Freshman Studies	1 semester credit hour
	31 credit hours

ENGLISH. CAS and AAS degrees shall require the successful completion of at least three hours of English Composition. AA, AS, A (non-designated) degrees shall require the successful completion of at least six hours of English Composition.

MATHEMATICS. CAS, AAS, AA, and A (non-designated) degrees shall require the successful completion of at least three hours of Mathematics, beginning at a level no lower than college algebra. AS degrees shall require the successful completion of at least six hours of Mathematics at a level no lower than college algebra.

NATURAL SCIENCES. Biological (e.g., Biology, Biochemistry, Botany, Zoology) and Physical Sciences (e.g. Chemistry, Geology, Physics, Astronomy/Meteorology). AAS degrees shall require the successful completion of at least three hours of any biological or physical science. AA, AS, and A (non-

designated) shall require the successful completion of at least six hours of natural science in any biological or physical science.

HUMANITIES. (e.g., Literature, Foreign Language, History, Communications, Philosophy, Classical Studies, Religious Studies, Interdisciplinary). The CAS degree shall require the successful completion of either Humanities, Fine Arts, or Social/Behavioral Sciences. The AAS, AA, AS, and A (non-designated) degrees shall require the successful completion of at least three hours of Humanities.

FINE ARTS (e.g., Music, Visual Arts, Applied Arts, Theatre, Dance, Interdisciplinary). The CAS degree shall require the successful completion of three hours of either Humanities, Fine Arts, or Social/Behavioral Sciences. The AA, AS, A (non-designated) degrees shall require the successful completion of at least three hours of Fine Arts.

SOCIAL (e.g., Economics, Geography, History, Anthropology, Political Science, International Studies, Interdisciplinary) and BEHAVIORAL (e.g., Psychology, Sociology) SCIENCES. The CAS degree shall require the successful completion of three hours of either Humanities, Fine Arts, or Social/Behavioral Sciences. The AAS and AS degree shall require the successful completion of at least three hours of Social/Behavioral Sciences. The AA and A (non-designated) shall require the successful completion of at least six hours of Social/Behavioral Sciences; three of these hours must be at the sophomore level.

Associate of General Studies

The Associate of General Studies Degree program is designed to meet the needs of almost every student on campus. While certain courses are required of everyone, a broad range of areas of concentration and electives allows the student to design a degree plan that matches individual career and educational objectives. This includes students interested in the humanities, the sciences, business, or even certain technical fields. The degree will serve as a foundation for further study for those students who desire to pursue a baccalaureate degree.

The general studies curriculum allows the student a wide choice of subjects. Areas of concentration include: business, behavioral sciences, humanities and science and technology. The degree plan must be developed by the student and a faculty advisor. The plan should be filed with the Registrar's Office no later than the end of the subsequent semester after declaring a general studies major.

Senior liberal arts colleges generally require at least sixty (60) semester credit hours of core curricula requirements. Therefore, those students planning to transfer to such schools are advised to consult the designated Associate of General Studies program advisor(s) for additional core curricula courses.

ASSOCIATE OF GENERAL STUDIES REQUIREMENTS

To obtain an associate of general studies degree a student must complete the requirements listed in the following areas:

I. GENERAL EDUCATION 30-34 semester credit hours. Courses listed on pages 63-64 under General Education/Core Curriculum Requirements.

II. AREA OF CONCENTRATION -18 semester credit hours. A minimum of eighteen semester credit hours must be earned in the area of concentration. At least six semester credit hours must include 200 level courses. In Business Administration nine semester hours must be earned in any single area of Accounting, Business Management, and Hospitality. Areas of concentration are:

Art	
Biology	Mathematics
Biomedical Equipment Technology	Music
Business Administration	Physics
Chemistry	Political Science
Computer Science	Pre-Engineering
Dance	Pre-Professional Health Programs
English	Psychology
Environmental Science	Secondary Education
French	Science
Health and Physical Education	Sociology
Health Studies	Speech/Communication
History	Speech Pathology
Hospitality	Spanish
Journalism	Theatre Arts

III. RELATED COURSES -12 semester credit hours. A minimum of twelve semester credit hours must be earned in an area other than the field of concentration. Six semester credit hours must include 200 level courses. The courses may include art, behavioral sciences, computer science, foreign language, music, speech, accounting, business management, and hospitality.

IV. ELECTIVES - 3 semester credit hours. The remaining hours are electives and must be chosen with the approval of an academic advisor. A total of 65 semester credit hours are required.

Division of Academic Outreach Programs

The Division of Academic Outreach Programs is comprised of four departments: Distance Learning, Dual Enrollment, Off-Campus Satellite Program, and Weekend and Evening Programs.

Department of E-Education

The department of E-Education is responsible for electronic education at Southern University at Shreveport. In addition to the flexible learning environment, the department offers online courses, which convert the older classrooms into new, "smart" learning spaces. The "world-as-a-classroom" will take students on virtual trips to programs in allied health, computer science, mathematics, business, science and even foreign languages. The department also offers another form of electronic education in compressed video courses. In this wireless classroom environment, students and instructors, separated by distance, are electronically linked by cutting edge audio/video technology. The trend of these specialized videoconferencing-equipped classrooms is to allow students and instructors to communicate naturally in a "face-to-face extended wall" environment. Another form of electronic education available through the department is a web-enhanced component added to traditional classroom courses. Students accessing these courses via the Blackboard Learning System, will be able to retrieve supplementary lecture notes, course materials, slides and other course documents, assignments, tests and exams.

The **Blackboard Learning System** is a Web-based server software platform that offers academic course enhancement, management and communications. SUSLA faculty utilizes Blackboard to provide an enhanced learning environment that includes online course content such as:
- Online announcements
- Storage of course documents (syllabus, readings, etc.)
- Electronic submission of assignments
- Online quizzes and surveys
- Online grades viewable by individual students in a secure environment
- Online threaded discussion (asynchronous)
- Online chat (synchronous)
- Online course calendar
- Group work areas for student team projects (includes group chat, discussion, file sharing)
- Email (to groups, individuals or entire class)
- Instructor-definable links

Instructors and students can access materials at any time from any computer with an Internet connection. SUSLA's Blackboard Learning System is accessed by logging on to the SUSLA web page at *www.susla.edu* and clicking the *Blackboard* link.

Department of Dual Enrollment

Dual Enrollment provides students an early start toward earning a college degree while concurrently enrolled in high school. It allows students to make a smooth transition from one educational level to another without experiencing delays, duplication of course work, or loss of credit.

The Dual Enrollment program shall be restricted to the enrollment of an eligible secondary student in a postsecondary course creditable towards a certificate or an associate degree. Students can earn one-half Carnegie unit per course toward a high school diploma and three hours of college credit per course at Southern University at Shreveport. Students enrolled in postsecondary instruction that is not creditable toward a high school diploma shall not be classified as dual enrollment.

However, this dual enrollment agreement will not prohibit enrollment of students in SUSLA courses separate from the agreement. Credit hours earned are transferable to any accredited institution of higher education in the country.

Student Eligibility

> Students who are eligible for dual enrollment must meet the current enrollment requirements for both institutions and:

- Have a minimum of 3.0 (on a 4.0 scale) for a cumulative grade point average;
- Be classified as a junior or senior in good standing, and have 12 or more Carnegie units;
- Meet the admission requirements of Southern University at Shreveport;
- Provide acceptable results on the American College Test (ACT) or Scholastic Aptitude Test (SAT);
- Pay the current dual enrollment tuition rate ($100.00 per course), a $5.00 one time application fee; and
- Maintain a "C" or better average and remain in good standing in every class to remain in the Dual Enrollment program.

Department of Off-Campus Satellite Program

SUSLA embarked on this educational initiative designed to institute course offerings at off-campus sites in the institution's service area. This measure is intended to facilitate the enrollment of students who otherwise are unable to travel to any of the existing campus centers to attend classes. A need for this service exists at the current off-campus sites and several other locales at which SUSLA has yet to establish sites. Among them are Alexandria (Rapides Parish), Caddo Middle Technology Center (Caddo Parish), Galilee Baptist Church (Caddo Parish), Highland Center (Caddo Parish), Jonesboro High School (Jackson Parish), LA Technical College-Natchitoches (Natchitoches Parish), LA Technical College- Ruston (Lincoln Parish), LA Technical College- Sabine (Sabine Parish), LA Technical College-Shreveport (Caddo Parish), Shreveport Fire Academy (Caddo Parish), Small Women and Minority Owned Business Incubator (Bossier Parish), Stonewall Baptist Church (Bossier Parish), Webster Parish Alternative Center (Webster Parish)

Weekend and Evening Programs

The Weekend and Evening Department is responsible for the coordination of all evening and weekend instructional activities. The Director works in close collaboration with the Division Chairs in identifying courses to be offered in the weekend and evening programs

The Weekend and Evening Program provides an opportunity for students to pursue their educational goals during the evening hours and on the weekend. Anyone whose family or job responsibilities make it difficult to attend regular classes during the week is a perfect candidate for the Weekend and Evening Program. Students can earn an Associate degree in two years and/or certificates by attending class only on Friday nights, Saturdays and/or Sundays.

Students who wish to enroll in the Weekend and Evening programs should be willing to make a commitment to attend each scheduled class. Missing even one class in the Weekend or Evening Programs can make it very difficult to make up missed work.

Educational Support Services including library, tutoring, computer labs and a writing center are available for evening students. Student services, such as guidance and counseling, financial aid, career and job placement are also available through extended service hours. These services are designed to assist students in achieving their educational and professional goals.

General Education Courses in the Arts and Sciences are offered for students desiring to complete the Associate's Degree and transfer to a 4-year institution for a Baccalaureate degree. Developmental courses that improve the basic skills of students whose academic foundation needs strengthening are available. Applied Science and technical programs designed to prepare students for employment and updating their technical skills are available as well.

Division of Allied Health Sciences

The Division of Allied Health Sciences (DAHS) is a comprehensive and holistic program whose mission is to promulgate a premier division by: fostering an atmosphere conducive to producing the highest level of proficiency and performance through a Spirit of Unity – with Respect, Accountability and Productivity as essential elements; nurturing students with the utmost academic and professional excellence; and supporting the institution in achieving quality education for its students and total community commitment.

 DAHS commits to serve students who are in pursuit of a career in the health-related professions with the best possible health care education. Teaching excellence and sincere concern for each student is the heart of its existence. Partnerships and collaborative efforts are maintained with health-care organizations throughout its service area in a perpetual attempt to stay abreast of cutting-edge information and technology.

As the largest and most diversified overall instructional unit at Southern University, the Division of Allied Heath Sciences offers seven (7) associate degrees and four (4) certificate programs. These programs prepare competent, entry-level health care personnel who possess the knowledge, skills and attitudes commensurate with the expectations of each profession, the health-care arena, and the public at large.   The eleven (11) programs of DAHS include:

Associate Degree Programs
Dental Hygiene
Funeral Services Administration
Health Information Technology
Medical Laboratory Technology
Radiologic Technology
Respiratory Therapy
Surgical Technology

Certificate of Technical Studies Programs
Dialysis Technician
Emergency Medical Technician - Basic
Phlebotomy
Polysomnography

DENTAL HYGIENE

The Dental Hygiene program of Southern University at Shreveport awards an Associate of Applied Science Degree in Dental Hygiene. The students learn to perform clinical services that contribute to the maintenance of good oral health. The program's offerings include learning experiences from a variety of disciplines to provide a diverse foundation for science and dental hygiene.

ADMISSION REQUIREMENTS

The Dental Hygiene program offers clinical instruction in its educational program as required by the Commission on Dental Accreditation of the American Dental Association. Admission to the program is by determined annually during the Spring semester by competitive application

Admission Regulations:

- Obtain application packet for the dental hygiene program and complete by March 31st of the year admission is sought. All selections will be made once a year following the end of the Spring semester.
- Arrangements must be made to have official transcripts sent by each college attended. These should be sent directly to the dental hygiene program by March 31st of the year in which admission to the program is sought.
- A personal interview with the Dental Hygiene Admissions Committee is required.
- Two confidential recommendations on the forms provided, submitted directly to the Dental Hygiene program. At least one recommendation by one of applicants' instructors.
- Student **must** complete a minimum of 15 semester credit hours at Southern University at Shreveport. No exceptions will be made to this regulation.
- Student must have earned a minimum of a 2.8 uncorrected cumulative grade point average (4.0 scale) in all previous college course work.
- Student must have earned a minimum of a 3.0 grade point average (4.0 scale) in the required science courses for the program.
- Students admitted to the dental hygiene program will be bound by all rules and regulations set forth by Southern University at Shreveport and the Dental Hygiene Program. Failure to do so will result in dismissal from the program.
- An official copy of the candidate's scores on the Health Occupations Basic Entrance Test (HOBET). HOBET scores will be added to students' selection scores to the Dental Hygiene Program .   Study guides may be obtained by visiting www.eriworld.com on the internet or by calling 913-362-4600 for Educational Resources, Incorporated.
- It is recommended that students complete BIOL 200, 215, 220, 222; CHEM 130 courses within the 5 years prior to the semester of application to the dental hygiene program.
- Students must complete all the following prerequisite courses by the termination of the Spring semester during which application is made to the dental hygiene program. Grade of "C" or better is required in these courses:

FROR	110 or 111	1 semester credit hour
BIOL	200	4 semester credit hours
BIOL	220	4 semester credit hours
BIOL	222	4 semester credit hours
CHEM	130	4 semester credit hours
DHYG	101	1 semester credit hour
MATH	130	3 semester credit hours
ENGL	110	3 semester credit hours

ASSOCIATE OF APPLIED SCIENCE IN
DENTAL HYGIENE

FIRST SUMMER SESSION

	No.	Course	Cr.
BIOL	215	Nutrition	3
SOCL	210	Intro. to Sociology	3
SPCH		Speech Elective *	3
CMPS	101	Intro to Comp Concepts	3
	TOTAL		12

FIRST SEMESTER

No.		Course	Cr.
DHYG	120	Clinical Dent. Hyg. Orient.	1
DHYG	121	Clinical Dent. Hyg. Tech.	2
DHYG	122	Dental Anatomy	1
DHYG	123	Head & Neck Anatomy	2
DHYG	124	Oral Hist. & Embryol.	2
DHYG	125	Fundamentals of Dental Radiology	2
		Humanities Elective **	3
TOTAL			13

SECOND SEMESTER

No.		Course	Cr.
DHYG	126	Clinic Lecture	2
DHYG	127	Clinic I	2
DHYG	128	General & Oral Pathology	2
DHYG	129	Preventive Dentistry	1
DHYG	130	Public and Community	1
DHYG	131	Pharmacology for Dental Hygienists	2
PSYC	210	Gen. Psychology	3
TOTAL			13

SECOND SUMMER SESSION

	No.	Course	Cr.
DHYG	214	Periodontics	2
DHYG	216	Clinic II	1
DHYG	217	Clinic Lecture II	1
	TOTAL		4

THIRD SEMESTER

No.		Course	Cr.
DHYG	215	Dental Materials	2
DHYG	218	Periodontics II	2
DHYG	219	Clinic III	3
DHYG	220	Clinic Lecture III	2
DHYG	221	Local Anesthesia & Pain Control	2
TOTAL			11

FOURTH SEMESTER

No.		Course	Cr.
DHYG	224	Clinic IV	4
DHYG	225	Clinic Lecture IV	2
DHYG	226	Survey of Dental Specialties	1
DHYG	227	Ethics, Jurisprudence & Practice Mgmt.	1
DHYG	228	Seminar	1
DHYG	229	Directed Study	1
TOTAL			10

TOTAL SEMESTER CREDIT HOURS: 63
* Choose from SPCH 131, 200 or 210
** Choose from Music, ENGL 200 or above, Foreign Language, Speech, or Journalism

DIALYSIS TECHNICIAN PROGRAM

The Dialysis Technician is professionally trained to function as a member of a team of dialysis caregivers. Specifically, this professional is trained not only in the maintenance of the dialysis equipment (dialyzer or artificial kidney), but also in the procedures of hemodialysis of patients with End Stage Renal Disease (ESRD), commonly known as kidney failure.

The Dialysis Technician Program is offered in collaboration with several Dialysis Centers in the Shreveport/Bossier City area. The program is designed as a 2-semester certificate program that provides both academic and clinical experiences in hemodialytic patient care at affiliated dialysis centers. The goal of this program is to provide the health care community of northwest Louisiana with trained and certified dialysis technicians who are prepared to work in hemodialysis facilities and provide appropriate patient care to patients with kidney failure.

DIALYSIS TECHNICIAN
(Certificate of Technical Studies Program)

FIRST SEMESTER				SECOND SEMESTER			
	No.	**Course**	**Cr.**		**No.**	**Course**	**Cr.**
DYLT	101	Intro. to Hemodialysis	2	DYLT	107	Dialyzer Reprocessing	2
DYLT	103	Renal Anat. & Phys.	3	DYLT	109	Water Treatment	2
DYLT	105	Hemodialysis Principles Devices & Procedures	3	DYLT	112	Hemodialysis Pract. II	8
DYLT	110	Hemodialysis Pract. I	4				
TOTAL			12	TOTAL			12

TOTAL SEMESTER CREDIT HOURS: 24

EMERGENCY MEDICAL TECHNICIAN – BASIC

The Emergency Medical Technician - Basic (EMT-B) is "an individual who has successfully completed a State Bureau of Emergency Medical Service approved training program based on the United States Department of Transportation curriculum for EMT-B, and who has received Louisiana Certification and National Registration". Thus, the proposed EMT-B program will provide students with training in all aspects of pre-hospital basic emergency medical care and life support. The curriculum includes instruction in Cardiopulmonary Resuscitation (CPR), Automated External Defibrillation (AED), other Basic Life Support Skills, Spinal Packaging, Airway Management, Patient Assessment, varied aspects of Trauma, and Ambulance Operations.

EMERGENCY MEDICAL TECHNICIAN – BASIC
(Certificate of Technical Studies Program)

****Only taught in the Spring Semester****

SPRING SEMESTER

No.	Course	Cr.
EMBT 200	Emergency Medical Technician Lecture	9
EMBT 201	Emergency Medical Technician Practicum	12
TOTAL		21

TOTAL SEMESTER CREDIT HOURS: 21

FUNERAL SERVICES ADMINISTRATION PROGRAM

THE ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM AT SOUTHERN UNIVERSITY AT SHREVEPORT IS ACCREDITED BY THE AMERICAN BOARD OF FUNERAL SERVICE EDUCATION. Therefore, graduates of this program are eligible to take the National Board Examination (NBE). Students applying for admission into this program are advised to contact their respective state boards of funeral services regarding that state board's approval of this particular program of instruction.

The Funeral Services Administration Program is one of 11 academic programs offered by the Division of Allied Health, the largest and most diversified instructional unit at this University. This program offers a curriculum comprised of 69 semester hours of didactic and clinical courses in addition to 6 prerequisite hours. The focus of the program is funeral services administration, which includes funeral directing, funeral home management, and embalming. The training provided in this program will equip students with the knowledge and skills necessary for the handling of human remains, the directing of funerals, and the servicing of bereaved families. Professional courses cover funeral home management, business law, clinical embalming, mortuary science, and funeral service practices. After graduating from the program the graduate must complete a year apprenticeship under a licensed funeral director or embalmer in order to receive funeral service licensure. Upon receiving licensure, the licensed embalmer and/or funeral director may seek professional entry-level employment as a funeral director, embalmer, or related industry position.

Like all other Allied Health education programs, the Funeral Services Administration program seeks to provide a quality education for its students, preparing them for careers in technical and occupational fields. Guided by these principles and beliefs, the central aim of the Funeral Services Administration program is the recognition of the importance of the funeral service administration personnel as (1) members of a human service profession, (2) members of the community in which they serve, (3) participants in the relationship between bereaved families and those engaged in the funeral service profession, (4) professionals knowledgeable about any complaint with federal, state, provincial/territorial, and local regulatory guidelines, as well as (5) professionals sensitive to the responsibility for public health, safety and welfare in caring for human remains.

An application for admission to the University may be obtained from and returned to Southern University at Shreveport, Office of Admissions, 3050 Martin Luther King, Jr. Drive, Shreveport, LA 71107. Also, prospective students may apply online via the University's website at www.susla.edu to expedite the processing of applications. Official transcripts from all previous colleges attended, evidence of a high school diploma or General Equivalency Diploma, and ACT or SAT scores are required for admission. Students being admitted into this program are expected to be able to meet the physical performance standards for the funeral service profession. Also, applicants are required to complete an interview with the Funeral Services Administration Interview Committee.

Admission Requirements:

Students wishing to apply for admission to the Funeral Services Administration Program must:
1. Meet the general admission criteria of the University
2. Successfully complete of at least sixteen (16) semester hours of coursework at Southern University at Shreveport
3. Complete outlined prerequisite courses as depicted by the FSA Curriculum;
    ➢ FROR 110 Freshman Seminar (1 credit hour)
    ➢ FSAD 101 Introduction to Funeral Services (2 credit hours)
    ➢ CMPS 101 Introduction to Computer Concepts (3 credit hours)
4. Complete an application to the Funeral Services Program
5. Submit three (3) letters of reference
6. Submit an official transcript(s) from each college or university attended
7. Submit a short narrative of intent

The program has the following objectives:

- To enhance the students' background and knowledge of the funeral service profession.
- To educate students in every phase of funeral services, and to help enable them to develop the proficiency and skills necessary for the funeral services profession.
- To educate students concerning the responsibilities of the funeral services profession to the community at large.
- To emphasize high standards of ethical conduct.
- To provide a curriculum at the post secondary level of instruction.
- To encourage research in the field of funeral services.

Program requirements for graduation:

The Associate Degree of Applied Science in Funeral Services Administration is conferred upon students when the following conditions have been met:

- Successful completion of all required courses
- Achievement of an overall grade point average (g.p.a.) of 2.0 or higher in all Funeral Services courses.
- Sitting for the National Board Examination 45 days prior to graduating from the University.
- Clearance of all indebtedness to the University.

Southern University at Shreveport

ASSOCIATE OF APPLIED SCIENCE IN
FUNERAL SERVICES ADMINISTRATION

FIRST SEMESTER					
	No.	**Course**	**Cr.**		
ENGL	110	Freshman English I	3		
MATH	127	Allied Health Math	3		
BIOL	220	Human Anatomy I Lecture & Lab	4		
FSAD	115	Funeral Services Mgmt & Directing	3		
FSAD	124	Embalming Chemistry	3		
TOTAL			16		

SECOND SEMESTER			
No.	**Course**	**Cr.**	
ENGL 111	Freshman English II	3	
BIOL 222	Human Anat. & Phys. Lecture & Lab II	4	
FSAD 225	Funeral Services Microbiology	3	
MATH 130	Adv. College Algebra	3	
PSYC 210	General Psychology	3	
TOTAL		16	

SUMMER			
No.	**Course**	**Cr.**	
FSAD 226	Funeral Services Pathology	3	
ACCT 160	Accounting	3	
HUMA	*Elective (Lit., Foreign Language, Communications)	3	
TOTAL		9	

THIRD SEMESTER			
No.	**Course**	**Cr.**	
SPCH 131	Oral Communication	3	
FSAD 221	Funeral Services Law & Ethics	3	
FSAD 200	Embalming I Lec.	3	
FSAD 201	Embalming I Lab	1	
FSAD 210	Restorative Art Lec.	3	
FSAD 211	Restorative Art Lab	1	
TOTAL		14	

FOURTH SEMESTER			
No.	**Course**	**Cr.**	
FSAD 220	Small Business Admin.	3	
FSAD 230	Embalming II Lec	3	
FSAD 231	Embalming II Lab	1	
FSAD 250	Bereavement Counseling	3	
FSAD 270	Funeral Services Seminar	1	
FSAD 291	Office & Arrang. Pract.	3	
TOTAL		14	

Prerequisites: FROR 110 or 111 Freshman Seminar (1 credit hour)
FSAD 101 Intro to Funeral Services (2 credit hours)
CMPS 101 Intro to Computer Concepts (3 credit hours)

*Choose from one: Foreign Language, Communication, Journalism and English (literature)

TOTAL CREDIT HOURS: 69

ASSOCIATE OF APPLIED SCIENCE IN HEALTH INFORMATION TECHNOLOGY

The Health Information Technology Program of Southern University at Shreveport prepares graduates for careers as health information technicians in various healthcare organizations. Dedicated to excellence in education, this program fosters a learning environment through the enhancement of technical competency skills and critical thinking utilizing a wide range of instructional methodologies.

The courses offered in the Health Information Technology curriculum provide the student with technical knowledge in such areas as coding for reimbursement and research purposes, qualitative and quantitative health record analysis, legal aspects, record numbering and filing systems, information system applications, and electronic health record concepts. The curriculum combines the classroom setting, web-enhanced/online coursework, work in a simulated laboratory, and hands-on experience in the clinical setting.

It is the policy of this program that students may not take the responsibility or the place of qualified staff. However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction by a Clinical Site Supervisor. Students may be employed in the field of study outside regular educational hours, provided the work does not interfere with regular academic responsibilities. The work must be non-compulsory, paid, and subject to standard employee policies.

An Associate of Applied Science Degree in Health Information Technology is awarded upon successful completion of all academic and clinical experiences.

The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics Information Management Education (CAHIIM). Program graduates are, therefore, eligible to take the national certification examination administered by the American Health Information Management Association. After successfully passing the examination, graduates obtain and use the credential RHIT (Registered Health Information Technician).

Commission on Accreditation for Health Informatics Information Management Education (CAHIIM)
233 N. Michigan Avenue – Suite 2150
Chicago, Illinois 60601
(312) 233-1131

American Health Information Management Association (AHIMA)
233 North Michigan Ave., Ste. 2150
Chicago, IL. 60601-5800
(312) 233-1100

Program Academic Admission Requirements

Students wishing to apply for admission to the Health information Technology Program must:
- Meet the general admissions criteria of the University
- Successfully complete the following prerequisite courses:

CMPS 101	Intro to Computer Concepts	3 credit hours
ENGL 110	Freshman English	3 credit hours

In addition, students must:
- Complete an application for admission to the Health Information Technology Program
- Score on the ACT or University Placement Test sufficient to place in college level courses
- Provide a copy of official transcripts form other colleges or universities attended
- Achieve a cumulative grade point average (GPA) of 2.5 and/or better in high school and in previous college course work
- Complete an interview with the Program Director and selection committee (if applicable)

Program Progression Requirements

In order to achieve progress status and remain in good academic standing, the student must:

- Pre-advise with a Health Information Technology instructor/advisor each semester and update the degree plan
- Maintain a cumulative grade point average (GPA) of 2.0 or higher
- Take a professional courses in sequence and earn a grade of "C" or better in each for both the professional and non-professional components of the Health Information Technology curriculum (or permission of the Program Director)
- Achieve a satisfactory evaluation for each clinical practice experience resulting in a "C" or better
- If a grade of "D" or below is earned in a non-professional course, the student may progress, provided that the course is not a prerequisite to a course in the professional component of the Health Information Technology curriculum.
- Successfully complete the Entry Level Review Seminar at the end of the first year course work
- Agree/consent to criminal background checks prior to entering the clinical phase of the program

Program Requirements for Graduation

The Associate Degree of Applied Science in Health Information Technology is conferred upon a student when the following conditions have been met:

- Successful completion of all required courses
- Achievement of an overall grade point average (GPA) of 2.0 or higher in all Health Information Technology courses
- Successful completion of the Advanced Review Seminar at the end of the second year of coursework
- Clearance of all indebtedness to the University

ASSOCIATE OF APPLIED SCIENCE IN
HEALTH INFORMATION TECHNOLOGY

FIRST SEMESTER

	No.	Course	Cr.
HITG	103	Medical Terminology	3
HITG	105	Health Data Content & Struct.	3
HITG	107	Health Data Content & Struct. Lab	1
FROR	110/111	Freshman Orientation	1
ENGL	111	Freshman English II	3
BIOL	220	Anat & Phys (lect & lab)	4
SPCH	Elective	Spch 131, 200, 210	3
TOTAL			18

SECOND SEMESTER

	No.	Course	Cr.
HITG	108	Comp. Appl. for Healthcare Prof.	2
HITG	109	Legal Aspects of Health Information	3
HITG	203	Healthcare Delivery Systems	2
HITG	208	Intro. to Medical Science	3
MATH	130	Adv.College Algebra	3
BIOL	222	Anat & Phy. II (lect. & lab)	4
TOTAL			17

SUMMER SESSION

	No.	Course	Cr.
HITG	209	Entry Level Review Seminar	1
HITG	214	Healthcare Statistics & Research	2
HITG	218	Basic Coding (Lect. & Lab)	3
	TOTAL		6

THIRD SEMESTER

	No.	Course	Cr.
HITG	215	Info. Technology & Systems	3
HITG	219	Quality Mgt. & Info. Standards	3
HITG	220	Intermediate Coding (lect)	3
HITG	221	Intermediate Coding (lab)	1
HITG	241	Prof. Practice Experience I	3
BEHAV. SCI ELEC.		(PSYC or SOCL)	3
TOTAL			16

FOURTH SEMESTER

	No.	Course	Cr.
HITG	222	Adv. Coding (lect/lab)	3
HITG	223	Billing & Reimbur. Methods	3
HITG	233	Organizat. Resources & Mgt	3
HITG	242	Prof. Practice Experience II	2
HITG	243	Adv. Review Seminar	1
HUMA		Humanities Elective (ENGL, SPCH, Foreign Lang., Jour)	3
TOTAL			15

TOTAL CREDIT HOURS: 72

PREREQUISITE COURSES

CMPS	101	Intro. to Computer Concepts
ENGL	110	Freshman English

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MEDICAL LABORATORY TECHNICIAN

Medical Laboratory Technicians (MLT) are health-care professionals skilled in the performance of laboratory procedures, which aid in the diagnosis, prognosis, treatment, and maintenance of the health of the patient. They perform a variety of procedures using intricate and sophisticated instrumentation. As a component of the profession of Medical Laboratory Technicians [also known as Clinical Laboratory Science (CLS)], MLTs are vital members of the health-care team and contribute significantly to the delivery of quality health care. With the influx of new laboratory procedures, knowledge, and instrumentation, there is an increasing need for MLTs. The student contemplating the profession should possess such personal attributes as interest in the sciences, self-motivation, dedication, discipline, a strong desire to help people, and must have high moral, academic and ethical standards. Technical standards include manual dexterity and visual acuity (normal color vision).

The Medical Laboratory Technician program is a two-year program fully accredited by the National Accrediting Agency of Clinical Laboratory Sciences, 8410 West Bryn Mawr, Suite 670, Chicago, Illinois, phone number (773) 714-8880, Fax number (773) 714-8886. The program prepares students for employment as technicians in hospital laboratories, physicians' offices, and other types of clinical laboratory facilities. The curriculum is designed to develop well-rounded individuals and is not limited to the technical skills of the profession. Courses are intended to develop the educational, cultural and social needs of the student. Courses are provided in the natural sciences, behavioral sciences, liberal arts and in the clinical laboratory sciences (which include a clinical practicum at area hospital laboratories). Faculty of Southern University at Shreveport work closely with the affiliated hospitals to ensure the quality and standards of education are maintained.

PROGRAM ENTRANCE REQUIREMENTS

Admission into the program is competitive and based on selected entrance criteria:

- ➢ Program application are available in the Program Director's office in March
  Deadline for completion of application packet is March 31st.
- ➢ Have completed 12 credit hours at SUSLA prior to admission to the clinical program
- ➢ College transcript(s)
- ➢ Brief narrative of intent
- ➢ Three (3) letters of reference
- ➢ GPA of 2.5 or better
- ➢ Specified prerequisite courses
- ➢ Interview with MLT interview committee

Applicants must be 18 years of age and be in sufficient mental and physical health to meet the minimum clinical performance standards. The standards are listed in the Admissions Packet.

Admission into the program is predicated upon completion of prerequisites courses (with a grade of "C" or higher) by the terminus of the spring semester of application. Prerequisite courses include academic and professional courses and are as follows:

Course No.	Course Name	Semester Credit Hour(s)
FROR 110 or 111	Freshman Orientation	1
BIOL 200	General Microbiology	4
CMPS 101	Computer Concepts	3
BIOL 220	Human Anat. /Phys. I	4
BIOL 222	Human Anat. /Phys. II	4
CHEM 130	General Chemistry	4
MLTC 101	Introduction to MLT (Medical Ethics)	3
PSYC 210	General Psychology	3
FIAR Elective	MUSC, ARTS, THEATER, or DANCE	3

An application for acceptance must be submitted along with three letters of recommendation. It is the student's responsibility to complete the application before he/she will be considered for entrance into the clinical program. Students selected for entry will be chosen by an interview panel composed of Allied Health Faculty and clinical laboratory scientists from local clinical affiliations. The number of students selected for the clinical program is predicated upon the number of clinical spaces available.

Upon admission:

➢ Students are required to purchase uniforms and supplies ~ thus an entrance fee of $60.00.

➢ Students must be able to pass a Physician's Physical Examination, present evidence of current immunizations, Hepatitis vaccination and TB screening prior to entering the clinical setting.

➢ As mandated by the Program's Clinical Affiliate, all clinical students are subject to criminal background checks and drug screening.

➢ Students selected are required to maintain and demonstrate exceptional scholastic abilities at all times. Provided a student makes a final grade of a "D" or "F" in any of the professional courses, he/she will not be able to continue in the program the following semester.

➢ Upon successful completion of course work, clinical competency examinations, and a final comprehensive exit examination, Southern University at Shreveport will grant an associate of applied science degree in Medical Laboratory Technology.

➢ The student is then eligible to sit for the American Society for Clinical Pathologists (ASCP) and/or the National Certification Agency (NCA) nation registry examinations for certification.

ASSOCIATE OF SCIENCE IN MEDICAL LABORATORY TECHNICIAN

FIRST SUMMER SESSION

	No.	Course	Cr.
MATH	130	Adv. College Algebra	3
ENGL	110	Freshman English I	3
PHLE	101	Introduction to Phlebotomy	3
SPCH		Elective*	3
		TOTAL	12

FIRST SEMESTER				SECOND SEMESTER			
	No.	Course	Cr.		No.	Course	Cr.
MLTC	262	Clin. Immun. /Serol.	2	MLTC	263	Clin. Blood Bank I	3
MLTC	266	Clin. Chemistry	3	MLTC	261	Clin. Hematology I	3
MLTC	264	Clin. Microbiology I	3	MLTC	267	Clin. Micro. II	3
ENGL	111	Freshman English II	3	MATH	127	Allied Health Math	3
		Humanities Elective**	3	MLTC	275	Clin. Chemistry II	3
TOTAL			14	TOTAL			15

SECOND SUMMER SESSION

	No.	Course	Cr.
MLTC	269	Clin. Blood Bank II	3
MLTC	268	Clin. Hematology II	3
MLTC	265	Clinical Urinalysis	3
		TOTAL	9

THIRD SEMESTER				FOURTH SEMESTER			
	No.	Course	Cr.		No.	Course	Cr.
MLTC	273	Clinical Practicum I	9	MLTC	274	Clinical Practicum II	9
				MLTC	270	Clinical Review	4
TOTAL			9	TOTAL			13

TOTAL SEMESTER CREDIT HOURS: 72

*Choose from SPCH 131, 200 or 210
**Choose from ENGL 200 or above, Speech, Foreign Language, or Journalism

PHLEBOTOMY
(Certificate of Technical Studies Program)

Phlebotomists are health care professionals skilled in the procurement of blood and in facilitating the specimen collection process. The main function involves obtaining patient's blood specimens by venipuncture and microsampling techniques. Other duties involve facilitating the collection and transportation of other clinical specimens and processing specimens for the laboratory analysis.

The Program prepares students for employment in clinical laboratory facilities, generally under the supervision of the appropriate technologist. The curriculum includes courses concerned with instruction in general education and phlebotomy. Technical skills are acquired through a clinical practicum, which is a competency based system designed to prepare students for the workforce. Upon successful completion of the coursework, Southern University at Shreveport will grant a certificate in phlebotomy education. The student is then eligible to sit for the National Phlebotomy Registry.

Admission into the clinical practicum is competitive and based upon the number of clinical spaces available at local affiliated hospitals and other types of clinical facilities. Students are selected based on set criteria which include approval from the program's admission committee.

Accrediting Agency:
National Accrediting Agency of Clinical Laboratory Sciences
8410 W Bryn Mawr Suite 670
Chicago, Illinois
Phone: 773-714-8880
Fax: 773-714-8886

Admission into the program is competitive and based on selected entrance criteria:
- High school diploma or equivalent
- Program application are available in the Program Director's Office in October
  Deadline for completion of application packet is October 31st.
- College transcript(s) if applicable
- Brief narrative of intent
- Three (3) letters of reference
- GPA of 2.0 or better
- Introduction to Phlebotomy 101 is **only** offered in the Fall Semester. This course must be completed **prior** to the clinical phase of the program which is offered **only** in the Spring Semester.
- Interview with Phlebotomy Interview Committee
- Applicants must be at least 18 years of age and be in sufficient mental and physical health to meet the minimum clinical performance standards. The standards are listed in the Admissions Packet

Upon Admissions:
  - Must be able to pass a Physician's Physical Examination, present evidence of current immunization, Hepatitis vaccination, and TB screening prior to clinical setting.
  - Students are required to purchase uniforms and supplies.
  - As mandated by the Program's Clinical Affiliate, all students are subject to criminal background check and drug screening.

ACT and Placement exams are required. Developmental courses may be necessary to begin the curriculum.

FIRST SEMESTER				SECOND SEMESTER			
	No.	Course	Cr.		No.	Course	Cr.
PHLE	101	Intro to Phlebotomy	3	PHLE	110	Medical Ethics and Law	3
ALLH	210	Medical Terminology	3	SPCH		Speech Elective	3
PSYC	210	General Psychology	3			(131, 200 or 210)	
BIOL	210	Survey Anatomy	3	PHLE	210	Clin. Phlebotomy Pract.	9
		or					
BIOL	220	Human Anatomy & Phy	4				
		Lec & Lab I					
CMPS	101	Computer Concepts	3				
TOTAL			14/15	TOTAL			15

TOTAL SEMESTER CREDIT HOURS: 29/ 30

POLYSOMNOGRAPHY
(Certificate of Technical Studies Program)

Polysomnographic (PSG) Technology is an Allied Health specialty used in the diagnosis and treatment of sleep disorders. Polysomnography technologists perform tests to record electro-encephalography (EEG), the study of electrical activity of the brain, electro-oculography (EOG), the study of electrical activity of the eye, and electromyography (EMG), the study of electrical activity of muscles and study of electrical activity of the heart, as well as the effect of sleep on the respiratory system. Technologists are involved in collecting, analyzing and evaluating test results as well as various treatment methods.

Polysomnography Technologists are currently utilized in research and in clinical application. Most technologists are employed in hospitals. Technologists are also employed in accredited independent sleep laboratories, physician offices, and in homecare companies.

Admission to the clinical practicum is competitive and based upon the number of clinical spaces available at local affiliated hospitals, independent sleep laboratories, and other types of clinical facilities. Students are selected based on set criteria, which include approval from the program's admission committee.

Admission criteria:
- High school diploma or equivalent
- Program application
- College transcript(s) if applicable
- Brief narrative of intent
- Three (3) letters of reference
- GPA of 2.5 or better
- Interview with Polysomnography Interview Committee

ACT and Placement examinations are required. Developmental courses may be necessary to begin the curriculum.

FIRST SEMESTER				SECOND SEMESTER			
	No.	Course	Cr.		No.	Course	Cr.
MATH	127	Allied Health Math	3	PSMG	102	Polysomnography II	3
SPCH	131	Oral Communication	3	PSMG	103	Polysomnography Practicum	12
BIOL	210	Survey of Human Anatomy & Physiology	3				
PSMG	100	Polysomnography I	3				
PSMG	101	Neurophysiology of Sleep	3				
TOTAL			15	TOTAL			15

TOTAL SEMESTER CREDIT HOURS: 30

RADIOLOGIC TECHNOLOGY

Program Mission

The Radiologic Technology program of Southern University offers an Associate of Applied Science, which prepares students for careers in Radiography. Dedicated to excellence in Radiography Education, the program promotes an environment which fosters the development of critical thinking, creativity, problem solving and cooperative learning through a wide range of instructional methods. The Program's offerings include learning experiences from a variety of disciplines to provide a diverse foundation for science and radiography. Using the classroom and clinical setting as the main thrust for enhancing the learning process, students are prepared to function as qualified radiographers in hospitals, clinics, and physicians' offices.

Program Goals

Goal 1- To provide an Associate Degree program, which will aid graduates in sitting for the certification examination as Radiographers through the American Registry of Radiologic Technologists.

Goal 2- To educate students to become competent entry level technologists.

Goal 3- To provide qualified radiographers to meet the needs of the community.

Goal 4- To provide a solid foundation whereby graduates may specialize and or pursue further studies.

Program Overview

The radiography curriculum consists of general and clinical education. General education is concerned with instruction in the humanities, basic sciences, mathematics, and computer technology. The clinical course work in radiography utilizes a competency-based system and provides students with instruction in professional radiography to prepare them for an active role in the profession. The program is accredited by Joint Review Committee on Education for Radiologic Technology (JRCERT).

Admission

Admission to the clinical phase of the program is competitive and limited by the number of clinical slots that are available at local affiliated hospitals. Students must have the approval of the admissions committee in order to enroll in any clinical portion of the program. Prior to obtaining this approval, the student is strongly encouraged to pursue studies in the general education portion of the program. **Application packets are available in the Program Director's Office in March. Application packets are due May 30th.**

Program Entrance Requirements

- Applicants must be at least 18 years of age and be in sufficient mental and physical health to meet the minimum clinical performance standards. The standards are listed in the Admissions Packet.
- Students accepted into the program must be able to pass a physician's physical examination and drug screening, present evidence of Hepatitis vaccination TB screening and must be current on all other immunizations prior to entering the clinical setting.
- Students must have at least twelve (12) hours of study at Southern University at Shreveport prior to admission to the clinical program.
- Applicants must be willing to work with low levels of radiation exposure and with sick and disabled patients.
- Applicants who have been arrested, charged with, convicted of, pled guilty of nolo contender for any felony or misdemeanor other than a minor traffic citations must seek clarification of eligibility to sit for the ARRT Registry Exam prior to enrollment in this course of study. The ARRT maintains standards of conduct and a felony conviction may exclude an applicant. As mandated by the program's clinical affiliates all clinical students are subject to criminal background checks.

In addition, applicants must:
- Complete an application for admission to the Radiologic Technology program.
- Complete at least sixteen (16) hours of observation in Radiology
- Submit an official transcript from all colleges/universities attended attached to application.
- Submit a copy of ACT scores
- Achieve a cumulative grade point average of at least 2.5 in the prerequisite courses and a 2.5 overall grade point average.

Academic Requirements

- Possess a high school diploma or equivalent
- Have completed twelve (12) hours at SUSLA
- Have a score on the ACT or the University Placement Test sufficient to place the student in college level courses
- Possess a strong education background in Biology/Science
- **Have a 2.5 cumulative GPA or higher.** It is recommended that students enroll in and successfully complete as many general education courses that are a part of the curriculum, prior to enrollment in the clinical portion of the program.
- Prior to entry into the program, students must successfully complete the following prescribed core curricular courses as well as the prerequisite courses. (with a "C" or higher)

Intro to Computer Concepts	3 semester credit hours	CMPS 101
Speech	3 semester credit hours	SPCH 131, 200, or 210
Human Anatomy and Phys. Lec & Lab	4 semester credit hours	BIOL 220
Human Anatomy and Phys. Lec & Lab	4 semester credit hours	BIOL 222
Freshman English I	3 semester credit hours	ENGL 110
Adv. College Algebra	3 semester credit hours	MATH 130
Medical Terminology	3 semester credit hours	ALLH 210

Program Requirements for Graduation

- Students must receive a minimum grade of a "C" in <u>ALL</u> professional courses to remain in the program. If a student receives below a "C" in any of the professional courses, he/she will be dismissed from the program. A student may reapply for readmission into the program if the student fails a professional course.

- Students will be given the exit exam at the end of the second Summer Term. Students must pass the exit exam with a 77% average or better.

- Students must successfully complete the final challenge of the clinical competency based system utilized by this program. The student will be withheld from graduation until the clinical education system has been mastered.

- A minimum cumulative GPA of **2.0** must be achieved in order to graduate from Southern University at Shreveport.

- Students who are unsuccessful in passing the exit exam on the first attempt will be given an "I" grade and required to attend remediation sessions provided by program faculty.

- In the interim period between the end of the summer semester and midterm of the fall semester, students will be given the opportunity to retake the exit exam in thirty (30) day increments during the remediation process.

- Successful completion of the exit exam is required prior to midterm of the Fall semester. Failure to comply with this requirement will result in the student receiving a grade of "F"

Progression in the Radiologic Technology Program

A student is allowed to progress in the Radiologic Technology Program provided competency is demonstrated in required didactic and clinical courses at the end of each semester. In order to achieve progress status and remain in good academic standing, the student must:

1. Achieve a minimum grade of C (77%) in all professional courses
2. Complete Physical exam and Drug Test
3. Maintain continuous enrollment in the Radiologic Technology curriculum sequence.
4. Maintain current certification in CPR for health professionals.
5. Maintain current TB screening.

Grading Scale

        100-93   A
         92-85   B
         84-77   C
         76-70   D
        69-below F

NON-PROGRESSION

Failure to meet Academic Requirements

A student who does not achieve a C or better in any RADT course may not continue in the program sequence. In order to achieve progression status after failure to earn a grade of C or better in a Radt course, the student must repeat the course. A student may repeat only one course in the Radt curriculum. The students must achieve a grade of C or better in all remaining courses throughout the Radt curriculum in order to continue progression.

Readmission/Re-entry Following Placement in Non-Progression Status

A student who has not achieved a satisfactory grade of C or better is placed on non-progression status and must apply for re-admission to the Radiologic Technology Program.

1. Complete and return an application for readmission to the Division of Allied Health with the Application Fee.
2. Submit a letter with the application to the Program Director requesting readmission, explaining the circumstances under which you left the program and specific actions taken to increase the potential for success in the program.
3. Students will be permitted to repeat only one course in the Radiologic Technology Program. Students will be allowed one readmission/re-entry. Readmission/re-entry is not guaranteed. The Radiologic Technology Admissions Committee will evaluate all applications for readmission and make recommendations to the Division Chair and the Dean of Allied Health.

Dismissal Policies

Dismissal Radiologic Technology Program for Academic Reasons

A readmitted student who fails to achieve a grade of C or better for a repeated course will be dismissed from the program. The student may not apply for readmission nor re-enroll in the program. A student that withdraws from the program after re-entry may not apply for readmission nor re-enroll in the program.

Radiologic Technology Program Dismissal for Clinical Reasons

A student who engages in behavior in the clinical area, which negatively affects a patient's status, violates a patient's confidentiality, or fail to adhere to program policies may be dismissed from the program. Any student who is dismissed for clinical reasons may not reenroll.

Failure to Achieve/maintain satisfactory Clinical Performances

In order to achieve satisfactory performance in the patient care setting, each student is expected to meet the Competency Standards and conduct himself/herself in a manner consistent with course requirements and objectives, program and school policies. Any behavior that is not consistent with the competency standards, course requirements and objectives, program and school policies will result in a clinical grade less than satisfactory (77%). A grade less than satisfactory is evident by behavior in any patient care setting, which may jeopardize a patient's physical and /or psychological safety. A grade less than satisfactory also includes unprofessional and uncaring behaviors, inability to perform or obtain the required number of competencies, or the failure to integrate didactic and clinical objectives. A grade of less than a C (77%) will result in the student immediate removal from the program.

Dishonesty

A student found guilty by the Southern University Disciplinary Committee of any of the following will be dismissed from the Radiologic Technology program and may be subject to University sanctions:

A. Academic cheating
B. Plagiarism
C. Unauthorized possession of examinations

D.   Falsification of patient or agency records
E.   Falsification of Southern University documents
F.   Illegal possession, sale, use or distribution of drugs
G.   Illegal possession of weapons
H.   Theft
I.   Any other activity that is incompatible with professional behavior as delineated by The American Registry of Radiologic Technologist Code of Ethics

Southern University at Shreveport
ASSOCIATE OF APPLIED SCIENCE IN
RADIOLOGIC TECHNOLOGY

FIRST SUMMER SESSION

No.		Course	Cr.
RADT	101	Intro to Radiologic Tech I	3
FROR	110/111	Freshman Seminar I or II	1
ENGL	111	Freshman English II	3
	TOTAL		7

FIRST SEMESTER

No.		Course	Cr.
RADT	102	Clinical Radiography I	4
MATH	200	Finite Math	3
RADT	105	Radiographic Proc. & Positioning I	3
RADT	106	Radiographic Proc. & Positioning Lab I	1
TOTAL			11

SECOND SEMESTER

No.		Course	Cr.
RADT	109	Radiographic Proc. & Exp. I	2
RADT	110	Rad. Proc. & Exp. Lab I	1
RADT	115	Clinical Radiography II	4
RADT	120	Radiographic Proc. & Positioning II	3
RADT	121	Radiographic Proc. & Positioning Lab II	1
Behavioral Sci.		Social Science Elective (PSYC 210, SOCL 210 or 220)	3
TOTAL			14

SECOND SUMMER SESSION

No.		Course	Cr.
RADT	140	Clinical Radiography III	4
RADT	200	Radiology Physics	2
	TOTAL		6

THIRD SEMESTER

No.		Course	Cr.
RADT	130	Rad. Pro. & Positioning III	3
RADT	131	Rad. Pro. & Positioning III	1
RADT	204	Clinical Radiography IV	4
RADT	210	Exposure II	3
XXXX		Humanities Elective*	3
TOTAL			14

FOURTH SEMESTER

No.		Course	Cr.
RADT	220	Radiation Biology & Pro.	2
RADT	240	Clinical Radiography V	4
RADT	230	Equipment Oper. & Main.	2
RADT	247	Radiology Seminar	4
RADT	244	Radiologic Path Film Critique	2
TOTAL			14

THIRD SUMMER SESSION

No.		Course	Cr.
RADT	245	Clin. Radiography VI	1
RADT	250	Radiology Seminar	1
	TOTAL		2

TOTAL SEMESTER CREDIT HOURS: 72

*Humanities Electives: Communication, Foreign Language, Journalism , Literature, Philosophy, Classical Studies, Religious Studies, Interdisciplinary.

ASSOCIATE OF APPLIED SCIENCE IN RESPIRATORY THERAPY
Seventy-Two (72) Credit Hours

The purpose of the Associate of Applied Science degree in Respiratory Therapy is to prepare students to function as competent Licensed Respiratory Therapists. Graduates of this program will be eligible to take the Certified Respiratory, and Written Registered Respiratory Therapist Examinations and the Clinical Simulation Examination administered by the National Board for Respiratory Care, leading to the credential of Registered Respiratory Therapist (RRT). Graduates will also be eligible to apply for license to practice Respiratory Therapy in the State of Louisiana as well as other states. To prepare respiratory care practitioners for employment in the exciting high-tech health care field of respiratory care.

The Respiratory Therapy Program is designed so students can complete the professional courses within a 2-year period. Professional courses will focus on preparing students to provide respiratory care services in general and critical care, as well as patients requiring long-term care.

The Respiratory Therapy Program is accredited by the Commission of Accreditation of Allied Health Education (CAAHEP) which accredits program upon the recommendation of the Committee of Accreditation of Respiratory Care (CoARC).

Committee on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, TX 76021-4244
Phone: 817-283-2835
Fax: 817-354-8519

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350
Fax: 727-210-2354
Email: mail@caahep.org

Admission Requirements:

Students wishing to apply for admission to the Respiratory Therapist Program must:

- Meet the general admissions criteria of the University
- Successful completion of at least twelve (12) semester hours of coursework at Southern University at Shreveport
- Successful completion of the following prerequisite courses:
  - BIOL 220 Human Anatomy/Physiology I Lec & Lab
  - BIOL 222 Human Anatomy/Physiology II Lec & Lab
  - PHYS 100 Physical Science
  - ALLH 210 Medical Terminology
  - BIOL 200 Microbiology

In addition:

- Complete an application for admission to the Respiratory Therapy program
- Complete at least sixteen (16) hours of Respiratory Therapy observation in a hospital setting
- Official transcript from all colleges/universities attended attached to application
- Copy of ACT scores
- Achieve a cumulative grade point average of at least 2.5 in the prerequisite courses and a 2.5 overall grade point average
- Complete an interview with the Program's interview committee

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Progression in the Respiratory Therapy Program:

A student is allowed to progress in the Respiratory Therapy program provided competency is demonstrated in required theory and clinical skills by the end of each semester.
In order to achieve progress status and remain in good academic standing, the student must:

1. Maintain continuous enrollment in the Respiratory Therapy curriculum sequence
2. Achieve a minimum grade of C in all professional courses
3. Maintain current certification in CPR for health professionals
4. Successful completion of the Self Assessment Exam at the end of the first year course work. Students with less than successful completion will remediate and allowed one (1) retake of the examination.

NON-PROGRESSION

Failure to meet Academic Requirements

A student who does not achieve a C or better in any RT course may not continue in the program sequence. In order to achieve progression status after failure to earn a grade of C or better in a RT course, the student must repeat the course. A student may repeat only one semester in the RT curriculum. The student must achieve a grade of C or better in all remaining courses throughout the RT curriculum in order to continue progression.

Failure to Achieve/Maintain Satisfactory Clinical Performance

In order to achieve satisfactory performance in the patient care setting, each student is expected to meet the Competency Standards and conduct himself/herself in a manner consistent with course requirements and objectives, program and school policies. Any behavior that is not consistent with the Competency Standards, course requirements and objectives, program and school polices will result in a clinical grade less than satisfactory.

A grade less than satisfactory is evidenced by behavior in any patient care setting which may jeopardize a patient's physical and/or psychological safety. A grade less than satisfactory also includes unprofessional and uncaring behaviors. A grade of less than satisfactory may result in the student immediate removal from the program and will result in a failing grade for the course.

Procedural Guidelines for Unsatisfactory Clinical Behavior

When an unsatisfactory behavior in the clinical setting is identified, the faculty and student will adhere to the following procedures:

1. The student will be counseled by the clinical instructor regarding the clinical behavior in question. The student will be advised that the behavior will be discussed with the faculty to validate the unsatisfactory clinical behavior. The instructor will document the behavior on the appropriate area of the clinical evaluation form.
2. The student is given the opportunity to meet with the course faculty to discuss the clinical behavior.
3. Within one week of the occurrence, the student will be notified in writing of the course faculty's decision.
4. A student/clinical instructor conference will be held to review the incident.
5. When 3 unsatisfactory behaviors have been documented or the student commits a behavior in the clinical area, which negatively impacts a patient's status, the student will be counseled by the clinical instructor, course coordinator, and Divisional Dean. At this time, the student will be informed in writing that his/her course grade is "F". Further clinical practice in the course is suspended. If the student chooses to appeal, he/she may continue to attend lecture/lab pending results of the appeal process.
6. The student has the right to appeal the decision and must following the procedure for grade appeal in the College Student Handbook.

Readmission/Re-entry Following Placement in Non-Progression Status

A student who has not achieved a satisfactory grade of C or better is placed on non-progression status and must apply for re-admission to the College and the Respiratory Therapy Program.

1. Complete and return an application for readmission to the Division of Allied Health with the application fee.
2. Submit a letter with the application to the Program Director requesting readmission, explaining the circumstances under which you left the program and specific actions taken to increase the potential for success in the program.
3. Students will be permitted to repeat only one course in the Respiratory Therapy Program. Readmission/re-entry is not guaranteed. The Respiratory Therapy Committee will evaluate all Applications for readmission.

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Dismissal

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Respiratory Therapy Program Dismissal for Clinical Reasons

A student who engages in behavior in the clinical area, which negatively affects a patient's status, may be dismissed from the program and will not be allowed to apply for readmission. A student who does not meet the attendance requirements in clinical courses may be dismissed from the program.

Graduation Requirements

The Associate Degree of Applied Science in Respiratory Therapy is conferred upon students when the following conditions have been met.

1. Successfully completed of all required courses.
2. Achievement of an overall grade point average of 2.0 or higher in all Respiratory Courses.
3. Sat for National Certification Examination.
4. Clearance of all indebtedness to the University.

Admission to the Respiratory Therapy Program is based upon the successful completion of the following prerequisite courses with a "C" or better:

BIOL	220	Human Anatomy/Physiology I Lec & Lab	4
BIOL	222	Human Anatomy/Physiology II Lec & Lab	4
PHYC	100	Physical Science	3 (Prerequisite MATH 130)
ALLH	210	Medical Terminology	3
BIOL	200	Microbiology	4

ASSOCIATE OF APPLIED SCIENCE
RESPIRATORY THERAPY

FALL I / SPRING I

	No.	Course	Cr.		No.	Course	Cr.
RESP	103	Cardiopulmonary Phys.	2	RESP	121	Critical Care Concepts I	3
RESP	104	Fundamentals of Respiratory Care	4	RESP	123	Clinical Applications and Procedures II	3
RESP	108	Clinical Applications and Procedures I	2	CMPS	101	Intro to Computer Concepts	3
RESP	118	Pharmacology	1	ENGL	111	Freshman English II	3
RESP	128	Pulmonary Disease	1	MATH	127	Allied Health Math	3
ENGL	110	English	3				
FROR	110/111	Freshman Seminar	1				
MATH	130	Adv. College Algebra	3				
TOTAL			17	TOTAL			15

SUMMER I

	No.	Course	Cr.
RESP	240	Diagnostic Procedures	2
RESP	130	Entry-Level Review	1
RESP	265	Pathology of Disease	2
XXXX		*HUMANITIES ELECTIVE	3
XXXX		**SPCH ELECTIVE	3
	TOTAL		11

FALL II / SPRING II

	No.	Course	Cr.		No.	Course	Cr.
RESP	218	Advanced Pharmacology	1	RESP	261	Clinical Applications and Procedures IV	6
RESP	226	Clinical Applications and Procedures III	3	RESP	275	Advanced Review	2
RESP	231	Critical Care Concepts II	3	RESP	230	Respiratory Care Topics	1
RESP	235	Neonatology/Pediatrics	3			***Behav. Social Science Elective	3
RESP	255	Advanced Cardio. Phys.	3				
CHEM	130	General Chemistry Lec/Lab	4				
TOTAL			17	TOTAL			12

*Choose from FREN, SPAN, ENGL, Communications, or JOUR
**Choose from SPCH 131, 200, or 210
***Choose from HIST, PSYC, POLI, or SOCL

TOTAL CREDIT HOURS: 72

SURGICAL TECHNOLOGY

The Surgical Technology Program accepts students during the Fall Semester and Spring Semester. New students who have an acceptable number of general course requirements, may be accepted at the beginning of the Spring Semester and have their second semester of clinical in the summer. Therefore, the student is able to complete the clinical requirements in four consecutive semesters. The Program is fully accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates may sit for the national certification exam to become Certified Surgical Technologists (CST). Those with further advancement are eligible to establish the requirements to sit for the Surgical First Assistant Exam and become CST/CFA.

Upon successful completion of the program, the surgical technologist is prepared to function efficiently, by assisting the surgeon during surgical procedures, as well as working closely with other members of the surgical team. Although surgical technologists operate primarily in surgical settings, they also function in a variety of areas where aseptic/sterile techniques are of vital importance, as well as environments where expert knowledge of surgical and biomedical tools and equipment is essential.

Areas of employment include, but are not limited to, surgery departments, central supply management, trauma centers, labor and delivery, teaching, as well as medical equipment sales. Many surgical technologists, with further training, progress to become surgical first assistants.

The Program courses in the Surgical Technology curriculum are designed to meet the guidelines of the core curriculum for Surgical Technology set by the Association of Surgical Technologists (AST).

Admission Requirements Include:

- The general admission criteria for the University
- An application for admission to the Surgical Technology Program
- All college transcripts
- Completion of the prescribed developmental courses
- An interview with the Surgical Technology Department
- Admission to The Surgical Technology Program is based upon the successful completion of the following prerequisite courses with a C or better

FROR 110or 111	Freshman Seminar	1
CMPS 101	Computer Concepts	3
ENGL 110	Freshman English	3
ALLH 210	Medical Term	3 or registration in the course during the 1st semester

Transfer Students:
1. Certificate and diploma graduates from an accredited institution will need to:
   a. Satisfy the general university course requirements for the Associate of Science in Surgical Technology degree
   b. Take SURG 232 and SURG 260
2. Graduates from a certificate or diploma program who are nationally certified (CST) will need to provide:
   a. Proof of current national certification
   b. Satisfy the general university course requirements for the Associate of Science in Surgical Technology degree.
   c. Take SURG 232 and SURG 260 if national certification is not current

ASSOCIATE OF SCIENCE IN
SURGICAL TECHNOLOGY

FIRST SEMESTER				SECOND SEMESTER			
	No.	**Course**	**Cr.**		**No.**	**Course**	**Cr.**
SURG	106	Intro to Surgical Tech. (Lec. & Lab)	3	ENGL	111	English	3
SURG	108	Practicum I	6	SURG	116	Surgical Techniques (Lec. & Lab)	3
BIOL	220	Anat. & Phy. I Lec & Lab	4	SURG	118	Practicum II	6
SPCH	131	Speech Elective	3	BIOL	222	Anatomy/Physiology Lec & Lab	4
TOTAL			16	TOTAL			16

SECOND SUMMER SESSION			
	No.	**Course**	**Cr.**
SURG	124	Basic Patient Care	3
		Humanities Elective	3
		(Literature, Foreign Lang., Phil., etc.)	
MATH	127	Allied Health Math	3
	TOTAL		9

THIRD SEMESTER				FOURTH SEMESTER			
	No.	**Course**	**Cr.**	**No.**		**Course**	**Cr.**
SURG	220	Surgical Procedures I	3	SURG	240	Surgical Procedures II	4
SURG	230	Practicum III	6	SURG	250	Practicum IV	6
		Behav. Science Elective	3	SURG	260	Personal & Prof. Develop.	2
MATH	130	Adv. College Algebra	3	FIAR	Elective	(Music, Dance, Theater, Art, etc)	3
SURG	232	National Exam Review	1				
TOTAL			16	TOTAL			15

TOTAL CREDIT HOURS: 72

The Division of Behavioral Sciences and Education

The purposes of the Behavioral Sciences and Education Division are to prepare students with basic preparation needed for advanced training at a baccalaureate institution and to facilitate direct entry into the field of work. The Division also emphasizes a commitment to the community as it relates to the historical, social, political, psychological, legal and other human and social needs of the students served.

The Division is comprised of the Departments of Criminal Justice, Education, Human services and Social Sciences. The programs in the Criminal Justice Department are the Associate Degree in Criminal Justice Administration, and certification in Paralegal Studies. The Department of Education consists of the Associate Degree in Early Childhood, Certificates in Technical Studies in Child Development and Day Care Administration, and an Associate Degree in General Studies in Elementary, Secondary, and Health and Physical Education. The Human Services Department consists of the Associate Degree in Human Services with an option in Health & Human Services or Substance Abuse Counseling. The Social Sciences Department offers General Studies transfer programs in history, political science, psychology and sociology.

PROGRAMS AT A GLANCE:

Associate Degree Programs
- Early Childhood Education
- Criminal Justice Administration
- Human Services

Certificate Technical Studies Programs
- Childhood Development
- Day Care Administration
- Paralegal Studies

General Studies Degree Programs (Transfer)
- Elementary Education
- Health & Physical Education
- Secondary Education
- History
- Political Science
- Psychology
- Sociology

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DEPARTMENT OF EDUCATION

The Department of Education offers an Associate of Science in Early Childhood Education and Certificates of Technical Studies in Child Development and Day Care Administration. General Studies are offered in Elementary Education, Secondary Education, and Health & Physical Education. The General Studies curriculum requires 29 semester credit hours of general education courses. Students who transfer to senior institutions need to take 18 semester credit hours in Education and 18 additional semester credit hours related to elementary or secondary education.

The State of Louisiana has mandated that all students who plan to complete the requirements for a Bachelor's Degree, prior to admission at the four-year programs must have an ACT score of 19 and the successful completion of Praxis **I**. Course requirements in the Elementary and Secondary Education General Studies programs are designed to prepare students for making an academically smooth transition to a four-year teacher education program.

Course offerings in Education are designed to provide meaningful information and classroom experiences for students who plan to teach. All Education majors are required to perform educational fieldwork with students enrolled in area schools. Specific objectives are to:

- plan introductory and foundation courses in education that will enlighten students on trends, innovations, and historical developments that shape the education process.
- provide classroom experiences that encourage creativity and valuable research for methodology and materials that will enhance learning for all students.
- initiate early introduction to reading techniques and instructional media so these may be a part of each student's daily practices in class work.
- allow for early entry into classroom experience. Students will work 36-48 hours in area schools each semester they are enrolled in education classes.
- help each student accept responsibility for self-actualization in academic classes.
- investigate current social, economic, historical, and political changes and concepts needed for educational growth.
- help students develop the discipline needed for academic maturation.
- prepare students for meaningful and knowledgeable classroom experiences with young and school-age children.
- provide adequate preparation in associate degree programs that will allow students to perform effectively as teacher aides, substitute teachers, and teacher associates.

ASSOCIATE OF SCIENCE
IN
EARLY CHILDHOOD EDUCATION
72 Total Credit Hours

PURPOSE: To prepare students for meaningful and knowledgeable classroom experiences that will allow them to perform effectively as teacher aides, substitute teachers, teachers of Head Start and Private Day Care Programs, and teacher associates.

PROGRAM OBJECTIVES:
- Provide classroom experiences that encourage creativity.
- Provide students with introductory and foundation courses in early childhood education that will enlighten students on trends, innovations, and historical developments that shape the education process.
- Prepare students for working with young children.

ADMISSION REQUIREMENTS: Same as University requirements

FIRST SEMESTER

	No.	Course	Cr.
FROR	110	Freshman Seminar	1
ENGL	110	Freshman English I	3
MATH	130	Adv.Col1ege Algebra	3
HPRE	130	Standard First Aid**	1
CMPS	101	Intro. to Computer Con.	3
SPCH	210	Fundamentals of Speech	3
SOCL	210	Intro. to Sociology	3
TOTAL			17

SECOND SEMESTER

	No.	Course	Cr.
ENGL	111	Freshman English II	3
EDUC	209	Intro. to Early Childhood Ed.	3
BIOL	104	General Biology Lec. & Lab	4
EDUC	235	Child Development	3
EDUC	241	Children's Literature	3
EDUC	132	Math for Teachers or	3
MATH	140	Plane Trigonometry	3
TOTAL			19

THIRD SEMESTER

	No.	Course	Cr.
BIOL	215	Intro. to Nutrition	3
EDUC	229	Play Activities	3
EDUC	298	Teaching Culturally Diff.	3
EDUC	239	Parenting	3
EDUC	217	Reading Exp. for Children	3
EDUC	265	Early Diagnosis of Childhood Diseases	3
TOTAL			18

FOURTH SEMESTER

	No.	Course	Cr.
EDUC	268	Music Activities for Children	3
EDUC	247	Curriculum Planning	3
EDUC	294	Art in Early Childhood Education	3
HUMA		FIAR-MUSC-FREN-SPAN	3
EDUC	249	Practicum in Early Childhood Ed Prog.*	6
TOTAL			18

*Will be waived for students who have been continuously employed in the Headstart Program for five (5) years or an Accredited Early Childhood Program.

**Will be waived for students who are currently certified in CPR and first aid for adult/ pediatrics.

TOTAL CREDIT HOURS: 72

CHILD DEVELOPMENT
(Certificate of Technical Studies Program)
24 Total Credit Hours

PURPOSE: To prepare students to seek certification as a Child Development Associate.

PROGRAM OBJECTIVES:
- To prepare students to meet the standards set by the National Association for the Education of Young Children (NAEYC).
- To provide current information and teaching methods to work with young children.

	No.	FIRST SEMESTER Course	Cr.		No.	SECOND SEMESTER Course	Cr.
EDUC	209	Intro. to Early Childhood	3	EDUC	247	Curriculum and Planning in Early Childhood	3
EDUC	235	Child Development	3				
EDUC	239	Parenting	3	EDUC	249	Practicum in Early Childhood Education Programs	6
EDUC	265	Early Diagnosis of Childhood Diseases	3				
EDUC	229	Play Activities for Children	3				
TOTAL			15	TOTAL			9

TOTAL CREDIT HOURS: 24

DAY CARE ADMINISTRATION
(Certificate of Technical Studies Program)
30 Total Credit Hours

PURPOSE: To prepare students to become managers of day care centers.

PROGRAM OBJECTIVES:
- To prepare students to meet the requirements for Day Care Center managers.
- To provides students with current information and methods to work as a child care administrator.

		FIRST SEMESTER				SECOND SEMESTER	
	No.	**Course**	**Cr.**		**No.**	**Course**	**Cr.**
EDUC	209	Intro. to Early Childhood	3	MGMT	201	Principles of Management	3
EDUC	235	Child Development	3				
EDUC	239	Parenting	3	EDUC	247	Curriculum Planning	3
EDUC	265	Early Diagnosis of Childhood Diseases	3	EDUC	248	Day Care Management Practicum	3
EDUC	229	Play Activities Childhood Education	3	EDUC	249	Practicum in Early	6
TOTAL			**15**	**TOTAL**			**15**

TOTAL CREDIT HOURS: 30

DEPARTMENT OF CRIMINAL JUSTICE

ASSOCIATE OF APPLIED SCIENCE IN
CRIMINAL JUSTICE ADMINISTRATION
62 TOTAL CREDIT HOURS

PURPOSE: The Criminal Justice Administration Program is an interdisciplinary program which offers courses leading to an Associate Degree in Criminal Justice Administration. This degree is offered to students who wish to obtain the Associate of Applied Science in Criminal Justice. Emphasis is placed on linkage between classroom theory and practical application of theory in society.

PROGRAM OBJECTIVES:
          To teach students skills needed for applied work in the area of Criminal Justice and to prepare students for integration into a higher level of learning at other institutions.

FIRST SEMESTER

	No.	Course	Cr.
FROR	110	Freshman Seminar	1
ENGL	110	Freshman English I	3
CJUS	101	Intro. to Criminal Justice Administration	3
BIOL	104	Gen. Biology Lec & Lab	4
MATH	130	Adv. College Algebra	3
HIST	104	American History	3
TOTAL			17

SECOND SEMESTER

	No.	Course	Cr.
ENGL	111	Freshman English II	3
MATH	140	Plane Trigonometry	3
CMPS	101	Computer Concepts	3
CJUS	200	Police Administration	3
CJUS	201	Rules of Criminal Evid.	3
HUMA		Humanities Elective	3
TOTAL			18

THIRD SEMESTER

	No.	Course	Cr.
SPCH	200	Public Speaking	3
CJUS	204	Criminology	3
POLI	200	American Govt.	3
CJUS	205	Criminal Law & Proc.	3
SOCL	210	Intro to Sociology **or**	3
PSYC	210	Gen. Psychology	
TOTAL			15

FOURTH SEMESTER

	No.	Course	Cr.
CJUS	221	Judicial Process	3
CJUS	222	Juvenile Justice & Delinq.	3
CJUS	261	Principles of Supervision	3
CJUS	298	Criminal Justice Practicum	3
TOTAL			12

TOTAL CREDIT HOURS: 62

DEPARTMENT OF HUMAN SERVICES

PURPOSE: The Department of Human Services offers an Associate of Science Degree in Human Services with the opportunity to pursue Option I of either Health and Human Services or Substance Abuse Counseling Option II. With either option, the Human Services graduate will be trained for an entry level position in the helping professions. Alternatively, the graduate may elect to transfer into a baccalaureate degree program in Human Services or in Substance Abuse Counseling or a related field.

The Health and Human Services Option I is designed to provide students with the knowledge, skills and ability to function as paraprofessionals in assisting individuals and communities to achieve enhanced and total well-being. The graduates are trained for jobs in a variety of social settings: such as group home and halfway houses, community mental health centers, correctional facilities, family and youth agencies, and programs dealing with family/domestic violence and aging. The graduates will be trained as generalists and will have experience in basic helping skills that are essential to the helping profession. Graduates will acquire additional skills in effective communication, diversity/sensitivity training, client-intake assessment/evaluations, facilitating group interactions, networking with other workers and agencies, conflict resolution, and client advocacy. Thus, this entry-level paraprofessional may receive employment in various social settings in addition to Child Care Facilities, Rehabilitation Centers, Residential Centers, Residential Facilities, Health Care Facilities and Government and Community Agencies. Therefore, the program curriculum is designed for those students who are interested in working with people specifically in the field of social work, psychology, nursing, social service counseling, homelessness, child care and welfare, family services, mental health and other helping professions.

The Substance Abuse Counseling Option II is designed to enable students to develop practical skills as they prepare to provide counseling services to persons with addictions and other problems. The skills include the application of clinical concepts pertaining to chemical-dependent persons as well as methods of assessment, intervention and treatment. Students are trained to learn the differences between abusers and addicts, the effects of drugs on children, teenagers, pregnant women and children of alcoholics. The graduates are trained to work in various settings inclusive of substance abuse rehabilitation centers, residential facilities, health care facilities, social and governmental institutions and community agencies. The graduate is trained and qualified in all aspects of assessment, counseling and treatment planning. Not only does this program option prepare students for further study in the fields of counseling, social work, sociology and psychology, but also provides the necessary 15 higher education hours needed for licensure in Substance Abuse Counseling. The program also has an articulation agreement with Northwestern State University to complete the Substance Abuse Program through their Psychology Department.

The Human Services associate degree program is designed for completion in four (4) semesters and the curriculum is comprised of sixty-five (65) semester credit hours. The program is comprised of 29 semester credit hours of institutional General Education Courses, 18 semester credit hours of Core Major courses to be taken by all program majors, 9 semester credit hours of selected option (either Health and Human Services Option I or Substance Abuse Counseling Option II), in addition to the Human Services Seminar course which is an additional 3 credit hours required by all majors. Additionally, 6 semester credit hours of Free Elective Courses are required for graduation.

ASSOCIATE OF SCIENCE
IN
HUMAN SERVICES

FIRST SEMESTER				SECOND SEMESTER			
	No.	**Course**	**Cr.**		**No.**	**Course**	**Cr.**
FROR	110	University Seminar	1	ENGL	111	Freshman English	3
HUMA		Elective	3	MATH	140 or above		3
ENGL	110	Freshman English	3	PSYC	210	Gen. Psychology	3
MATH	130	Adv.College Algebra	3	HUSR	210	Intro to Drugs	3
HUSR	108	Intro to Human Services	3	SCI		Elective	4
CMPS	101	Intro to Comp. Concepts	3				
TOTAL			16	TOTAL			16

THIRD SEMESTER				FOURTH SEMESTER			
	No.	**Course**	**Cr.**		**No.**	**Course**	**Cr.**
SPCH	200 or above		3	HUSR	215	Biopsychosocial	3
HUSR	221	Domestic Violence	3	HUSR*		Selected Option	3
HUSR*		Selected Option	3	HUSR*		Selected Option	3
HUSR	214	Seminar in Human Ser.	3	HUSR	222	Counseling Therapies	3
HUSR		Free Elective	3	HUSR		Free Elective	3
HUSR	109	Communications Skills In Helping Profession	3				
TOTAL			18	TOTAL			15

TOTAL CREDIT HOURS: 65

*Option I & II: A selected option consist of nine (9) hours in Health & Human Services or Substance Abuse Counseling as listed below:

	Option I			**Option II**	
	Health & Human Services			**Substance Abuse Counseling**	
HUSR	**276**	**Internship**	HUSR	**279**	**Internship**
HUSR	**220**	**Health, Aging/Death & Bereavement**	HUSR	**110**	**Clinical Writings**
HUSR	**250**	**Child Welfare**	HUSR	**239**	**Community Drug/Alcohol Programs**

ELECTIVES MAY BE CHOSEN FROM THE FOLLOWING HUSR COURSES: 111, 113, 213, 216, 218, 224, 230, 238, 240, 252, 254, AND 260 (See course listing in University Catalog)

PARALEGAL STUDIES
(Certificate of Technical Studies Program)

The Paralegal Studies Program will train students as paralegals to work under the direction and supervision of attorneys in a variety of legal fields: including civil law, criminal law, real estate law, corporate law and family law. The paralegals are trained to assist attorneys in preparing legal documents, conducting preliminary legal research, and providing support as required by the attorney in courtroom litigation. The paralegals may seek alternative employment as legal assistants in the banking and insurance industry as well as in public and governmental agencies.

The Paralegal Studies program is designed as a one-year certificate program comprised of ten (10) courses which together accrue 30 semester credit hours. Professional courses in this program cover legal research, writing, and various legal fields.

FIRST SEMESTER				SECOND SEMESTER			
No.		**Course**	**Cr.**	**No.**		**Course**	**Cr.**
PRLG	101	Computer Skills for Paralegals	3	PRLG	110	Torts	3
				PRLG	112	Family Law	3
PRLG	103	Intro. To Law, Ethics and Paralegalism	3	PRLG	114	Real Estate Law	3
				PRLG	116	Succession, Wills, Trusts and Probate Law	3
PRLG	105	Legal Research and Writing	3				
				PRLG	118	Obligation, Debt & Bankruptcy	3
PRLG	107	Criminal Law and Procedures	3				
PRLG	109	Civil Litigation	3				
TOTAL			**15**	**TOTAL**			**15**

TOTAL CREDIT HOURS: 30

Division of Business Studies

The Division of Business Studies has the mission of preparing students with skills necessary to function effectively in the economic marketplace and to offer courses to the community. Students are prepared for immediate entry into the workforce through the Associate Degree Programs in Accounting and Business Management as well as certificates in Food and Beverage Management and Hospitality Operation. The Division is committed to giving personal attention to the growth and development of the students as a whole, and it fosters excellence in teaching and provides a nurturing environment for its diverse student population. The curricula is designed for transfer consideration at 4 year colleges or universities. Students may also pursue an Associate Degree in General Studies with a concentration in Business Administration and Hospitality (see General Studies information).

ASSOCIATE OF SCIENCE IN ACCOUNTING

This curriculum is designed to provide a thorough knowledge of accounting theory and practice in order to prepare students for positions as accountants in industry, governmental service, or public accounting.

FIRST SEMESTER

No.	Course	Cr.
FROR 110	Freshman Seminar	1
ENGL 110	Freshman English I	3
MATH 130	Adv. College Algebra	3
MGMT 200	Intro. to Business	3
ACCT 160	Intro. to Accounting	3
BIOL 104	Gen. Biol. Lec & Lab **or**	4
CHEM 130	Gen. Chem. Lec & Lab	
TOTAL		17

SECOND SEMESTER

No.	Course	Cr.
ACCT 200	Prin. Accounting I	3
ENGL 111	Freshman English II	3
MATH 200	Finite Math or Math 140	3
SPCH	Speech Elective (131, 200, 210)	3
Social/Behavioral Sciences Elective (HIST, POLI, SOCL, or PSYC)		3
CMPS 101	Computer Concepts	3
TOTAL		18

THIRD SEMESTER

No.	Course	Cr.
ACCT 201	Prin. Accounting II	3
ACCT 220	Computerized Accounting	3
XXXX	Humanities Elective* (MUSC, FIAR, or Foreign Lang)	3
ECON 202	Macro-Economics	3
MGMT 283	Business Statistics	3
MGMT 260	Bus. Communications	3
TOTAL		18

FOURTH SEMESTER

No.	Course	Cr.
ACCT 250	Inter. Accounting **or**	3
ACCT 255	Managerial Acct	
MGMT 273	Business Finance	3
MGMT 243	Legal Environ. of Bus	3
BUST 299	Business Internship**	3
ACCT 262	Tax Accounting	3
TOTAL		15

TOTAL CREDIT HOURS: 68

*Students may take English, Fine Arts, Music, French, Spanish, or Literature
**Students must have approval from the Program Coordinator during their Sophomore year
    and have a GPA of 2.0 or better.

ASSOCIATE OF SCIENCE IN BUSINESS MANAGEMENT

The Associate of Science Degree in Business Management is designed for students seeking a broad program of study in all phases of business practices. This degree not only focuses on the core of management, but also encompasses the critical areas of business operations: communications, finance, accounting, economics, and business law. The capstone course for the program is an internship requiring the students to demonstrate their acquired skills in the functional areas of business management. Additionally, the students who seek to continue their studies in a business discipline beyond the Associate Degree will be well prepared.

FIRST SEMESTER

No.	Course	Cr.
FROR 110	Freshman Seminar	1
ENGL 110	Freshman English I	3
ACCT 200	Prin. Accounting I	3
MATH 130	Adv. College Algebra	3
MGMT 200	Intro. to Business	3
Nat.Sci.Elective	BIOL, CHEM, or PHYS (Lecture & Lab)	4
TOTAL		17

SECOND SEMESTER

No.	Course	Cr.
ENGL 111	Freshman English II	3
MATH 200	Finite Math or Math 140	3
CMPS 101	Computer Concepts	3
	OR	
CMPS 215	Business Applications	3
MGMT 201	Prin. of Management	3
ACCT 201	Prin. Accounting II	3
Social/Behavioral Sciences Elect. (HIST, POLI, PSYC, or SOCL)		3
TOTAL		18

THIRD SEMESTER

No.	Course	Cr.
ACCT 220	Computerized Acct.	3
MGMT 260	Business Communications	3
SPCH Elective	SPCH 131, 200, 210	3
ECON 202	Macro-Economics	3
HUMA	ENGL, FIAR, FREN, MUSC or SPAN	3
MGMT 283	Business Statistics	3
TOTAL		18

FOURTH SEMESTER

No.	Course	Cr.
ACCT 255	Managerial Accounting	3
MGMT 243	Legal Environ. of Bus.	3
MGMT 273	Business Finance	3
ECON 203	Micro-Economics	3
BUST 299	Business Internship**	3
TOTAL		15

TOTAL CREDIT HOURS: 68

*Students may take English, Fine Arts, Music, French, Spanish, or Literature
**Students must have approval from Program Coordinator during their Sophomore year,
   and have a GPA of 2.0 or better.

CERTIFICATE
IN
FOOD AND BEVERAGE MANAGEMENT

The Food and Beverage Management Certificate program is designed to prepare students to work in the Hotel, Lodging, and Restaurant Industry. Graduates are eligible for the Food and Beverage Management Certificate of Specialization issued by the Educational Institute of the American Hotel and Lodging Association.   Students are trained for entry-level management positions and advancement in this hospitality industry.

The program is designed for completion in two semesters. The first semester covers managing service, food safety, and cost control of food and beverage. The second semester is devoted to management and hands-on experience and training at a hospitality affiliate in the Shreveport-Bossier City area. This program offers day, evening, weekend and on-line courses which makes this certificate accessible to traditional as well as non-traditional students holding daytime jobs.
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The program is the product of the rapid response posture of this institution to the workforce needs of the hospitality industry in Northwest Louisiana. Hotel/Motel and Restaurant Management is in fact a component of the Tourism Industry and is one of the world's largest. In the United States, the Tourism Industry is the nation's third largest employer. According to industry data, there will not be enough trained employees to fill all of the available positions in the next five years. Graduates of this program will help to alleviate the manpower shortage in the Travel & Tourism industry, especially in Northwestern Louisiana.

CERTIFICATE
IN
FOOD AND BEVERAGE MANAGEMENT

FALL SEMESTER

	No.	Course	Cr.
HOPR	141	Food & Beverage Management	3
HOPR	143	Food Safety	3
HOPR	246	Hospitality Purchasing Mgmt.	3
HOPR	249	Managing Service in Hospitality	3
TOTAL			12

SPRING SEMESTER

	No.	Course	Cr.
XXXX		ACCT or MGMT Elective	3
HOPR	261	Principles of Supervision	3
HOPR	272	Operations Management	3
BUST	299	Business Internship	3*
TOTAL			12

TOTAL CREDIT HOURS: 24

***Students must have approval from Program Coordinator, completed 12 hours in Hospitality with "C" or higher, and an overall GPA of 2.0 or higher.

CERTIFICIATE
IN
HOSPITALITY OPERATIONS

The Hospitality Operations Certificate program is designed to prepare students to work in the Hotel and Restaurant Industry. Graduates are eligible for the Hospitality Operations Management Certificate of Specialization issued by the Educational Institute of the American Hotel and Lodging Association. Students are trained for entry-level management positions and advancement in this hospitality industry.

The program is designed for completion in two semesters. The first semester covers managing services, food safety, and cost control of food and beverages. The second semester is devoted to management, marketing, front office, and hands-on experience and training at a hospitality affiliate in the Shreveport-Bossier City area.

The Hospitality Program offers day, evening, weekend, and on-line courses, which makes this program accessible to meet the needs of the working adult. The program is the product of the rapid response posture of this institution to the hospitality workforce industry in Northwest Louisiana. Also, it complements the Travel & Tourism Industry, and is one of the world's largest. In the United States, the Tourism & Travel Industry is the nation's third largest employer. According to industry data, there will not be enough trained employees to fill all of the available positions in the next five years. Graduates of this program will help to alleviate the manpower shortage in the Tourism & Travel Industry, especially in Northwestern Louisiana.

CERTIFICATE
IN
HOSPITALITY OPERATIONS

FALL SEMESTER

	No.	Course	Cr.
HOPR	100	Introduction to the Hospitality Industry	3
HOPR	143	Food Safety	3
HOPR	249	Managing Service in Hospitality	3
XXXX		ACCT or MGMT Elective	3
TOTAL			12

SPRING SEMESTER

	No.	Course	Cr.
HOPR	232	Front Office Procedures	3
HOPR	261	Principles of Supervision	3
HOPR	270	Marketing and Hospitality	3
HOPR	272	Operations Management	3
BUST	299	Business Internship*	3
TOTAL			15

TOTAL CREDIT HOURS: 27

*Students must have approval from Program Coordinator, completed 12 hours in Hospitality with "C" or higher, and an overall GPA of 2.0 or higher.

Division of Humanities

The Division of Humanities offers programs in the departments of Art, English, Foreign Language and Journalism, Music and Fine Arts, and Speech and Theater. All coursework is designed to serve as a support for all University Programs and provide the required background course work for the core curriculum for all Associate and General Studies degrees. The Division also provides opportunities for students to participate in humanistic and artistic endeavors and be enriched by worthwhile ethnic and creative experiences.

DEPARTMENT OF ENGLISH, FOREIGN LANGUAGE AND JOURNALISM

The English, Foreign Language, and Journalism Department offers the Associate of General Studies Degree with a concentration in English, French, Spanish, or Journalism. The general studies program requires 32 semester credit hours in general education courses and 3 semester credit hours of electives. The total hours for the degree with the identified concentrated area is 68.

The programs in the Department are designed to train students in the standard use of American English for all writing and speaking activities, develop effective communicative and analytic skills necessary for both humanistic and holistic development, develop understanding and respect for the nature, function, and value of literature, help students think critically and logically and read with accuracy and comprehension; offer foreign language courses for programs and disciplines that require them, offer background courses in newswriting and reporting for all students interested in journalism and provide a variety of cultural enrichment activities to support the liberal arts education of all students.

> **Placement Requirements for Freshman English** – A student who has an English ACT score of 18 or less will be required to take a placement test and the results will be used to determine the appropriate recommendation for an English class (either ENGL 089, ENGL 090 or ENGL 110). A student who scored 19 and above may register for Freshman English I, ENGL 110. A student who scored 24 and above on the English ACT has the option of registering in either Freshman English I Honors – 112 (Honors) or Freshman English I, ENGL 110.

ENCHANCEMENT AND FRESHMAN STUDIES

The Department of Enhancement and Freshman Studies is the academic unit responsible for the educational experiences and personal growth of beginning freshmen during the period of transition from high school to college. The Department provides academic support for all students who have not demonstrated proficiency in basic skills required to successfully complete college-level courses.

ACT & PLACEMENT TEST CRITERIA

The University requires all beginning full-time freshman to take the ACT (American College Test). Students who score 18 and above are assigned to college-level courses. Additionally, the University administers other placement examinations to the students who score below 18 on the ACT in the subject areas of English, Reading, and Mathematics. Students who perform below a specified level on these tests are required to enroll in enhancements courses designed to improve skills and maximize success in college. Students remain in the courses until they reach the required level to exit.

DEPARTMENT OF MUSIC AND FINE ARTS

The Music and Fine Arts Department, composed of music, art and dance, is designed to cultivate and develop artistic appreciation through the understanding of the musical arts, cultivate a mode of musical communication so that which is beautiful can be understood and accepted, and impart aesthetic elements of the production of musical activities leading to musical enjoyment. The curriculum is designed to provide two years of course work appropriate for an associate degree in general studies with a concentration in music. This program also provides the first two years of accredited college work appropriate for a bachelor's degree and the certificate of technical studies in Music Technology.

The objectives of the Art curriculum are to provide an opportunity for the development of creative potential in the fine arts, increase appreciation through knowledge and understanding of the arts, and develop skills in handling of tools and various media. This program provides the first two years of accredited college work appropriate for a baccalaureate degree and supports general requirements for other programs.

DEPARTMENT OF COMMUNICATIONS AND THEATER ARTS

The Department of Communications and Theater Arts offers the Associate of General Studies Degree with a concentration in Speech, Speech Pathology, Journalism, Broadcasting, Media Production and Theater Arts. In addition, the Department complements other divisions by providing the speech requirements for all degree programs. It also serves as a referral for students who need assistance when making oral presentations.

HONORS PROGRAM

The Southern University at Shreveport Honors Program provides intellectual opportunities and enhancement at an accelerated pace for students who have exceptional academic records and who are gifted and talented. Honors students take a cluster of honors courses and are challenged and nurtured through innovated teaching strategies, competitive curricula and mentoring relationships with distinguished guest scholars and faculty members. These students pursue a demanding academic program which goes beyond the general requirements to provide the basis for outstanding achievement as well as recognition for their success. The program enhances the educational experiences of students by instilling in them enthusiasm and a respect for academic achievement. In addition, students are exposed to cultural and other enriching extracurricular activities.

Admission Requirements

To participate in the Honors Program, entering Freshmen must have achieved a minimum ACT composite score of 21 or SAT composite score of 990 and have a 3.0 grade point average.

Participation in the Honors Program does not replace but supplements work in a major field. These credits are used to satisfy the general education requirements.

Retention

All students must continue to maintain a minimum GPA of 3.0 and successfully complete the required honors courses for two semesters. After one year of study, students may continue in the Honors Program by maintaining a 3.0 GPA in their chosen field.

Honors and Recognition

- Scholarships
- Stipends for Books and Supplies
- Induction in Phi Theta Kappa
- Honors Lounge
- Participation in Honors Councils
- Graduation with Honors
- Opportunities to attend Conferences and Special Programs
- Board of Regents Certificate of Excellence (chance to qualify)
- Honors Distinction on College Transcripts
- Other Social Opportunities

CERTIFICATE OF TECHNICAL STUDIES IN MUSIC TECHNOLOGY

Music Technology trains students in a variety of technical, creative and business aspects of the recording and music industries. Students are prepared for entry-level employment as producers, stage and lighting technicians, music publishers, studio operators, recording engineering technicians, record label operators, music advertisers and marketers and music business and finance managers.

CERTIFICATE OF TECHNICAL STUDIES
IN
MUSIC TECHNOLOGY *

FALL SEMESTER

No.		Course	Cr.
MUSC	101	Fundamentals of Music	3
MUSC	130	Introduction to Studio Recording	2
MUSC	140	Introduction to MIDI	2
MUSC	150	Music Workstation	3
MUSC	170	Virtual Studio and Plug-Ins	3
MUSC	190	Business of Music	3
TOTAL			16

SPRING SEMESTER

No.		Course	Cr.
MUSC	208	Songwriting	3
MUSC	210	Advanced MIDI	2
MUSC	220	Desktop Digital Audio	2
MUSC	230	Advanced Studio Recording	2
MUSC	240	Music Publishing	2
MUSC	255	Internet for Musicians	3
MUSC	260	Studio Maintenance	2
TOTAL			16

Total Credit Hours: 32
*Program begins in Fall 2005

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School of Nursing

SCHOOL OF NURSING
ASSOCIATE OF SCIENCE IN NURSING
72 Credit Hours

Approval/Accreditation Status: Louisiana State Board of Nursing Initial Approval Granted Fall 2004

National League for Nursing Accreditation Commission. Inc.
61 Broadway 33rd Floor
New York, New York 10006
Candidate Status Awarded Spring 2007

The Nursing Program educates individuals to become registered nurses at the associate degree level. It is designed to provide the foundation for further preparation in nursing and life long learning. The program prepares a nurse generalist for beginning professional practice to function in the roles of provider of care and manager of care within the health care profession. It incorporates knowledge derived from the liberal arts, biological sciences, physical sciences and behavioral sciences. Individuals will be prepared to practice in a variety of settings, and encouraged to continue personal and professional growth. The program emphasizes excellent teaching with a commitment to student-faculty interaction. Individual talents, background experiences, perspectives and insights are recognized and appreciated by faculty. Graduates are eligible to write to the National Council Licensure Exam for Registered Nurses (NCLEX-RN) to receive licensure as a registered nurse.

Program Objectives:
At the completion of the Associate of Science in Nursing Program at Southern University at Shreveport, students should be able to:
1. Formulate plans of care for individuals that are consistent with the realities, experiences, and values held by diverse populations.
2. Provide therapeutic interventions developed through collaborative partnerships with clients and members of the healthcare team utilizing the nursing process.
3. Manage complex health care problems and health care resources utilizing principles from leadership theory and Kings General System's Framework.
4. Utilize critical thinking and problem solving skills to meet the challenges of contemporary and future needs of individuals in a rapidly changing society.
5. Provide education to a client base in response to society's health care needs, thereby supporting client's growth and development in the wellness-illness continuum.
6. Be individually responsible and accountable for their own nursing practice.
7. Demonstrate respect for self and others.
8. Advance nursing as a profession by participation in professional organizations, community involvement, and political awareness and action.
9. Demonstrate respect for self and others.
10. Effectively exchange ideas, thoughts, feelings and knowledge through written, verbal, and interpersonal skills.

Approval and Accreditation
The Louisiana State Board of Nursing granted initial approval in October 2004 for the Associate of Science in Nursing Program. The National League for Nursing Accrediting Commission awarded the program "Candidate Status" in September 2006.

Institutional Affiliations

Willis-Knighton Health System	Minden Medical Center
Veteran's Administration Medical Center	Promise Specialty Hospital
Christus Schumpert Health System	Brentwood Hospital
LSU Health Sciences Center	Shreveport Manor Guest Care
Life Care Hospital	Springlake Retirement Village
Booker T. Washington Nursing Home	Pilgrim Manor Guest Care

Admission Requirements

Students will be admitted to the Nursing Program in the spring semester. Students seeking admission must submit an application to the first required nursing clinical course, Nursing 125. Licensed Practical Nurses will be admitted during the fall semester and must submit an application to Nursing 130.

Eligibility:
1. Be unconditionally admitted to Southern University at Shreveport
2. Submit a completed application to the Nursing Program by the deadline date
3. Declared Pre-Nursing as a major
4. Completed at least 12 course credit hours at Southern University at Shreveport
5. Completed all pre-requisite courses
6. Obtained a grade of "C" or above in all non-nursing pre-requisite and non nursing required courses
7. Have an overall grade point average of 2.5 or above
8. Completed the National League for Nursing Pre Admission Examination RN and achieved a composite score of 120 or better.
9. Not enrolled in another school or university in the semester in which application is made
10. Completed Louisiana State Board of Nursing Application to Enroll in a Clinical Nursing Course
11. Submitted a completed health form
12. Verification of CPR certification

Criteria for selection:

If the number of eligible students applying to the nursing program exceeds the number of available positions in the course, students with the highest overall grade point average will be selected. If there is more than one student qualifying for the last position (identical GPA's) the student scoring higher on the NLN Pre-Admission Exam will be selected. If GPA's and NLN Pre-Admission Exam scores are identical, then the person having completed more hours at SUSLA will be selected. A total of forty (40) students will be admitted for the spring semester. No wait list will be maintained.

Other criteria:
1. Persons who have previously been enrolled in a nursing program at another school or university and were not successful, were dismissed from the program or were not in good standing at the last enrollment are not eligible to apply until three (3) years after the semester of the last enrollment in the program.
2. Students who were dismissed for academic reasons from the School of Nursing, Southern University at Shreveport, are not eligible to re-apply until two (2) years or 4 regular semesters (spring/fall) after the semester of the last enrollment in the Nursing Program.
3. Persons applying to enter the Nursing Program who have been arrested, charged with, convicted of, pled guilty or nolo contender to or been sentenced for any criminal offense in any state or foreign country, must contact the Department Chair for guidance in obtaining Louisiana State Board of Nursing approval to enter the clinical practice area.
4. Persons applying to the Nursing Program who currently have or have held licensure in any other discipline and were subject to disciplinary action must contact the Department Chair in obtaining guidance in seeking approval from the Louisiana State Board of Nursing to enter the clinical practice area.

Transfer Students:

In accordance with University policy, students who have been enrolled at another institution must report official transcripts from each college or university previously attended. The Registrar of Southern University at Shreveport will evaluate all previous work done by student at other institutions. Transfer credit may be given for those courses taken at accredited institutions provided that the courses fall within the scope of approved curriculums. Acceptability of non-equivalent courses is subject to the approval of the Department Chair.

Transfer students requesting admission into the nursing program must meet application deadlines and admission criteria.

1. Transfer students requesting to challenge nursing courses at Southern University at Shreveport   must have successfully completed equivalent nursing courses from other schools or universities within the last three years. Students will only be permitted to challenge lower level courses.
2. Students who have been placed on probation or dismissed for academic or professional reason from another institution are not eligible for admission to the nursing program until after three (3) years from the last enrollment in the former nursing program and may not challenge nursing courses.

Articulation:

The School of Nursing is in compliance with a state mandate articulation model that recognizes the education and training of Licensed Practical/Vocational Nurses. LPN's/LVN's will be able to advance their education with minimal duplication of knowledge and skills while maintaining the integrity of the educational process and the autonomy of practical/vocational nursing programs.

The licensed Practical/Vocational Nurse articulating into the Associate of Science in Nursing Program will be awarded fourteen (14) credit hours in the professional component of the nursing curriculum upon successful completion of the transition course. Transfer of non-nursing courses will be according to the policy of the University.

Applicants are required to submit an application to Nursing 130, Transition to Professional Nursing in the fall semester and complete the National League for Nursing Acceleration Challenge Exam (ACE) I – PN to RN (Foundations to Nursing). The exam "assesses fundamental skills needed to meet physiological and psychosocial needs of clients who are in stable condition."

For entry into the LPN-RN track, applicants must:

1. Be unconditionally admitted to Southern University at Shreveport
2. Be a graduate of an approved LPN/LVN program
3. Declare nursing as a major
4. Successfully complete at least 12 hours at Southern University at Shreveport
5. Have a valid, unencumbered license to practice as an LPN in the State of Louisiana
6. Successfully complete the Nursing Acceleration Challenge Exam (ACE) I – PN to RN
7. Successfully complete with a grade of "C" or better the following courses:
   Chemistry 129
   English 110
   English 111
   Math 124
   Math 200
   Biology 200
   Biology 220
   Biology 222
   Psych 250
8. Have an overall GPA of 2.5 or above
9. Submit an application by the deadline date with the following attached:
   Verification of current State of Louisiana License to Practice as an LPN
   Verification of IV certification
   Verification of CPR certification
   Current health record

Criteria for selection into the Accelerated LPN to RN Track

If the number of eligible students applying to the LPN to RN accelerated track of the nursing program exceeds the number of available positions in the course, students with the highest overall grade point average will be selected. If there is more than one student qualifying for the last position (identical GPA's) the student scoring higher on the ACE I PN to RN Exam will be selected. If GPA's and ACE I – PN to RN scores are identical, then the person having completed more hours at SUSLA will be selected. A total of (10) students will be admitted to the accelerated LPN to RN track for the fall semester. No wait list will be maintained.

Criteria for selection in subsequent nursing courses when an interruption occurs:

The number of students in each nursing clinical course may vary according to the resources available to the Nursing Program. If progression in a clinical nursing course is interrupted for any reason, the student must apply to re-enroll into the course(s) where the interruption occurred.

1. Course placement will be dependent upon resources available. If the number of students applying to re-enroll in a nursing clinical course exceeds the position available, overall grade point average will be used as the criteria for selection. Highest overall GPA's will be selected until all available positions are filled.
2. If the interruption is for more than two consecutive regular semesters (spring/fall), the student will be responsible for meeting the requirements of the current curriculum.
3. If the interruption is for more than 2 years (4 regular semesters: spring/fall), the student will be required to repeat all courses in the professional component of the nursing major. The student must re-apply to the Nursing Program and complete all admission/eligibility requirements. Students will be considered with all other applicants.

Progression in the Nursing Program

To progress in the Nursing Program, students must:

1. Maintain a Southern University at Shreveport overall grade point average of 2.0 or higher
2. Earn a grade of "C" or better in each required course in the professional component of the nursing curriculum
3. Achieve a satisfactory evaluation in the clinical area of each required course in the professional component of the nursing curriculum. Unsatisfactory performance in the clinical area will result in a course grade of "D or F", even though the student may have earned a grade of "C" or better in the didactic component of the course
4. Earn a grade of "C" or higher in each course in the nursing curriculum. If a grade of "D" or below is earned in any non-nursing required course, the student may progress, provided that the course is not a pre-requisite to a course in the professional component of the nursing curriculum. However, the course must be repeated.
5. Completed annual health form
6. Show evidence of current CPR certification before the start of class
7. Satisfactory complete a standardized exam in each required Nursing course. Unsatisfactory performance on the exam will result in a course grade of 'D' or 'F' even though the student may have successfully completed the didactic and clinical components of the course.

Grading Scale used in the Department of Nursing

100 – 93	A
92 – 85	B
84 – 77	C
76 – 65	D
64 – below	F

Probation:

A student may be placed on probation when failing to comply with the academic and professional conduct standards of the School of Nursing. A violation has occurred when:

1. A lack of professional compatibility is demonstrated when the standards described in the Louisiana Nurse Practice Act and the American Nurses Association Code of Ethics are not met
2. Earning a *first* grade of "D", "F", or "W" in any required clinical nursing course
3. There is a criminal arrest or charge in any state or foreign country

Suspension:

A student who is arrested, charged with, convicted of, pled guilty or nolo contender to a criminal offense in any state or foreign country will be immediately suspended from all clinical nursing courses. Suspension will remain in effect until the Louisiana State Board of Nursing grants approval to continue in clinical nursing courses.

Dismissal:

1. A student found guilty by the Southern University Disciplinary Committee of any of the following will be dismissed from the Department of Nursing and may be subject to University sanctions:
    A. Academic cheating
    B. Plagiarism
    C. Unauthorized possession of examinations
    D. Falsification of patient or agency records
    E. Falsification of Southern University documents

F. Illegal possession, sale, use or distribution of drugs
G. Illegal possession of weapons
H. Theft
I. Any other activity that is incompatible with professional behavior as delineated by The Louisiana Nurse Practice Act, The American Nurses Association Code of Ethics, or Southern University

2. A student will be dismissed from the School of Nursing when:
   A. Earning a grade of "W", "D", or "F" in a required clinical nursing course after enrolling for the **second** time
   B. Earning two grades of "D", or "F" in the nursing curriculum
   C. Withdrawing from a clinical nursing course after having previously withdrawn from two other clinical nursing courses. Only two withdrawals are permitted in the professional component of the nursing curriculum. A student withdrawing for a third time will be dismissed from the Nursing Program. This policy applies only to courses following the Basic Principles of Nursing course. Students earning a *first* "W", "D", or "F" in Basic Principals of Nursing will be dismissed from the Nursing Program. Students are eligible to apply to the Nursing Program at the next regular semester in which applications are accepted. Students will be considered with all other applicants and must meet eligibility criteria.
   D. Continuing to demonstrate a lack of professional compatibility while on probation
   E. Being denied approval by the Louisiana State Board of Nursing to continue
   F. Failing to declare criminal charges, arrests or convictions that occur while matriculating in the program
   G. Deemed ineligible to continue by the Louisiana State Board of Nursing

Exceptions:
Students have the right to request an exception to any of the School of Nursing policies. Letters of exception are submitted to the School of Nursing Academic and Professional Standards Committee. After consideration, the Committee submits its recommendation to the Nursing Faculty Organization for a final decision.

Degree Requirements:
Students must complete all of the requirements pertaining to the Associate of Science in Nursing Program and to University requirements for graduation outlined in this catalog.

Associate of Science in Nursing
Program Progression
72 Credit Hours

FIRST SEMESTER				SECOND SEMESTER			
	No.	Course	Cr.		No.	Course	Cr.
CHEM	129	Gen. Chem. Lecture	3	NURS	125	Basic Prin. of Nsg	6
ENGL	110	Freshman English I	3	MATH	200	Finite Mathematics	3
MATH	124	College Algebra	3	BIOL	222	Human Anat. & Phys.	4
BIOL	220	Human Anat. & Phys.	4			Lec. & Lab II	
		Lec. & Lab I		ENGL	111	Freshman English II	3
BIOL	200	Microbiology Lec. & Lab	4				
TOTAL			17	TOTAL			16

THIRD SEMESTER			
	No.	Course	Cr.
NURS	140	Con. & Proc of Nsg I	4
		(7 ½ week course)	
NURS	160	Psych Mental Health	4
		(7 ½ week course)	
NURS	210	Prin. of Pharmacology	3
PSYC	250	Developmental Psychology	3
TOTAL			14

FOURTH SEMESTER				FIFTH SEMESTER			
	No.	Course	Cr.		No.	Course	Cr.
NURS	225	Nsg. Care Childbearing Family	4	NURS	240	Con & Proc of Nsg II	5
		(7 ½ week course)				(7 ½ week course)	
NURS	220	Nsg. Care of Child	4	NURS	260	Con & Proc of Nsg III	4
		(7 ½ week course)				(7 ½ week course)	
		Speech Elective	3			Humanities Elective	3
NURS	230	Trends/Issues in Nurs.	2				
TOTAL			13	TOTAL			12

*The following courses are taught in 7 ½ week sessions:

NURS	140	**Concepts & Processes of Nursing I**
NURS	160	**Psychiatric Mental Health Nursing**
NURS	220	**Nursing Care of the Child**
NURS	225	**Nursing Care of the Childbearing Family**
NURS	240	**Concepts & Processes of Nursing II**
NURS	260	**Concepts & Processes of Nursing III**

Associate of Science in Nursing
Program Progression
Accelerated LPN – RN Tract
74 credit hours
(14 by credit awarded)

PRE-NURSING

Chemistry	129	3 credit hours	General Chemistry
English	110	3 credit hours	Freshman English I
English	111	3 credit hours	Freshman English II
Math	124	3 credit hours	College Algebra
Math	200	3 credit hours	Finite Math
Biol	200	4 credit hours	Microbiology Lec/Lab
Biol	220	4 credit hours	Human Anat & Physio I Lec/Lab
Biol	222	4 credit hours	Human Anat & Physio II Lec/Lab
Psyc	250	3 credit hours	Developmental Psychology
		30	

FALL SEMESTER

	No.	Course	Cr.
NURS	131	Trans to Prof Nsg	2
NURS	210	Principles of Pharmacology	3
TOTAL			5

FIRST SEMESTER

	No.	Course	Cr.
NURS	225	Nsg Care Child/Fam	4
NURS	220	Nsg Care of Child	4
		Speech Elective	3
NURS	230	Issues & Trends in Nursing	2
TOTAL			13

SECOND SEMESTER

	No.	Course	Cr.
NURS	240	Con & Proc of Nsg II	5
NURS	260	Con & Proc of Nsg III	4
		Humanities Elective	3
TOTAL			12

*Students successfully completing Nursing 130: Transition to Professional Nursing will be awarded fourteen (14) hours of credit for Nursing 125: Basic Principles of Nursing (6), Nursing 140: Concepts and Processes of Nursing I (4) and Nursing 160: Psychological Mental Health Nursing (4)

General Education hours	36
Nursing	38 (24 by enrollment; 14 by credit awarded)
Total	74

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Division of Science and Technology

The division of Science and Technology is composed of four departments: Aerospace Technology, Biomedical Sciences (Biology, Chemistry, Microbiology, Anatomy and Physiology), Electronics Technology, Mathematics and Computer Science. The division offers the Associate of Applied Science, Associate of Science, Associate of General Studies degree programs as well as Certificate programs in various fields. The Associate of Applied Science Program and the Certificate Programs prepare students for either entry into the labor force or for transfer into baccalaureate degree programs. The Associate of General Studies Programs prepares students only for transfer into the baccalaureate and professional training programs. Pre-professional and related transfer courses are also offered through the Associate of General Studies Degree Program. These courses are offered through the Department of Biomedical Sciences including courses in Anatomy and Physiology, Biology, Chemistry, Microbiology and Nutrition.

Summary of Programs:

Associate Degree Programs

Associate of Applied Science (AAS)
- Aviation Maintenance Technology
- Electronics Technology

Associate of Science (AS)
- Biology
- Chemistry
- Computer Science
- Mathematics

Certificate Programs
- Airframe and Powerplant
- Computer Network Technology
- Computer Information Systems (CIS)
- Web Development (CWEB)

AEROSPACE TECHNOLOGY PROGRAM

Southern University at Shreveport offers two distinct Aviation Maintenance Technology (AMT) Programs for students who desire to enter the field of aviation as Aviation Maintenance Technicians. The maintenance technician keeps the aircraft in peak operating condition by performing scheduled maintenance, making repairs and conducting inspections as required by the Federal Aviation Administration (FAA).

Students in the Aerospace Technology Program are expected to pursue aerospace technology courses on a continuous basis. The order of course progression may vary depending on when the student enters the program. Special course scheduling may be necessary to ensure continuity of student training between the academic and technical components. These schedules must be approved by the program director.

ASSOCIATE OF APPLIED SCIENCE IN
AVIATION MAINTENANCE TECHNOLOGY

The Aviation Maintenance Technology Associate Degree Program, which is certified by the FAA under Air Agency Certificate No. XSUT020K, offers the non-experienced student a carefully selected blend of theory and practical applications. The training which is required by the FAA in lieu of experience will give the student an opportunity to enter the Aviation Maintenance profession. Once the training requirements are completed, the student will become eligible to take the FAA airframe and/or powerplant examinations for the Aviation Maintenance Technician's License. Licensing is not a function of the University, but of the FAA. Students in this program perform actual repairs on the aircraft as well as overhaul the engines and accessories. Facilities for the technology training are located in the Aerospace Technology Center at the Downtown Airport in Shreveport.

The following courses are required before students will graduate from the Associate Degree program:

FROR	110	Freshman Seminar	1 semester credit hour
CMPS	101	Computer Concepts	3 semester credit hours
MATH	126	Technical Math	3 semester credit hours
PSYC		Psychology Elective	3 semester credit hours
		Humanities Elective	3 semester credit hours
SPCH	131	Oral Communication	3 semester credit hours
TOTAL HOURS			16 semester credit hours

Certificate of Technical Studies in
Airframe and Powerplant Maintenance

AIRFRAME AND POWERPLANT MAINTENANCE
(Certificate of Technical Studies Program)

Students who choose not to pursue the Associate Degree may enroll in the Certificate program to prepare for the FAA license. The technical course requirements are the same as for the Degree, but the academic courses (English, Speech, etc.) are omitted. As with the degree curriculum, course scheduling may vary; depending on student load and need.

AIRFRAME AND POWERPLANT CERTIFICATE

FIRST SEMESTER

No.	Course	Cr.
AMTG 101	Basic Electricity	3
AMTG 102	Aviation Regulations	1
AMTG 104	Fluid, Lines, & Fittings	1
AMTG 105	Materials & Processes	3
AMTG 106	Ground Oper. & Servicing	3
AMTG 108	Aircraft Drawings	1
MATH 126	Technical Math	3
TOTAL		15

SECOND SEMESTER

No.	Course	Cr.
AMTA 201	Wood, Coverings & Finishes	2
AMTA 202	Sheet Metal & Non-Metallics	4
AMTA 203	Aircraft Welding	1
AMTA 205	Airframe Inspection	1
AMTA 206	Assembly & Rigging	3
AMTA 207	Aircraft Fuel Systems	1
PHYS 105	Technical Physics	3
TOTAL		15

FIRST SUMMER

No.	Course	Cr.
AMTA 208	Aircraft Hydraulic & Pneumatic Systems	3
TOTAL		3

THIRD SEMESTER

No.	Course	Cr.
AMTA 209	Aircraft Landing Gear Syst.	2
AMTA 210	Cabin Atmosphere Control	1
AMTA 211	Aircraft Electrical Systems	3
AMTA 212	Posit. & Warn./Fire Control	2
AMTA 213	Comm/Nav & Instruments	2
AMTA 222	Turbine Engines	3
AMTA 223	Engine Inspection	1
TOTAL		14

FOURTH SEMESTER

No.	Course	Cr.
AMTP 224	Eng. Instr. & Fire Protection	1
AMTP 225	Engine Lubrication Systems	1
AMTP 226	Ignition & Starting System	3
AMTP 227	Eng. Fuel & Metering Syst.	3
AMTP 228	Induction, Cool, & Exhaust	2
AMTP 229	Propellers & Components	3
AMTP 231	Engine Electrical Systems	2
TOTAL		15

SECOND SUMMER

No.	Course	Cr.
AMTP 250	Reciprocating Engine Overhaul	4
TOTAL		4

TOTAL CREDIT HOURS: 66

Associate of Applied Science in
Aviation Maintenance Technology

FIRST SEMESTER

	No.	Course	Cr.
ENGL	110	Freshman English I	3
MATH	124	College Algebra	3
AMTG	102	Aviation Regulations	1
AMTG	106	Ground Operations and Servicing	3
AMTG	104	Fluid, Lines, & Fittings	1
AMTG	108	Aircraft Drawings	1
AMTG	101	Basic Electricity	3
TOTAL			15

SECOND SEMESTER

	No.	Course	Cr.
ENGL	111	Freshman English II	3
PHYS	105	Technical Physics	3
AMTG	105	Materials & Processess	3
AMTA	211	Aircraft Electrical Sys.	3
AMTA	207	Aircraft Fuel Systems	1
AMTA	212	Aircraft Position & Warn Systems, Fire Protection	2
TOTAL			15

FIRST SUMMER

	No.	Course	Cr.
AMTA	208	Aircraft Hyd. & Pneu. Syst.	3
AMTA	209	Aircraft Landing Gear Syst.	2
AMTA	210	Cabin Atmosphere Control	1
AMTA	203	Aircraft Welding	1
TOTAL			7

THIRD SEMESTER

	No.	Course	Cr.
AMTA	202	Sheetmetal & Non-Metallic Structures	4
AMTA	201	Wood, Coverings & Finishes	2
AMTA	206	Assembly & Rigging	3
AMTA	213	Communication, Nav. and Instruments	2
AMTA	205	Airframe Inspection	1
AMTA	231	Engine Electrical Sys	2
AMTA	223	Engine Inspection	1
TOTAL			15

FOURTH SEMESTER

	No.	Course	Cr.
AMTP	224	Engine Instrument & Fire Protection Systems	1
AMTP	226	Ignition & Starting Sys.	3
AMTP	225	Engine Lubrication Sys.	1
AMTP	228	Induction, Cooling, & Exhaust Systems	2
AMTP	250	Reciprocating Engine & Overhauling & Installltion	4
AMTP	227	Engine Fuel & Metering Systems	3
TOTAL			14

SECOND SEMESTER

	No.	Course	Cr.
AMPT	222	Turbne Engines	3
AMPT	229	Propeller and Components	3
TOTAL			6

TOTAL CREDIT HOURS: 72

ASSOCIATE OF SCIENCE IN BIOLOGY

A sound background in the life sciences is essential for success in employment and for graduate studies in biological science as well as careers in the health care arena. Many careers require fundamental and detailed understanding and knowledge of animal and plant structure and function. The Department of Biology offers two academic programs – the Associate of General Studies and the Associate of Science in Biology. The Associate of General Studies in Biology parallels the first two years toward the Bachelor of Science in Biology that would prepare students for admission to schools of medicine, dentistry, and veterinary medicine, and pharmacy as well as graduate studies. The Associate of Science in Biology Program is designed for students seeking immediate professional careers in biology and its related fields. A student may officially enroll in the Degree program when he/she has completed all admission requirements prescribed by the institution.

The Department offers service courses in biology as a part of the institutional core curricular requirements as elective courses for non-majors and as basic science requirements in the Allied Health and Nursing programs. Biology majors are required to complete a comprehensive departmental exit examination prior to transferring or receiving the associate degree.

FIRST SEMESTER

	No.	Course	Cr.
FROR	110	Freshman Seminar *	1
ENGL	110	Freshman English I	3
MATH	124	College Algebra	3
HIST	104	American History	3
BIOL	104	Gen. Biology Lec & Lab	4
SPCH	131	Oral Communication *or*	3
SPCH	200	Public Speaking *or*	
SPCH	210	Fund. of Speech	
TOTAL			**17**

SECOND SEMESTER

	No.	Course	Cr.
ENGL	111	Freshman English II	3
MATH	130	College Algebra	3
BIOL	105	Adv. Prin. of Biology	4
CMPS	101	Intro to Computer Concepts	3
BIOL	230	Parasitology	4
TOTAL			**17**

THIRD SEMESTER

	No.	Course	Cr.
BIOL	200	Gen. Microbiology Lec. & Lab	4
BIOL	220	Anatomy & Physiology I Lec & Lab	4
CHEM	130	General Chemistry Lec & Lab	4
		Natural Science Elective**	4
TOTAL			**16**

FOURTH SEMESTER

	No.	Course	Cr.
BIOL	264	Cell & Molecular Bio.	4
BIOL	222	Anatomy & Phy. II Lec & Lab	4
CHEM	131	General Chemistry Lec. & Lab	4
		Humanities Elective	3
		Social Science Elective	3
TOTAL			**18**

TOTAL CREDIT HOURS: 68

*Freshman Seminar and Lab (FROR 111) may be substituted
**Natural Science Elective: Genetics, General Biology, General Botany, General Physics or 200 Level Chemistry Course, Immunology

ASSOCIATE OF SCIENCE IN CHEMISTRY

The Chemistry Department offers the Associate Degree and Associate of General Studies Degree Programs designed for immediate entry into the labor force or transfer to a baccalaureate program. The major areas are chemistry and biochemistry. The curricula are designed to meet the standards of the American Chemistry Society. The Department offers service courses for students in both allied health fields and general education.

The candidate for an associate degree in an area other than chemistry may elect to take Chemistry 130 and 131 to satisfy the natural science requirement for the degree.

Students entering nursing or other allied health fields, such as radiologic technology and medical laboratory technology, are encouraged to take both Chemistry 130 and 131. Those students who feel unprepared to attempt Chemistry 132 should take Chemistry 130 initially.

The Department of Chemistry also offers a concentration in Technical Chemistry. Technical Chemistry provides additional training in the use of instrumentation to meet the needs of an ever-changing chemical world. Students electing this concentration will gain mastery in the use of NMR, IR and GC. Skills in the use of these instruments will allow students direct entry into the work world. Students interested in this concentration should consult the chairman of the Chemistry Department.

FIRST SEMESTER

	No.	Course	Cr.
FROR	110	Freshman Seminar	1
ENGL	110	Freshman English I	3
HPRE	110	Prin of Health	2
HIST	104	American History	3
MATH	124	College Algebra	3
CHEM	130	General Chemistry Lec & Lab	4
TOTAL			**16**

SECOND SEMESTER

	No.	Course	Cr.
ENGL	111	Freshman English II	3
MATH	130	College Algebra	3
BIOL	104	General Biology Lec & Lab	4
CHEM	131	General Chemistry Lec & Lab	4
SPCH	131	Oral Communication *or*	
SPCH	200	Public Speaking *or*	
SPCH	210	Fund. of Speech	3
TOTAL			**17**

THIRD SEMESTER

	No.	Course	Cr.
CMPS	101	Intro Computer Concepts	3
PHYS	221	Physics Lec & Lab	5
CHEM	230	Organic Chemistry Lec & Lab	4
		Natural Science Elective	3
		Humanities Elective	3
TOTAL			**18**

FOURTH SEMESTER

	No.	Course	Cr.
PSYC	210	General Psychology	3
CHEM	255	Biochemistry **or**	
CHEM	231	Organic Chemistry Lec & Lab	4
MATH		Mathematics Elective	3
PHYS	222	Physics Lec / Lab	5
TOTAL			**15**

TOTAL CREDIT HOURS: 68

COMPUTER SCIENCE DEPARTMENT

This curriculum allows students the option of specializing in either scientific or business application programming according to their career goals. After graduation, students are prepared to work as a junior programmer or they may continue their education in a four-year institution offering a degree in computer science or related field.

ASSOCIATE OF SCIENCE IN COMPUTER SCIENCE

FIRST SEMESTER

No.	Course	Cr.
FROR 110	Freshman Seminar	1
ENGL 110	Freshman English II	3
MATH 130	Adv. College Algebra	3
	Approved Elective (B/S)	3
CMPS 140	Structured Programming	3
TOTAL		**13**

SECOND SEMESTER

No.	Course	Cr.
ENGL 111	Freshman English II	3
MATH 140	Plane Trig.	3
CMPS	Computer Science (B/S)	3
BIOL 104	General Biology Lec & Lab	4
CMPS 293	Intro to C++ Programming	3
TOTAL		**16**

THIRD SEMESTER

No.	Course	Cr.
MATH 264	Calculus I	4
CMPS	Computer Science (B/S)	3
SPCH 200	Public Speaking	3
	Humanities Elective	3
CMPS	Elective	3
TOTAL		**16**

FOURTH SEMESTER

No.	Course	Cr.
CMPS 240	Data Structure	3
	Approved Elective (B/S)	3
CMPS	Elective	3
SOCL 210	Intro. to Sociology	3
CMPS 295	Seminar **or**	3
CMPS 299	Internship	
TOTAL		**15**

TOTAL CREDIT HOURS: 60

COMPUTER INFORMATION SYSTEM CERTIFICATE PROGRAM

The Certificate in Computer Information Systems (CIS) will be awarded to students who complete the total required hours of 30 in the program for Computer Information Systems while maintaining a minimum grade of "C" in all CIS and/or CMPS courses to be applied toward the CIS certificate. These students must also satisfy the general requirements of the University.

The curriculum is designed to attract students who desire to learn about technology as it relates to business rather than from a scientific perspective. In obtaining this certificate, a student will be able to go directly into the workforce into various computer related fields or the student may choose to continue their educational path at a higher institution in Computer Information Systems or Management Information Systems.

FIRST SEMESTER				SECOND SEMESTER			
	No.	Course	Cr.		No.	Course	Cr.
CMPS	215	Business Applications	3	CMPS	290	System Analysis & Design	3
CISC/CMPA		Elective	3	CISC	210	Information Systems	3
CMPS	140	Structured Programming	3	CISC		Elective	3
CMPS	190	COBOL **or**	3	CISC/CMPS		Elective	3
CMPS	296	JAVA		CISC	240	Database Application	3
MGMT	200	Intro to Business	3				
	TOTAL		15		TOTAL		15

TOTAL CREDIT HOURS: 30

WEB DEVEPLOMENT CERTIFICATE PROGRAM

Students interested in obtaining a web development certificate will gain a strong technical foundation and will be able to move into the workforce with confidence. These students are prepared for web design or web development as well as web updating/maintenance in the business world. This certificate program is designed to provide courses that build and strengthen applied technical skills along with providing an orientation to the business area.

FIRST SEMESTER				SECOND SEMSTER			
	No.	Course	Cr.		No.	Course	Cr.
CWEB	110	Intro Web Page Design-HTML	3	CWEB	240	Front Page	3
CWEB	120	Internet Technology	3	CWEB	230	Web Production	3
CWEB	140	Intro to E-Commerce	3	CWEB/CMPS		Elective	3
CWEB/CMPS		Elective	3	CWEB/CMPS		Elective	3
CWEB/CMPS		Elective	3	CWEB	210	Adv. Web Page Design HTML	3
TOTAL			15	TOTAL			15

TOTAL CREDIT HOURS: 30

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COMPUTER NETWORK TECHNOLOGY PROGRAM

Computer Technology is an exciting field that presents many opportunities for a student to be proficient in both computer systems and applications. The rapid spread of computers and advances in information technology has generated a need for highly trained workers to design and manage new information systems that use these technologies to meet the needs of the business organization.

The Computer Technology program at SUSLA gives graduates quick acknowledgement of success with a minimum amount of coursework in relatively few academic semesters. The curriculums are designed along industry area expertise and taught by experienced professionals. The coursework combines instructor-led and online learning with hands-on laboratory exercises, where students apply what they learn in class while working on actual systems. In addition to regular training, the curriculums are designed to help students improve math, science, writing, and problem-solving abilities. Learning objectives are closely tied to industry-based certification curriculums, the national math and science standards, as well as workforce competencies requirements. This provides graduates the opportunity to enter the workforce highly prepared at a faster pace, able to support enterprise systems and solve problems that are encountered when working in this ever-changing and growing field.

The Computer Technology program at SUSLA currently offers certification in Computer Networking Technology. Areas of study include specializations in Cisco Systems Networking, Microsoft Systems Networking, CyberSecurity, and Convergence Technologies. Plans are underway to offer curriculums in Database Technology and Computer Software Engineering.

COMPUTER NETWORKING TECHNOLOGY
(Certificate of Technical Studies)

The Computer Networking Technology program prepares graduates with skills needed to design and install secure network systems based on customer requirements, monitor network traffic and security, and maintain computer network hardware and software. The skills acquired will enable the student to support different network topologies and solve problems that are encountered in the field. The certificate program offers specializations in Cisco Systems Networking, Microsoft Systems Networking, CyberSecurity, and Convergence Technologies. Courses and extensive hands-on training prepares students for the workforce and for professional certification exams including Cisco CCNA, CCNP, Microsoft MCSA, MCSE, Comp TIA A+, Network+, Security+, etc. Skills acquired can be applied toward a college degree, update current job requirements, or enable graduates to secure new career opportunities in a fast-growing and high-demand occupation in the following areas:

- Network Design Specialist
- Network Management
- Network Security Administrator
- CyberSecurity Analyst
- Computer System Forensics
- Hardware/Software Installation
- Information and Communication Technology (ICT) Specialist
- Wireless Communications Specialist
- Home Technology Integrator
- Help-Desk Technical Support
- Technical Customer Service Representative

COMPUTER NETWORK TECHNOLOGY
(Certificate of Technical Studies Programs)

	FIRST SEMESTER				**SECOND SEMESTER**	
No.	**Course**	**Cr.**		**No.**	**Course**	**Cr.**
CNET 180	CCNA 1:Cisco Network Basics	4		CNET 211	CCNA 3:Switching Basics & Intermediate Routing	4
CNET 185	CCNA 2:Router & Routing Basics	4		CNET 216	CCNA 4:WAN Technologies	4
CNET 191	CCNA Practicum/Coop I	3		CNET 220	CCNA Certification Review	3
	CCNA Approved Elective	3		CNET 226	Practicum/Coop II	3
TOTAL		14		TOTAL		14

TOTAL CREDIT HOURS: 28

ADVANCED CISCO SYSTEMS NETWORKING (CCNP)

	FIRST SEMESTER				**SECOND SEMESTER**	
No.	**Course**	**Cr.**		**No.**	**Course**	**Cr.**
CNET 280	CCNP 1:Adv. Routing	4		CNET 290	CNNP 3:Cisco Multilayer Switch	3
CNET 282	CCNP 2:Remote Access Netwrks	4		CNET 292	CNNP 4:Network Troubleshoot	4
CNET 284	CCNP Practicum/Coop I	3		CNET 293	CCNP:Certification Review	3
CCNP	Approved Elective	3		CNET 294	CCNP Practicum/Coop II	3
TOTAL		14		TOTAL		14

TOTAL CREDIT HOURS: 28

CISCO CONVERGED NETWORKING

	FIRST SEMESTER				**SECOND SEMESTER**	
No.	**Course**	**Cr.**		**No.**	**Course**	**Cr.**
CNET 195	Fund. of Cisco Wireless LANs	4		CNET 272	Wireless Telephony Systems	4
CNET 196	Voice Video & Data Inter.-Conv.	4		CNET 275	Advanced Wireless Networks	4
CNET 198	Voice-over-Internet Protocol	3		CNET 279	Case Study II:Enterpr. Ntwrk	3
CNET 271	Case Study I:SOHO (Small Office Home Office)	3			Approved Elective	3
TOTAL		14		TOTAL		14

TOTAL CREDIT HOURS: 28

MICROSOFT SYSTEMS NETWORKING (MCSA)

	FIRST SEMESTER				**SECOND SEMESTER**	
No.	**Course**	**Cr.**		**No.**	**Course**	**Cr.**
CNET 150	Network +	3		CNET 205	Administering Servers	4
CNET 156	Support. Micrsft. Wndws Client Oper. Syst. (XP/Vista)	3		CNET 206	Implement & Maintaining Windows Server Sys. Envir.	4
CNET 170	MCSA Practicum/Coop I	3		CNET 209	MCSA Practicum/CoopII	3
	MCSA Approved Elective	3			MCSA Approved Elective	3
TOTAL		12		TOTAL		14

TOTAL CREDIT HOURS: 26

ADVANCED MICROSOFT SYSTEMS NETWORKING (MCSE)

FIRST SEMESTER

	No.	Course	Cr.
CNET	232	Implementing & Managing Windows Server Sys. Network Infrastructure	4
CNET	234	Implementing & Managing Windows Server System Active Directory	4
CNET	240	MCSE Practicum/Coop I	3
		MCSE Approved Elective	3
		MCSE Advanced Microsoft Elective	4
	TOTAL		18

TOTAL CREDIT HOURS: 18

CYBERSERCUITY

FIRST SEMESTER				SECOND SEMESTER			
	No.	Course	Cr.		No.	Course	Cr.
CNET	246	Operating Sys. Security	3	CNET	252	Computer System Forensics	3
CNET	248	Incident Response & Handling	3	CNET	254	Security Assess. & Auditing	3
CNET	249	Firewalls & Network Security	4	CNET	256	Security Mgmt Practices	4
CNET	250	Security Practicum/Coop I	3	CNET	260	Security Practicum/Coop II	3
TOTAL			13	TOTAL			13

TOTAL CREDIT HOURS: 26

ASSOCIATE OF APPLIED SCIENCE IN ELECTRONICS TECHNOLOGY

The Electronics Technology program gives the student an education leading to technical competence in the electronics field. The primary objective is to give the student a mastery of the fundamentals of electronics and prepare the student to perform maintenance and repairs on various electronic devices. The Program combines coursework and coordinated laboratory work so that graduates will be capable of performing the variety of technical tasks demanded of them. The program is accredited by the National Association of Industrial Technology (NAIT).

Associate of Applied Science in Electronics Technology

FIRST SEMESTER					SECOND SEMESTER		
	No.	Course	Cr.		No.	Course	Cr.
FROR	110	Freshman Seminar	1	ENGL	111	Freshman English II	3
ENGL	110	Freshman English I	3	MATH	130	College Algebra	3
MATH	124	College Algebra	3	EETC	120	Basics Electronics Lec	4
EETC	110	Basic Electronics Lec	4			& Lab	
		& Lab		EETC	130	Semiconductor Circuits	4
ENGR	110	Engineering Orientation	1			Lec & Lab	
SPCH	200	Public Speaking	3	EETC	200	Digital Circuits	4
TOTAL			15	TOTAL			18

	SUMMER SESSION		
No.	Course		Cr.
	Hum. Elective		3
	Nat. Sci. Elective		3
TOTAL			6

THIRD SEMESTER					FOURTH SEMESTER		
	No.	Course	Cr.		No.	Course	Cr.
EETC	230	Electronics Inst.	3	EETC	245	Microprocessor Tech.*	3
		Lec & Lab		SOCL	210	Sociology	3
CMPS	101	Intro to Computer Conc.	3	EETC	220	Operational Amplifiers	4
EETC	210	Semiconductor Circuits II	4	PHYS	222	Physics Lec & Lab	5
PHYS	221	Physics Lec & Lab	5	MATH	140	Plane Trigonometry	3
TOTAL			15	TOTAL			18

*Students may take the appropriate course substitution in the Computer Science Department Fortran, Assembly Language
 Optional Elective Course: EETC 298 Robotics

TOTAL CREDIT HOURS: 72

ASSOCIATE OF SCIENCE IN MATHEMATICS

     This curriculum provides a program of study leading to the associate degree in mathematics. The courses are designed to give the student a basic distribution of subject matter, enabling him/her to pursue further study toward a four-year degree and an eventual career in mathematics.

FIRST SEMESTER					SECOND SEMESTER		
	No.	Course	Cr.		No.	Course	Cr.
FROR	110	Freshman Seminar	1	ENGL	111	Freshman English II	3
ENGL	110	Freshman English I	3	MATH	140	Plane Trig.	3
HIST		Elective	3	CMPS	101	Computer Science Elec.	3
MATH	130	Adv. College Algebra	3	MATH		Elective	3
		Science Elective	4			Science Elective	4
TOTAL			14	TOTAL			16

THIRD SEMESTER					FOURTH SEMESTER		
	No.	Course	Cr.		No.	Course	Cr.
MATH	264	Calculus I	4	MATH	265	Calculus II	4
CMPS	160	FORTRAN	3			Social Sci. Elec.	3
		Humanities Elective	3			Approved Elect.	3
SPCH	200	Public Speaking	3	PHYS	221	Physics Lec & Lab I	5
		Math Elective	3				
TOTAL			16	TOTAL			15

TOTAL CREDIT HOURS: 61

ASSOCIATE OF APPLIED SCIENCE IN
SAFETY AND HAZARDOUS MATERIALS TECHNOLOGY**
NOTE: Program will no longer be offered by the end of Spring, 2007

Southern University at Shreveport offers an Associate of Applied Science (AAS) degree program in Safety and Hazardous Materials Technology. This program will focus on industrial and environmental safety, with emphasis on industrial hazardous materials. The training provided by this program will equip students with the knowledge and skills necessary for the identification and control of industrial hazardous materials. Professional courses in this program cover industrial hygiene, chemistry and identification of hazardous materials, fire protection, environmental safety and health, safety regulations and standards, and emergency medical services.

This program is designed to train students to become safety technicians and to acquire the status of Certified Safety Professional through the Board of Certified Safety Professionals based in Savoy, Illinois. As a certified safety professional, the technicians may seek entry-level employment as industrial hazardous materials specialist, hazardous materials safety officer, or firefighter.

This program is designed for completion in four semesters and is comprised of professional and general education courses which together accrue sixty-seven (67) semester credit hours.

FIRST SEMESTER				SECOND SEMESTER		
No.	**Course**	**Cr.**		**No.**	**Course**	**Cr.**
SHMT 101	Intro to Safety and Hazardous Technology	3	SHMT	103	Chemistry and Hazardous Materials	4
SHMT 102	Industrial Hygiene	3	SHMT	104	Hazardous Materials Operating Site Practices	3
ENGL 110	Freshman English I	3				
MATH 124	College Algebra	3	SHMT	105	Hazardous Materials Operation Level	3
CHEM 130	General Chemistry	3				
FROR 110	University Seminar	1	SHMT	106	Hazardous Materials Awareness Level	1
			ENGL	111	Freshman English II	3
			MATH		Math Elective	3
TOTAL		17	TOTAL			17

THIRD SEMESTER				FOURTH SEMESTER		
No.	**Course**	**Cr.**		**No.**	**Course**	**Cr.**
CMPS 100	Computer Literacy	1	SHMT	205	Safety and Health Mgmt	3
SHMT 201	Design of Hazard Controls	3	SHMT	206	Safety Laws, Regulations and Standards	3
SHMT 202	Fire Responder	4				
SHMT 203	Fire Essentials	3	SHMT	207	Emergency Medical Services	4
SHMT 204	Environmental Safety and Health	3	SPCH		Speech Elective	3
			HUMA		Humanities Elective	3
PSYC 210	General Psychology	3				
TOTAL		17	TOTAL			16

TOTAL CREDIT HOURS: 67

Note: Program will no longer be offered by the end of Spring, 2007

Course Descriptions

DEPARTMENTAL ABBREVIATIONS

ALLIED HEALTH DIVISION

Allied Health	ALLH
Dental Hygiene	DHYG
Dialysis Technician	DYLT
Emergency Medical Technician – Basic	EMTB
Funeral Services Administration	FSAD
Health Information Technology	HITG
Medical Laboratory Technician	MLTC
Phlebotomy	PHLE
Polysomnography	PSMG
Radiologic Technology	RADT
Respiratory Therapy	RESP
Surgical Technology	SURG

BEHAVIORAL SCIENCES/EDUCATION DIVISION

Criminal Justice Administration	CJUS
Education, Child Development, and Day Care Administration	EDUC
Geography	GEOG
History	HIST
Human Services	HUSR
Paralegal	PRLG
Political Science	POLI
Psychology	PSYC
Public Administration	PADM
Sociology	SOCL

BUSINESS STUDIES DIVISION

Accounting	ACCT
Business Management	MGMT
Food and Beverage Management	FBMG
Hospitality Operations	HOPR

HUMANITIES DIVISION

Dance	DNCE
English	ENGL
Fine Arts	FIAR
French	FREN
Freshman Studies	FROR
Humanities	HUMA
Journalism	JOUR
Music Technology	MUSC
Reading	READ
Spanish	SPAN
Speech	SPCH

NURSING	NURS

SCIENCE AND TECHNOLOGY DIVISION

Aviation Maintenance Technology – Airframe	AMTA
Aviation Maintenance Technology – Certificate	AMTC
Aviation Maintenance Technology – General	AMTG
Aviation Maintenance Technology – Powerplant	AMTP
Biology	BIOL
Chemistry	CHEM
Computer Network Technology	CNET
Computer Science	CMPS
Electronics Technology	EETC
Engineering Technology	ENGR
Mathematics	MATH
Physics	PHYS

COURSES OF INSTRUCTION

The following is a list of all courses of instruction offered by the various departments at SUSLA at the time of this catalog's publication. Every effort is made to be as accurate and complete as possible. Courses are listed alphabetically by subject.

The first figure in parentheses following each course title indicates the lecture hours per week, the second figure indicates the number of laboratory hours the class meets per week in a regular semester and the third indicates the semester credit hours for the course.

ACCOUNTING (ACCT)

ACCT 160   Introduction to Accounting   (3-0-3)
A survey course of the bookkeeping and accounting process. This course places emphasis on gathering, analyzing, classifying and reporting financial data.

ACCT 200   Principles of Accounting I   (3-0-3)
The principles of accounting, theory of debits and credits, financial statement analysis, and financial statement preparation will be studied.
Prerequisite: ACCT 160 or approval by Division Chairperson.

ACCT 201   Principles of Accounting II   (3-0-3)
The preparation of financial statements and their analysis using external and internal financial data with a focus on partnerships and corporations will be studied in this course. This course also covers the use of financial data in managerial decision-making.
Prerequisite: ACCT 200.

ACCT 220   Computerized Accounting   (3-0-3)
This course applies the elements of accounting principles and methods in a computerized environment. This course emphasizes the use of professional accounting software packages such as: Peachtree and Quick Books. The students will apply the complete accounting cycle in a computer environment. Students are required to complete projects in: Merchandising, Job Costing, Payroll, and Service Accounting.
Prerequisite: ACCT 160 or ACCT 200.

ACCT 250   Intermediate Accounting   (3-0-3)
This course includes advanced training in the preparation and interpretation of financial statements with individual analysis of their various components.
Prerequisite: ACCT 201.

ACCT 255   Managerial Accounting   (3-0-3)
This course provides a survey of managerial accounting theory and the application of those principles. It covers the relationship between managerial and financial accounting. The student will learn about the organizational role of management accountants in the management process. The course will cover the basic cost terms and applies them within a job order and a process cost system, cost volume analysis, budgeting, performance evaluation, pricing, and capitol investment analysis will also be addressed. Prerequisite: ACCT 201

ACCT 262   Tax Accounting   (3-0-3)
This is a survey course that includes the elements of the federal and state tax structure, existing tax laws and preparation of tax returns for individuals, partnerships and corporations.
Prerequisite: ACCT 200.

BUST 299   Business Internship   (1-9-3)
This course is designed to provide students with opportunities to enhance their undergraduate learning experience in a work environment, apply knowledge gained in the classroom to an actual worksite, investigate and prepare for career opportunities and professional networking. ACCT 299, MGMT 299, and HOPR 299 were replaced by this course.
Prerequisite: This course can only be taken during the student's sophomore year and with consent from the internship director or recommendation from the department head.

ALLIED HEALTH (ALLH)

ALLH 200   **Principles of Pharmacology**   **(3-0-3)**
This is a course designed to introduce nursing and allied health students to drugs and drug therapy, their indications, contra-indications, and side effects, as well as dosage calculations.

ALLH 210   **Medical Terminology I**   **(3-0-3)**
A study of the terminology used in all areas of the health sciences. Emphasis is placed on basic medical word construction and understanding of the various word parts as they relate to the human body.

ALLH 211   **Medical Terminology II**   **(3-0-3)**
A continuation of ALLH 210 with a more in-depth study of terms that relate to medicine and the human body.
Prerequisite: ALLH 210.

ALLH 217   **Biomedical Statistics**   **(3-0-3)**
This is a one semester course that provides an introduction to statistical methods and applications. Emphasis is placed on descriptive and inferential statistics. Equal time will be given to research techniques using the APA format.

ALLH 230   **Nutrition in Health and Disease**   **(3-0-3)**
This course introduces the student to the scope of the science of nutrition and its application in promoting good nutrition through the proper use of food. The principles of nutrition as they apply to the needs of normal persons of all ages and to those individuals suffering from certain pathological conditions will be covered.

AVIATION MAINTENANCE TECHNOLOGY - AIRFRAME (AMTA)

AMTA 201   **Wood, Coverings, and Finishes**   **(1.5-1.5-2)**
A study of classic airframe structures will provide the theory and application of the older airframe construction and repair techniques. Wood structures, fabric coverings and painting are the main topics covered in this course.

AMTA 202   **Aircraft Sheetmetal, Non-Metallic Structures**   **(1-2-4)**
A study of aircraft structural characteristics and methods of fabrication and repairs as it applies to aircraft aluminum structures. Repairing of aluminum skin is emphasized.

AMTA 203   **Aircraft Welding**   **(1.5-1.5-1)**
This course provides the theory and application of the different welding processes used for repairing of aircraft. Emphasis is placed on the welding of structural members of the aircraft.

AMTA 205   **Airframe Inspection**   **(1.5-1.5-1)**
Airframe Inspection will provide the theory and practical application of the inspections required for both general and commercial aviation type aircraft.

AMTA 206   **Assembly and Rigging**   **(1.5-1.5-3)**
A course of study on the methods and procedures used in the assembly and rigging of aircraft for the most efficient flight.

AMTA 207   **Aircraft Fuel Systems**   **(1.5-1.5-1)**
This course of study is directed towards the various fuel storage and distribution systems used in small and large aircraft and the standard practices for the maintenance of these systems.

AMTA 208   **Hydraulic and Pneumatic Power Systems**   **(1-2-3)**
The study of the operation and maintenance of aircraft hydraulic and pneumatic systems in both small and large aircraft. The method of troubleshooting and repair of components are covered as well as servicing and ground testing. The course also includes the study of powered flight control systems.

AMTA 209   **Aircraft Landing Gear Systems**   **(2-1-2)**
The study of aircraft landing gear structures and operation systems include the repair and maintenance procedures for the retraction systems, brakes, shock struts, steering systems, wheel, tires, and anti-skid systems.

AMTA 210   **Cabin Atmosphere Control Systems**   **(2-1-1)**
A study of the various types of systems used for cabin atmospheric control in corporate and airline type aircraft. Heating, cooling, and pressurization as well as oxygen systems are included in the study.

AMTA 211   **Aircraft Electrical Systems**   **(1.5-1.5-3)**
A course of study of the theory of operation and maintenance of the DC and AC power generating and distribution systems.

AMTA 212   **Aircraft Position and Warning Systems**   **(1.5-1.5-2)**
A study of the theory of operation and the maintenance of various position and warning systems used on small and large aircraft. Fire protection systems are included.

AMTA 213   **Aircraft Communication, Navigation Systems and Instruments**   **(2-1-2)**
This course familiarizes the student with the communication, navigation, and instrument systems and their function. Emphasis is placed on the proper removal and installation procedures.

AVIATION MAINTENANCE TECHNOLOGY - GENERAL (AMTG)

AMTG 101   **Basic Electricity**   **(2-1-3)**
A study of basic electrical theory for both AC and DC current and its application to aircraft systems. Understanding voltage, current, and resistance relationships, reading and interpreting electrical schematics, and developing a methodical approach to electrical problem solving are included. Introduction to solid state, and digital devices in aircraft systems and projects to give the aircraft technician hands-on experience will also be included.

AMTG 102   **Aviation Regulations, Records, and Documents**   **(3-0-1)**
A presentation of Federal Aviation Regulations pertinent to aircraft maintenance and the associated documents, publications and records applicable to aircraft maintenance and the technician.

AMTG 104   **Fluid, Lines, and Fittings**   **(1.5-1.5-1)**
A study that will include the identification of aircraft plumbing, its repairs, and the methods and processes used for fabricating rigid and flexible lines.

AMTG 105   **Materials and Processes**   **(1.5-1.5-3)**
An introduction to the materials and processes used in aircraft maintenance and repair. Various methods of non-destructive testing and control of corrosion are studied and performed.

AMTG 106   **Ground Operations and Servicing**   **(1.5-1.5-3)**
A course of standards for aircraft ground movement and operations and associated safety practices. A study of aircraft weight and balance as it applies to the maintenance technician is included.

AMTG 108   **Aircraft Drawings**   **(2-1-1)**
A study of aircraft working drawings, schematics, diagrams, and the meaning of lines and symbols as well as blueprint reading.

AVIATION MAINTENANCE TECHNOLOGY - POWERPLANT (AMTP)

AMTP 222   **Turbine Engines**   **(1.5-1.5-3)**
A study of the theory of operation of the turbine engine and the function of engine components. Overhaul and testing procedures are covered including disassembly, inspection, repair, reassembly and operational tests of the engines and accessories.

AMTP 223   **Engine Inspection**   **(1.5-1.5-1)**
Engine inspection will provide the theory and application of the inspections required for both general and commercial aviation engines.

AMTP 224   **Engine Instruments and Fire Protection Systems**   **(1.5-1.5-1)**
A study of the theory of operation, installation and troubleshooting of the engine instruments and fire protection systems.

AMTP 225   **Engine Lubrication Systems**   **(1.5-1.5-1)**
This course covers the different types of lubrication systems used in the reciprocating and turbine engines. The study also provides the procedures to use in repairing and servicing of these systems.

AMTP 226   **Ignition and Starting Systems**   **(1.5-1.5-3)**
This course of study includes the theory of operation, inspection and repairing of ignition and starting systems for both large and small aircraft.

AMTP 227   **Engine Fuel and Metering Systems**   **(1.5-1.5-3)**
This course covers all the related components of the fuel distribution from the airframe to the fuel metering units which includes the filters, pumps, fuel heating systems and controls. This course places emphasis on theory of operation and application for carburetors and fuel controls. In inspection, troubleshooting and repair procedures of these fuel metering units are covered.

AMTP 228   **Induction, Cooling and Exhaust Systems**   **(1.5-1.5-2)**
The types and characteristics of induction, cooling and exhaust systems are compared and evaluated. Standard maintenance practices are covered.

AMTP 229   **Propellers and Components**   **(1.5-1.5-3)**
This course covers the theory, installation, inspection, servicing, maintenance, repair, and the principles of operation of fixed and controllable pitch propellers and related systems. This course also includes the study of propeller de-icing, synchronization, and the selection and use of propeller lubricants for reciprocating and turbo propeller engines.

AMTP 231   **Engine Electrical Systems**   **(1.5-1.5-2)**
This course offers a study of various electrical systems used in support of aircraft engines. The inspection, repair and maintenance procedures are also covered.

AMTP 250   **Reciprocating Engine Overhaul & Installation**   **(1.5-1.5-4)**
This course contains a detailed study supported by the actual disassembly, inspection and repairing of an operational engine followed by the reassembly and the operational testing of the engine. This course also includes the methods and procedures for engine removal and installation.

BIOLOGY (BIOL)

BIOL 104   **General Biology Lecture & Laboratory**   **(3-2-4)**
This course involves a study of the principles and concepts underlying living phenomena. Emphasis will be placed on: the cell and the molecular aspects of cellular activities, basic genetics and evolution; and microbiology.

BIOL 105   **Advanced Principles of Biology Lecture & Laboratory**   **(3-2-4)**
This course involves an introduction into the general characteristics of plant and animal phylum. It will also present and discuss fundamentals of select topics such as: terrestrial and aquatic ecosystems, nutrition and respiration; metabolism and heredity; DNA/RNA mechanisms and protein biosynthesis; and reproduction and development.
Prerequisite: BIOL 104

BIOL 110   **General Zoology**   **(3-2-4)**
This course involves a study of the basic principles of structure, embryology, evolution, classification, habits and distribution of animals. Laboratory exercises stress basic techniques of form and function of animals.

BIOL 115   **General Botany**   **(3-2-4)**
A study of the structural, physiological and systematic principles, concepts and fundamental knowledge of plants, fungi and higher order protists, including: classification, nomenclature, and terminology employed in their description and denominations. Laboratory study includes exercises in the structure and function of these organisms.

BIOL 200   **Microbiology Lecture & Laboratory**   **(3-2-4)**
Microorganisms that cause disease in man and animals will be studied. The isolation and identification mechanisms, methods of control, and techniques of culturing and identifying pathogenic bacteria, viruses, fungi, and parasites are emphasized in the laboratory.

BIOL 210   **Survey of Human Anatomy and Physiology**   **(3-0-3)**
This course will survey the normal structure and function of the skeletal, muscular, nervous, sensory, cardiovascular, lymphatic, respiratory, urinary, endocrine, gastrointestinal, and reproductive systems of the human body. The structure, distribution and functions of tissues are discussed.

BIOL 215   **Introduction to Nutrition**   **(3-0-3)**
Principles of human nutrition in relation to health and physical and mental fitness, dieting requirements and longevity, are studied.

BIOL 220   **Human Anatomy and Physiology Lecture & Laboratory I**   **(3-2-4)**
This course involves a detailed study of the normal structure and function of the skeletal, muscular, nervous, and sensory systems of the human body, including the structure, function, and distribution of cellular and histological components of the human body.

BIOL 222   **Human Anatomy and Physiology Lecture & Laboratory II**   **(3-2-4)**
A detailed study of the normal structure and function of the cardiovascular, lymphatic, respiratory, urinary, endocrine, digestive and reproductive systems of the human body.
Prerequisite: BIOL 220

BIOL 230   **Parasitology**   **(3-2-4)**
A course involving the collection, staining techniques, basic morphology, live histories, classification, distribution, and identification of common parasites of man and other vertebrates.
Prerequisite: BIOL 104

BIOL 232   **Genetics**   **(3-2-4)**
Fundamentals of the principles and the biochemical bases of heredity in plants and animals at familial and population levels. Laboratory activities are designed to study the principles of dominance, segregation, assortment, linkage, and interaction of genes in eukaryotic organisms.

BIOL 250   **Immunology**   **(3-2-4)**
This course involves the study of immune phenomena in biological systems, including: the organization and development of the immune system; the chemistry of antigens, antibodies and their relation to each other; the activation, proliferation and differentiation of immune cells; regulation of the immune response and other effector mechanisms of immunity; and the immunologic mechanisms in disease.
Prerequisite: BIOL 104

BIOL 264   **Cell and Molecular Biology**   **(3-2-4)**
This course involves an intense study of general principles involved in the workings of a living cell. Cellular and molecular structure and function within eukaryotic and prokaryotic cells are stressed. Emphasis is placed on cell morphology and diversity; microscopic and molecular structure of cellular components; relations of cell structure to metabolism; cellular homeostasis; enzymes, bioenergetics and cellular respiration; nucleic acid chemistry, nucleic acid mechanisms in replication, transcription, translation and protein biosynthesis; nucleic acid hybridization, genetic engineering, and gene expression and control; membrane structure and transport; cellular communication and intracellular compartments; and the cell-cycle and cellular division. Cell

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culturing, protein purification, electrophoresis, hybridization, recombinant DNA, DNA cloning, and polymerase chain reaction bio-techniques are stressed in the laboratory.
Prerequisites: BIOL 104 and CHEM 130.

BIOL 279   **Biology Seminar**   **(2-0-2)**
Independent library and laboratory study of a selected problem; reports and assigned readings are undertaken.
Prerequisite: BIOL 104.

CHEMISTRY (CHEM)

CHEM 129   **General Chemistry Lecture**   **(3-1-3)**
General chemistry is a chemistry course specifically designed to help students prepare for careers in health-related professions, such as nursing, respiratory therapy etc. This course assumes that a student has no prior knowledge of chemistry. The combination of three different fields of chemistry provides strong conceptual development and improved understanding of the course. This course begins with the basic concepts in general chemistry, for example- matter and life. It continues with measurements, metric systems, structure of the atom, periodic table, electron configuration, chemical bonds, chemical reactions, calculations involving chemical reactions and organic chemistry.

CHEM 130   **General Chemistry Lecture & Laboratory I**   **(3-2-4)**
Designed to meet the needs of students who have had little or no previous chemistry coursework, this course emphasizes basic principles of chemistry and their application to man and his environment.

CHEM 131   **General Chemistry Lecture & Laboratory II**   **(3-2-4)**
This is a terminal course for non-science majors which stresses the basic principles of chemistry.
Prerequisite: CHEM 130.

CHEM 132   **General Chemistry Lecture & Laboratory III**   **(3-2-4)**
Fundamental principles of basic chemistry.

CHEM 133   **Inorganic and Equilibrium Chemistry Lecture & Laboratory II**   **(3-2-4)**
Continuation of CHEM 132. Inorganic chemistry and chemical equilibrium with associated calculations.
Prerequisite: CHEM 132.

CHEM 230   **Organic Chemistry Lecture & Laboratory I**   **(3-2-4)**
A comprehensive presentation of fundamental principles and basic theories of aliphatic, alicyclic and aromatic compounds.

CHEM 231   **Organic Chemistry Lecture & Laboratory II**   **(3-2-4)**
Continuation of CHEM 230. Aromatic and complex compounds. Prerequisite: CHEM 230

CHEM 242   **Quantitative Analysis**   **(3-3-4)**
This is a one semester course that covers principles and theories of gravimetric and volumetric analysis.
Prerequisite: CHEM 133.

CHEM 250   **Organic Chemistry**   **(3-2-4)**
This is a one semester course dealing with fundamental principles and reactions of aliphatic and aromatic series of carbon compound.
Prerequisite: CHEM 131 or CHEM 133.

CHEM 251   **Inorganic, Organic & Biochemistry**   **(3-2-4)**
This course is designed for students in allied health programs. Inorganic chemistry topics: atomic structure, periodic classification elements, chemical bonds, acids and bases, oxidation and reduction. Organic chemistry topics: classes, structure and properties of aliphatic alicyclic and

aromatic compounds. Biochemistry Topics: chemistry and metabolic roles of proteins, enzymes, carbohydrates, lipids, vitamins, nucleic acids.
Prerequisite: CHEM 130.

CHEM 252   **Introduction to Organic and Biochemistry**   **(3-2-4)**
This course covers chemistry of carbon compounds with emphasis on reactions and compounds of importance to life processes.
Prerequisites: CHEM 130, CHEM 131.

CHEM 255   **Biochemistry**   **(3-2-4)**
This is one semester course with emphasis covering chemistry and physiological functions of carbohydrates, lipids, proteins, minerals, water and vitamins.
Prerequisites: CHEM 250 or CHEM 231.

CHEM 264   **Instrumental Analysis**   **(3-3-4)**
This course covers the study of theories and procedures of pH, polargraphics, absorption, spectroscopic emission, spectroscopic measurements and such separation techniques as gas, thin layer and ion exchange chromatography, liquid extraction and electrodeposition for chemical analysis.
Prerequisite: CHEM 242.

CHEM 265   **Field Service Training**   **(0-2-2)**
This course is designed to give students practical laboratory experience. It involves training at the site of contamination.
Prerequisite: CHEM 230.

COMPUTER INFORMATION SYSTEM (CIS)

CISC 140   **Computer Based Information Systems Applications**   **(3-0-3)**
Experience hands-on applications of advanced levels of productivity software. This course focuses on multimedia peripherals for micro-computers, along with other computer components. Advanced micro-computer application software problems and exercises are discussed. Prerequisite: CMPS 215

CISC 150   **Spreadsheet Applications**   **(3-0-3)**
This course is designed to provide a comprehensive presentation of Microsoft Excel. In this course the student will experience advanced techniques off spreadsheet design. Hands-on learning is emphasized. Some course topics include using formulas data manipulation, formatting worksheet, charting techniques, understanding functions, what-if-analysis, Internet data utilization, and database functions. Prerequisite: CMPS 215

CISC 160   **Word Processing Applications**   **(3-0-3)**
The focus of this course if on Microsoft Word. In this course, the student will experience advanced techniques of document development. Hands-on learning is emphasized. Some course topics include creating and saving a document in multiple folders, document editing and formatting, saving documents as Web pages, inserting charts and graphs, document merging, and basic desktop publishing techniques. Prerequisite: CMPS 215

CISC 170   **Presentation Applications**   **(3-0-3)**
Experience hands-on applications of advanced levels of Microsoft Powerpoint. Some course topics included creating a presentation using a design template, creating a presentation on the Web, using

customized sounds in a presentation, such as voice, and downloading Internet clipart galleries. Additionally, students ill learn how to ungroup and group a clip, automated slide transitions and animation. Prerequisite: CMPS 215

CISC 180   **Introduction to PC-User Support**   **(3-0-3)**
The primary focus of this course is system maintenance. The student will learn basic techniques for PC maintenance/troubleshooting. Some course topics will include PC operating systems-Windows, system utilities, troubleshooting, computer upgrade, computer repair, and software installation.

CISC 199   **Topics in Computer Information Systems**   **(3-0-3)**
This course is the consent of the department. Topics to be announced by the computer information systems department will vary from semester to semester. Topic focus in this course will change as topic feasibility, student demand and instructor availability permit. The topics that may be included tend to focus on new developments in business computing areas. Topics may include (but not limited to) Windows 98 vs. Windows XP, PC Maintenance, PC File Management, Windows Explore, Surfing the Net, Web Page building. Not more than three credits may be applied for computer information systems majors.

CISC 210   **Information Systems**   **(3-0-3)**
In this course, the theoretical foundation and evolution of Information Systems are discussed. Computer-based Information Systems are analyzed along with developing a business model using the systems approach (Systems Development Life Cycle). Ethical implications of Information Technologies are discussed.

CISC 240   **Database Applications**   **(3-0-3)**
The focus of this course is Microsoft Access. Course topics include creating, querying, and maintaining a database; creating a data access page, reports, forms, subforms; creating a report using design view; importing and exporting data; working with charts and table-objects, SQL and access data in other applications. Prerequisites: CMPS 215

CISC 280   **Introduction to Oracle**
This course is designed to introduce students to the fundamentals of a relational database and the impact of relational database structure in the business environment. The course content includes client/server concepts, relational concepts, database design and development techniques, integrated database applications, SQL programming, creation of tables, forms, and reports. Prerequisite: CISC 240

CRIMINAL JUSTICE ADMINISTRATION (CJUS)

CJUS 101   **Introduction to Criminal Justice**   **(3-0-3)**
Basic introduction to crime, law, and justice; a discussion of the criminal law and its relationship to criminal justice, an overview of the law-enforcement field, adjudication process, the correctional system, and juvenile justice system will be studied.

CJUS 102   **Introduction to Corrections**   **(3-0-3)**
Criminal corrections and correctional systems are presented. Penal and correctional philosophy, procedures, techniques and institutions are discussed. The origins, organizations, processes, trends in corrections, management control and treatment of juvenile and adult offenders are examined.

CJUS 103   **Police Functions**   **(3-0-3)**
Police functions are examined in the context of law enforcement and of police procedures, rules, regulations, and general codes.

CJUS 105   **Correctional Administration**   **(3-0-3)**
An overview of the organization, personnel structure, operation, and management of correctional institutions, and of confinement operations. Administration of community-based correctional facilities is examined. Management options and operational implications are discussed with reference to security, staffing and public policy.

CJUS 106   **Correctional Techniques**   **(3-0-3)**
An examination of institutional corrections and the penology theory, with focus on the methods of probation and parole, correctional reform and post-incarceration services, and the relationship between institutional and field techniques in corrections.

CJUS 200   **Police Administration**   **(3-0-3)**
An introductory course in the role of police in administration of criminal justice and crime control. The course will provide an overview of police administrative, line and auxiliary functions.

CJUS 201   **Rules of Criminal Evidence and Procedures**   **(3-0-3)**
An examination of the Federal and Louisiana criminal procedural laws affecting arrest, search and seizure, trial and post-conviction remedies.

CJUS 204   **Criminology**   **(3-0-3)**
A course that provides students with an understanding of how theory and application relate to one another, examinations and explanations of crime and criminal behavior; present various new theological perspectives on crime causation.

CJUS 205   **Louisiana Criminal Law**   **(3-0-3)**
The criminal statutory provisions in the State of Louisiana will be studied. The study also includes interpretation of the statutory criminal law as set forth by the State and U.S. Supreme Court.

CJUS 210   **Criminal Investigation Techniques**   **(3-0-3)**
A survey of general procedures, concepts, and practical applications of the mechanics of criminal investigation with emphasis on elements of crime and fact finding will be covered.

CJUS 221   **Judicial Process**   **(3-0-3)**
A study of the structure, organization and administration of federal and state court systems, with special attention to the criminal courts. The basic functions of the courts will be examined.

CJUS 222   **Juvenile Justice Process and Juvenile Delinquency**   **(3-0-3)**
This course is a study of the process by which juvenile offenders are handled in the system of criminal justice, including adjudication and correction practices; study of delinquency, including causation theories, alternative definitions of delinquency, official statistics and the critique, and an analysis of the interaction between social institutions and youth.
Prerequisite: CJUS 101 or consent of the department chairperson.

CJUS 230   **Special Problems in Law Enforcement**   **(3-0-3)**
In-depth individual study of a current problem or topic in law enforcement which is not addressed in other courses will be done. Under faculty supervision, the students select appropriate topics, study and prepare extensive written reports for submission to the supervising faculty member.

CJUS 231   **Correctional System**   **(3-0-3)**
Changes in American correctional philosophy, administration, and techniques, including the shift from institutional incarceration to community-based correctional programs.

CJUS 261   **Principles of Supervision**   **(3-0-3)**
The art of working with people is studied. The course illustrates how supervision relates to basic managerial functions, and contributes to the attainment of business objectives.

CJUS 298   **Criminal Justice Practicum**   **(3-0-3)**
Research and field work, under staff supervision.

COMPUTER SCIENCE (CMPS)

CMPS 101   **Introduction to Computer Concepts**   **(3-0-3)**
This course is an introduction to computer concepts and their applications. Topics include organization of a computer system, computer terminology, input/output devices and media,
 software development, future trends, and the impacts of the changes. Some hands-on laboratory experience is provided using software packages such as word processing, spreadsheets, presentation, and database.

CMPS 140   **Structured Programming**   **(3-0-3)**
This course is designed to introduce students to problem solving, structured design of algorithms, implementation of algorithms in a programming language, testing and debugging programs, and documenting programs using techniques of good programming style. Data types, control structures, and subroutines will also be covered.

CMPS 150   **BASIC**   **(3-0-3)**
This beginner's course is designed to provide insight into BASIC programming through solving common computational problems.
Prerequisite: CMPS 140.

CMPS 160   **FORTRAN**   **(3-0-3)**
This course is an introduction to FORTRAN language. Programming assignments involve applications appropriate for students in the sciences, mathematics, and engineering.
Prerequisite: CMPS 140.

CMPS 190   **COBOL**   **(3-0-3)**
This programming course is designed for students interested in applications of computer techniques in solving simple business data processing problems using structures program
design. Programs will emphasize nested IF statements, control break, tables, and sequential files, which will be written, compiled, and executed by each student.
Prerequisite: CMPS 140.

CMPS 199   **Topics in Computer Science**   **(3-0-3)**
This course is taken at the consent of the department. Topics to be announced by the computer science department will vary from semester to semester. Topic focus in this course will change as topic feasibility, student demand and instructor availability allow. Topics that may be included tend to focus on new developments in applied computing areas. Topics may include (but are not limited to) networking, upgrading and maintaining PCs, operating systems, troubleshooting techniques (hardware/software), diagnosis and repair problems, and guide to the Internet. Not more than three credits may be applied for computer science majors.

CMPS 210   **RPG II**   **(3-0-3)**
This course is a business oriented computer language that lets the programmer describe the input and desired output, and then leave it to the computer to generate the program.
Prerequisite: CMPS 140.

CMPS 215   **Business Applications**   **(3-0-3)**
This course is an introduction to software application package, which includes word processing, spreadsheets, and data systems.

CMPS 230   **PASCAL**   **(3-0-3)**
This course is an introduction to programming in the Pascal language. All Pascal language constructs will be examined including general files, recursion, and dynamic allocation.
Prerequisite: CMPS 140.

CMPS 240   **Data Structures**   **(3-0-3)**
This course is an introduction to the fundamental data structures and their applications. These structures include arrays, stacks, queues, linked lists, and trees. Also studied are techniques for sorting and searching. Prerequisite: CMPS 230.

CMPS 260   **Assembly Language**   **(3-0-3)**
This course introduces the students to machine language structure and coding which provides a direct, comprehensive description of the arithmetic, logic branching, status switching, input/output operations, and the interrupt systems.
Prerequisites: CMPS 160 and CMPS 250.

CMPS 290   **System Analysis and Design**   **(3-0-3)**
This course is an introduction to analysis, design documentation, implementation, and evaluation of computer systems. Techniques of data gathering, systems flowcharting, file organization, and accessing methods are studied and case studies are presented.
Prerequisites: CMPS 215 and CMPS 230.

CMPS 293   **Introduction to Programming in C++**   **(3-03)**

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A survey of the problem solving techniques, strategies and mechanisms available in the C++ language. Topics include arithmetic operations, basic input and output, functions, control flow mechanisms, arrays, pointers, strings, and structures.
Prerequisite: CMPS 160 **or** CMPS 230.

CMPS 294   **Introduction to C Language**   **(3-0-3)**
This course will focus upon scientific and commercial applications programming in C language. Topics include: pre and post fix logical and arithmetic operation, primitive data types, arrays, pointers, linked lists, unions, procedures, and standard I/O functions and libraries.
Prerequisite: CMPS 160 or CMPS 230.

CMPS 295   **Seminar in Computer Science**   **(3-0-3)**
This course is to be used in lieu of CMPS 299. It is designed for students desiring to complete a term project of significance. This course will be a synthesis course, integrating many concepts taught in the curriculum. Students will be graded on the basis of oral and written presentation dealing with analysis and design as well as the quality of the project.

CMPS 296   **Object-Oriented Programming Using JAVA**   **(3-0-3)**
The study of object-oriented programming principles and their implementation in the JAVA programming language. Topics may include: classes, methods, packages, class hierarchies, sequence, selection, iteration, arrays, records, and files.
Prerequisite: CMPS 160 **or** CMPS 230.

CMPS 299   **Internship**   **(0-12-3)**
An opportunity for students majoring in computer science to apply knowledge and techniques learned in the classroom to an actual job experience. Classroom instruction must precede the job experience.
Prerequisites: Sophomore classification and approval of advisor.

COMPUTER NETWORK TECHNOLOGY (CNET)

CNET 131   **Beginning Web Page Programming**   **(2-1-3)**
Web page programming including mark-up and scripting languages. May include use of XHTML, CGI, JavaScript, and/or ASP. Introduction to structure and object programming design. Students use Cascading Style Sheet (CSS), XHTML, and JavaScript to design and implement interactive web pages. Hands-on labs allow student to experience each topic discussed.

CNET 133   **Intermediate Web Programming**   **(2-1-3)**
Intermediate applications for web authoring. Topics may include server-side includes (SSI), Perl, HTML, Java applets, JavaScript, and/ or ASP. Students design and implement fully interactive web sites using Dynamic HTML (DHTML) techniques that combine XHTML with CSS and JavaScript. Hands-on labs allow students to experience each of the topics discussed. **Prerequisite: CNET 131.**

CNET 140   **Web Authoring-Dreamweaver**   **(2-1-3)**
Instruction in designing and developing web pages that incorporate test, graphics, and other supporting elements using current technologies and authoring tools such as DreamWeaver, Xara Webster etc.
Prerequisite: CNET 131.

CNET 145   **Computer Systems Maintenance – A+**   **(2-1-3)**
An introduction to the installation, configuration, and maintenance of microcomputer systems. Examination of the functions of the components within a computer system with emphasis on the evolution of microprocessors and microprocessor bus structures. development of skills in the use of test equipment and maintenance aids. Prepares individuals to pass the Computing Technology Industry Association (CompTIA) Network+ certification exam**. Lab required.**

CNET 150   **Network+**   **(2-1-3)**
Prepares individuals for a career as a Network Engineer in the Information Technology support industry. Includes the various responsibilities and tasks required for service engineer to

successfully perform in a specific environment. Prepares individuals to pass the Computing Technology Industry Association (CompTIA) Network+ certification exam. **Lab required.**

CNET 154   Microsoft Network Operating System Essentials   (2-1-3)
An introduction to Microsoft Windows network operating systems and the fundamentals of networking technologies that they support. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. **Lab required.**

CNET 156   Supporting Microsoft Windows Client Operating Systems (XP/Vista)   (2-1-3)
The focus of this course is on implementing and supporting the Windows XP Professional operating system to function as a workstation in a peer-to-peer environment and to function as a client in a client server local area network environment using Windows XP Professional as a client on a Windows server network**. Lab required.**

CNET 157   Implementing Microsoft Windows Client and Server Systems   (2-2-4)
In-depth coverage of the knowledge and skills necessary to install and configure Microsoft Windows on stand-alone computers and on client computers that are part of a workgroup or domain. Provides the skills and knowledge necessary to install and configure Windows Server to create file, print, and servers**. Lab required**.

CNET 158   Implementing a Microsoft Windows Network Infrastructure   (2-2-4)
Skills development in installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products**. Lab required. Prerequisite: CNET 157 or consent of instructor.**

CNET 160   Implementing and Administering MS Directory Services   (2-2-4)
Provides students with the knowledge and skills necessary to install, configure and administer Microsoft Windows Active Directory service. Focuses on implementing group Policy and understanding the Group Policy tasks required to centrally manage users and computers. **Lab required. Prerequisite: CNET 157.**

CNET 162   Managing a Microsoft Network Environment   (2-2-4)
The focus of this course is on covering the skills needed to administer, support, and troubleshoot information systems that incorporate Microsoft Windows in an enterprise network. **Lab required. Prerequisite: CNET 157.**

CNET 164   Installing and Administering Microsoft Windows Server System   (2-2-4)
An introduction to Microsoft Windows 2003. Server operating system in a single domain environment. Topics include basic installation, configuration tasks, and day-to-day administration tasks in a Windows 2003-based network. **Lab required.
Prerequisite: CNET 150 or consent of instructor.**

CNET 170   MCSA Practicum/ Cooperative Education - I   (0-8-3)
A work-based instruction that provides basic or intermediate career exploration, which helps students gain practical experience in the discipline, enhance skills, and integrate knowledge under the supervision of the college and the employer. A practicum may be a paid or unpaid learning experience, and includes a lecture component. **Requires departmental approval.**

CNET 180   CCNA 1: Cisco Networking Basics   (2-2-4)
An introduction to the basics of networking including network terminology, local area networks (LAN), and wide area networks (WAN). Topics include network protocols such as TCP/IP, Open System Interconnection (OSI) models, cabling and routers. Intro-ductory coverage of the fundamental principals of fiber optic cables and networks is included along with the usage of applicable hand tools. Fire and personal safety are also discussed**. Lab required.**

CNET 185   CCNA 2: Router and Routing Basic   (2-2-4)
An introduction to basic Cisco router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of Cisco IOS and router

configuration files, routing protocols, and access control lists. An introduction to Giga-bit Ethernet and IPv6 is covered along with network monitoring concepts and the Utilization of tools such as the network analyzer. **Lab required. Prerequisite: CNET 180.**

CNET 191   CCNA Practicum/Cooperative Education –I   (0-8-3)
A work-based instruction that provides basic or intermediate career exploration, which helps students gain practical experience in the discipline, enhance skills, and integrate knowledge under the supervision of the college and the employer. A practicum may be a paid or unpaid learning experience, and includes a lecture component. **Requires departmental approval.**

CNET 195   Fundamentals of Cisco Wireless LANs   (2-2-4)
Designing, planning, implementing, operating, and troubleshooting, wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies. **Lab required. Prerequisite: CNET 185 or hold a current CCNA certification.**

CNET 196   Voice, Video, and Data Integration – Convergence+   (2-2-4)
A study of telecommunications convergent technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol. Introduces the student to Voice, video, and Integrated data (VVID) over IP networks to provide seamless and secure communications solutions to business and home technology needs. This includes discussions on interoperability methods and techniques to integrate disparate systems and technologies, and includes people skills development. It prepares individuals to pass the computing Technology Industry Association (CompTIA) Convergence + certification exam**. Lab required.**

CNET 198   Voice-over-Internet Protocol   (2-1-3)
Voice over IP (VoIP) integrates voice and data transmission and is quickly becoming an important factor in network communications. It promises lower operational costs, greater flexibility, and a variety of enhanced applications. VoIP Fundamentals provides an introduction to basic concepts of this new technology. This course contains an overview of basic telephony fundamentals, an introduction to packet voice technologies, and an overview of the Internet Protocol (IP) along with other protocols and standards that define VoIP networks. The class will conduct case studies to support the curriculum and familiarize the student with VoIP system operations**. Lab required.**

CNET 201   Network Administration   (2-1-3)
Topics include network components, user accounts and groups, network file systems, file systems security, and network printing. Preparation to effectively manage a Novell NetWare network. **Lab Required. Prerequisite: CNET 150.**

CNET 202   Designing a MS Directory Services Infrastructure   (2-2-4)
Advanced concepts in the knowledge and skills necessary to design a Microsoft Windows directory services infrastructure. Strategies are presented to assist the student in identifying the information technology needs of the organization and to designing the Active Directory structure that meets those needs**. Lab required. Prerequisite: CNET 160 or consent of instructor.**

CNET 203   Designing a Microsoft Networking Services Infrastructure   (2-2-4)
Provides experienced support professionals with the information and skills to create a networking services infrastructure design that supports the required network applications. **Lab required. Prerequisite: ITMC 1443**

CNET 204   Designing a Secure Microsoft Windows Network   (2-2-4)
Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows networking technologies. **Lab required. Prerequisites: CNET 160 or consent of instructor.**

CNET 205   Administering Servers   (2-2-4)

Preparation for Exam 70-290. Post-installation and day-to-day administration tasks of various network operating system servers. **Lab required. Prerequisite/ Corequisite: CNET 150 or consent of instructor.**

CNET 206   Implementing and Maintaining Windows Server System Environment   (2-2-4)
Preparation for Exam 70-291. Includes configuring a Windows-based computer to operate in a Microsoft Windows Server 2003 networking infrastructure**. Lab required. Prerequisites/Corequisite: CNET 205 or consent of instructor.**

CNET 209   MCSA Practicum/Cooperative Education – II   (0-8-3)
Professional career-related activities encountered in the area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. A practicum may be a paid or unpaid learning experience, and includes a lecture component. **Requires departmental approval**.

CNET 211   CCNA 3: Switching Basics and Intermediate Routing   (1-3-4)
A course focusing on advanced topics including IP addressing techniques, intermediate routing protocols, CL1 configuration of switches, Ethernet switching, VLANs, Spanning Tree Protocol, and VLAN Trunking Protocol. Documentation requirements and techniques are discussed as well as troubleshooting within a multiprotocol networking environment. **Lab Required. Prerequisite: CNET 185.**

CNET 216   CCNA 4: WAN Technologies   (2-2-4)
This course focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, Network Management and Introduction to Optical Networking. In addition, the student will prepare for the CCNA exam. Security concepts including firewalls and encryption are considered, and detailed emphasis on the application of voice, data, and video convergence concepts are covered in this course. **Lab required. Prerequisite: CNET 211**

CNET 220   CCNA Certification Review   (2-1-3)
Review of subjects commonly found on network engineering certification exams such as The Cisco Certified Network Associates (CCNA) ratings.

CNET 226   CCNA Practicum/Cooperative Education – II   (0-8-3)
Professional career-related activities encountered in the area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer , the student combines classroom learning with work experience. A practicum may be a paid or unpaid learning experience, and may include a lecture component. **Requires departmental approval.**

CNET 227   Advanced CCNA Certification Review   (2-2-4)
Comprehensive lab review of subjects commonly found on network engineering certification exams such as the Cisco Certified Network Associates (CCNA) ratings.

CNET 232   Implementing and Managing Windows Server System Network Infrastructure (2-2-4)
The goal of this course is to provide students with the knowledge and skills necessary to plan and maintain a Windows Server 2003 network infrastructure. **Lab required**. **Prerequisite: CNET 206 or consent of instructor.**

CNET 234   Implementing and Managing Windows Server System Active Directory Infrastructure
This course includes self-paced and instructor-facilitated components. It provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft Windows Server 2003 Active Directory service infrastructure. The course focuses on a Windows Server 2003 directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group and computer account strategies. **Lab required. Prerequisite: CNET 232 or consent of instructor.**

CNET 235   **Implementing and Administering Windows Server System Network Security(2-2-4)**
This course covers skills needed to implement, manage, maintain, and troubleshoot
security in a Windows Server 2003 network infrastructure and also plan and configure a
Windows Server 2003 PKI. **Lab required. Prerequisite: CNET 157**

CNET 236   **Administering a Microsoft SQL Server Database**   **(2-2-4)**
In-depth coverage of the knowledge and skills required to install, configure, administer, and
troubleshoot the client server database management system of Microsoft SQL Server
Databases. **Lab required. Prerequisites:CNET 157**

CNET 238   **Implementing and Managing Microsoft Exchange**   **(2-2-4)**
In-depth coverage of the knowledge and skills required to install and administer Microsoft
Exchange**. Lab required. Prerequisite: CNET 157 or consent of instructor.**

CNET 240   **MCSE Practicum/Cooperative Education I**   **(0-8-3)**
Professional career-related activities encountered in the area of specialization offered through
an individualized agreement among the college, employer, and student. Under the
supervision of the college and the employer, the student combines classroom learning with
work experience. A practicum may be a paid or unpaid learning experience, and includes a
lecture component. **Requires departmental approval.**

CNET 242   **Linux Operating System**   **(2-1-3)**
The focus of this course is on implementing and supporting the Linux operating system to
function as a workstation in a peer-to-peer environment, to function as a client in a client
server local area network environment, and to function as a server in a client server network.
Lab required. Prerequisite: CNET 150

CNET 244   **Linux Security**   **(2-1-3)**
The focus of this course is on advanced topics concerning management and advanced security
features of systems incorporating Redhat Linux operating system as a server in a networked
environment. Areas covered will include theory of operation, base system, shells and
commands, system services, application, and troubleshooting. This course will help the
student prepare for the Redhat Certified Systems Engineer certification. **Lab required.
Prerequisite: CNET 150 or consent of instructor**.

CNET 246   **Operating System Security**   **(2-1-3)**
Safeguard computer operating systems by demonstrating server support skills and designing
and implementing a security system. Identify security threats and monitor network security

implementations. Use best practices to configure operating systems to industry security
Standards. **Lab required. Prerequisites: CNET 235 of consent of instructor.**

CNET 248   **Incident Response and Handling**   **(2-1-3)**
In-depth coverage of incident response and incident handling, including identifying sources of
attacks and security breaches; analyzing security logs; recovering the system to normal;
performing postmortem analysis; implementing and modifying security measures.
Prerequisites: CNET 246 or consent of instructor.

CNET 249   **Firewalls and Network Security**   **(2-2-4)**
Identify elements of firewall design, types of security threats and responses to security
attacks. Use best practices to design, implement, and monitor a network security plan.
Examine security incident postmortem reporting and ongoing network security activities.
Lab required. Prerequisites: CNET 246 or consent of instructor.

CNET 250   **CyberSecurity Practicum/Cooperative Education – I**   **(0-8-3)**
A work-based instruction that provides basic or intermediate career exploration, which
helps students gain practical experience in the discipline, enhance skills, and integrate
Knowledge under the supervision of the college and the employer. A practicum may be a
Paid or unpaid learning experience, and includes a lecture component.

Requires departmental approval.

CNET 252   Computer System Forensics   (2-1-3)
In-depth study of system forensics including methodologies used for analysis of computer
security breached. Gather and evaluate evidence to perform postmortem analysis of a
security breach. **Lab required. Prerequisites: CNET 248 or consent of instructor**.

CNET 254   Security Assessment and Auditing   (2-1-3)
Capstone experience for the security curriculum. Synthesizes technical material covered in
prior courses to monitor, audit, analyze, and revise computer and network security systems to
ensure appropriate levels of protection are in place. **Lab required.**
Prerequisite: CNET246 and CNET 249 or consent of instructor.

CNET 256   Security Management Practices   (2-2-4)
In-depth coverage of security management practices, including asset evaluation and risk
management; cyber law and ethic issues; polices and procedures; business recovery and
continuity planning; network security design; and developing and maintaining security plan.
Lab required. Prerequisite: CNET 246 or instructor consent.

CNET 260   CyberSecurity Practicum/Cooperation Education – II (0-8-3)
Professional career-related activities encountered in the area of specialization offered through
an individualized agreement among the college, employer, and student. Under the
supervision of the college and the employer, the student combines classroom learning with
work experience. A practicum may be a paid or unpaid learning experience, and includes a
lecture component. **Requires departmental approval.**

CNET 271   Case Study I : SOHO (Small Office Home Office)   (1-2-3)
Prepares individuals for a career as a Network Engineer in the Information Technology
support industry. Includes the various responsibilities and tasks required for service
engineer to successfully perform in a specific environment Case Study I challenges the
student to apply the network concepts learned in previous course to a case-study based
problem in a Small Office – Home Office environment. **Lab required.**
 Prerequisites: CNET 196.

CNET 272   Wireless Telephony Systems   (2-2-4)
Principles of wireless/cellular telephony systems to include call processing, hand-off, site
analysis, antenna radiation patterns, commonly used test/ maintenance equipment, and
access protocol. **Lab required.**

CNET 275   Advanced Wireless Network   (2-2-4)
In-depth coverage of enterprise WLAN security including implementing VLAN and
802.1x type security. Design WLAN networking using site survey techniques. In-depth
study of Emerging technologies including: Ultra-Wideband Wireless, VoIP, Mobile Wireless
Technologies that define VoIP networks. The class will conduct case studies to support the
curriculum and familiarize the student with VoIP system operations. **Lab required**.
Prerequisite: CNET 272.

CNET 279   Case Study II: Enterprise Network   (1-2-3)
Convergence Technology Case Study II prepares an individual for a career in the Information
Technology support industry as a Network Engineer. The course includes various
responsibilities and tasks required to successfully perform in a specific environment. Case
Study II challenges the student to apply the network concepts learned in previous courses to a
Case-study-based problem in an Enterprise Network. **Lab required.**
 Prerequisites: CNET 198 and CNET 271.

CNET 280   CCNP 1: Advanced Routing   (2-2-4)
A study of advanced network deployment issues and methods used to configure Cisco routers
for effective LAN and WAN traffic management. Topics include designing scalable inter-
networks, managing traffic, configuring OSPF in single and multiple areas, configuring
EIGRP, and configuring and using interior and border gateway routing protocols.

Lab required. Prerequisites: CCNA certified or completion of Academy CCNA Program.

CNET 282   **CCNP 2: Remote Access Networks**   (2-2-4)
Designing and building remote access networks with Cisco products. Topics include
Assembling and cabling WAN components, configuring network connections via
Asynchronous modem, ISDN, X.25, and frame relay architectures and associated protocols.
Lab required. Prerequisite: CNET 280.

CNET 284   **CCNP Practicum/Cooperative Education – I**   (0-8-3)
A work-based instruction that provides basic or intermediate career exploration,
Which helps students gain practical experience in the discipline, enhance skills, and
Integrate knowledge under the supervision of the college and the employer. A practicum
May be a paid or unpaid learning experience, and includes a lecture component.
Requires departmental approval.

CNET 290   **CCNP 3: Cisco Multilayer Switching**   (2-2-4)
An introduction to Cisco switches and how to use Cisco switches effectively in
Networks. Topics include switching concepts, virtual LANs, switch architecture
(hardware and software), which configuration, management and troubleshooting.
Lab required. Prerequisite: CNET 282.

CNET 292   **CCNP: Network Troubleshooting**   (2-2-4)
A study of troubleshooting methods for internetworks. Topics include Cisco
Troubleshooting Tools, diagnosing and correcting problems within TCP/IP,
Novell, and AppleTalk networks, and with Frame Relay and ISDN network
Connections**. Lab required. Prerequisite: CNET 290.**

CNET 293   **CCNP Certification Review**   (2-1-3)
Review of subjects commonly found on network engineering certification exams such as
The Cisco Certified Network Professional (CCNP) ratings.

CNET 294   **CCNP Practicum/Cooperative Education – II**   (0-8-3)
Professional career-related activities encountered in the area of specialization offered
Through an individualized agreement among the college, employer, and student. Under
The supervision of the college and the employer, the student combines classroom learning
With work experience. A practicum may be a paid or unpaid learning experience, and
Included a lecture component. **Requires departmental approval.**

CNET 296   **Advanced CCNP Certification Review**   (2-2-4)
Comprehensive lab review of subjects commonly found on advanced network engineering
Certification exams such as the Cisco Certified Network Professional (CCNP) ratings.

CNET 299   **Special Topics in Cisco Network Security**   (2-2-4)
This course prepares Cisco qualified students to take two Cisco certification tests:
"Managing Cisco Network Security" and "Cisco Secure PIX Firewall Advanced" exams.
Special topics in network security address recently identified current events relevant to the

Professional development of the student. Provides students with the knowledge to
Configure secure Cisco routers and PIX firewalls, focusing on overall network security
Processes. Courses may be repeated multiple times to improve student proficiency.
Lab required. Prerequisites: CNET 180, CNET 185, CNET 211, and CNET 216, or CCNA

WEB DEVELOPMENT (CWEB)

CWEB 110   **Introduction to Web Page Design-HTML**   (3-0-3)
This course is designed to introduce some web design fundamentals and the language used for the
Internet. Students will learn and understand the hypertext markup language (HTML), which is the
programming language used to develop web pages. As part of the leaning experiences students will

be required to develop some online documents with multiple links, will learn to implement basic colors, graphics, and sound into web pages, and will learn document and image formatting.

CWEB 120   Internet Technology   (3-0-3)

With the Internet being a technology trend that can not be escaped, it is important that students acquire the skills and confidence needed to navigate on the Internet. This course will provide a foundation for students to earn how to access the Internet along with the World Wide Web (WWW). Students will learn how to us the WWW to find information (surf the net), do research using the Internet, communicate with others electronically, take part in e-commerce, understand Internet design, software, services, access providers, and more.

CWEB 130   Multimedia Literacy   (3-0-3)

The primary focus o this course is to provide both a conceptual and a practical introduction to multimedia. Multimedia is a fairly new trend that is very appealing in education and business. Students will learn what impact multimedia is having in out daily lives, why multimedia became a multibillion-dollar industry, how to use multimedia effectively, and how to create their own multimedia application and publish them on the web.

CWEB 140   Introduction to E-Commerce   (3-0-3)

This course examines the practical considerations of developing and maintaining an e-commerce business. Students will be introduced to fundamental business concepts as they apply to e-commerce. Basic discussion will include security, privacy, order processing, and payment systems. Additionally, personal applications such as online banking, retail purchasing, Internet marketing, and advertising will be discussed.

CWEB 160   Web Site Construction   (3-0-3)

Delivery of this course will be through the Internet. When planning to develop a web site in the business arena, there are several considerations to be made. Some concerns would be as follows: What are the considerations when choosing a web server? What database should be used? There are many considerations in web site construction, and through this course students will learn to ask the right questions about the Information Technology infrastructure. There will be emphasis on planning a web site, policy issues, and security concerns. Additionally, students will gain understanding on hosting environments and operations budgeting.

CWEB 210   Advanced Web Page Design – HTML   (3-0-3)

This course is designed to provide advanced technical skills to designing a web site (collection of web pages). As part of the interactive learning activity, students will learn how to incorporate functionally and animation into their web pages. Some related topics include integrating advanced multimedia techniques, implementing user authentication, database queries, understanding online ordering, tallying counts (hits), etc.

CWEB 220   Managing a Web Site   (3-0-3)

The focus of this course is on understanding how to maintain a web site and how to optimize the server in which the web site is stored. This course will look at the concept of building a web site and take it through the process of actually implementing that web site. The process entails building a support team, maintaining and optimizing the server, addressing legal issues associated with web site operation, and dealing with contracting issues such as performance, availability and cost. Students will become knowledgeable of various requirements to implement a web site and what to be aware of in taking on support for an existing site.

CWEB 230   Web Production   (3-0-3)

Delivery of this course is through the Internet. This course is ideal for the non-technical manager. Web Production provides students with an understanding of the design, organization, marketing and budgetary considerations of a small business web site. The focus of this course is more on how to design the website to meet the business needs or objectives and to select the appropriate tools for web production. Other topics will include understanding the basics of doing business on the Internet (e-commerce) and understanding how to use search engines to promote a web site.

CWEB 240   Front Page   (3-0-3)

Front Page is an application that can aid users in developing web pages without the user being highly technical. This course is designed to provide technical skills and interactive learning

required to develop web pages. In this course, there is no programming knowledge requirement.
Web pages will be constructed as if they were being created in a word processing environment, a
very simplified way to develop a web page. Some related topics will include proper web page
design techniques, managing collections of related web pates (links), personal use web page design,
professional business use web page design, and more.

CWEB 250   **Web Interface Design**   **(3-0-3)**

Interactive learning is emphasized. In this course the focus is on students acquiring some advanced
technical skills to build interfaces that users want or need. Some related topics in this course are
review of hypertext systems, information management, content planning, authoring techniques,
user interface design, web navigation, web multimedia, and uses of multimedia databases.

CWEB 260   **CGI Programming**   **(3-0-3)**

This course introduces the fundamentals of server-side programming. The focus of this course is
on script writing for the Internet via CGI using the programming language Perl as the scripting
language. Basic Perl programming skills will be learned. Students will learn how to create
shopping carts, track users, understand cookies, produce HTML pages that extract information from
databases, and implement client Apull@ and server Apush@ techniques. Students will also, learn
to create web-based forms and program the associated CGI scripts to develop dynamic, interactive
websites.

DANCE (DNCE)

DNCE 101   **Beginning Modern Dance I**   **(3-0-3)**

The development of a movement vocabulary using the stretch, strengthening and body alignment
techniques (exercises) developed by Martha Graham and Lester Horton.

DNCE 102   **Beginning Modern Dance II**   **(3-0-3)**

Further development of a movement vocabulary using more advanced techniques leading to better
performance and a greater range of body movement.

DNCE 103   **Beginning Jazz I**   **(3-0-3)**

Basic movement development skill for Jazz Dance, using the techniques of body isolations, stretch
and strengthening exercises and movement improvisation.

DNCE 104   **Beginning Jazz II**   **(3-0-3)**

Further development of movement began in Jazz I, with added emphasis on musicality and the true
difference between Jazz Dance and Modern Dance.

DNCE 105   **Beginning Ballet I**   **(3-0-3)**

Fundamental technique of Ballet Dance as taught by Agrippina Vagonova with barre work,
musicality and elements of composition. Emphasis on proper body alignment and focus.

DNCE 106   **Beginning Ballet II**   **(3-0-3)**

Continued development of the balletic vocabulary, leading to advanced movement skills, greater
musicality and a greater understanding of compositional elements.

DNCE 110   **West African Movement**   **(2-0-2)**

To develop a movement vocabulary of original West African movement, as we examine the
cultural, economic, social and religious movement of West Africa. Particularly Senegal, Dekar and
the Gambia.

DNCE 120   **History and Philosophy of Dance I**   **(3-0-3)**

Origins and development of dance. Ritual and social elements of dance; dance in early cultures and
the present philosophy of crossing traditional idiom lines.

DNCE 121   **History and Philosophy of Dance II**   **(3-0-3)**

Evolution of dance as a concert stage art form, with an examination of present day critics and what
effect cultural background has on the critical point of view. The examination of the growing
concern on multi-culturalism.

DNCE 130   **Choreography and Related Media**   **(3-0-3)**
To introduce the student to the elements of good choreography: time, space, design, rhythm, levels, succession and opposition by the development of small works by students. Items such as camcorders, computers, multi-imaging, television and radio will be used to introduce students to technology.

DNCE 131   **Improvisational Studies**   **(2-0-2)**
The development of individual creativity through the use of mirror images, creating movement using environmental aspect and the exploration of the effect of different emotions on the strength of force of movement.

DNCE 140   **Dance Pedagogy**   **(2-0-2)**
Practical experience in teaching dance to elementary, middle and high school students, with emphasis on methodology, lesson plans, correct music selection and working with the gifted and talented.

DNCE 204   **Dance: Skills and Techniques**   **(2-0-2)**
This course is designed to develop a wide range of movement skills and progressions; practical applications in the development of theme, design, form and structure; the essential nature of dance as educational activity and as a performing art.

DNCE 214   **Tap Dance**   **(1-0-1)**
This course is designed to develop skills in dance movements to increase knowledge of rhythmic fundamentals and to gain an understanding of the evolution of tap dance as an art form.

DNCE 227   **Dance Composition**   **(2-0-2)**
This course teaches the utilization of creative techniques in choreography.

DNCE 262   **Elementary Modern Dance**   **(1-0-1)**
This course is designed to develop the use of the body as a means of expression, emphasizing flexibility, balance and control. The course focuses upon the appreciation and understanding of modern dance as an art form. It also covers the vocabulary of dance movement.

DNCE 264   **Dance Production**   **(2-0-2)**
This course provides laboratory experiences in dance, with emphasis on individual creativity and performance.

DENTAL HYGIENE (DHYG)

DHYG 101   **Introduction to Dental Hygiene**   **(1-0-1)**
An introduction to Dental Hygiene including an overview of the normal oral cavity, common pathological conditions, preventive measures, dental hygiene education and community dentistry.

DHYG 120   **Clinical Dental Hygiene Orientation**   **(6-0-1)**
Designed to provide dental hygiene students with basic didactic background for clinical skills required for dental hygiene practice.
Prerequisite: DHYG 101. Co-requisite: DHYG 121.

DHYG 121   **Clinical Dental Hygiene Technique**   **(0-8-2)**
This course is an introduction to basic clinical techniques required for entry into the first clinical level of basic patient care.
Co-requisite: DHYG 120.

DHYG 122   **Dental Anatomy**   **(2-3-1)**
Study of the morphological characteristics of the teeth. A laboratory course in identifying and drawing teeth is included.
Prerequisites: BIOL 220, BIOL 222.
Co-requisites: DHYG 120, DHYG 123.

DHYG 123   **Head and Neck Anatomy**   **(3-1-2)**

This course is designed to give the student a basic knowledge and understanding of head and neck anatomy, including terminology, osteology, and basic physiology of the oral cavity.
Prerequisites: BIOL 200, BIOL 220, BIOL 222.
Co-requisites: DHYG 120, DHYG 121, DHYG 122.

DHYG 124   **Oral Histology and Embryology**   **(2-1-2)**
An introductory course designed to provide the student with an understanding of the microscopic anatomy of oral structures. Embryological development are integrated with histology in the lectures.
Prerequisites: BIOL 200, BIOL 220, BIOL 222.
Co-requisites: DHYG 122, DHYG 123

DHYG 125   **Fundamentals of Dental Radiology**   **(3-4-2)**
This is an introductory course in conventional and digital dental radiology including didactic instruction in radiation physics, radiation biology, radiation hygiene and radiographic processing techniques. It also includes an introduction to the radiological interpretation of normal
anatomy, caries, periodontal disease and periapical disease. The student receives supervision in taking and processing intra- and extra oral radiographs on manikins as well as patients.
Prerequisites: BIOL 220, BIOL 222, DHYG 101.
Co-requisites: DHYG 120, DHYG 122, DHYG 123.

DHYG 126   **Clinical Dental Hygiene Lecture**   **(6-0-2)**
A continuation of DHYG 120. Special emphasis is placed on the dental hygiene process of care and treatment of patients that are medically compromised.
Prerequisites: DHYG 120, DHYG 121, DHYG 123, DHYG 124, DHYG 125.
Co-requisites: DHYG 127, DHYG 128, DHYG 129, DHYG 130, DHYG 131.

DHYG 127   **Clinical Dental Hygiene I**   **(0-8-2)**
A continuation of DHYG 121. Concentration on the application of the dental hygiene process of care. Students provide dental hygiene services to clinic patients during this course. Clinic requirements are expanded to reflect provision of care for more challenging case types.
Prerequisites: DHYG l20, DHYG 121, DHYG 122, DHYG 123, DHYG 124, DHYG 125.

Co-requisites: DHYG 126, DHYG 128, DHYG 129, DHYG 130, DHYG 131.

DHYG 128   **General and Oral Pathology**   **(3-0-2)**
This course is designed to introduce the student to current concepts relative to the pathophysiologic mechanisms of human disease. The student will acquire a fundamental knowledge of diagnostic principles regarding systemic disease in general and oral diseases.
Prerequisites: BIOL 200, DHYG 123, DHYG 124.
Co-requisites: DHYG 126, DHYG 127.

DHYG 129   **Preventive Dentistry**   **(4-0-1)**
This course provides the concepts of preventive dentistry. The history of disease prevention is also discussed during this course. Prerequisites: DHYG 120, DHYG 121.
Co-requisites: DHYG 126, DHYG 127, DHYG 130.

DHYG 130   **Public and Community Dental Hygiene**   **(2-0-1)**
The administration of public health programs and issues regarding health promotion in the community. The primary focus is on implementing dental health programs in the community. The students are afforded the opportunity for a wide variety of extramural experiences, both observation and participation. This course also introduces the student to scientific methodology and the use of its attendant statistics.
Prerequisites: MATH 124, MATH 130, DHYG 120, DHYG 121.
Co-requisites: DHYG 126, DHYG 127.

DHYG 131   **Pharmacology for Dental Hygienists**   **(3-0-2)**
The emphasis of this course is the pharmacodynamics of drug action. This includes modes of administration, mechanisms of action, biotransformation, excretion, drug interactions and side effects. Special considerations are given to those drugs relevant to the practice of dentistry.

Prerequisites: DHYG 120, DHYG 121, DHYG 123.
Co-requisites: DHYG 126, DHYG 127.

DHYG 214   **Periodontics**   **(6-0-2)**
A fundamental lecture and clinical curse in periodontics with emphasis on basic understanding of the normal and diseased states of the periodontium. An orientation to the concepts of periodontal examination, nomenclature, charting, diagnosis, and treatment planning.
Prerequisites: BIOL 200, DHYG 126, DHYG 127, DHYG 128, DHYG 129, DHYG 131.
Co-requisites: DHYG 215, DHYG 216, DHYG 217, DHYG 130

DHYG 215   **Dental Materials**   **(3-3-2)**
This course provides a working knowledge of metallurgy, ceramics and polymer science. Specific restorative and dental laboratory products are presented and their proper manipulation is described. Lab sessions involving some of the products provide experience in materials handling and emphasize technique.
Prerequisites: CHEM 130, MATH 124, MATH 130, DHYG 126, DHYG 127.
Co-requisites: DHYG 214, DHYG 216, DHYG 217.

DHYG 216   **Clinical Dental Hygiene II**   **(0-16-1)**
Continuation of DHYG 127. Student will provide services to patients in the dental hygiene clinic with emphasis on adjunctive periodontal treatments and challenging case types.
Prerequisites: DHYG 126, DHYG 127, DHYG 129, DHYG 131.
Co-requisites: DHYG 214, DHYG 215, DHYG 217.

DHYG 217   **Clinical Dental Hygiene Lecture II**   **(4-0-1)**
A didactic course to accompany DHYG 216.
Prerequisites: DHYG 126, DHYG 127, DHYG 129, DHYG 131.
Co-requisites: DHYG 214, DHYG 215, DHYG 216.

DHYG 218   **Periodontics II**   **(4-0-2)**
This course is a continuation of DHYG 214. Special emphasis is placed on the discussion of surgical procedures, supportive care and maintenance therapies.
Prerequisites: BIOL 200, DHYG 214, DHYG 215, DHYG 216, DHYG 217.
Co-requisites: DHYG 219, DHYG 220, DHYG 221, DHYG 222.

DHYG 219   **Clinical Dental Hygiene III**   **(0-16-3)**
This course is a didactic course designed to accompany DHYG 220. Emphasis is placed on case-based treatment planning. Prerequisites: DHYG 214, DHYG 216, DHYG 217.
Co-requisites: DHYG 218, DHYG 220, DHYG 221.

DHYG 220   **Clinical Dental Hygiene Lecture III**   **(4-0-2)**
A second year dental hygiene clinical course with the emphasis on treatment of complex patient case presentations.
Prerequisites: DHYG 214, DHYG 216, DHYG 217. Co-requisite: DHYG 219.

DHYG 221   **Local Anesthesia and Pain Control**   **(4-4-2)**
This course is designed to instruct students in the art and science of local anesthesia. The course encompasses pre-anesthetic evaluation of the patient, the dental assessment and management of the medically compromised patient, physiology and pharmacology of local anesthetics and the management of medical emergencies.
Prerequisites: BIOL 220, BIOL 222, DHYG 214and successful completion of all first year Dental Hygiene courses.
Co-requisites: DHYG 218, DHYG 219, DHYG 220.

DHYG 224   **Clinical Dental Hygiene IV**   **(0-16-4)**
A continuation of DHYG 219. Prerequisites: DHYG 218, DHYG 219, DHYG 220, DHYG 221.
Co-requisites: DHYG 225, DHYG 226, DHYG 227, DHYG 228, DHYG 229.

DHYG 225   **Clinical Dental Hygiene Lecture IV**   **(4-0-2)**

Clinical lecture course to accompany DHYG 224. Special emphasis is placed on techniques and equipment used in the treatment of advanced types of periodontal disease. Students are required to present comprehensive case study at the end of this course.
Prerequisites: DHYG 218, DHYG 219, DHYG 220, DHYG 221.
Co-requisite: DHYG 224.

DHYG 226   Survey of Dental Specialties   (2-0-1)
Students learn the techniques used in the various specialties of dentistry such as periodontics, orthodontics, endodontics, oral surgery, prosthodontics, and oral medicine.
Prerequisites: DHYG 219, DHYG 220.
Co-requisites: DHYG 224, DHYG 225.

DHYG 227   Ethics, Jurisprudence and Practice Management.   (2-0-1)
The laws and ethics relating to the practice of dental hygiene are covered in this course. Dental office policies and procedures are also covered. Student will become familiar with laws regarding dental hygiene practice and the Louisiana Dental Practice Act.
Prerequisites: DHYG 220, DHYG 221.
Co-requisites: DHYG 224, DHYG 225.

DHYG 228   Seminar   (2-0-1)
This course provides instruction in current trends relating to dental and dental hygiene education. Emphasis will be placed on review of current literature and research publications.
Prerequisites: DHYG 220, DHYG 221.
Co-requisites: DHYG 224, DHYG 225.

DHYG 229   Directed Study   (8-0-1)
Individual and Instructor assisted study and/or research in selected dental hygiene topics.
Prerequisites: Successful completion of all prior dental hygiene courses and approval of program director.

DIALYSIS TECHNICIAN (DYLT)

DYLT 101   Introduction to Hemodialysis   (2-0-2)
An overview of contemporary Dialysis Environment in relation to history of dialysis, treatment for kidney failure, expected treatment outcomes, nutritional and adjustment considerations, quality assurance and current dialysis issues.

DYLT 103   Renal Anatomy & Physiology   (3-0-3)
A detailed discussion of the normal structure and function of the kidney and other organs of the urinary system.

DYLT 105   Hemodialysis Principles, Devices, & Procedures   (3-0-3)
A discussion of the principles of Dialysis, Hemodialysis Devices and Hemodialysis Procedures.

DYLT 107   Dialyzer Reprocessing   (2-0-2)
A discussion of the history of dialyzer reprocessing, benefits and risks of reprocessing, steps in the reprocessing procedure and applicable regulations/guidelines.

DYLT 109   Water Treatment   (2-0-2)
A discussion of the purpose of water treatment, types of contaminants and effects on patients, components of a water treatment system and monitoring a water treatment system.

DYLT 110   Hemodialysis Practicum I   (0-10-4)
Hands-on training of students at the Dialysis Center in the care of the hemodialysis patient.

DYLT 112   Hemodialysis Practicum II   (0-20-8)
Hands-on training of students at the Dialysis Center in the care of the hemodialysis patient.

ECONOMICS (ECON)

ECON 202   **Principles of Macro-Economics**   **(3-0-3)**

This course gives a detailed analysis and interpretation of the national economy and global economic issue. Topics include: aggregate price-equilibrium theory, unemployment, inflation, national income accounting, Keynesian economic theory, fiscal policy, and monetary policy. Students will be required to utilize the Internet, financial and economic journals to keep abreast or current economic events.
Prerequisite: Students must be currently enrolled in or have completed MATH 124 or higher.

ECON 203   **Principles of Micro-Economics**   **(3-0-3)**

This course emphasizes the scope and methodology of microeconomics. Economic principles to describe consumer and business, behavior and the processes of price determination and resource allocation will be discussed. The course focuses upon the understanding and application of economic tools to problems in competition, international trade and taxation. Prerequisite: Students must be currently enrolled in or have completed MATH 124 or higher.

EDUCATION, CHILD DEVELOPMENT, AND DAY CARE ADMINISTRATION (EDUC)

EDUC 132   **Mathematics for Elementary Teachers**   **(3-0-3)**

This course is designed for present or prospective elementary teachers. Topics include nature and role of mathematics, elements of set theory, nature and language of deductive reasoning, historical background and operation of numeration systems, number systems
with other bases, real numbers, elementary number theory, measurements, informal geometry and geometric constructions.
Prerequisite: MATH 124 or consent of instructor.

EDUC 209   **Introduction to Early Childhood Education**   **(3-0-3)**

This is a survey course that will give the student a historical background of early childhood education and provide in-depth information needed to make meaningful the total study of child care including Special Education for ages birth through six years.

EDUC 210   **Introduction to Education**   **(3-0-3)**

This course provides a general overview of education. The course presents a survey of underlying principles in educational philosophies and theory as each shapes the role of the school in America. Emphasis is placed on the historical development of education and its impact on teacher education and the ethics of teaching. Students will do an additional thirty-six hours of work in a classroom setting.

EDUC 211   **Principles of Elementary Education**   **(3-0-3)**

This course presents teaching procedures in elementary school. It introduces the principles of elementary school in its total setting with emphasis on curriculum organization and planning for

teaching. Students will do an additional thirty-six hours as tutors and classroom helpers in area schools or special tutorial programs.
Prerequisite: EDUC 210.

EDUC 212   **Current Trends and Issues in Modern Schools**   **(3-0-3)**

Contemporary trends and issues in schools will be studied to determine their origin, status, and significance. Students will gain experiences in arriving at logical, practical, and personal positions.

EDUC 217   **Reading Experience in Early Childhood Education**   **(3-0-3)**

Students will study reading readiness skills, methods of motivation for early reading among young children, testing methodology for reading pictures, words, groups of words and numbers. Picture stories and language experience approaches to early reading will be utilized. Language growth and development related to correctness in reading will be emphasized. The course will also focus on methods of identification and the correction of problems in language growth and development among children. Prerequisite: EDUC 209 or EDUC 210.

EDUC 218   **Principles of Secondary Education**   **(3-0-3)**

This course allows students the opportunity to examine general principles, objectives and functions of secondary education, history, development, pupils, personnel, and curriculum organization.

Teaching styles, learning styles and individual differences among adolescents and other secondary students will be examined.
Prerequisite: EDUC 210.

EDUC 219   **Introduction to Teaching Reading in the Elementary School**   **(3-0-3)**
This is a survey course designed to introduce the student to word recognition, comprehension, study, and oral and silent reading skills needed for classroom reading experiences. Historical information related to reading instructional language arts and small grouping techniques, and different approaches to teaching reading will be presented.
Co-requisite: EDUC 220.

EDUC 220   **Methods in Reading**   **(3-48-3)**
Students will be assigned to reading coordinators, teachers, and special students in elementary schools or tutorial programs. Competencies in reading skills, tutoring, field-centering reading experiences, and micro-teaching will be emphasized. Each student must do 48 clock hours in a classroom setting.
Co-requisite: EDUC 219.

EDUC 221   **Strategies in Reading for Middle & Secondary Schools**   **(3-0-3)**
This course is designed to introduce different approaches in the teaching of reading skills based on diagnostic procedures and materials for elementary and secondary grades. Remediation methods of determining readability and working with teacher-made materials will be presented.
Co-requisite: EDUC 222.

EDUC 222   **Methods in Reading**   **(3-48-3)**
Students will be assigned to teachers or tutorial programs in middle or secondary schools. Competencies in reading skills, reading materials, and lifelong learning skills will be emphasized. Each student must do 48 clock hours in a classroom setting.
Co-requisite: EDUC 221.

EDUC 229   **Play Activities for Children**   **(3-0-3)**
This course is designed to provide planning, implementation and evaluation of play activities, and theories of play that will help 2-5 year olds develop motor skills. Class experiences that will help children with problems are an integral part of this course. Participants are required to work 24 hours in area Early Childhood classes under master teachers. Prerequisites: EDUC 210.

EDUC 235   **Child Development**   **(3-0-3)**
The course focuses are scientific study of children, the way they grow and develop, the way their personalities are formed, the way they think and learn, and the special ways they respond to the special demands of their culture.

EDUC 239   **Parenting**   **(3-0-3)**
This course is aimed at introducing students to recommended parenting techniques; and psychological, social, and economic aspects of parenting; and ways that parents can contribute meaningfully to the Day Care Center.
Prerequisite: EDUC 209.

EDUC 241   **Children's Literature**   **(3-0-3)**
The study and analysis of books, materials, writers and media programs of stories about and for children will be studied. Emphasis on the development of reading materials for children since colonial days is studied.
Prerequisite: EDUC 209.

EDUC 246   **Play Activities for Children**   **(3-0-3)**
This course is designed to provide planning, implementation and evaluation of play activities, and theories of play that will help 2-5 year olds develop motor skills. Class experiences that will help children with problems are an integral part of this course. Participants are required to work 24 hours in area Early Childhood classes under master teachers. Prerequisites: EDUC 210.

EDUC 248   **Day Care Management Practicum**   **(0-20-3)**

Students are involved in a hands-on basis with the management of a licensed day care center under the supervision of the center director.

EDUC 249   Practicum in Early Childhood Education Programs   (1-40-6)

Students will get work experience in area day care, nursery and kindergarten schools. Seminars will be held weekly. Students who take Day Care Administration will work in a licensed center and will engage in practical activities of planning, financing, organizing, marketing and managing day-care facilities. Students will also be exposed to experiences in innovative day-care practices with all ages through adult day care.

Prerequisite: Students must have completed all course requirements before enrollment or have special permission from the advisor and department chairman to take courses along with practicum.

EDUC 250   Instructional Technology   (3-0-3)

This is a comprehensive course designed to help undergraduates become better acquainted with preparation, selection, and utilization of technology in the classroom.

EDUC 251   Introduction to Television   (3-0-3)

This course examines the effects of radio and television on the learning process as it relates to communication. Effective planning, scheduling, utilization, and evaluation of educational programs, case studies, and research findings will be examined. The contributions of instructional television and its integration into formal learning situations will be examined.

EDUC 252   Practicum for Teacher's Aides   (3-0-3)

Prospective teacher's aides will plan, prepare, and utilize teaching materials for classroom use. Short-and long-range planning for classroom management will be implemented and evaluated. Students must demonstrate proper techniques of tutorial practice in reading, mathematics, elementary science, and social studies.

EDUC 253   The Computer: An Instructional Tool   (3-0-3)

This course is designed to introduce students to the computer as a vital teaching and learning tool.

EDUC 265   Early Diagnosis of Children's Diseases   (3-0-3)

This course provides instruction on recognizing early symptoms of childhood diseases such as measles, chicken pox and mumps. Students will learn appropriate classroom precautions.
Prerequisites: EDUC 211, and EDUC 209.

EDUC 266   Music for the Classroom Teacher   (2-1-3)

This course is a consideration of conceptual bases of Music education as it relates to child development. Concentration on teaching strategy, curriculum design, materials for children and music structure is done. Prerequisite: EDUC 209 or EDUC 210.

EDUC 268   Music Activities in Early Childhood Education   (2-1-3)

Students plan activities to aid in rhythmic discrimination, mood and mood changes and development of fine and gross muscles. Students also use instruments appropriate for singing, marching and instrumental group experiences.
Prerequisite: EDUC 209 or EDUC 210.

EDUC 293   Art for Teachers   (1-5-3)

This course emphasizes the selection, organization of laboratory experiences with materials and methods of projects for elementary children.

EDUC 294   Art in Early Childhood Education   (1-5-3)

Students will investigate and analyze basic implications of children's art. Classroom activities are planned and implemented relative to needs, techniques, media and skills related to art for pre-elementary school experiences.

EDUC 298   Teaching the Culturally Different   (3-0-3)

This is a survey course that examines the cultural differences in schools and communities. The effects of race, religion, gender, gifted and talented, disability, social class, and economic background in schools and the classroom will be researched.

ELECTRONICS TECHNOLOGY (EETC)

EETC 110   **Basic Electronics Lecture & Laboratory I**   (3-2-4)
Introduction to basic concepts of electricity, Ohm's Law, series and parallel circuits, voltage and current dividers, Kirchhoff's Law.
Prerequisite: MATH 124

EETC 120   **Basic Electronics Lecture & Laboratory II**   (3-2-4)
Basic concepts of inductance, inductive reactance, inductive circuits, capacitance, capacitive reactance, capacitive circuits, RC and RL time constants, alternating current circuits, resonance filters, and transformers.
Prerequisite: EETC 110

EETC 130   **Semiconductor Circuits Lecture & Laboratory**   (3-2-4)
An analysis of solid state devices, diodes, transistors, power supplies, amplifiers, optics and readouts with typical circuits. Prerequisite: EETC 110

EETC 200   **Digital Electronics**   (3-2-4)
A study of integrated circuits, devices of medium and large scale complexity, extensive use of manufacturers' specification sheets, and digital systems used in industry with TTL, and CMOS families.
Prerequisite: EETC 110

EETC 210   **Semiconductor Circuits II**   (3-2-4)
Biasing of bipolar junction transistors (BJTs) and field effect transistors (FETs). Analysis and design of small and large signal low frequency amplifiers, coupling techniques, multistage amplifiers, power derating, and decibel units.
Prerequisite: EETC 130

EETC 220   **Operational Amplifiers Lecture and Laboratory**   (3-2-4)
A study of differential amplifiers, circuit application of opamps, active filter power amplifiers, and use of CMOS/MOS application.
Prerequisite: EETC 210

EETC 230   **Electronic Instrumentation**   (3-1-3)
Study of the theory and application of electronic measuring instruments, maintenance and calibration of instruments.
Prerequisite: EETC 120

EETC 245   **Microprocessor Technology**   (3-2-3)
An analysis of microprocessor systems with arithmetic unit, memory input/output circuits and control units, micro-computer architecture, software interfacing and peripheral devices, includes laboratory work.
Prerequisite: EETC 200

EETC 298   **Introduction to Robotics**   (3-1-3)
This is a hands-on course that relies on the use of LEGO-based robots. This course presents the basic concepts in robotics, such as sensors and actuators, and covers the most important approaches to robot control. Students will apply the concepts covered during the lectures in the laboratory sessions, by constructing their own robots and developing controllers for various robotic tasks.
Prerequisites: Electronics Technology Majors: EETC 230 and EETC 245

EMERGENCY MEDICAL TECHNICIAN - BASIC (EMTB)

EMTB 200   **Emergency Medical Technician Lecture**   (9-0-9)
A didactic course designed to educate the student on all aspects of the Emergency Medical Technician Basic.

Co-requisite: EMBT 201

EMTB 201   **Emergency Medical Technician Practicum**   **(0-12-12)**
A course designed to provide hands-on practicum for students in the Emergency Medical Technician course.
Co-requisite: EMBT 200

ENGLISH (ENGL)

ENGL 089   **English Grammar**   **(3-2-3)**
Students who need a review of grammar, sentence structure and principles of writing are recommended for English 089. *(This course may not be counted toward fulfillment of degree requirements.)*

ENGL 090   **English Fundamentals**   **(3-0-3)**
This course is taught in a sequence with ENGL 089 English Grammar. Focus is on the writing process. Technical aspects of grammar taught in ENGL 089 English Grammar are reviewed. Emphasis is placed on sentence construction, punctuation, paragraph development, theme writing and summary skills. *(This course may not be counted toward fulfillment of degree requirements.)*

ENGL 110   **Freshman English I**   **(3-0-3)**
This is an introductory course in essay writing which places emphasis on sentence structure, mechanics, paragraph development and organization of the multi-paragraph theme. Short prose models are used to illustrate writing strategies.

ENGL 111   **Freshman English II**   **(3-0-3)**
The second level of freshman composition is an advanced writing course that emphasizes analysis, synthesis and evaluation through argumentation and library research writing. Research projects will be assigned.
Prerequisite: ENGL 110 or ENGL 112.

ENGL 112   **Freshman English I – Honors (Equivalent to ENGL 110)**   **(3-0-3)**
English Honors is designed for students who possess an exceptional understanding of language and literature. The course emphasizes the development of longer themes, literary analysis, library research and creative writing. Selected readings are employed to illustrate rhetorical strategies and enhance literary and analytical skills.

ENGL 113   **Freshman English II – Honors (Equivalent to ENGL 111)**   **(3-0-3)**
English Honors is designed for students who possess an exceptional understanding of language and literature. The second level of freshman composition is an advanced writing course that emphasizes

analysis, synthesis and evaluation through argumentation and library research writing. Research projects will be assigned.
Prerequisite: ENGL 112 or ENGL 110 and permission of the department.

ENGL 118   **Technical Writing**   **(3-0-3)**
Technical descriptions related to business and industry through the development of various technical writing assignments, including memos, letters, proposals and reports are the chief focus of this course. In addition focus will be on technical writing skills, reading and interpreting local and federal regulations, data and library research skills, and computer data handling and data presentation.
Prerequisite: ENGL 110.

ENGL 200   **Introduction to Literature**   **(3-0-3)**
The course introduces students to representative works in all major genres: short story, novel, drama and poetry. The development of interpretative and analytical skills is emphasized through assigned writing projects.
Prerequisites: ENGL 110 and ENGL 111.

ENGL 201   **World Literature**   **(3-0-3)**

As a survey of literary masterpieces, this course focuses on literary selections that have influenced the Western mind from Greek antiquity to the Modern Ages.
Prerequisite: ENGL 200.

ENGL 210   **English Literature**   **(3-0-3)**
The course surveys literature written by major British novelists and poets, including Chaucer, Shakespeare, Milton, as well as selected Romantic and Victorian poets. Interpretative and analytical skills are emphasized.
Prerequisite: ENGL 200.

ENGL 213   **African-American Literature**   **(3-0-3)**
The course surveys literature written by African-Americans, from early American writers to contemporary times. A limited review of African, Caribbean and South American writers of color are covered.
Prerequisite: ENGL 111 or permission of instructor.

ENGL 214   **American Literature**   **(3-0-3)**
The course surveys literature written by major American authors and poets from the colonial period to the present, including Franklin, Whitman, Hawthorne, Melville, Dickinson, Twain, Eliot, Faulkner and other contemporary writers.
Prerequisite: ENGL 200.

ENGL 225   **Creative Writing**   **(3-0-3)**
Creative style and techniques in traditional and contemporary forms of poetry and short fiction are stressed in this course.
Prerequisite: ENGL 111 or permission of instructor.

ENGL 230   **Advanced Composition**   **(3-0-3)**
This writing course develops proficiency in advanced writing techniques especially persuasive writing. Emphasis is placed on the mechanics of writing and the effectiveness of style in the development of various themes.
Prerequisite: ENGL 111 or permission of instructor.

ENGL 240   **Film and Literature**   **(3-0-3)**
The course surveys literary examples of the short story, novel and drama as depicted on film.
Prerequisite: ENGL 111 or permission of instructor.

ENGL 250   **The Bible as Literature**   **(3-0-3)**
The course surveys literary genres of the Old and New Testaments focusing on the poetic and narrative art of each. Prerequisite: ENGL 111 or permission of instructor.

ENGINEERING TECHNOLOGY (ENGR)

ENGR 110   **Engineering Orientation**   **(1-0-1)**
Introduction to the engineering profession: engineering problem solving, use of scientific calculation and introduction to the design process.

ENGR 112   **Engineering Drawing**   **(0-6-3)**
Development of proficiency in basic drafting techniques, free-hand sketching and lettering, view analysis and multi-view projection, auxiliary view, detail dimensions, pictorial representation, and working drawings.

ENGR 114   **Introduction to Circuit Analysis I**   **(3-0-3)**
Non-calculus introduction to elementary electric and magnetic concepts, DC network theorems, and magnetic circuits.

ENGR 115   **Circuit Analysis I Laboratory**   **(0-2-1)**
Laboratory study of selected topics studied in Introduction to Circuit Analysis I.

ENGR 116   **Introduction to Circuit Analysis II**   **(3-0-3)**
Devoted to sinusoidal AC circuits, resonance, transformers, two -part system parameters and computer use in circuit analysis. Basic circuit analysis techniques and network theorems are applied to sinusoidal AC circuits.
Prerequisites: MATH 130 and ENGR 114.

ENGR 117   **Circuit Analysis II Laboratory**   **(0-2-1)**
Consists of laboratory experiments designed to reinforce the theoretical instruction covered in ENGR 116.

ENGR 120   **Engineering Graphics**   **(0-6-3)**
Orthographic projection, isometric drawing, freehand sketching, sections and auxiliary view, detail and assembly working drawing, dimensions and standards, graphic representation, revolutions, and vector analysis. *Engineering majors only.*

ENGR 224   **Engineering Mechanics I (Statistics)**   **(3-0-3)**
Introduction to vector algebra, equivalent force systems, equations of equilibrium, structural mechanics, trusses, frames, chains and cables, friction, properties of surfaces, center of gravity, moment of inertia, variational mechanics, methods of virtual work, and method of minimum potential energy.
Prerequisites: PHYS 221 and MATH 140.

ENGR 225   **Engineering Mechanics II (Dynamics)**   **(3-0-3)**
Introduction to particle kinematics, relative motion, particle dynamics, D'Alembert's principle, motion of a system of particles, energy methods, work energy equations, momentum methods, impact, angular impulse, and Enler's equation of motion.
Prerequisite: MATH 140.

FINE ARTS (FIAR)

FIAR 110   **Design I**   **(0-6-3)**
This course is a study of the elements and principles of two dimensional art including color, composition and visual perception. Primarily for art majors.
There are no prerequisites.

FIAR 111   **Design II**   **(0-6-3)**
This is an advanced course that is a continuation of the study of elements and principles with the addition of the exploration of new materials.   Prerequisite: FIAR 110.

FIAR 130   **Drawing I**   **(0-6-3)**
Drawing 130 consists of a basic approach to linear representation with attention to space, gesture, value, texture, and shape.

FIAR 131   **Drawing II**   **(0-6-3)**
This course is a continuation of linear representation with added problems in space, gesture, value, texture, and shape.
Prerequisite: FIAR 130.

FIAR 200   **Understanding the Arts**   **(3-0-3)**
Understanding the Arts is open to all undergraduates. It is an introduction to art in which the visual elements and principles are examined through a study of key monuments in history in modern and earlier times.

FIAR 210   **Sculpture I**   **(0-6-3)**
An introduction to formal and technical problems in sculpture. This course includes traditional and contemporary aspects of the arts.
Prerequisites: FIAR 110 and FIAR 131.

FIAR 211   **Sculpture II**   **(0-6-3)**

This course is a continuation of the study of formal and technical problems in sculpture with the students' exploration of new techniques and material.
Prerequisite: FIAR 210.

FIAR 220   **Commercial Art**   **(0-6-3)**
Emphasis in the course is on basic skills necessary for effective preparation of art for reproduction.
Prerequisites: FIAR 110 and FIAR 130.

FIAR 222   **Ceramics**   **(0-6-3)**
This course includes methods of designing fine pottery and other ceramic wares, decorations, glazing and kiln operation.

FIAR 232   **Sculpture Design I**   **(0-6-3)**
In this course students will explore the visual elements in three-dimensional forms and structures in weekly studio assignments. Field trips and critiques are an integral part of the studio work.
Prerequisite: FIAR 211.

FIAR 233   **Sculpture Design II**   **(0-6-3)**
This course is a continuation of the exploration of visual elements in three-dimensional forms and structures.
Prerequisite: FIAR 232.

FIAR 250   **Drawing III**   **(0-6-3)**
This course is about drawing from the figure with emphasis on understanding its fundamental structure and movements and further sensitivity to visual organization and graphic expression.
Prerequisites: FIAR 130 and FIAR 131.

FIAR 251   **Drawing IV**   **(0-6-3)**
This course is a continuation of figure drawing with emphasis on understanding its fundamental structure and movements.
Prerequisite: FIAR 250.

FIAR 270   **Painting I**   **(0-6-3)**
In this course students will be introduced to formal and technical problems of painting, development of fundamental concepts and skills.
Prerequisites: FIAR 110, FIAR 111, FIAR 130 and FIAR 131.

FIAR 271   **Painting II**   **(0-6-3)**
Painting 271 is a continuation of formal and technical problems of painting and development of fundamental concepts and skills. Prerequisite: FIAR 270

FIAR 290   **Graphics**   **(0-6-3)**
This course serves as an introduction to graphic art and includes studio work in various graphic media.
Prerequisites: FIAR 110, FIAR 111, FIAR 130 and FIAR 131.

FIAR 292   **Arts and Graphics**   **(0-6-3)**
This is a general crafts course with an emphasis on use of a variety of easily obtained materials.

FIAR 297   **Problems in Art**   **(1-5-3)**
Students will research problems in pictorial representation by using various media. The visual problems are selected with the consent of the instructor based on student's portfolio evaluation. This course can be repeated once.

FRENCH (FREN)

FREN 100   **Elementary French**   **(3-0-3)**
This is an introductory level French course designed for students who do not have previous instruction in the French language. The course emphasizes the fundamentals of French grammar, basic sounds and structures of the French language.

FREN 101   **Elementary French I**   **(3-0-3)**
The course emphasizes the fundamentals of French grammar, with emphasis given to aural-oral practice and the development of comprehension and vocabulary in elementary reading selections.

FREN 102   **Elementary French II**   **(3-0-3)**
Further development in aural-oral practice, vocabulary development and mastery of the fundamentals of French grammar are the objectives in this course.
Prerequisite: FREN 101.

FREN 200   **Intermediate French I**   **(3-0-3)**
This advanced level of French focuses on oral and written communication in a variety of meaningful situations. It also introduces cultural aspects and interests.
Prerequisite: FREN 102.

FREN 201   **Intermediate French II**   **(3-0-3)**
French 201 is a continuation of the French 200 course. It also emphasizes oral and written communication, as well as an introduction to French literature.
Prerequisite: FREN 200.

FREN 202   **French Civilization**   **(3-0-3)**
The course analyzes cultural patterns, attitudes and ideas that have characterized French culture and civilization.
Prerequisite: FREN 102.

FREN 203   **French Phonetics**   **(3-0-3)**
The course includes a study in French morphology and syntax through the application of phonetic principles in French. Scientific description of Speech sounds and International Phonetic Alphabet are emphasized.
Prerequisite: FREN 201.

FRESHMAN STUDIES (FROR)

FROR 110   **Freshman Seminar**   **(1-0-1)**
This course is required of all freshmen. It is designed to familiarize the student with the history and purpose of the school, administrative systems, regulations, important habits of daily living, the use of the library, study problems and vocational and educational information.

FROR 111   **Freshman Seminar and Laboratory**   **(1-1-2)**
This course is designed to increase students' success in college by helping them learn pertinent information and develop survival skills. Topics include time planning, college orientation, test-taking, study techniques, career planning motivation, library use and personal issues. In addition, general and program specific assemblies and group activities are implemented to enhance career development and planning, interpersonal and
interpersonal interests, communication and cultural experiences. Emphasis is focused on student accountability.   This course is required of students taking two or more developmental education courses. The course may be taken in place of FROR 110 Freshman Seminar.

FUNERAL SERVICES ADMINISTRATION (FSAD)

FSAD 101   **Introduction to Funeral Services**   **(2-0-2)**
This course emphasizes the history of funeral and burial beliefs, principles and practice of funeral services, with attention to fundamental skills, knowledge, aptitudes and obligations of a funeral service professional.

FSAD 115   **Funeral ServicesManagement & Directing**   **(3-0-3)**
This course features the funeral services procedures, practices and customs of religious and ethnic groups and utilizes techniques and protocol needed in conducting funeral services. In addition, this course stresses application of business management and operational principles to the funeral

profession. Major topics of discussion will include: management polices, site selection, financing, recruitment and training of personnel.

FSAD 124   **Embalming Chemistry**   **(3-0-3)**
This course emphasizes the principles of general chemistry, organic chemistry, biochemistry, and toxicology as applied to physical changes in the human body during life, after life and during chemical preservation.
Prerequisite: High School Chemistry or CHEM 130 is recommended for students who did not take high school chemistry.

FSAD 200   **Embalming I Lecture**   **(3-0-3)**
This course introduces the student to the basic skills, aptitudes and personal qualifications needed to become a professional embalmer. This course also features theoretical aspects of embalming. It examines the purpose and need for embalming, types of death, signs of death, tests for death, postmortem changes, ethics of embalming, chemical and physical changes.
Prerequisite: FSAD 124.
Co-requisite: FSAD 201.

FSAD 201   **Embalming Lab I**   **(0-3-1)**
This course exposes the student to actual preparation of human remains under the tutelage and supervision of a licensed embalmer. The student will apply the basic principles of embalming taught in the lecture class and include discussion of OSHA regulations.
Co-requisite: FSAD 200.

FSAD 210   **Restorative Art Lecture**   **(3-0-3)**
This course is an in-depth study of anatomical modeling, forming of expression, and familiarization with instruments, materials, and techniques of restoring human features. These principles and practices will be used in the everyday embalming operations in our industry .
Co-requisite: FSAD 200/201

FSAD 211   **Restorative Art Lab**   **(0-3-1)**
This laboratory course will allow students to demonstrate proper restorative techniques under the direct supervision of a licensed embalmer.
Co-requisite: FSAD 210.

FSAD 220   **Small Business Administration**   **(3-0-3)**
This course emphasizes the application of business management as it relates to funeral services. This course also includes functions and skills that are necessary to provide effective leadership. Major topics of discussion include merchandising, accounting, financing, and budgeting techniques.
Prerequisite: FSAD 115

FSAD 221   **Funeral Services Law & Ethics**   **(3-0-3)**
This is an introductory course designed to acquaint the student with legal and ethical issues, rules, and regulations in business and the funeral industry on the local, state, and federal levels. This course introduces forms, certificates and permits that must be filed with proper government agencies.

FSAD 225   **Funeral Services Microbiology**   **(3-0-3)**
This course is an overview of the principles of microbiology as applied to funeral service education. Emphasis is placed on the basic principles of microbiology especially as they pertain to sanitation, disinfection, public health, and embalming practice. The development and use of personal, professional and community hygiene is discussed.
Prerequisites: FSDA 101; FSAD 124

FSAD 230   **Embalming I**   **(3-0-3)**
This course is a continuation of FSAD 200. Specific embalming problems and procedures will be discussed. Students will be able to apply principles learned in class to embalming case analysis.
Prerequisite: FSAD 200. Co-requisite: FSAD 231.

FSAD 231   **Embalming II Lecture**   **(3-0-3)**
This course is a continuation of FSAD 201. This is a laboratory class in the advanced application of embalming techniques and procedures. The student will apply the basic principles of embalming taught in the lecture class. Students will be able to demonstrate practical embalming techniques. Prerequisite: FSAD 201.Co-requisite: FSAD 230.

FSAD 250   **Bereavement Counseling**   **(3-0-3)**
This course teaches the basic principles of counseling as they relate to human mortality. Emphasis will be placed on the relationship of the funeral director to the bereaved during a time of emotional distress and the general public. The sociology of funeral services will be presented and discussed.

FSAD 270   **Funeral Services Seminar**   **(1-0-1)**
This course is a capstone course of the professional expectations in each major area of Funeral Services Education. Students are prepared for national and local board exams. This course is a requirement and must be taken the last semester before graduation.

FSAD 291   **Office And Arrangement Practicum**   **(0-15-3)**
This course provides experience in the day-to-day professional duties performed in the operation of a funeral home, including filling out forms and permits as well as arranging and directing funerals under the direct supervision of a licensed funeral director.
Prerequisites: FSAD 115; FSAD 220

GEOGRAPHY (GEOG)

GEOG 221   **Principles of Geography**   **(3-0-3)**
This course studies the basic physical factors found in each of the major geographic realms with emphasis on the interrelationships of climate, land forms and natural vegetation.

HEALTH INFORMATION TECHNOLOGY (HITG)

HITG 103   **Introduction to Medical Terminology**   **(3-0-3)**
Basic study of the language of medicine used in health care to include word construction, definition, analysis, spelling, pronunciation, and an elementary study of the human anatomy, structures, and functions with medical terminology application.

HITG 105   **Health Data Content and Structure**   **(3-0-3)**
Introduction to the health information management profession and the health record. This course will provide an overview of the functions, content, and structure of the health record, data access and retention, forms and screen design, indexes and registers, data storage and retrieval systems, quantitative and qualitative analysis; numbering and filing systems; and healthcare data sets. Co-requisites: HITG 107; Prerequisite CMPS 101.

HITG 107   **Health Data Content and Structure Lab**   **(0-3-1)**
Practice exercises to accompany lecture material in HITG 105.
Co-requisites: HITG 105; Prerequisites CMPS 101.

HITG 108   **Computer Applications for Healthcare Professionals**   **(2-0-2)**
Orientation to computer concepts and technology related to health information
technology, which includes but not limited to word processing, excel, powerpoint, and
databases. Introduction to e-health concepts including definitions, users,
and technology.
Pre-requisites: HITG 103, 105, and 107

HITG 109   **Legal Aspects of Health Information**   **(3-0-3)**
Study of legislative and regulatory processes with an emphasis on health information laws and regulations related to PHI and HIPAA privacy standards. An overview of healthcare compliance, confidentiality, ethical, legal, and privacy issues, and data security applied to health record practice. Prerequisites: HITG 103, HITG 105, HITG 107.

HITG 203   **Healthcare Delivery Systems**   **(2-0-2)**

Study of the healthcare delivery system in the U.S.; the structure and operation of a healthcare organization and the role of various healthcare providers and disciplines; and health record content, data sets, licensure, certification, and accreditation, applicable computer information systems, and reimbursement systems in alternative healthcare facilities.
Prerequisites: HITG 103, HITG 105 and HITG 107.

HITG 208   Introduction to Medical Science   (3-0-3)
A study of the nature and etiology of disease. An introduction to symptomatology, clinical diagnosis, and treatment of diseases. Review of basic anatomical structures, assessing the major pathological conditions, and an introduction to the pharmacological treatment of diseases per body system.
Prerequisites: HITG 103, HITG 105 and HITG 107; BIOL 220

HITG 209   Entry Level Review Seminar   (0-4-1)
Lectures, presentations, mock exams, and administration of a comprehensive exam related to the first twelve months of professional courses.
Prerequisites: HITG 103, 105, 107, 108, 109, 203 and 208.

HITG 214   Health Statistics and Research   (2-0-2)
Computation, presentation, and computer applications of commonly reported healthcare statistics, vital statistics, and descriptive statistics. Introduction to data collection methods, interpretation, and presentations. Introduction to research techniques, protocol and processes.
Prerequisites: HITG 103, 105, 107, 108, 109, and 203

HITG 215   Health Information Technology and Systems   (2-0-2)
Overview of computer technology concepts related to healthcare and application of the tools and techniques for collecting, storing, and retrieving data.
Prerequisites: HITG 108.

HITG 218   Basic Coding Lecture and Lab   (3-1-3)
Overview of ICD-9-CM coding system with an emphasis on basic coding rules, regulations, and conventions. Application of ICD-9-CM coding rules in acute care and ambulatory cares settings.
Prerequisites: HITG 208; BIOL 222.

HITG 219   Quality Management and Information Standards   (3-1-3)
Study and application of quality assessment and improvement concepts in a healthcare organization and external regulatory requirements for health record documentation. Topics include: utilization management, risk management, case management, and medical staff credentialing processes; Medicare Conditions of Participation and JCAHO standards related to health record documentation.
Prerequisites: HITG 108, HITG 109, and HITG 214.

HITG 220   Intermediate Coding   (3-0-3)
A continuation of ICD-9-CM coding system with rules and regulations. Other study of classifications, nomenclatures, and medical vocabularies with an introduction to ICD-10-CM and ICD-10-PCS purpose, content and structure.
Prerequisites: HITG 218   Co-requisite: HITG 221

HITG 221   Intermediate Coding Lab   (0-3-1)
Laboratory practice in coding inpatient and outpatient records utilizing ICD-9-CM manual and automated encoding systems. Basic laboratory practice in ICD-10-CM and ICD-10-PCS as well as case mix analysis, principles that affect prospective payment systems (DRGs, APCs) and quality control issues related to coding.
Prerequisites: HITG 218 Co-requisites: HITG 220

HITG 222   Advanced Coding   (3-1-3)
Overview of the CPT-4 coding system with emphasis on basic coding rules and application of CPT coding procedures in the ambulatory care setting utilizing manual and automated encoding systems.
Prerequisites: HITG 220 and HITG 221

HITG 223   Billing and Reimbursement Methods   (3-0-3)

Overview of reimbursement methodologies inclusive of Prospective Payment System, Diagnosis Related Groups, Resource Based Relative Value System, Ambulatory Patient Groups, and other reimbursement program such as managed care, Medicare, etc. An introduction to revenue cycle management to include billing processes, claims management, and chargemaster.
Prerequisites: HITG 220 and HITG 221
Co-requisites: HITG 222, HITG 242, and HITG 243

HITG 233   **Organizational Resources and Management**   **(3-1-3)**
Study and application of the basic functions of management, and human, financial, and physical resources. Topics include: planning, organizing, controlling, leading, team-building, orientation and training programs, workflow processes, budgets, resource allocation, staffing, and ergonomics.
Prerequisites: HITG 215, HITG 219

HITG 241   **Professional Practice Experience I**   **(0-12-3)**
On-site supervised work experience in hospitals, affiliation sites, or non-traditional settings related to the practical application of routine health record procedures, storage, retrieval systems, legal aspects, and statistics. (Simulated and/or directed)
Prerequisites: HITG 103, 105, 107, 108, 109, 203, and 214

HITG 242   **Professional Practice Experience II**   **(0-12-3)**
Supervised work and leaning experiences in campus laboratory and healthcare facilities with an emphasis on concepts taught in advanced health information courses (Basic and Intermediate coding, Quality Management and Information Standards, Reimbursement Systems, as well as Organizational Resources and Management). (Simulated and/or directed).
Prerequisites: HITG 215, 218, 219, 220, 221, and 241

HITG 243   **Advanced Review Seminar**   **(0-8-1)**
A capstone course designed to focus on reflection of professional practice experiences in addition to providing students with test-taking strategies and mock exams in preparation for the RHIT exam.
Prerequisites: HITG 215, 218, 219, 220, and 221

HISTORY (HIST)

HIST 104   **American History**   **(3-0-3)**
American History 104 is a general survey of the history of America from the period of discovery to the Civil War.

HIST 105   **American History**   **(3-0-3)**
American History 105 is a general survey of the history of America from the period of Civil War/Reconstruction to the present time.

HIST 114   **History of Western Civilization**   **(3-0-3)**
This course is a survey of the history of the development of Western Civilization from prehistoric time to the 16th century.

HIST 115   **History of Western Civilization**   **(3-0-3)**
This course is a continuation of history of western civilization with emphasis on civilization from the 16th century to the present.

HIST 211   **African-American History**   **(3-0-3)**
This course in African-American History is a survey of the political, economic and social history of Black Americans.

HIST 230   **Louisiana History**   **(3-0-3)**
This course in Louisiana History is a survey of the history of Louisiana from early exploration and settlement to the present.

HOSPITALITY OPERATIONS (HOPR)

HOPR 100   **Introduction to the Hospitality Industry**   **(3-0-3)**
This course lays the groundwork for a basic understanding of the lodging and food service industry by tracing the industry's growth and development both nationally and internationally, by reviewing the organization of hotel and food and beverage operations, and by focusing on industry opportunities and future trends.

HOPR 141   **Food and Beverage Management**   **(3-0-3)**
Covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control, and computer applications.

HOPR 143   **Food Safety**   **(3-0-3)**
Presents a systems approach to answering public health concerns, reducing sanitation risks, and ensuring satisfaction for guests, staff members, and owners. Explains how to define and implement sanitation quality, cost control, and risk reduction standards in a hospitality operation.

HOPR 232   **Front Office Procedures**   **(3-0-3)**
This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office.

HOPR 246   **Hospitality Purchasing Management**   **(3-0-3)**
This course describes how to develop and implement an effective purchasing program focusing on issues pertaining to supplier relations and selection negotiation and elevation. This course includes in depth material regarding major categories of purchasing and replacing. *Replaces HOPR 295.

HOPR 249   **Managing Services in Hospitality**   **(3-0-3)**
This course provides students with practical skills and knowledge for effective management of food service operations. It presents basic service principles while emphasizing the importance of meeting and whenever possible exceeding the expectation of guests. *Replaces HOPR 110

HOPR 261   **Principles of Supervision**   **(3-0-3)**
This course is designed to provide students with the principles of supervision as they
Apply specifically to the hospitality industry.

HOPR 270   **Marketing and Hospitality**   **(3-0-3)**
This course is designed to provide students with basic knowledge and practical experience that will enable them to develop strategic and operating marketing plans for hospitality properties. It stresses the marketing orientation as a management philosophy that guides the design and delivery of guest services.

HOPR 272   **Operations Management**   **(3-0-3)**
This course provides students with practical skills and knowledge for effective management of food services operations. It presents basic service principles while emphasizing the importance of meeting the needs and, whenever possible, exceeding the expectations of guests.

BUST 299   **Business Internship**   **(1-9-3)**
This course is designed to provide students with opportunities to enhance their undergraduate learning experience in a work environment, apply knowledge gained in the classroom to an actual worksite, investigate and prepare for career opportunities and professional networking. ACCT 299, MGMT 299, and HOPR 299 were replaced by this course.
Prerequisite: This course can only be taken during the students sophomore year and with consent from the internship director or recommendation from the department head.

HEALTH AND PHYSICAL EDUCATION (HPRE)

HPRE 100   **Physical Fitness Activity**   **(1-0-1)**

This course provides instructions in the meaning and significance of physical fitness, body and conditioning, individual activities evolving from tests and self development; and appreciation of efficient movement.

HPRE 110   Principles of Health   (3-0-3)
Emphasis is placed on health science as related to personal and community living in this course. It is open to all undergraduates.

HPRE 112   Modified Physical Education   (1-0-1)
This program is designed primarily for students with physical handicaps or disabilities who cannot participate in regular required physical education classes. Sports, exercises and recreational activities are selected in accordance with students' needs, interests and capacities.

HPRE 115   Volleyball   (1-0-1)
Volleyball involves a team activity of co-educational groups, emphasizing basic skills.

HPRE 119   Basketball   (1-0-1)
This course is designed to teach the fundamental skills and strategies of basketball. Emphasis is on recreational values and character building, sportsmanship, respect for rules and proper competitive attitude.

HPRE 130   Standard First Aid   (2-0-2)
This course is an introduction to the care, prevention and treatment of accidents and sudden illnesses. Standard First Aid certification is available.

HPRE 200   Introduction to Physical Education   (3-0-3)
This course provides an orientation to the professional opportunities available in physical education and related fields. It is offered to students who intend to major or minor in physical education.

HPRE 216   Team Sports   (2-0-2)
The course provides techniques in teaching speedball, soccer, touch football, field hockey, basketball, volleyball, swimming, softball, track and field and gold. Emphasis is on teaching materials and methods.

HPRE 217   Team Sports   (2-0-2)
The practice of fundamentals and participation in basketball, football and other seasonal sports, will be covered in team sports.

HPRE 233   Elementary Badminton   (1-0-1)
This course teaches fundamental skills and advanced strategies of badminton, history and rules. Emphasis is placed on development of emotional control, desirable social behavior and positive character traits.

HPRE 250   Individual Sports: Skills and Techniques   (2-0-2)
This course provides study and practice in the skills, application of rules, strategies and teaching methods of badminton, golf and tennis.

HPRE 260   School and Community Health   (3-0-3)
This course is designed to consider the nature, scope and objectives of school and community health programs. The role of school personnel in promoting school-community relations and dealing with basic health problems is stressed.

HPRE 270   Physical Fitness Workshop   (2-0-2)
This course is designed to provide physical training and conditioning while emphasizing how the body functions and how to maintain proper physical fitness.

HPRE 298   Methods and Materials in Physical Education   (3-0-3)
This course is designed for the prospective elementary teacher. Principles, methods, materials and programs in physical education are presented for various age levels. (Required of education majors).

HPRE 299   **Drug Education**   **(3-0-3)**
This course covers legal, sociological, psychological and physiological aspects of drug use. Values clarification and other innovative methods of curbing drug abuse will be explored. Both prescription and over-the-counter drugs will be covered.

HUMANITIES (HUMA)

HUMA 297   **Interdisciplinary Humanities**   **(3-0-3)**
Exploration of basic humanistic concepts such as birth, life, values, self, group, religion, God, beauty and death. It attempts to expand students' perceptions, sharpen insights and clarify values and motivations.

HUMA 298   **Interdisciplinary Social Science**   **(3-0-3)**
An interdisciplinary approach that deals with sociological, economic, historical, psychological and political issues as they affect the individual in society.

HUMAN SERVICES (HUSR)

HUSR 108   **Introduction to Human Services**   **(3-0-3)**
This course offers skills training in the use and application of human service workers. This course outlines the historical and theoretical perspective, and primary focuses on human needs. The characteristics of an effective helper, social policy, trends, and prevention are reviewed.

HUSR 109   **Communication skills in the Helping Profession**   **(3-0-3)**
A structural framework for the helping process that incorporates outcome and process goals, philosophy of growth, communications and facultative skills. Skills training in the use and application of the tools of a professional helper, such as interviewing, establishing rapport and empathy, recognizing verbal and nonverbal cues, assessment techniques and other skills pertinent to establishing a counseling relationship.

HUSR 110   **Clinical Writing**   **(3-0-3)**
This course introduces students to the proper application of the standards for writing human service cases. Assessment and evaluation of human service cases is taught and incorporated into the writing and presentation of these cases.

HUSR 111   **Behavioral Modification**   **(3-0-3)**
Skills training in the use and application of behavioral management techniques and strategies. Discussion includes topics relative to client rights, crisis intervention, abuse, policies and procedures, behavioral plan-writing and implementation, observation and documentation of behaviors.

HUSR 113   **Group Dynamics**   **(3-0-3)**
Beginning group leader are trained in the exploration of theories associated with group leadership. Students have a variety of group-leading experiences and are encouraged to have in-depth experiences of leadership behaviors.

HUSR 210   **Introduction to Drug and Alcohol Abuse**   **(3-0-3)**
This is a survey course designed to familiarize the student with the variety of findings, problems, controversies and programs associated with drug and alcohol use/abuse. Political and legal perspectives are covered and includes an orientation to existing varieties of treatment and possible careers in the field of drug abuse treatment.

HUSR 213   **Multiculturalism (Diversity)**   **(3-0-3)**
Racial and ethnic identity development models that the counselor/student can use in applying to multicultural groups. Covers ethnic-identity information, and ethnic-identity development of children, and gender issues.

HUSR 214   **Seminar in Human Services**   **(3-0-3)**
The issues of human needs and services, the problem-solving, coping, and developmental capacities of people in need. Speaker/Field trips included.

HUSR 215   **Biopsychosocial Aspects of Alcoholism**   **(3-0-3)**
The course provides the students with a clear understanding of the dynamics of alcoholism as a disease, its impact on the individual, family system and community at large.

HUSR 216   **Seminar in Substance Abuse Counseling**   **(3-0-3)**
Special topics in Substance Abuse Counseling are presented and discussed by the class in a seminar format. Special guest speakers and national authorities in Substance Abuse Counseling are invited to participate in the seminar discussion of substance abuse counseling issues. Selected drug/alcohol-related topics ranging from theoretical studies to practical on-site program strategies are covered. Other special topics such as pathological gambling, chemical neurological predisposition, and self-help groups are also included for discussion.

HUSR 218   **Clinical Aspects of Addictions**   **(3-0-3)**
This course is an examination and analysis of the physiological, psychological and medical aspects of substance use and abuse, supported with discussion of patterns and reaction to drug use as well as the practice and problems of management of drugs and alcohol abuse.

HUSR 220   **Health, Aging, Death and Bereavement**   **(3-0-3)**
Addresses health issues of older people using the Strengths Model. Also includes the study of death and bereavement and the basic principles of bereavement counseling as related to human mortality and the emotional distress of the bereaved person and family.

HUSR 221   **Issues of Domestic Violence**   **(3-0-3)**
This course will cover the basic aspects of domestic violence/abuse issues, and will provide the helpers with the knowledge to assist them in recognizing the signs and traits of both overt and covert domestic abuse. An overview of the major components of current intervention programs and strategies, including effective assessment and treatment methods, will be discussed along with prevention strategies and community resources.

HUSR 222   **Counseling Therapies**   **(3-0-3)**
The entire milieu of rational, emotive and psychodynamic modalities are explored. Attention is given to the understanding of psychological and emotional domains of clients and how to facilitate desired change through the development of a skill set.

HUSR 224   **Alcoholism and Polydrug Abuse**   **(3-0-3)**
This course is basic introduction to the problems, recognition and treatment associated with alcoholism and polydrug use. It reviews the toxicity of alcohol, problems associated with alcohol and drug use, stereotyping of alcoholics, and the preparation of staff members dealing with alcohol and polydrug abusers.

HUSR 230   **Special Addictions**   **(3-0-3)**
This course is designed to analyze compulsive behavior in the other addictions. Included are the eating disorders (bulimia and anorexia), sexual, gambling, and workaholic compulsive behaviors. Psychological and sociocultural casual factors, behavioral manifestations, medical implications, treatment strategies, self-help groups, commercial enabling and community responses are reviewed.

HUSR 238   **Elements of Mediation**   **(3-0-3)**
Skills training for helping professionals in the use and application of tools to help people in crisis. Students in counseling, social work, human services, psychology, nursing and criminal justice departments will benefit from this course. Case studies are used to present crisis intervention and therapeutic techniques for a broad range of situations. Contemporary approaches and research are applied.

HUSR 240   **Seminar in Rehabilitation**   **(3-0-3)**

This course is designed to introduce students to legal, economic, and professional issues of current concern in human services. Emphasis is placed on methods to restore clients to a state of self-sufficiency through education and therapy. Introduction to Exceptional Children may be used as a substitute.

HUSR 250   **Child Welfare**   **(3-0-3)**

Description and analysis of human services and programs for youth, children, and infants. Special focus is placed upon the needs and services for minority children. Applicable Federal and State laws related to child welfare issues are presented and discussed.

HUSR 254   **Psychopharmacology**   **(3-0-3)**

An introductory survey of psychoactive substances (including alcohol and nicotine) appearing clinically as drugs of abuse, and of the modes and sites of action in the central nervous system of these drugs. The pharmaceuticals used to treat drug and alcohol craving and co-presenting psychiatric illness are presented and discussed.

HUSR 260   **Counseling Needs Of Special Populations**   **(3-0-3)**

This course will assist the student in applying the principles of substance abuse counseling in a manner that is sensitive to the needs of different ethnic/ gender/ age groups. Special groups that will be studied include the elderly, adolescents, women, African Americans, gays and lesbians. Each group will be examined to discern the special needs and problems of that group and how the counselor uses skills to help members of that special group to attain sobriety and recovery.

HUSR 276   **Health & Human Services Internship**   **(3-0-3)**

Observation and fieldwork at selected sites. Interactions with clients and staff are observed, assessed and evaluated.
Prerequisite: 18 credit hours in Human Services

HUSR 279   **Drug Abuse/Alcohol Internship**   **(3-0-3)**

The major goal of this course is to produce a cadre of trained professionals and, therefore, service those advanced students who have demonstrated a strong commitment to become agents of change in the community. There is a mandatory involvement with selected community organizations, coupled with a field placement for a minimum of 20 hours per week for ten (10) weeks.
Prerequisites: 18 credit hours in Human Services

JOURNALISM (JOUR)

JOUR 100   **Introduction to Mass Communication**   **(3-0-3)**

This course introduces students to various media forms, history, theories and technologies of mass communication.

JOUR 200   **Introduction to Journalism**   **(3-0-3)**

The principles and practices of gathering, evaluating and writing news and reports are surveyed in this introductory course.

JOUR 205   **Introduction to Broadcasting**   **(3-0-3)**

Electronic broadcasting in the production of television and radio is introduced in this course.

JOUR 221   **News Writing I**   **(2-1-2)**

Gathering, writing, and constructing news stories are emphasized in this course.
Prerequisite: JOUR 200.

JOUR 222   **News Writing II**   **(2-1-2)**

This advanced news writing course continues practice in gathering, writing and constructing news stories. Coursework requires reporting assignment of the school newspaper. Prerequisite: JOUR 221.

JOUR 252   **Television Production**   **(3-0-3)**

This course is a pre-professional skills and lecture class. It is designed to teach students the basic aspects of video production. The student will learn how to operate television equipment, such as cameras, lighting instruments, and audio equipment and video editors.
Prerequisite: JOUR 200 or permission of the instructor.

MATHEMATICS (MATH)

MATH 091   **Elements of Mathematics**   **(3-2-3)**

This course is designed for students who need to improve basic computational skills. Topics include whole numbers, fractions, decimals, signed numbers, variable expressions, equations, inequalities, proportion, and percent. *(This course may not be counted toward fulfillment of degree requirements.)*

MATH 092   **Introductory Algebra**   **(3-0-3)**

This course introduces the student to the basic concepts of algebra. Topics include polynomials, exponents, factoring, algebraic fractions, and equations. Prerequisite: MATH 091 or satisfactory score on the placement exam. *(This course may not be counted toward fulfillment of degree requirements.)*

MATH 114   **Business Mathematics**   **(3-0-3)**

This course is a study of basic arithmetic, decimals, percentage and applications, simple and compound interest, trade and cash discounts, merchandising depreciation, payroll, property and sales taxes insurance, notes and drafts, installment purchases and periodic loan payment plans. It is designed for students in the Associate Degree Business Curriculum.
Prerequisite: MATH 092 or higher.

MATH 124   **College Algebra**   **(3-0-3)**

This course emphasizes problem-solving, comprehension and linear equations in two variables. Topics studied are radicals and exponents, quadratic equations and inequalities, polynomial and rational functions, systems of equations, complex numbers and introduction to graphing techniques.
Prerequisite: MATH 092 or higher.

MATH 125   **Plane Geometry**   **(3-0-3)**

This course is for college students who have no background in high school geometry. It includes sets, points, lines, planes and spaces, elementary theorems and proofs, construction and measures of angles and segments, lengths, area volumes and congruencies.
Prerequisite: MATH 124 or higher.

MATH 126   **Technical Mathematics**   **(3-0-3)**

This course is designed for use in a trade or technical area. Topics include equations and inequalities, algebraic fractions, radicals, quadratic equations and inequalities, functions and graphs, system of equations, trigonometry, vectors and triangles.
Prerequisite: MATH 092 or higher.

MATH 127   **Allied Health Mathematics**   **(3-0-3)**

This course is a study of logarithms, the metric system, scientific notation and the use of the calculator, graphing, standard deviations, and variances.
Prerequisite: MATH 092 or higher.

MATH 130   **Advanced College Algebra**   **(3-0-3)**

This course is a study of relations, functions, graphs, inequalities, mathematics induction, binomial theorem, quadratic systems, polynomial equations of degrees greater than two, and partial fractions.

MATH 131   **Elementary Applied Calculus**   **(3-0-3)**

This course is an intuitive approach to calculus. Topics include functions, graphing, limits, continuity, differentiation, integration; applications to problems from the fields of business biological science, social science and behavioral science.
Prerequisite: Math 130

MATH 140   **Plane Trigonometry**   **(3-0-3)**
This course is a study of angles and their measure, trigonometric functions, radian measure, fundamental identities, solution of trigonometric equations, inverse trigonometric functions, solutions of triangles, properties of graphs of trigonometric functions, complex numbers and polar coordinates.
Prerequisite: MATH 124 or higher.

MATH 162   **Pre-Calculus Mathematics**   **(5-0-5)**
This course is a study of relations, functions, graphics, inequalities, mathematical induction, binomial theorem, quadratic systems, polynomial equations of degrees greater than two, partial fractions, angles and their measure, trigonometric equations, trigonometric identities and solutions of triangles.
Prerequisite: MATH 124.

MATH 200   **Finite Mathematics**   **(3-0-3)**
This course is a study of linear systems and matrices, exponential and logarithmic functions with applications, mathematics of finance, linear programming, counting techniques, probability and an introduction to statistics.
Prerequisite: MATH 124.

MATH 210   **Introduction to Probability and Statistics**   **(3-0-3)**
This course deals with collecting data, graphical and numerical summarization of data, probability laws and distribution of random variable, sample distributions, estimating population, parameters and confidence intervals; testing hypotheses about population
parameters, simple linear regression and correlation analysis and some uses of Chi-Square, the variance ratio and F-distribution.
Prerequisite: MATH 124 or higher or consent of instructor.

MATH 220   **Geometry for Teachers**   **(3-0-3)**
This course is aimed at developing intuition and insight. Topics include set of points, line segments, congruence, linear and angular measure, area and volume, similarity, Pythagorean theorem, coordinate geometry introduction to trigonometry and spherical geometry.
Prerequisite: MATH 124 or higher.

MATH 225   **Discrete Mathematics**   **(3-0-3)**
This course introduces the concepts of finite systems and mathematical logic. Topics include: set theory, relations and functions, counting techniques, graph theory and Boolean algebra.
Prerequisite: Math 130

MATH 230   **Linear Algebra**   **(3-0-3)**
Topics include: systems of linear equations, vector spaces, linear transformations, matrices, and determinants.
Prerequisite: MATH 162 or higher.

MATH 250   **Teacher's Arithmetic**   **(3-0-3)**
This course is a review of the structure and form of the core of the K-9 mathematics curriculum. Focus is on objectives, expanded methods, and materials including audiovisual instruction for teaching mathematics.
Prerequisite: MATH 132 or higher or consent of instructor, or one year full-time mathematics teaching.

MATH 255   **Seminar for Mathematics Science Teachers**   **(3-0-3)**
This course is designed for junior and senior high school teachers and those preparing to teach on the secondary level. Special topics include a review of algebraic ideas, Euclidean geometry, analytical geometry and trigonometry with emphasis on techniques, applications and problem-solving.
Prerequisite: MATH 162 or higher or consent of the instructor, or one year of full-time mathematics teaching.

MATH 264   **Analytic Geometry and Calculus I**   **(4-0-4)**
This course is a study of elementary analytic geometry of the straight line and circle, limits continuity, derivatives, applications of the derivative and introduction of integration.
Prerequisite: MATH 162 or higher.

MATH 265   **Analytic Geometry and Calculus II**   **(4-0-4)**
Topics include applications of the definite integral, differentiation and integration of transcendental functions, parametric equations, polar coordinates, techniques of integration, volumes of solids of revolution, and sequences and series.
Prerequisite: MATH 264

BUSINESS MANAGEMENT (MGMT)

MGMT 200   **Introduction to Business**   **(3-0-3)**
This is a survey course that introduces students to the world of business. It provides a foundation for the study of other business courses.

MGMT 201   **Principles of Management**   **(3-0-3)**
The course includes the functions and skills that are necessary to provide effective leadership. This course places emphasis on the organizational hierarchy, leadership models, and budgeting techniques.
Prerequisite: MGMT 200 and ENGL 110

MGMT 202   **Human Resource Management**   **(3-0-3)**
The course includes the elements of recruiting, selecting, training, and developing employees. Emphasis is placed on the management and motivation of people in a highly dynamic culture.
Prerequisite: MGMT 200 and ENGL 110

MGMT 243   **Legal Environment of Business**   **(3-0-3)**
This is a survey course that studies the interaction between law and business in the historical, political, and ethical environments. This course places emphasis on contracts, torts, and criminal laws as they apply to business organizations.
Prerequisite: MGMT 200 and ENGL 110

MGMT 250   **Principles of Marketing**   **(3-0-3)**
This course is a comparative survey of the major functions of marketing and marketing management. Prerequisite: MGMT 200

MGMT 260   **Business Communications**   **(3-0-3)**
This course will emphasize the development of writing and presentation skills to produce effective business communications. Skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills will also be addressed. Topic discussion includes leadership, effective participation, and group behavior. Student will use current software (power point presentation, graphics, spreadsheets, and word-processing) to develop business presentations. Prerequisites: ENGL 110 and MGMT 201

MGMT 273   **Business Finance**   **(3-0-3)**
This course emphasizes the role of the financial manager and the goals of maximizing financial wealth of the organization. This course includes topics such as the time value of money, financial ratio analysis, investments portfolio management, working capital management, capital budgeting, risk and investments.
Prerequisite: ACCT 201 and concurrent enrollment or successful completion of MATH 124 or higher. Prerequisites: ACCT 201, MATH 130, and completion or concurrent enrollment in ECON 202 or ECON 203.

MGMT 283   **Business Statistics**   **(3-0-3)**

This course includes the methods and techniques for the collection, analysis, interpretation, and presentation of numerical data. This course places emphasis on measures of central location, dispersion, probability theory, discrete and continuous probability distributions, sampling, tests of significance, regression, and correlation.
Prerequisite: MATH 130.

BUST 299   **Business Internship**   **(1-9-3)**
This course is designed to provide students with opportunities to enhance their undergraduate learning experience in a work environment, apply knowledge gained in the classroom to an actual worksite, investigate and prepare for career opportunities and professional networking. ACCT 299, MGMT 299, and HOPR 299 were replaced by this course.
Prerequisite: This course can only be taken during the students sophomore year and with consent from the internship director or recommendation from the department head.

MEDICAL LABORATORY TECHICIANS (MLTC)

MLTC 100   **Phlebotomy Workshop**   **(1-0-1)**
This course provides practical instruction and experience in the procurement of blood specimens. This course is designed for allied health majors other than MLT.

MLTC 101   **Introduction to Clinical Laboratory Science**   **(3-0-3)**
This course provides an introduction to the role of the medical laboratory technician. Emphasis is placed on professional ethics, work ethics, educational requirements, communication skills, career opportunities, and special qualities desirable to become professional laboratory practitioners. Included is theory and laboratory methodology in each of the following areas: Hematology, Coagulation, Clinical Microscopy, Clinical Chemistry, Clinical Microbiology (Bacteriology, Virology, Mycology, Parasitology), Immunology/Serology, Immunohematology, Phlebotomy, and laboratory safety.

MLTC 261   **Clinical Hematology I**   **(3-3-3)**
This course involves normal and abnormal applied hematology and coagulation. Emphasis is placed on the study of the formed elements of blood and coagulation, precursors in the bone marrow, chemical constituents of plasma and serum linked to
blood cell structure and function, and function of platelets and proteins involved in blood coagulation.
Prerequisite: MLTC 101

MLTC 262   **Clinical Immunology/Serology**   **(2-2-2)**
This course involves an introduction to the immune system with emphasis on antigen-antibody reactions in vitro and the principles of immuno-diagnostic procedures performed in the Serology department. It involves lecture and student laboratories.
Prerequisite: MLTC 101

MLTC 263   **Clinical Immunohematology I**   **(3-3-3)**
This course involves theory and student laboratory analysis in blood banking, with emphasis placed on blood groups and their application. ABO typing and antibody screening techniques are stressed.
Prerequisite: MLTC 101

MLTC 264   **Clinical Microbiology I**   **(3-3-3)**
This course includes the study of clinically significant pathogenic bacteria and viruses – diagnostic techniques, sterility, processing of specimens, selection of media, reagents and stains, and identification of microorganisms according to the morphological and biochemical reactions.
Prerequisite: MLTC 101

MLTC 265   **Clinical Urinalysis**   **(3-3-3)**

This course involves theory and clinical application of the constituents of urine and other body fluids. Emphasis is placed on the physiology and clinical diagnosis of urine and other body fluids in health and disease. Prerequisite: MLTC 101

MLTC 266   **Clinical Chemistry**   **(3-3-3)**
This course involves theory and clinical application of chemical constituents in various body fluids. Emphasis is placed on the physiological role of each chemical analyte.
Prerequisite: MLTC 101
Co-requisite(s): MLTC 262, MLTC 264

MLTC 267   **Clinical Microbiology II**   **(3-3-3)**
A continuation of MLTC 264, this course involves a study of clinically significant microorganisms, with an emphasis on fungal and parasitic organisms and infections. Case studies, patho-physiological states, microbiological diseases, and problem solving and application of microbiological data used in the identification of unknowns are stressed.
Prerequisite(s): MLTC 101, MLTC 264

MLTC 268   **Clinical Hematology II**   **(3-3-3)**
A continuation of MLTC 261, with emphasis on case studies, patho-physiological states, hematological diseases, problem solving of clinical laboratory situations and application of hematological data.
Prerequisite(s): MLTC 101, MLTC 261

MLTC 269   **Clinical Immunohematology II**   **(3-3-3)**
A continuation of MLTC 263, this course provides in-depth studies in antibody identification, transfusion practices, case studies, problem solving of blood bank situations relative to transfusion practices, and application of immunohematological data.
Prerequisite(s): MLTC 101, MLTC 263

MLTC 270   **Clinical Laboratory Science Review I**   **(4-2-4)**
This course consists of board review of all didactic courses of medical laboratory technology with the application of all material, problem solving and case studies. Clinical Practicum experiences are correlated with didactic knowledge gained. Students must be successful ("C" or better) on a comprehensive Tracking Exam I, given at the terminus of the course and determines the student's ability to exit (graduate) from the program.
Prerequisite(s): MLTC 273
Co-requisite(s): MLTC 274

MLTC 273   **Clinical Practicum I**   **(2-32-9)**
Practical laboratory experience in the clinical laboratory of a hospital affiliate is provided. Emphasis is placed on developing and applying knowledge and technical skills necessary to perform accurate and precise laboratory determinations.
Prerequisite(s): MLTC 261 MLTC 262, MLTC 263, MLTC 264, MLTC 265
MLTC 266, MLTC 267, MLTC 268, MLTC 269, MLTC 275

MLTC 274   **Clinical Practicum II**   **(2-32-9)**
Continuation of MLTC 273 in practical laboratory experience in the clinical laboratory of a hospital affiliate, emphasizing the development and application of knowledge and technical skills necessary to perform accurate and precise laboratory determinations.
Prerequisite(s): MLTC 273
Co-requisite(s): MLTC 270

MLTC 275   **Clinical Chemistry II**   **(3-3-3)**
This course is a continuation of MLTC 266, with emphasis on the physiological role of each chemical analyte. Prerequisite(s): MLTC 266

MUSIC TECHNOLOGY (MUSC)

MUSC 100   **Theory, History, and Literature Recital Seminar Laboratory**   **(0-1-1)**

This course is designed for students majoring in music (piano, vocal or other instruments and/or ensemble) and performing compositions for fellow students and faculty. Performances are discussed and evaluated by music jury.

MUSC 101   Fundamentals of Music   (3-0-3)
An introduction to reading and writing music. Topics include key and time signatures, song form, melody, chords, and number system.

MUSC 102   Harmony I   (2-1-3)
This course is a basic musicianship course in written keyboard harmony and analysis. Part writing and small composition skills are emphasized.

MUSC 103   Harmony II   (2-1-3)
This course is a continuation of MUSC 102.
Prerequisite: MUSC 102.

MUSC 104   Ear Training and Sight Singing I   (3-0-3)
This is a basic musicianship course in audio vocal drills and harmonic and melodic dictation through the use of piano keyboards and musical instruments.

MUSC 105   Ear Training and Sight Singing II   (3-0-3)
This course is a continuation of MUSC 104. Prerequisite: MUSC 104.

MUSC 106   Piano I   (2-2-4)
Basic piano skills taught which involves performing major and minor scales, arpeggios, chords, compositions, and keyboard music theory are taught. Some research of musical styles is expected and listening to enhance the knowledge concepts of the various styles of piano composers is required.

MUSC 107   Piano II   (2-2-4)
Piano II continues skills learned in MUSC 106.
Prerequisite: MUSC 106.

MUSC 110   Voice I   (2-2-4)
Voice I is designed to provide fundamentals of vocal production with emphasis on proper breathing techniques and vocal projection skills.

MUSC 111   Voice II   (2-2-4)
Voice II continues with fundamentals gained in Voice I.
Prerequisite: MUSC 110.

MUSC 112   Piano III   (2-2-4)
The function of these courses is to teach basic skills for music majors. Advance literature is suggested to these student based on their performing skills acquired in the fundamental course. A piano recital is to be prepared by participants and research documents produced.

MUSC 113   Piano IV   (2-2-4)
This course is the continuance of MUSC 112.
Prerequisite: MUSC 112.

MUSC 120   University Gospel Chorale   (2-0-2)
(A Non-Transfer Credit Course)
University Gospel Chorale is a performing unit, specializing in the genre of gospel music. Students will experience various musical styles ranging from traditional gospel to Negro Spirituals. Lectures will include discussions on the importance of proper breathing techniques, vocal training, and the teaching of musical pieces.

MUSC 130   **Introduction to Studio Recording**   **(2-2-2)**
An introduction to the recording studio. Topics include microphones, analog and digital recorders, the recording console, signal processing, and recording techniques.

MUSC 136   **Voice III**   **(2-2-4)**
This is advanced vocal training. Advanced vocal literature is offered in preparation for student recital.
Prerequisite: MUSC 110, MUSC 111.

MUSC 137   **Voice IV**   **(2-2-4)**
Voice IV continues to train students to use advanced vocal literature and prepares them for actual recital.
Prerequisite: MUSC 136.

MUSC 140   **Introduction to MIDI**   **(2-2-2)**
An introduction to MIDI (Musical Instrument Digital Interface) concepts and techniques. Topics include keyboard programming, sound modules, sequencing, and electronic music production.

MUSC 150   **Music Workstation**   **(2-2-3)**
An introduction to the varied aspects of the music workstation. Students are given hands-on experience with the practical aspects of the varied components of the music workstation.

MUSC 170   **Virtual Studio and Plug-Ins**   **(2-2-3)**
An introduction to, and hands-on experience with, the virtual music studio and associated plug-ins. Students are trained to simulate activities, which are expected in the music studio.

MUSC 190   **Business of Music**   **(3-0-3)**
An introduction to the music business. Topics include record companies, management, promotion, publicity, and radio. Also discusses employment opportunities.

MUSC 195   **University Pep and Activity Ensemble**   **(1-2-1)**
This course is designed for students who have ability to read music and show unique musicianship. Students will be required to perform for school and community activities.

MUSC 200   **Enjoyment of Music**   **(2-1-3)**
This is a research course with a humanities approach designed to acquaint the students with various styles of music and the various composers who created the forms that dictated cultures and influenced political philosophies of the worlds in which they lived.

MUSC 201   **Music of Black Americans**   **(2-1-3)**
Research is done on the works of Black American styles of music from the 16th century to the present through listening and reviewing visual media presentations.

MUSC 202   **Harmony III**   **(2-1-3)**
This course is a continuation of the work began in Harmony I and Harmony II with addition of chromatic harmony and analysis of advanced composition skills. Prerequisites: MUSC 102 and MUSC 103.

MUSC 203   **Harmony IV**   **(2-1-3)**
Harmony IV completes Harmony I, II, and III.
Prerequisite: MUSC 202.

MUSC 204   **Ear Training and Sight Singing**   **(3-0-3)**
This course is a continuation of the work began in course MUSC 104 and MUSC 105. Harmony and melodic dictation skills are to be developed during the teaching of this course.
Prerequisites: MUSC 104 and MUSC 105.

MUSC 205   **Ear Training and Sight Singing**   **(3-0-3)**

This course completes MUSC 104, MUSC 105 and MUSC 204.
Prerequisite: MUSC 204.

MUSC 206   **Piano V**   **(2-2-4)**
This is an advanced piano course which involves chord scales, figured bass, keyboard analysis, composition, performance interpretation, and recital techniques are extensively taught.

MUSC 207   **Piano VI**   **(2-3-4)**
Piano IV completes MUSC 106, MUSC 107, and MUSC 206.
Prerequisites: MUSC 205, MUSC 206.

MUSC 208   **Songwriting**   **(3-0-3)**
An introduction to basic songwriting. Topics include lyric and melody construction, working with music publishers, and performance rights organizations. Professionally written songs and students' songs are analyzed in class.

MUSC 210   **Advanced MIDI**   **(2-2-2)**
A continuation of MUSC 140. Topics include computer based sequencing, editing, and advanced electronic music production techniques.

MUSC 220   **Desktop Digital Audio**   **(2-2-2)**
An introduction to the use of computers in recording, editing, and mixing digital audio. Topics include software based music production, sound design, looping, and mastering.

MUSC 224   **University Choir I**   **(1-0-1)**
Choral Union, Female and Male Glee Clubs, and vocal ensembles are designed to entertain all students with interest in performing various vocal ensemble styles such as; classical, traditional gospel, pop and jazz literature. Vocal ensemble skills are taught along with cultural awareness. Audition is required.

MUSC 225   **University Choir II**   **(1-0-1)**
This is a second semester vocal ensemble course continuing MUSC 224. Audition and teacher approval are required.
Prerequisite: MUSC 224.

MUSC 230   **Advanced Studio Recording**   **(2-2-2)**
A continuation of MUSC 130. Topics include digital audio, tape machine alignment, mixing, stereo microphone technique, and the creative use of signal processors.

MUSC 236   **Voice V**   **(2-2-4)**
Voice V teaches advanced vocal techniques and recital preparation through the use of audio-visual aids and requires concert attendance.
Prerequisites: MUSC 136 and MUSC 137.

MUSC 237   **Voice VI**   **(2-2-4)**
Voice VI continues to teach advance vocal techniques and recital preparation.
Prerequisites : MUSC 136, MUSC 137 and MUSC 236.

MUSC 240   **Music Publishing**   **(2-0-2)**
An introduction to the music publishing industry. Topics include self-publishing vs. professional publishing, starting your own publishing company, song plugging, an performance rights organizations.

MUSC 250   **Music History and Literature I**   **(3-0-3)**
This course combines the study of history and presentation of outstanding examples of the literature of music. Attention is given to social, political, and economic conditions influencing the development of music.

MUSC 251   **Music History and Literature II**   **(3-0-3)**
This course is the continuance of MUSC 250.

Prerequisite: MUSC 250.

MUSC 255   **Internet for Musicians**   **(2-2-3)**
An introduction to the internet as a music promotion resource. Topics include music marketing, web design, and independent label and artist promotion.

MUSC 260   **Studio Maintenance**   **(2-2-2)**
An introduction to studio maintenance. Topics include basic electronics, troubleshooting equipment problems, soldering techniques, and the use of test equipment.

MUSC 261   **Introduction to Pro Tools I**   **(3-0-3)**
PT I focuses on the foundational skills needed to learn and function within the Pro Tools environment at a basic level. Topics include system capabilities (record, edit, mix, process, and audio delivery), understanding the Pro Tools file system (session documents, audio files, audio regions), navigation and display basics, recording modes and techniques. Other topics include setting levels, selection techniques for audio regions (precursor to basic editing), basic editing and mixing, importing audio files, using fades, using AudioSuite (file-based) plug-ins, introduction to MIDI.

MUSC 262   **Essentials of Pro Tools II**   **(3-0-3)**
The PT II course builds on knowledge and techniques acquired in the PT I. Topics included in PT I receive expanded attention, with instructor demonstrations and student exercises. Individuals who complete PT II will be well-prepared to work on their own projects in Pro Tools

NURSING (NURS)

NURS 100   **Orientation to Nursing Dialect**   **(2-0-2)**
The student is introduced to language and dosage calculations required for safe functioning in nursing practice. Interpretation of medical orders, medical terminology, systems of measurement, conversions and calculation of dosages of oral and parental medications will also be discussed. Study skills, test taking skills, and time management skills are discussed. Stress reduction techniques are discussed along with identifying University support sources available for students.

NURS 125   **Basic Principles of Nursing**   **(4-2-6)**
This course introduces basic concepts, theories, and principles inherent in the roles and competencies of the beginning nurse practitioner and applies this knowledge to practice. Identified basic human needs based on King's General System's Framework along with the nursing process and basic nursing skills are presented and used to guide nursing practice in simulated and clinical settings. Students will also be introduced to the history of Southern University as well as its' purpose, administrative systems, policies and regulation.
Prerequisites: CHEM 129, ENGL 110, MATH 124, BIOL 220 and admission into the Associate of Science Nursing Program.

NURS 131   **Role Transition to Professional Nursing**   **(2-0-2)**
Further develops the professional role through integration of content with Concepts & Processes of Nursing I and Psychiatric Mental Health Nursing courses. Introduces the concept of critical thinking and problem solving into nursing practice. Selected skills are performed in simulated clinical settings. Provides the foundation for utilization of the nursing process and King's General Systems Framework in nursing practice.
Prerequisites: ENGL 110, ENGL 111, MATH 124, MATH 200, BIOL 200, BIOL 220, BIOL 222, CHEM 129, Psychology 250 and admission into the Associate Science Nursing Program.

NURS 140   **Concepts & Processes of Nursing I**   **(2-2-4)**
This course explores the professional role through a comprehensive and systematic assessment, using the nursing process and King's General Systems Framework. There is emphasis on physiological assessment and the further development of assessment skill. Focus is on the adaptive and maladaptive response to common stressors across the lifespan. This course is taught in a 7 ½ week session.
Prerequisites: NURS 125, MATH 200, BIOL 222, ENGL 111.

NURS 160   **Psychiatric Mental Health Nursing**   (2-2-4)
Particular attention focuses on the adaptive and maladaptive responses to internal and external stressors across the lifespan. Principles and concepts of mental health, psychopathology, and treatment modalities relating to the nursing care of clients and their families will be explored. This course is taught in a 7 ½ week session.
Prerequisites: MATH 200, BIOL 222, ENGL 111, NURS 125 Basic Principles of Nursing.

NURS 210   **Principles of Pharmacology**   (3-0-3)
An introduction to pharmacotherapeutics, medication administration, major drug classifications, and the implications of medication administration for nursing care.
Prerequisites: NURS 125 Basic Principles of Nursing.

NURS 220   **Nursing Care of the Child**   (2-2-4)
Facilitates learning about caring for children and their families. Emphasis will be placed on principles of growth and development, identification of stressors and promotion of health in children and their families. This course is taught in a 7 ½ week session.
Prerequisites: NURS 140, NURS 160, PSYC 250.

NURS 225   **Nursing Care of the Childbearing Family**   (2-2-4)
Focus will be on the processes of pregnancy, labor, delivery, the post partal period, and the neonate. Emphasis will be on the nurse's role in assisting women and their families to adapt to stress associated with childbearing. This course is taught in a 7 ½ week session. Prerequisites: NURS 140, NURS 160, PSYC 250.

NURS 230   **Issues and Trends in Nursing Practice**   (2-0-2)
This course reviews nursing history and presents current issues, problems, and emerging trends. Legal and ethical issues as they relate to the practice of nursing, professional organizations, educational preparation and credentials for health care providers, role transition from student to practitioner, and the political process will be explored. Management styles and skills in the delivery care system will also be presented.
Prerequisites: NURS 220, NURS 225, NURS 210, SPCH 210.

NURS 240   **Concepts & Processes of Nursing II**   (3-2-5)
Explores further the professional role of nursing during episodic care in the management of adults. The practicum provides students with opportunities to utilize the nursing process and practice the roles of providing and coordinating care in an acute care setting.
This course is taught in a 7 ½ week session.
Prerequisites: NURS 140, NURS 210, NURS 220, NURS 225, PSYC 250, BIOL 200, SPCH 131.

NURS 245   **Concepts & Processes of Nursing III**   (2-2-4)
Explains leadership and management principles related to the roles of the nurse as provider, coordinator of care, and member of the health care team. Focuses on the application of the nursing process in the role of leadership and management.
This course is taught in a 7 ½ week session.
Prerequisites: NURS 240, NURS 210, BIOL 200, SPCH 131.

PUBLIC ADMINISTRATION (PADM)

PADM 101   **Introduction to Public Administration**   (3-0-3)
A survey of the character and scope of public administration in the United States at national, state and local levels will be done.

PADM 202   **Ethics in Public Administration**   (3-0-3)
This is a survey course exposing students to some of the ethical problems and dilemmas encountered by public sector career professionals. Conceptions of the public interest and the examination of theoretical concepts will also be examined.

PADM 205   **Public Personnel Administration**   **(3-0-3)**
Techniques of selection, retention, promotion, classification, and productivity in public services; recruitment and placement of personnel; problems of position classification, training supervision, visitation, employee relations, work load, and performance standards will be studied.

PADM 220   **Public Finance & Fiscal Policy**   **(3-0-3)**
The financial administration and trends in government units, concepts and activities in public fiscal management, budgeting, taxation, revenue planning, borrowing fiscal controls, development of analytical skills necessary in public fiscal administration will be explored.

PADM 240   **Public Policy & Programs**   **(3-0-3)**
The content of this course includes the nature, processes, structure, functions sources of revenue and types of expenditures of state and local governments as they relate to and influence administration within a government context.

PADM 260   **Organizational Theory & Behavior**   **(3-0-3)**
Behavior in organizations will be studied. Four models of organizational behavior will be considered using contingency and systems approaches. The course will stress such elements as organization climate, external environment, motivating employee participation, job satisfaction, leadership, managing change, technology and job communications.

PADM 261   **Principles of Supervision & Leadership**   **(3-0-3)**
The art of working with people is the focus in this course. How supervision relates to basic managerial functions and contributes to the attainment of organization and business objectives will be taught.

PADM 265   **Intergovernmental Administration**   **(3-0-3)**
An examination of the levels of institutions of government including their power and relationship against the framework of modern American federalism: intergovernmental responses to social, cultural and technological change, cooperative and competitive roles of federal, state and local governments intergovernmental administrative relationships will comprise this course.

PHLEBOTOMY (PHLE)

PHLE 101   **Introduction to Phlebotomy**   **(3-2-3)**
This course is designed to provide practical instruction in the proper techniques used in collecting blood and body fluid specimens for laboratory analysis. It includes specimen processing, infection control, laboratory safety, quality control, special collection techniques, and quality assurance procedures.

PHLE 110   **Medical Ethics**   **(3-0-3)**
This course provides a study of the following topics: patient's bill of rights; responsibilities and codes of ethics of medical personnel; consent to medical and surgical procedures, medical moral problems, confidentiality, release of medical information; legal proceedings before, during, and after trial; medical malpractice and medical liability.

PHLE 210   **Clinical Practicum**   **(2-24-9)**
This course provides a rotation through the Phlebotomy department of the clinical laboratory. The rotation involves patient preparation, selection and preparation of puncture sites, collection of specimens, maintaining equipment, post-collection client care, and specimen processing.
Prerequisites: PHLE 101, ALLH 210, BIOL 220, BIOL 210 and acceptance into the Phlebotomy Program.

PHYSICS (PHYS)

PHYS 100   **Physical Science I**   **(3-0-3)**
Survey of principal physical and chemical aspects of our natural environment. Emphasis on methods of science and concepts relating to mechanics, states of matter, waves, heat, electricity,

light, atomic structure and basic chemistry. Topics are developed with a minimum of mathematical presentation.   Prerequisite: MATH 124 or higher.

PHYS 101   **Physical Science II**   **(3-0-3)**
Survey of principal chemical, astronomical and geological aspects of our natural environment. Emphasis is on chemical reactions, acids, bases and salts, chemistry of life, rock, geological eras, erosion and sedimentation, earth processes (above and below the surface), and the solar system. Topics are developed with a minimum of mathematical presentation. Open to students who are enrolled in or have college credit in Physics.
Prerequisite: MATH 124 or higher.

PHYS 105   **Technical Physics**   **(3-0-3)**
Introduction to basic principles of physics, including properties of matter, mechanics, vibration, wave motion, heat, sound, electricity, magnetism and optics. Includes laboratory experience involving students in the active exploration of topics introduced in lecture.

PHYS 120   **Metrication**   **(2-0-2)**
Introduction to the metric system. History of measurements, English-metric units conversion techniques, standard international units and actual measurements of basic observations in the metric system, are included.

PHYS 221   **General Physics Lecture & Laboratory I**   **(3-4-5)**
An introductory course in the basic concepts, principles, and models in classical physics intended for science and engineering majors. Topics include mechanics, thermodynamics and sound. Skills in the elementary theoretical and experimental methods of physics are developed
Prerequisites: MATH 140 and MATH 264.

PHYS 222   **General Physics Lecture & Laboratory II**   **(3-4-5)**
Skills in the elementary theoretical and experimental methods of physics are developed while studying such topics as electricity, magnetism, waves, and optics
Prerequisite: PHYS 221, Math 140 and Math 264.

POLITICAL SCIENCE (POLI)

POLI 195   **Introduction to Political Science**   **(3-0-3)**
This course is an exploratory course designed to help students gain insight and knowledge into the various approaches to studying politics.

POLI 200   **American Government**   **(3-0-3)**
Emphasis in this course is placed on what government is, how it operates with respect to individuals and groups, the development of how the constitutional system is developed, and the citizens' roles as voters.

POLI 202   **International Relations**   **(3-0-3)**
Strategic political, legal, economic and ethnic factors affecting relations among nations, will be surveyed.

POLI 210   **State and Local Government and Administration**   **(3-0-3)**
The constitutional and administrative relationships between state and nation and among states; the organization and operations of the executive, legislative, and judicial branches at the state and local levels; political institutions and processes will be covered.

POLI 270   **Current Issues**   **(3-0-3)**
Major current issues, both foreign and domestic, will be analyzed and interpreted.

POLI 272   **Louisiana Politics**   **(3-0-3)**
Louisiana Politics provides historical insight into the structure of Louisiana's government. Emphasis is on the relationship between the government of Louisiana and political organization in the state.

PRLG 101   **Computer Skills for Paralegals**   **(3-0-3)**
Students are introduced to computer concepts and terminology, computer hardware and software programs, law enforcement software, and the internet applications in the paralegal profession. Hands-on laboratory experience is provided using software packages such as word processing, spreadsheets, and database management systems. Microsoft Word, Microsoft Outlook and WordPerfect are presented.

PRLG 103   **Introduction to Law, Ethics and Paralegalism**   **(3-0-3)**
Students are introduced to legal terminology, civil liberties and the sources of law, federal and state court systems, and attorney as well as paralegal ethics. Various aspects of the paralegal profession are discussed, with special emphasis on legal analysis, interviewing of clients as well as opponents and witnesses, procedures of legal investigation, assisting attorneys in the litigation process, and legal advocacy.

PRLG 105   **Legal Research and Writing**   **(3-0-3)**
This is an in-depth study of the nature of legal research and analysis. Students are introduced to reports, codes, digests, Shepard's and various other research tools. Instruction is given in briefing as well as in statutory and case analysis. Students are introduced to basic legal writing utilizing the Uniform System of Citations Research and writing laboratory is an integral part of this course.

PRLG 107   **Criminal Law and Procedures**   **(3-0-3)**
This course will present and discuss the fundamentals of substantive criminal law, the procedures unique to criminal cases, prosecution and defense in criminal trials, plea bargaining, and the types of criminal offenses. This course will also survey the Louisiana, federal and other state criminal

procedures and laws, with focus on arrest, interrogation, search and seizure, grand juries, right to counsel and the judicial process.

PRLG 109   **Civil Litigation**   **(3-0-3)**
The civil litigation process is presented. Students are introduced to the terminology applicable to litigants, the preparation of pleadings and motions, management of case files, drafting a complaint and serving court papers, drafting a response to a request for discovery, case preparation, assisting the attorney in courtroom trial proceedings, and preparation of pre-trial and post-judgment motions.

PRLG 110   **Torts**   **(3-0-3)**
This course introduces students to torts as the area of law dealing with civil wrongs (negligence, malpractice, misrepresentation, nuisance and libel), property and personal injury, slander and defamation, product and other liability, bad faith, and issues related to
automobile insurance and workers' compensation. Students are introduced to the drafting of pre-litigation and litigation documents and the preparation of case for trial involving tort laws.

PRLG 112   **Family Law**   **(3-0-3)**
This course will focus on the examination of substantive laws governing the establishment, management and dissolution of marriage, presumptions resulting from the establishment of the matrimonial regime, community of acquits and gains, and
ante/postnuptial agreements. Students will focus on family law practice, including drafting of dissolution petitions, incidental matters, property settlement, child custody and support agreements.

PRLG 114   **Real Estate Law**   **(3-0-3)**
This course examines the substantive laws governing acquisition, ownership and alienation of real estate. Students will focus on real estate practice, including information gathering, title research or abstraction, title insurance, preparation of deeds and mortgage instruments and real estate closing.

PRLG 116   **Succession, Wills, Trusts and Probate Law**   **(3-0-3)**
This course examines the substantive laws of succession and donations, inter vitos and motis causa. Students will be instructed in the laws governing types, executions and validity of wills. This

course will also examine succession and probate practice with emphasis on drafting of succession documents.

PRLG 118   **Obligation, Debt Collection and Bankruptcy**   **(3-0-3)**
This course is an introduction to the laws of obligation and debtor-creditor relations. Students are introduced to the laws governing formation, validity and enforcement of conventional obligations, quasi-contracts and offenses and quasi-offenses. Federal and state laws governing consumer credit and debt collection practices are introduced. This course will also examine bankruptcy as a means of debtor-creditor relief, with particular emphasis on Chapters 7, 11 and 13 of the Federal Bankruptcy Act.

POLYSOMNOGRAPHY (PSMG)

PSMG 100   **Polysomnography I**   **(3-0-3)**
This course provides an overview of the field of Polysomnography including job responsibilities, credentialing, medical ethics and patient confidentially. The course also covers normal and abnormal sleep disorders, integrating the physiologic functions of the nervous, respiratory and cardiovascular systems. Emphasis is placed on basic sleep sciences, physiology, monitoring, electrical safety, diagnosis and treatment of sleep disorders.

PSMG 101   **Neurophysiology of Sleep**   **(3-0-3)**
This course provides a basic discussion of the neurophysiology of sleep and the role of the autonomic nervous system. Emphasis is placed on respiratory and cardiovascular effects, regulation of sleep, circadium rhythms, and maturation of sleep stages in neonates to adults.

PSMG 102   **Polysomnography II**   **(3-6-3)**
This course provides a basic discussion of recording sleep apnea montage. Presentation and discussion of psychomotor practices related to interpretation of the polysomnogram for adult and

pediatric patients. Emphasis is placed on equipment, principles of operation, activities related to normal and abnormal stages of sleep, placement and calibration of electrocardiography (ECG), electromyography (EMG), pulse oximetry (SpO2), inductive plethysmography and airflow thermocouple. Emphasis is also placed on continuous positive airway pressure (CPAP) and bilevel positive airway pressures (BiPAP) equipment.
Prerequisites: PSMG 100; PSMG 101.

PSMG 103   **Polysomnography Practicum**   **(0-24-12)**
Polysomnography Practicum provides clinical experience for the Polysomnography student. Students spend 24 hours per week in the sleep lab of clinical affiliates.
Prerequisites: PSMG 100; PSMG 101.

PSYCHOLOGY (PSYC)

PSYC 210   **General Psychology**   **(3-0-3)**
This course is designed to introduce students to principles of psychology with special emphasis on description, prediction, control and explanation of human behavior.

PSYC 220   **Educational Psychology**   **(3-0-3)**
The focus of this course will be on variables that influence learning. Students will be exposed to physical growth and development, fundamentals of growth and development as well as cognitive growth.
Prerequisite: PSYC 210.

PSYC 231   **Social Psychology**   **(3-0-3)**
Students will study the basic principles of social behavior, biological and social foundations of behavior. Emphasis will also be placed on motivations and incentives toward learning, socialization processes, social aspects of personality, adjustment in social relations, group and institutional control behavior, social interaction in leadership, crowd behavior and attitudes and adjustment.

PSYC 236   **Elementary Statistics**   **(3-0-3)**

This course is designed to introduce students to research techniques in the Behavioral Sciences and Humanities. These techniques are applicable to other disciplines. Focus will be on the different types of research, measurement scales, use and selection of hypothesis, relationships between dependent and independent variables, as well as other variables. Efforts will be made to introduce students to the selection of samples from populations as well as an ability to select the proper analytical technique for the available data. Other topics will include reliability, validity, frequency distributions, averages/means skewness, mode, median, normal curves and the use of grouped and ungrouped data.

PSYC 237   Advanced Statistics   (3-0-3)
This course covers such topics as statistical inference, data collection and analysis of data. Students will be exposed to the selection of analytical techniques, both parametric and non-parametric techniques. They will also study descriptive versus, inferential statistics, the normal curve, ranges, standard deviations and variances. They will also be introduced to the types of statistical errors, sums of squares, standard deviations, percentile rankings, non-parametric techniques such as chi-square and others.
Prerequisite: PSYC 236.

PSYC 240   Adolescent Psychology   (3-0-3)
The major focus of this course will center around physical, mental, social emotional growth, and development of adolescents. Attention will also be given to problems they experience in adjusting to the home, school and community, with special emphases on the contemporary environment.

PSYC 250   Developmental Psychology   (3-0-3)
Students will be exposed to the study of human development, the study of how and why people change as well as how and why they remain the same. In this course students will focus on the developmentalist studies of all periods of life, from conception to death and
all kinds of change, from simple growth to radical transformations, in all areas of development.

PSYC 268   Abnormal Psychology   (3-0-3)
Both abnormal as well as normal behavior will be studied. It also deals with the etiology, diagnosis, treatment and prognosis of personality maladjustment and mental disorders.
Special focuses will be placed on contemporary influences and their effect on mental disorders.

PSYC 290   Sport Psychology   (3-0-3)
This course is designed to study the psychological foundations of physical activity in a more expansive mode. It will also explore athletes' behavior in athletic competition, crowd behavior, rehabilitation through therapy, through physical activity, motor skill acquisition, play group dynamics, readiness, proprioception, motor educability, body image, personality, physical ability, and the phenomenology of movement.

RADIOLOGIC TECHNOLOGY (RADT)

RADT 101   Intro to Radiologic Tech I   (3-0-3)
This course will provide the student with an introduction to the field of Radiography. The student will be introduced to professional ethics, patient communication skills, medical terminology, and basic patient care techniques. Special emphasis will be placed on the dynamics of learning, critical thinking skills, and in developing techniques and in developing techniques and attitudes needed to be successful in the clinical program.

RADT 102   Clinical Radiography I   (2-24-4)
This course will provide the student with a six-week orientation in program policy and procedures, professional ethics, body mechanics, venipuncture and patient care. Special instruction is given in basic radiation protection procedures prior to entering clinical. The remainder of the course will be a clinical rotation that will allow for the integration of radiologic procedures and positioning learned in RADT 105 with actual clinical experience. Clinical competencies are to be successfully completed on the chest and extremities.
Prerequisite: RADT 101, clinical acceptance.

RADT 105   **Radiographic Procedures and Positioning I**   **(3-0-3)**
This course introduces the student to the anatomical relationship and skills involved in diagnostic radiographic positioning of the chest, abdomen, upper and lower extremities, pelvic and shoulder girdles.
Prerequisite: RADT 101, clinical acceptance.

RADT 106   **Radiologic Procedures and Positioning I Lab**   **(0-2-1)**
Radiographic Procedures and Positioning I accompanies this course. It provides the student with hands-on experience, independent judgment, creativity, and problem solving in the clinical

energized laboratory. The student will position the chest, abdomen, upper and lower extremities, shoulder and pelvic girdles. A synopsis of radiation protection, digital imaging, and exposure is introduced prior to entering the clinical setting.
Prerequisite: RADT 101, clinical acceptance.

RADT 109   **Radiographic Processing and Exposure**   **(2-0-2)**
The basic principles involved in radiographic exposure and processing. The student will learn algebraic principles involving radiographic techniques, factors affecting
radiographic quality, beam restricting and attenuating devices. The fundamentals of processing techniques are also discussed.
Prerequisites: RADT 101, RADT 102, RADT 105 and RADT 106.
Co-requisite: RADT 110.

RADT 110   **Radiographic Processing and Exposure Lab**   **(0-1-1)**
The course accompanies Radiographic Processing and Exposure 109. This student will perform experiments to enhance instruction in radiographic exposure and processing.
Special emphasis is placed on critical thinking, problem-solving techniques and radiographic processing.
Prerequisites: RADT 101, RADT 102, RADT 105 and RADT 106..
Co-requisite: RADT 109.

RADT 115   **Clinical Radiography II**   **(0-24-4)**
The course is a continuation of Clinical I. The student is provided with clinical experience involving radiographic positioning of the upper and lower extremities, shoulder vertebral column and pelvic girdles. Further instructions provide the student with an opportunity to obtain experience with IVP and fluoroscopic examinations. Clinical competencies are to be successfully completed in the areas mentioned above.
Prerequisites: RADT 101, RADT 102, RADT 105 and RADT 106.

RADT 120   **Radiographic Procedures and Positioning II**   **(3-0-3)**
This course introduces the students to the technical skills involved in the procedures and positioning of the vertebral column, bony thorax, biliary, urinary and gastro-intestinal flouroscopic studies.
Prerequisites: RADT 105 and RADT 106.
Corequisites: RADT 115

RADT 121   **Radiographic Procedures and Positioning II**   **(0-1-1)**
This course accompanies RADT 120, Radiographic Procedures and Positioning II, and is designed to expand the students' positioning skills, independent judgment and creativity. Using hands-on instruction in an energized laboratory, students will demonstrate
proficiency in positioning the anatomic structures of the vertebral column, bony thorax and gastro-intestinal studies, biliary and urinary system.
Prerequisites: RADT 105 and RADT 106.
Corequisites: RADT 115

RADT 130   **Radiologic Procedures and Positioning III**   **(3-0-3)**
This course introduces the student into the anatomical relationship and skills involved studies of the sinuses, skull, facial bones, mastoids, mandible and special radiographic procedures.
Prerequisites: RADT 109, RADT 110, RADT 120, RADT 121 and RADT 200.
Co-requisite: RADT 131.

RADT 131   **Radiologic Procedures and Positioning Lab III**   **(0-1-1)**
This course accompanies RADT 130, Radiologic Procedures and Positioning III. It is designed to enhance the student's creativity, positioning, and critical thinking skills, by allowing hands-on experience in an energized lab. The student will demonstrate proficiency in positioning the anatomic structures of skull, sinuses, facial bones, mastoid, mandible, and special radiographic procedures.
Prerequisites: RADT 109, RADT 110, RADT 120, RADT 121 and RADT 200.

RADT 140   **Clinical Radiography III**   **(0-24-4)**
The student is provided with clinical experience involving radiographic positioning of the upper and lower extremities, shoulder and pelvic girdles, IVP examinations and fluoroscopic examinations. Further instructions provide the student with the opportunity to obtain experience with procedures involving the skull, vertebral column and the bony thorax. Clinical competencies are to be successfully completed in the areas mentioned above.
Prerequisites: RADT 115, RADT 120 and RADT 121.

RADT 200   **Radiologic Physics**   **(3-0-2)**
This course introduces the student to the use of electromagnetic radiation. Special emphasis is placed on the following radiologic concepts: matter, electricity, magnetism, and the properties of x-rays circuitry.
Prerequisites: RADT 109, RADT 110 and RADT 115.

RADT 204   **Clinical Radiography IV**   **(0-24-4)**
This course is a continuation of Clinical III. The student is provided with clinical experience involving radiographic positioning of the upper and lower extremities, shoulder and pelvic girdles, biliary tract, fluoroscopic examinations, skull, vertebral column and the bony thorax. The student will also be provided with clinical experience in the specialty areas such as mammography, ultrasonography, computerized tomography, nuclear medicine, radiation therapy and special procedures. Clinical competencies are to be successfully completed in the areas mentioned above.
Prerequisites: RADT 130, RADT 131 and RADT 140.

RADT 210   **Exposure II**   **(2-0-3)**
In this course, the student will evaluate the advanced theories in radiographic exposure, equipment, problem-solving and quality assurance.
Prerequisite: RADT 109, RADT 110 and RADT 200.

RADT 220   **Radiation Biology and Protection**   **(2-0-2)**
This course explores the effects of ionizing radiation on the body, the physical and biological factors affecting radio sensitivity of cells and radiation dose-response relations. The student will also be supplied with the general information regarding the radiation protection of the general population as well as those employed in the health professions.
Prerequisites: RADT 200 and RADT 210.

RADT 230   **Equipment Operation and Maintenance**   **(2-0-2)**
This course will provide a description of the design and operation of the fluoroscope, television monitor, television camera, and the radiographic film processor. Procedures for maintenance, quality control and quality assurance will be explored. The student will also be given the opportunity to re-examine topics previously covered in Radiologic Physics RADT 200 to gain greater depth of understanding. This course also introduces students to basic computer operations and computer application in the Radiologic sciences related to capture, display, storage and distribution.
Prerequisites: RADT 200 and RADT 210.

RADT 240   **Clinical Radiography V**   **(0-24-4)**
This course is a continuation of Clinical IV. The student is provided with clinical experience involving radiographic positioning of the upper and lower extremities, shoulder and pelvic girdles, biliary tract, fluoroscopic examinations, skull vertebral column and experience in the specialty areas such as mammography, ultrasonography, computed tomography, nuclear medicine, radiation

therapy and special procedures. Clinical competencies are to be successfully completed in the areas mentioned above. This course also introduces students to basic computer operations. Computer application in the radiologic sciences related to capture, display, storage and distribution.
Prerequisite: RADT 204.

RADT 244   **Radiographic Pathology Film Critique**   **(2-0-2)**
In this course, the student will evaluate radiographs for adequate positioning skills, proper radiographic technique, film identification and diagnostic quality. Emphasis is placed on basic concepts concerning medical and surgical diseases and their relationship to radiologic technology.
Prerequisite: RADT 210.

RADT 245   **Clinical Radiography VI**   **(0-24-1)**
This course is a continuation of Clinical V. The student is provided with clinical experience involving radiographic positioning of the upper and lower extremities, shoulder and pelvic girdles, biliary tract, fluoroscopic examinations, skull, vertebral column and the bony thorax. The student will also be provided with clinical experience in the specialty areas such as mammography, ultrasonography, computed tomography, nuclear medicine, radiation therapy and special procedures. Clinical competencies are to be successfully completed in these areas.
Prerequisite: RADT 240.

RADT 247   **Radiography Seminar I**   **(0-24-4)**
This course will focus on developing the professionalism that should be displayed by radiographers. Special emphasis will be placed on test-taking skills and preparation for final competency testing.
Prerequisite: RADT 230, RADT 240 and RADT 220.

RADT 250   **Radiography Seminar II**   **(0-24-1)**
This is an advanced study which integrates clinical and didactic instruction.
Prerequisite: RADT 247.

READING (READ)

READ 093   **Freshman Reading**   **(3-2-3)**
This course is designed for students who need practice in basic word recognition, vocabulary and comprehensive skills. Instruction is also given in critical reading and thinking skills. *(This course may not be counted toward fulfillment of degree requirements.)*

READ 094   **Freshman Reading**   **(3-0-3)**
Critical reading and thinking skills and reading rate are emphasized in this course which is designed to improve students' reading speed and vocabulary development. *(This course may not be counted toward fulfillment of degree requirements.)*

RESPIRATORY THERAPY (RESP)

RESP 103   **Cardiopulmonary Physiology**   **(2-1-2)**
A review of cardiopulmonary physiology with emphasis on structure and function. Clinical applications are introduced to gain an understanding of the normal cardiopulmonary system.

RESP 104   **Fundamentals of Respiratory Therapy**   **(3-1-4)**
A lecture/laboratory course covering the full scope to respiratory therapy techniques, procedures and equipment.

RESP 108   **Clinical Applications and Procedures I**   **(0-16-2)**
The course will provide clinical practice in applying general patient airway care, oxygen therapy, humidity and aerosol therapy, chest physical therapy, and infection control; designed to develop the ability to communicate with other members of the health care team.

RESP 118   **Pharmacology**   **(1-0-1)**

This course will prepare the student in the understanding and delivery of various medicines and pharmacological agents employed in respiratory therapy.

RESP 121   **Critical Care Concepts I**   **(3-1-3)**

This course is a lecture/laboratory course that prepares the student to work with ventilatory patients in the critical care units. Content includes adult mechanical ventilators, advanced airway management, ventilation techniques, critical care monitoring and assessment/care of the critically ill patient.

RESP 123   **Clinical Application and Procedures II**   **(0-24-3)**

This course will provide clinical instruction in adult critical care with emphasis on patient assessment, ICU monitoring, ventilation techniques and advanced airway management.

RESP 128   **Pulmonary Disease**   **(2-0-1)**

This course is an in-depth review of diseases of the lungs and systemic infections with emphasis on clinical support to be provided by the respiratory therapist, to include pharmacological management.

RESP 130   **Entry-Level Review**   **(1-0-1)**

This course is a comprehensive review in preparation for the mock certification examinations and the completion of a mock certification examination.

RESP 218   **Advanced Pharmocology**   **(2-0-1)**

This course will provide student with advanced knowledge of pharmacology with emphasis on drug administered to the critically ill patients, emergency settings, and operating room.

RESP 226   **Clinical Application and Procedures III**   **(0-24-3)**

This course will emphasize advanced skills, ventilator management, anesthesia, rehab, PICU and PFT.

RESP 230   **Respiratory Care Topics**   **(1-0-1)**

This course will help students develop an understanding of respiratory homecare/rehabilitation equipment, procedures and patient care. Clinical Practice Guidelines will be emphasized. Other topics relating to respiratory care will be discussed.

RESP 231   **Critical Care Concepts II**   **(3-1-3)**

This course is a continuation of RESP 122, assessment, modification of mechanical ventilation, initiate, conduct, or modify respiratory care techniques in an emergency setting, chest tube, and other special procedures.

RESP 235   **Neonatology and Pediatric Respiratory Care**   **(3-0-3)**

This course is a study of neonatal and pediatric anatomy and physiology. Emphasis on care of the newborn and pediatric patients with cardiopulmonary disorders. The student is also exposed to types of equipment used in treatment of these patients.

RESP 240   **Diagnostic Procedures**   **(2-1-2)**

This course is a lecture/laboratory course designed as an introduction to pulmonary diagnostics (PFT/EKG), chest x-ray, bronchoscopy, and exercise testing.

RESP 255   **Advanced Cardiopulmonary Physiology**   **(3-0-3)**

This course is designed for the therapist-level practitioner, includes advanced anatomy and physiology considerations of the cardiac, pulmonary, and renal systems.

RESP 261   **Clinical Application and Procedures IV**   **(0-24-6)**

This course is a continuation of RESP 225. The student will apply assessment skills, general respiratory care, and critical respiratory care techniques to the neonatal/pediatric patient and adult critical care patient.

RESP 265   **Pathology of Disease**   **(2-0-2)**
This course is an in-depth study of various disease processes emphasis is placed on their effects on the respiratory and cardiovascular systems, to include pharmacological management and clinical simulations.

RESP 276   **Advanced Review**   **(2-0-2)**
This course emphasis will be to acquaint the student for the unique testing requirement for registry in Respiratory care. Test matrices and exam content areas of the National Board for Respiratory Care (NBRC) Entry-Level and Written Registry Examinations will be emphasized.

SERVICE LEARNING (SLGE)

SLGE 000   **Service Learning**   **(0-0-0)**
This course expands and reinforces student learning outside of the classroom through volunteer service performed community agencies through the key concepts of reflection and reciprocity. Students must complete a minimum of 20 clock hours of volunteer service at approved Service Learning sites.

SOCIOLOGY (SOCL)

SOCL 120   **Effective Listening**   **(3-0-3)**
This course is designed to emphasize listening behaviors which are designed to improve the students listening behavior in improving listening efficiency. Emphasis will be placed on assisting students in overcoming faulty listening habits.

SOCL 198   **Introduction to Social Work**   **(3-0-3)**
An orientation to the field of social work, emphasizing purposes, organization, and operation of various social agencies will be conducted.

SOCL 210   **Introduction to Sociology**   **(3-0-3)**
This course will focus on the scientific study of society, group behavior, and organizations. Emphasis will be placed on the development and understanding of present-day social and cultural life.

SOCL 220   **Modern Social Problems**   **(3-0-3)**
The focus in this course is on major social problems resulting from group life in the United States. Individual, family and community organization will be examined to determine how and why specific problems develop within these groups.

SOCL 235   **Marriage and the Family**   **(3-0-3)**
The institutions of marriage and the family will be the focus. Problems and interactional patterns common to these institutions will be examined.

SOCL 241   **Urban Sociology**   **(3-0-3)**
Urban social structures from a world perspective will be examined.

SOCL 249   **Interpersonal Communications**   **(3-0-3)**
This course is designed to emphasize the concepts of communications between and among two or more individuals with emphasis on communication principles and techniques that are employed during interviews and similar group discussions.
Prerequisite: SPCH 200.

SOCL 250   **Introduction to Anthropology**   **(3-0-3)**
The biological nature and evolution of man will be the focus.

SOCL 251   **Cultural Anthropology**   **(3-0-3)**
The descriptive and historical review of societies with different cultural traditions will comprise this course.

SOCL 255   **Social Work Methods**   **(3-0-3)**
This course is designed to place emphasis on approaches to understanding individuals in their milieu and problems they encounter. Emphasis will also be placed on maintaining and acquiring available resources to assist these individuals in overcoming deficiencies they may have.

SOCL 256   **Minorities in America**   **(3-0-3)**
This course will examine the relationships that exist between the dominant and minority groups within the United States.

SOCL 270   **Population Problems**   **(3-0-3)**
Population trends with special emphasis on the demography of the South will be examined.

SOCL 271   **Introduction to Population and Human Ecology**   **(3-0-3)**
The composition of human populations and the changes in the demographic characteristics of those populations will be addressed.

SOCL 280   **Criminology**   **(3-0-3)**
This course focuses on the study of criminals and how they are treated within the criminal justice system. Emphasis will be placed on the correctional system's role in the prevention of crime and rehabilitation of criminals.

SOCL 299   **Social Gerontology**   **(3-0-3)**
This course focuses on Aging and later maturity with respect to social and personal difficulties and opportunities. Emphasis is placed on social services that are available to the elderly.

SPANISH (SPAN)

SPAN 100   **Elementary Spanish I**   **(3-0-3)**
The course emphasizes the fundamentals of Spanish grammar, with emphasis given to aural-oral practice and the development of comprehension and vocabulary in elementary reading selection.

SPAN 101   **Elementary Spanish II**   **(3-0-3)**
The course develops mastery of the fundamentals of Spanish grammar with continued emphasis on the aural-oral aspects of the language, comprehension of elementary reading selections and writing skills.
Prerequisite: SPAN 100 or placement test.

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SPAN 200   **Intermediate Spanish I**   **(3-0-3)**
This advanced level Spanish course focuses on oral and written communication and vocabulary development. It also introduces cultural aspects and interests.
Prerequisite: SPAN 101 or placement test.

SPAN 201   **Intermediate Spanish II**   **(3-0-3)**
Spanish 201 continues proficiency in oral and written communication with advanced vocabulary and writing skills and cultural interest. Emphasis is placed on developing oral communication skills.
Prerequisite: SPAN 200.

SPAN 202   **Hispanic Civilization**   **(3-0-3)**
The course analyzes cultural patterns, attitudes and ideas that have characterized Hispanic culture and civilization in Europe and America.
Prerequisite: SPAN 101.

SPAN 203   **Spanish Phonetics**   **(3-0-3)**
The course includes a study in Spanish morphology and syntax through the application of phonetic principles in Spanish. Scientific description of speech sounds and International Phonetic Alphabet are emphasized.
Prerequisite: SPAN 201.

SPEECH (SPCH)

SPCH 100   **Theatre Aesthetics**   **(3-0-3)**
This is an appreciation of the arts of the theatre including background, writing, producing, acting and directing. Emphasis is placed on student participation in a creative activity. Open to non-majors.

SPCH 131   **Oral Communication**   **(3-0-3)**
Oral Communication is a basic course designed to enhance both verbal and non-verbal communication skills.

SPCH 200   **Public Speaking**   **(3-0-3)**
This is a basic course in the theory and practice of public speaking. It stresses organization of speech content, personality, components of effective delivery, and use of voice, body and language.

SPCH 210   **Fundamentals of Speech**   **(3-0-3)**
Students will be given an orientation to the functions, principles and types of effective speech with emphasis on the use of speech arts in business, social and professional situations.

SPCH 220   **Supervised Observation**   **(0-1-1)**
This course is designed to provide opportunities for supervised observation of diagnostic and therapeutic procedures utilized in speech/language pathology. Students will observe sessions at local facilities (speech clinics, public schools, and hospital settings) in the area.

SPCH 230   **Introduction to Phonetics**   **(3-0-3)**
This is a study of the physics and physiology of speaking and an introduction to the principles of phonetic transcription.

SPCH 240   **Voice and Diction**   **(3-0-3)**
This is a study of the physical and physiological bases of phonation and the use of speech. Techniques for perfecting the operation of vocal mechanisms and for obtaining vocal control are introduced.

SPCH 246   **History of the Theatre I**   **(3-0-3)**
This course is a broad survey of the history of drama from Ancient Greeks and Romans to the 18th Century. Specific plays from each of the major eras will be analyzed for artistic trends, styles, and techniques.

SPCH 247   **History of the Theatre II**   **(3-0-3)**
This course is a continuation of the survey of the history of drama from the 19th Century to contemporary theatre. Specific plans from each period will be analyzed for major trends, styles and techniques.

SPCH 250   **Normal Speech and Language Acquisition**   **(3-0-3)**
A study of the normal development of speech and language that focuses on concepts, theories, methods, and research on the process involved in its acquisition.

SPCH 260   **Anatomy and Physiology of the Speech and Hearing Processes**   **(3-0-3)**
A study of the anatomy and physiology of the neurological, respiratory, phonatory, articulatory and hearing mechanisms.

SPCH 270   **Introduction to Communication Disorders**   **(3-0-3)**
This is a study of literature dealing with the types, causes and therapy of speech defects.
This course is an introduction to the types, causes, and intervention strategies for communication disorders.

SPCH 280   **Introduction to Audiology**   (3-0-3)
Theory and practice of audiometric testing, theories of hearing, interpretation of audiograms, causes and types of hearing loss, and the relationship of audiology to speech therapy.
Prerequisites: Speech 250 and 260

SURGICAL TECHNOLOGY (SURG)

SURG 106   **Intro to Surgical Technology**   (3-0-3)
This course is designed to acquaint the student with the organization and management of health care facilities, the variety of functions performed by the surgical technologist and its relationship with other surgical team members, the physical environment of a surgical suite, the inter-departmental relations, the historical development of surgery and the ethical, moral and legal responsibilities surrounding it as well as the division of duties in surgery. The course introduces the learner to the principles and application of sterilization and materials management.

SURG 108   **Practicum I**   (0-24-6)
This course focuses on clinical application of operating room techniques with emphasis on the mastery and applications of aseptic techniques and recognition and handling of basic instruments. The learner is introduced to the surgical routines in the OR. Classes are presented in the laboratory and in affiliate hospitals.

SURG 116   **Surgical Techniques**   (3-1-3)
The course introduces the learner to clinical microbiology, cell structure, functions of microorganisms, human defense mechanisms, immunology, wound healing as well as pathology.

SURG 118   **Practicum II**   (0-24-6)
Practice in laboratory and hospital settings continues. Students expand their clinical knowledge base and are able to operate with more confidence and skill in handling tools and equipment in the preoperative area as well as anticipating the surgeons' needs in the surgical field. The students are introduced to the principles of electricity and physics and their relationship to a variety of instruments and equipment used in surgery.

SURG 124   **Basic Patient Care**   (2-1-3)
A course designed to introduce the learner to weights and measures, drugs and solutions, action and use of drugs in the care of the perioperative patient. The course covers anesthetic, hemostatics and anticoagulant agents as well as antibiotics, diuretics, oxytoxics, steroids, dyes, opthalmics, muscle relaxants and related agents, as well as IV solutions and blood transfusion. Students are introduced to principles and application of basic patient care in the perioperative area and becomes CPR certified.
Prerequisite: Enrollment in the surgical technology program.

SURG 220   **Surgical Procedures I**   (3-0-3)
Selected procedures are discussed in this course, including relevant anatomy, pathology, diagnostic procedures, tests, special preoperative preparation, instruments and equipment, supplies, drugs, intraoperative preparation, prognosis, and postoperative care and complications.

SURG 230   **Practicum III**   (0-24-6)
The student continues to develop expertise in the clinical application of operating room techniques with attention given to specific surgical procedures, with emphasis placed on functioning safely and efficiently in the clinical setting, performing circulating duties as needed, and efficiently recording and reporting operative data.

SURG 232   **National Exam Review**   (1-0-1)
Lectures, presentations, and mock exams similar in form and content to the national exam for surgical technology are given. An exit exam must be passed prior to successful completion of the program.

SURG 240   **Surgical Procedures II**   **(4-0-4)**

This course involves the study of procedures and techniques of higher surgical complexity, with continued discussion of anatomy, pathology, diagnostic procedures, preoperative preparation, special instruments, supplies and equipment, prognosis, postoperative care and complications.

SURG 250   **Practicum IV**   **(0-24-6)**

The student is able to demonstrate clinical proficiency in general surgical procedures and commonly performed specialty procedures. Emphasis is especially placed on functioning with minimal supervision in the scrub role, and gaining experience in the circulating and second assistant role.

SURG 260   **Personal and Professional Development**   **(1-0-2)**

This course discusses factors that affect the surgical technology profession, and addresses related professional organizations, employment skills, career opportunities, job interview, preparation of a professional resume and stress management.

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Safety Program Coordinator
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Director of Information Technology Center

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Budget/Grants Officer
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University Police Captain
Linda Bedford, B.S.
Administrative Assistant IV

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David Francis, B.S.
Head Men's Basketball Coach
Intramural & Recreational Program Director
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Debra Alexander, B.S.
Women's Basketball Coach and Intramural Sports
Devoyne Brown, B.S., M.S.
Coordinator of Student Retention
Brenda Patterson, A.A.S., B.S.
Administrative Assistant
Javonna Mack, B.G.S.
Enrollment Management Specialist

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Executive Director of T.R.I.O
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Ted Scott, B.S.
Coordinator of Recruitment
Rubie W. Scere, B.S., M.A., LPC
Director of the Student Counseling Center
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Coordinator of Intake Services
Arcenia Anthony, B.A., M.A.
Director of Community Outreach
Lucinda H. Thorton B.S., M.S.
Director of Workforce Development

Eddie Jean Cheatham, B.S., M.A.
Director of Grants and Sponsored Programs
Rachel McGee Johnson, B.S.
Budget Analyst and Compliance Officer
Stephanie Graham, A.S.
Coordinator of Perkins Programs
Linda Hines, B.S., M.S.W.
Director of Corporate Training

Instructional Faculty

ALAK, John I. B. (2001). Associate Professor - Biomedical Science. B.S., Tuskegee University; B.S., Auburn University; M.S., Tuskegee University; M.P.H., University of Alabama; Ph.D., University of Arizona.

ANDERSON, Vickie G. (2006) Asst. Professor – Nursing, M.S.N. – Grambling State University; BSN – Grambling State University.

ANYANECHI, Kenechukwu (2004). Assistant Professor – Anatomy and Physiology. M.D., University of Nigeria, Nsuka, Nigeria.

BANKS, Timothy L. Instructor- Aerospace Technology. B.S. Embry Riddle Aeronautical University.

BAKER, Gaddie W. (2002). Assistant Professor – Speech. B.A., Grambling State University; M.C.D., Louisiana State University, Medical Center School of Allied Health.

BARNETT, Beverly (2004). Assistant Professor – Nursing. BSN, Northwestern State University; MSN, Northwestern State University, Natchitoches, LA.

BELTON, Ray L. (1987). Professor – Health and Human Services. A.S., Southern University at Shreveport; B.S., Southern University; M.A., University of Nebraska; Ph.D., University of Texas at Austin.

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BRAZILE, Orella R. (1968). Professor, Director of the Library. B.S., Grambling State University; M.S., University of Texas at Commerce; M.Ed., Southern University; M.L.S., University of North Texas; Ph.D., University of North Texas.

BRITTENTINE, LaTanya (2002). Instructor/Clinical Coordinator – Health Information Technology Program. A.A.S., Louisiana Tech University, B.S., Louisiana Tech University; MHIM, Louisiana Tech;

BROOKINS, Lataisha (2006) Clinical Instructor Respiratory Therapy. A.A.S. Southern University Shreveport.

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BROWN, James C. (1999), Professor – Education. B.S., Mississippi State University; M.Ed., Mississippi State University; Ed.D., University of Mississippi.

BROWN, Jo Ann (1991). Director of Respiratory Therapy and Assistant Chairperson of Allied Health Sciences Division. A.S., Southern University at Shreveport; B.S., Louisiana State University; M.B.A., University of Phoenix.

BROWN, Warner K. (1983). Assistant Professor of Physics. Coordinator of Associate of Applied Science in Electronics Technology. B.S., Grambling State University; M.A.T., Grambling State University.

BURTON, Willie D. (1968). Associate Professor - History, and Chairman of the Department of Social Sciences. B.A., Southern University; M.A., North Carolina Central University.

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COLE, Shanette M. (2005). Instructor- Heath & Physical Education. B.S., University of Monroe; M.A., Tennessee State University.

COLEMAN, Lois V. (2002). Instructor of Mathematics. B.S., Southern University; M.S., Louisiana Tech University.

COLLINS, Clifford R. (1971). Associate Professor - Health and Physical Education and Sociology, Coordinator of Sociology. B.S., Grambling State University; M.S., Louisiana Tech University.

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DANIEL, Jimmy (1974). Associate Professor of Mathematics - Computer Science and Head of Mathematics and Computer Science Department, Coordinator of Associate of Science in Computer Science. B.S., Southern University; M.S. (Mathematics), Southern University; M.S. (Computer Science), Southern University.

EATMAN, Lynne (1999). Instructor/Clinical Coordinator – A.D., Dental Hygiene, Howard University; B.S., Organizational Management, Wiley College.

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Glossary

Academic Advisor - a member of the college staff who helps students set educational goals and select courses to meet those goals.

Academic Load - the total of semester hours of course work for which a student is registered in a semester or summer session.

Add - During any single semester, to enroll in additional course(s) after registration.

Admission - written permission, granted by the Registrar, to register for course work at SUSLA.

Area of Concentration – The primary content areas of study in the Associate of General Studies degree program, not a major.

Audit - enrollment in a course without receiving academic credit.

Catalog - the book containing course descriptions, certificate and associate degree requirements, and general information.

Class Bulletin - A publication for each semester listing classes, sections, dates, times, instructors' names and meeting places. This publication is used by students in preparing personal class schedules each semester.

Co-requisite - A requirement that mandates a student to take courses simultaneously.

Course Load - the number of hours or courses in which a student is enrolled in any given semester.

Credit hours/semester hours - the unit of credit earned for course work. Each college course is worth a certain number of credit or semester hours. This number is determined by the type of class and the number of hours per week it meets. For example, a 3-credit hour class (English, history, etc.) meets 3 hours per week during the fall/spring semester. Check this catalog or the current class bulletin for the value of any course you wish to take.

Credit/Non-Credit - credit classes are those that award academic credit and may apply toward a degree. Non-credit classes do not apply toward a degree.

Curriculum - an officially approved combination of courses, satisfactory completion of which may lead to a degree or other goal.

Developmental Studies Courses - courses which develop prerequisite skills in reading, writing and mathematics. Because of the nature of these courses, the credit earned will not count toward graduation requirements.

Dismissal - final termination, by proper University authority of a student's enrollment in the University.

Drop - the act of officially withdrawing from a particular course without penalty before a specified date. It is the student's responsibility to drop a course by the date published.

Elective - a course called for in a curriculum without specific identification; the student "elects" the course to be taken. The area in which the elective must be chosen is sometimes specified.

Fee - a charge in addition to tuition charges, which the college requires for service.

Full-time student - a student who is enrolled for at least 15 credit hours during a semester or for 6 credit hours during a summer session.

GPA - Grade Point Average.

Lab hours - the number of hours a student spends each week in a laboratory or other learning environment.

Lecture hours - the number of hours a student spends each week in a classroom other than a laboratory.

Major - a student's primary field of study. There is no "major" in the General Studies program. See "Area of Concentration."

Minor - a student's secondary area of study. Some curricula do not require the completion of a minor.

Prerequisite - a requirement that must be satisfied, often another course, before a student can take a course.

Probation - a warning for a student whose academic work or behavior is unsatisfactory. Students on academic probation may be suspended if their academic performance does not improve.

Quality Point - a numerical value assigned each of the letter grades A through F. The grade of A is valued at four quality points for each semester hour of credit in the course. B is three points per hour, C is two, and D is one. A grade of F has a quality point value of zero. The letters NC also represent a quality point of zero A through F values are used in calculating a student's "grade point average" and academic standing.

Registrar - the University official responsible for compiling and keeping secure the official records of each student's scholastic achievement.

Resignation - a student's voluntary termination of enrollment in all classes carried out in accordance with University procedures.

Semester hour - the numerical value of a course usually based on the number of hours spent in the class per week in a regular session.

Special student – a student who has accumulated 60 or more semester credit hours.

Transfer student - one who has attended another college or university prior to entering SUSLA.

Transcript - an official copy of a student's academic record which can be obtained through the Admissions Office. An official transcript must have the seal of the college affixed and the signature of the Registrar.

Withdrawal - the act of ending enrollment in classes. A student withdrawing must go through a formal procedure. It is the student's responsibility to withdraw officially by the appropriate date. (Designated with a "**W**" on Grade Report Forms).

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